

ASDAN Short Courses: Quick guide to delivery

Guidance for ASDAN members
June 2026

ASDAN Short Courses: A quick guide to delivery

This guide focuses on the role of the tutor in planning and delivering ASDAN Short Courses. It includes guidance on the requirements for successful completion of any Short Course.

ASDAN Short Courses are available in different formats, either as printed student books or on Equitas, ASDAN's digital learning platform.

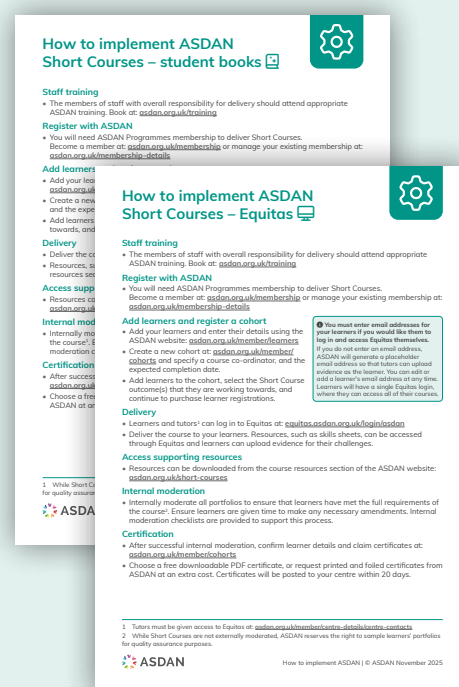
Delivering Short Courses using Equitas

There are some fundamental differences between the Short Course student books and the versions of the Short Courses now available on Equitas.

For that reason, we advise that members choose **one** format (ie student books **or** Equitas) to use with all learners within a group. Please see the separate guidance, available to download from: asdan.org.uk/digital-learning

How to implement ASDAN Short Courses

For guidance on the process of implementing ASDAN Short Courses (eg registration, purchase, certification), please see the separate how to implement Short Courses guidance, available to download from: asdan.org.uk/short-courses



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Planning

ASDAN Short Courses can be delivered in a wide variety of settings; they have a flexible structure and are focused on skills-based learning.

Skills-based learning is central to everything ASDAN does. For Short Courses, this involves learners completing a number of challenges to develop their skills, and collecting evidence to show what they have done. This evidence is stored in an organised portfolio, which can be paper-based or digital.

When you come to plan what challenges your learners will do, remember you are free to decide how best to deliver your Short Course; ASDAN does not supply recommended lesson plans or detailed fact sheets to follow.

Timescale

Certification is available for 10–60 hours of work, with any multiples of 10 in between. The certificate issued to learners at the end of their course will state the number of credits gained, where 1 credit = 10 hours.

🕒 Hours completed	10 hours	20 hours	30 hours	40 hours	50 hours	60 hours
★ ASDAN credits gained	1 credit	2 credits	3 credits	4 credits	5 credits	6 credits

Choosing challenges

Look through the challenges with the learners and discuss the requirements for each challenge. Clarify meanings and answer questions about what is appropriate and what is not. Give appropriate help to different learners, but always look out for ideas that might not be achievable for that learner yet.

Some common questions and answers about challenges are as follows:

- **Do the instructions for each challenge need to be followed exactly?** No. The challenges enable young people to demonstrate their personal skills and independent learning development. Challenges are written in a flexible way to fit in with different contexts; it isn't always a case of 'one size fits all'. Therefore, wording can be amended or added to, according to circumstances, as long as the core purpose of the challenge is met.
- **How many challenges do learners need to complete in total?** There is no fixed number overall; it may be as few as one or as many as 20.
- **Why are the modules divided into A and B sections?** Section A challenges are shorter activities that will generally take two to three hours to complete. Section B challenges are longer projects that can take between five and 10 hours to complete.
- **Could learners do both Section A and Section B from the same module?** Yes, unless otherwise stated in the specific Short Course.
- **How many modules need to be covered?** Learners can opt to work from just one module, several modules, or all the modules. It is recommended that you cover a broad range of topics but it is equally valid to give a particular focus to the Short Course.

