

Assignment brief

[Business](#), [Management](#)



Assignment Brief Title of Access to HE Diploma: Media Studies Unit code(s):
HC7/2/LN/560 = L2 Pass HC7/3/LN/629 = L3 Pass Unit title(s): Managing Own
Learning D5 Communication and presentation M D D6
Autonomy/Independence M D D7 Quality M D Learner: Tutor/Assessor: Nigel
Lindley Title of Assignment: Managing Own Learning Assignment Number: 1
of 1 for this Unit Description of Assignment: (Can be attached as a separate
sheet if preferred) This assignments is designed for to reflect upon past,
current and future progress on your course. This assignment is designed for
you to reflect upon your course / life timetable and your ILP in relation to
how you manage your learning and achievement. In this assignment you
shall be expected to show a course / life timetable, your Portfolio Arch File,
with Assignments graded inside, a Contents Page and a Tracker of your
Grades. You will be expected to produce the above items and to give a
reflective evaluation of how you use the timetable, ILP and Learning Styles.
Date set: Tuesday 24 Jan 2012 Extension date (if agreed): Date for draft
submission (if applicable): N/A Signed by Tutor/Assessor to agree extension:
Date for final submission: Tuesday 7 February2012 Date submitted: Learner
declaration: I state that the attached work for assessment, herein, is my own
and that the work of others has been referenced appropriately. I confirm that
the writing herein, has been written by me and where I have used the
writings of another I have acknowledged this with either quotation,
reference, footnote or other citation. Signature: Date: TO THE LEARNER:
Please attach this assignment brief to any written work you are handing in
for assessment, or submit the brief as instructed. YOUR WORK CANNOT BE
ASSESSED UNLESS YOU HAVE SIGNED AND SUBMITTED THIS FORM Level AC

no Unit title: Managing Own Learning Level Two Level Three 1 Produce a weekly timetable which identifies class contact time and private study sessions. Sign as Complete Evaluate working of a weekly timetable and suggest strategies for dealing with difficulties and interference. Sign as Complete 2 Describe course expectations of attendance and punctuality. Explain the reasons for course expectations of attendance and Sign as Complete punctuality and how to manage Describe ways in which s/he will unavoidable absences from class. be assessed for accreditation Sign as Complete Sign as Complete Keep a detailed record of assignments Organise study materials into a set, and meet the deadlines. filing system Sign as Complete Sign as Complete Organise portfolio of evidence of Assemble portfolio of evidence of achievement for each module of study, achievement for each unit including a contents page and accredited. referencing all evidence to units Sign as Complete Sign as Complete 3 Describe a number of different ways of learning including practical and academic Sign as Complete Analyse which learning style s/he has found particularly effective Sign as Complete Identify which learning styles s/he Sign as Complete has found particularly effective Evaluate how learning a style has and identify the learning styles improved in the past year. h/she will need to acquire to Sign as Complete improve own learning Sign as Complete Identify short and long term learning targets and deadlines for achieving them. Sign as Complete Explain how he/she can acquire a learning style that h/she will find useful Tasks and links Unit title: Managing Own Learning Tasks: Produce a course / homework / work / private life

Timetable Complete an up to date ILP — print it out Put your assignments that are graded + any other notes in an Arch File Insert a Contents* Page of Units to the Arch File Fill in a Grading Tracker* *this can be contents page and grading tracker combined Research links: ILP, Life / Course Timetable, VLE, Grade Unit title: Managing Own Learning If you have achieved all Level 3 criteria you will receive a grade (Pass, Merit or Distinction) against the following Grade Descriptors. Grade Descriptor To achieve a Merit : The learner, learner's work or performance: To achieve a Merit : To achieve a Distinction : The learner, learner's work or performance: To achieve a Distinction : Grade Descriptor D5 Communication and Presentation spelling punctuation spelling punctuation What this means for this assignment: To achieve the higher grades of merit and distinction, you should really aiming: For a Merit Grade: In your writing you have few spelling and grammar mistakes and few punctuation mistakes For Distinction Grade: In your writing there is error-free spellings and error-free punctuation. Grade Descriptor To achieve a Merit : The learner, learner's work or performance: To achieve a Merit : To achieve a Distinction : The learner, learner's work or performance: To achieve a Distinction : Grade Descriptor D6 Autonomy Independence b in most cases takes opportunities to initiate appropriate actions b nearly always takes opportunities to initiate appropriate actions What this means for this assignment To achieve the higher grades of merit and distinction, you should really be aiming: For a Merit Grade: You have used appropriate timetabling, learning styles and time management skills to initiate actions that have lead to being up to date in most cases with deadlines. For Distinction Grade: You have used appropriate timetabling, learning styles

and time management skills to initiate actions that have led to being up to date nearly always with deadlines. Grade Descriptor Grade Descriptor To achieve a Merit : The learner, learner's work or performance: To achieve a Merit : To achieve a Distinction : The learner, learner's work or performance: To achieve a Distinction : D7 Quality taken as a whole, demonstrates a very good response to the demands of the brief/assignment taken as a whole, demonstrates an excellent response to the demands of the brief/assignment What this means for this assignment To achieve the higher grades of merit and distinction, you should really be aiming: For a Merit Grade: You have produced detailed explanation of your timetable and learning styles used and those learning styles that you still need to develop For Distinction Grade: You have produced detailed explanation of your learning from a wide range of perspectives related to your timetable and the learning styles used and those learning styles that you still need to develop.