Short Course requirements

The following six things are required for learners to achieve a Short Course certificate:

1. A record of completed challenges

The Short Course curriculum and challenges are found in the student book or the Equitas challenge directory. Each learner must have their own student book or Equitas login to keep track of the challenges they are doing.

2. A record of skills development

Learners must record the skills they are developing alongside each completed challenge.

3. Evidence for each completed challenge

Learners must provide evidence of each completed challenge. There are lots of different things that can be used as evidence (see page 6).

4. Skills sheets

Learners should complete skills sheets to show how they have planned for and reviewed their challenges. It isn't necessary to complete skills sheets for every challenge, only the required number for the length of Short Course they are working towards.

5. Summary of achievement

Learners must complete this after they have finished all their chosen challenges. This shows how they have developed skills while working through the challenges and where evidence of these skills can be found in their portfolio.

6. Personal statement

This must be completed by learners at the end of their Short Course. They should focus on what they have achieved and how they have developed since starting the Short Course.

There is also space on the personal statement for the co-ordinator or tutor to comment on the learner's progress and leave feedback for the learner. This is an ideal opportunity to focus on and praise individual achievements.

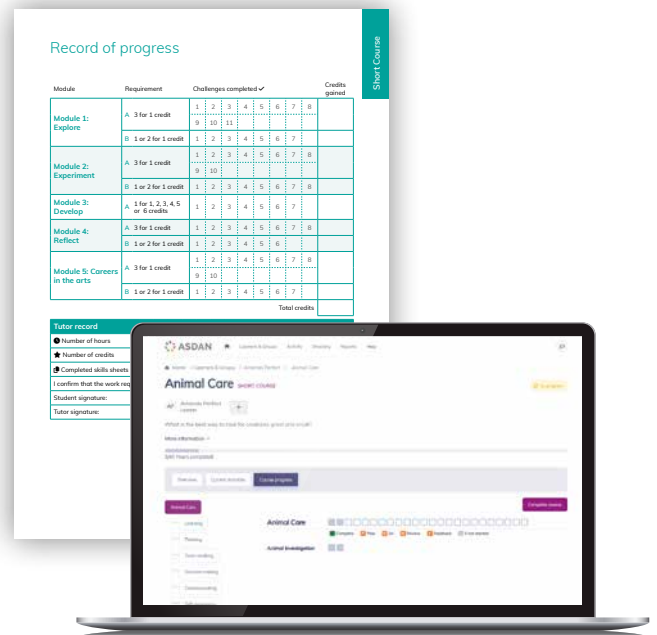


Delivery

1. A record of completed challenges

In **Short Course student books**, the Record of progress (page 5) should be filled in by learners as they work through their chosen challenges. It allows learners to keep a record of which challenges they have completed, how many credits they have gained and the number of skills sheets they have completed.

For **Short Courses in Equitas**, the record of progress is interactive and automatically updates based on the challenges that the learner has completed. It also shows the challenges that have been assigned to the learner and the status of those challenges.



2. A record of skills development

In **Short Course student books**, a series of tick boxes is shown alongside each challenge for the learner to record the core skills they have used: Ability to learn (or Learning); Teamwork; Problem solving (or Coping with problems); IT skills (or Use of IT); Literacy (or Use of English); and Numeracy (or Use of maths). For example, in a gardening challenge the learner has used a computer to find out about different garden hand tools (IT skills), interviewed gardeners about how to take care of these tools (Literacy) and then learnt how to use the tools safely (Ability to learn).

For **Short Courses in Equitas**, each challenge is mapped to the six skills in ASDAN's updated skills framework: Learning; Communicating; Decision making; Thinking; Team working; and Self-awareness. Each challenge includes clear examples of the ways that learners might demonstrate each skill during the challenge.

Learners could use all of the skills listed to complete a challenge or just one. There is no set number of skills they should use.

In Short Course student books

✓ Skills I used: ☐ Ability to learn ☐ Teamwork ☐ Problem solving ☐ IT skills ☐ Literacy ☐ Numeracy	✍ Sign off: Evidence ref Verified by Date
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For Short Courses on Equitas

	Learning	Identifies types of pets for sale. Records prices and responsibilities clearly. Links pet types to equipment and care needs.
	Decision-making	Chooses which pets and equipment to include. Provides reasons for responsibilities and costs. Organises information logically.
	Communicating	Asks clear questions about pet needs and equipment. Writes a table showing costs and responsibilities. Presents information neatly.
	Team working	(Optional) Shares findings with others. Supports peers by helping with research. Combines information if working in pairs.
	Thinking	Compares costs and responsibilities for different pets. Identifies key responsibilities for each pet. Explains how costs and responsibilities might affect choices.
	Self-awareness	Reflects on which pet might suit them best, considering costs and responsibilities. Describes how responsibilities might affect their decision. Shows awareness of the commitment needed to care for a pet.

Delivery

3. Evidence for each completed challenge

To gain a Short Course certificate, learners are required to produce an organised portfolio of evidence to demonstrate their achievements. Evidence can be paper-based or digital.

For Short Course student books, each learner's portfolio must include their completed student book, record of progress, skills sheets, summary of achievement and personal statement, as well as their challenge evidence.

The portfolio can be a physical file or a digital file and must be organised by challenge. It is recommended that centres provide suitable folders for learners to use to collect their evidence and tutors may need to give advice on systems of labelling and indexing evidence. A good system to use is to split the file into modules, and keep the evidence for each challenge in numerical order within the modules.

For Short Courses in Equitas, the building and organising of the portfolio occurs naturally within the platform. Evidence is uploaded to each challenge and the record of progress automatically updates as challenges are completed.

Evidence for each challenge can be added to the challenge as digital files, links or scanned copies of paper-based evidence – meaning that the platform organises evidence by challenge as learners work through their challenges in any order.

What can be used as evidence?

A wide variety of items can be used as evidence, as long as they clearly demonstrate the work that the individual learner has done for a particular challenge. Usually, evidence is produced naturally as a challenge is completed. This can be anything that the learner has worked on, such as a leaflet, poster or any written work.

The list below shows the kind of items that could be used as suitable evidence, but this list is not exhaustive. There may be other items that your learners produce that would also show they have successfully completed their challenge.

Evidence could include:

- audio and video recordings
- receipts
- consent forms
- witness statements
- questionnaires and surveys
- annotated photographs
- certificates
- letters
- drawings
- travel or event tickets
- newspaper clippings
- emails
- plans
- posters
- designs
- maps
- scripts
- log books, diaries and journals
- task sheets
- minutes
- feedback reports
- attendance sheets
- lists
- artwork
- completed worksheets
- graphs and charts
- PowerPoint presentations
- computer work
- leaflets



Delivery

4. Skills sheets

The use of skills sheets in Short Courses is crucial to the learning experience. The skills sheets are split into two parts: Plan and Review.

They help the learner focus on the important process of:

- thinking about how they are going to do something before they do it
- considering how they are performing while carrying out the challenge
- reflecting on how they might change things if they were to do something similar again

Learners do not need to complete a set of skills sheets for every challenge. The number of skills sheets required depends on the length of the Short Course that learners are working towards (see table below). Any of the challenges in a Short Course could be linked to the skills sheets – it is up to the tutor and the learner to decide which challenges to use for completing skills sheets.

Length of Short Course	Number of sets of skills sheets required	Type of skills sheets required (for Short Course student books only)
10 hours (1 credit) or 20 hours (2 credits)	one	Skills sheet 1 × one
30 hours (3 credits) or 40 hours (4 credits)	two	Skills sheet 1 × one Skills sheet 2 × one
50 hours (5 credits) or 60 hours (6 credits)	three	Skills sheet 1 × one Skills sheet 2 × one Skills sheet 3 × one

For Short Course student books, there are three different types of skills sheets. All skills sheets are available to download in PDF and Word format from the course resources section of the ASDAN website asdan.org.uk/short-courses (for some courses they are printed in the book).

For Short Courses in Equitas, the three types of skills sheets have been streamlined into a single type. These skills sheets can be completed in the platform. They are also available to download as interactive and printable PDFs that can be completed and re-uploaded. The number of skills sheets required is the same as for Short Course student books.

Skills sheets 1, 2 and 3
(for Short Course student books only)

Delivery

5. Summary of achievement

The summary of achievement is an opportunity for learners to reflect on their achievements and describe when, where and how they have developed their skills while completing challenges. It must be completed at the end of the Short Course.

For Short Course student books, the summary of achievement is available to download in PDF and Word format from the course resources section of the ASDAN website asdan.org.uk/short-courses (for some older courses they are printed in the book).

Learners should give at least one example of how they have used each of the following six skills:

- Learning – learning something new or improving a skill.
- Teamwork – working as part of a group on a joint task.
- Problem solving – dealing with any problems that occur during a challenge.
- IT skills – using technology to find, explore, develop and present information using text, images and numbers.
- Literacy – communicating or obtaining information.
- Numeracy – applying number skills, interpreting and presenting data.

For Short Courses on Equitas, the summary of achievement can be completed in the course completion section of the platform. It is also available to download as an interactive and printable PDF that can be completed and re-uploaded.

Learners should give an example of at least one challenge for each of the six ASDAN skills:

- Learning – gaining new knowledge, skills and understanding through practice, experience and reflection.
- Communicating – sharing thoughts, ideas and feelings clearly with others, through speaking, writing or other ways of expressing yourself.
- Thinking – understanding information, solving problems, making decisions and exploring new ideas, to help you learn and improve.
- Decision making – choosing the best option by thinking about different choices, considering the consequences, and taking action.
- Team working – cooperating with others, sharing ideas, and supporting each other to achieve a common goal.
- Self-awareness – understanding your own thoughts, feelings and actions, and recognising how they affect you and others.

Delivery

6. Personal statement

The personal statement allows learners to reflect on what they have gained as a result of completing the Short Course and their plans for the future. Learners should complete this at the end of their Short Course, just before they submit their work to the tutor for assessment. Tutors should also comment on each individual learner's skills, progress and achievements.

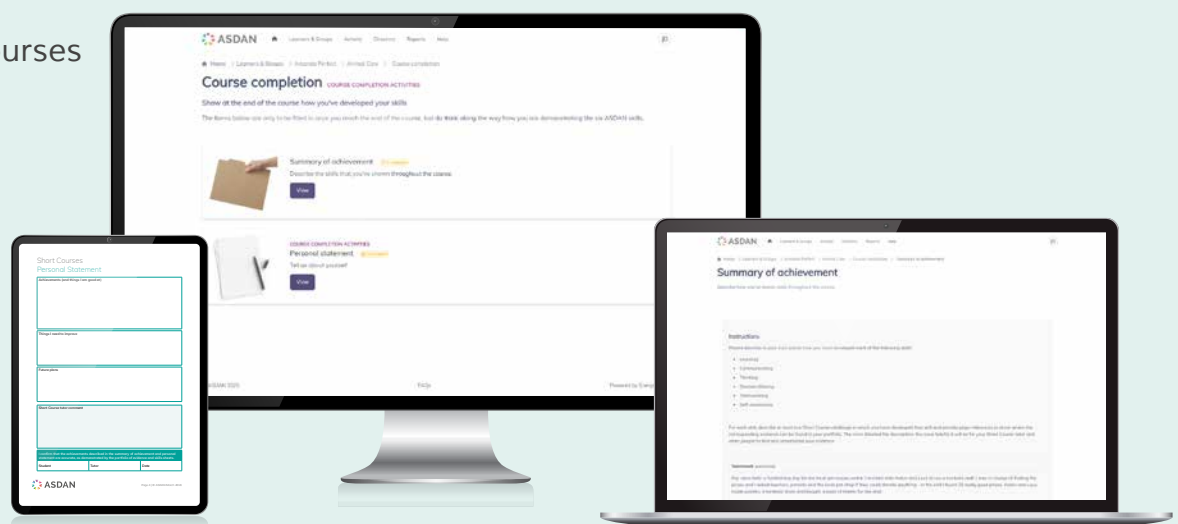
For Short Course student books, the personal statement can be found on the final page of the summary of achievement, which is available to download in PDF and Word format from the course resources section of the ASDAN website asdan.org.uk/short-courses (for some older courses they are printed in the book). The learner and tutor must sign the declaration at the bottom of the page.

For Short Courses on Equitas, the personal statement can be completed in the course completion section of the platform. It is also available to download as an interactive and printable PDF that can be completed and re-uploaded.

In Short Course student books

The image displays four pages from a Short Course student book. The first page is the 'Summary of achievement' page, which includes a 'Name' field, a 'Short Course' dropdown, and a 'Congratulations' section. The second page is the 'Summary of achievement' page, which includes a 'Name' field, a 'Short Course' dropdown, and a 'Congratulations' section. The third page is the 'Summary of achievement' page, which includes a 'Name' field, a 'Short Course' dropdown, and a 'Congratulations' section. The fourth page is the 'Personal Statement' page, which includes a 'Name' field, a 'Short Course' dropdown, and a 'Congratulations' section.

For Short Courses on Equitas



Quality assurance and certification

Short Courses are internally quality assured (IQA, sometimes called internal moderation, carried out by the centre) and externally certificated (by ASDAN).

Internal quality assurance (IQA) is an ongoing cycle that happens before, during and after delivery. Guidance on the IQA cycle for ASDAN programmes and templates to support IQA are available to download from the course resources section of the ASDAN website asdan.org.uk/short-courses.

Internal quality assurance (IQA)

When learners have completed the work for their Short Course and it has been reviewed by the tutor, their work should be internally quality assured to ensure that all of the requirements have been met. If there is something missing it is important that the learner is given time and support to finish everything.

To guide you through the administration and organisation of the IQA process, we suggest that you follow the steps below:

- Examine each learner's work using the internal moderation checklist (see following page). This document is also available to download from the course resources section of the ASDAN website asdan.org.uk/short-courses.
- Confirm all the requirements have been fulfilled by signing off each learner's work.
 - **For Short Course student books**, complete the tutor/assessor record on page 5.
 - **For Short Courses in Equitas**, complete the on-screen sign off.

Certification

After successful IQA, centres can claim Short Course certificates from ASDAN.

- One downloadable certificate is included in the cost of each Short Course student book or Equitas login. These certificates are supplied as PDF files, which can be distributed and printed within your centre as needed.
- Printed Short Course certificates are available from ASDAN at an additional cost. Simply select this option when claiming certificates and make payment.

Short Courses are not externally quality assured by ASDAN, however ASDAN reserves the right to request samples of learners' portfolios for quality assurance purposes.

Short Courses

Internal moderation checklist

Learner name	
Short Course	

Criteria	✓	Verified by
Completed challenges Short Course student book or e-portfolio login showing the appropriate number of challenges completed.	☐	
Record of progress Please note that this does not apply if the Short Course has been completed using the e-portfolio system.	☐	
Evidence for each completed challenge In an organised portfolio or e-portfolio.	☐	
Skills sheets The correct number and type of completed sets of skills sheets.	☐	
Summary of achievement Showing at least one example for each skill.	☐	
Personal statement Reflecting on strengths, areas for improvements and future plans.	☐	
Internal moderator comments (optional) 		

Number of hours work		Number of credits gained	
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I confirm that the work required for the Short Course has been completed satisfactorily.	
Internal moderator name:	Date:
Internal moderator signature:	

