



# bronzesilvergold

Personal Development Programmes

Name:

Centre:

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# Welcome!



Please read through the next few pages carefully. They will help you make the most of the ASDAN Personal Development Programmes.

## What are Personal Development Programmes?

These programmes allow you to develop and recognise a range of skills that will be invaluable when you start work and begin living independent lives: Teamwork, Independent Learning, Coping with Problems, and Using Maths, English and IT.

Your achievements can be certified at three different levels:



bronze



silver



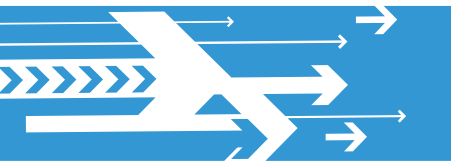
gold

This book will help guide you through all the activities and evidence you need to achieve a Bronze, Silver or Gold certificate, or all three!

## What do I have to do?

Choose and complete **challenges** from this book that will enable you to improve your skills. Keep **evidence** of everything you do in your **portfolio**. The following pages will show you how. Your teacher or tutor will guide and advise you, and check your portfolio as you progress and when you hand it in at the end.





# Introduction

## My Credits

By completing challenges in this book you will gain **credits**, which recognise the amount of time you have spent working on the challenges. Each credit is equivalent to 10 hours' work. Depending on how many hours you have spent in total, you can gain Bronze (60 hours), Silver (120 hours) or Gold (180 hours). When you have completed your chosen programme your tutor will claim the appropriate certificate.


Sometimes you may not be able to **complete** the number of credits needed for your chosen programme. If you think you are likely to fall short then it is possible to claim a **Bronze Credit** certificate for the number of credits you have completed. Ask your tutor for more information.

### QUICK REFERENCE:

**Bronze = 60 hours = 6 credits**

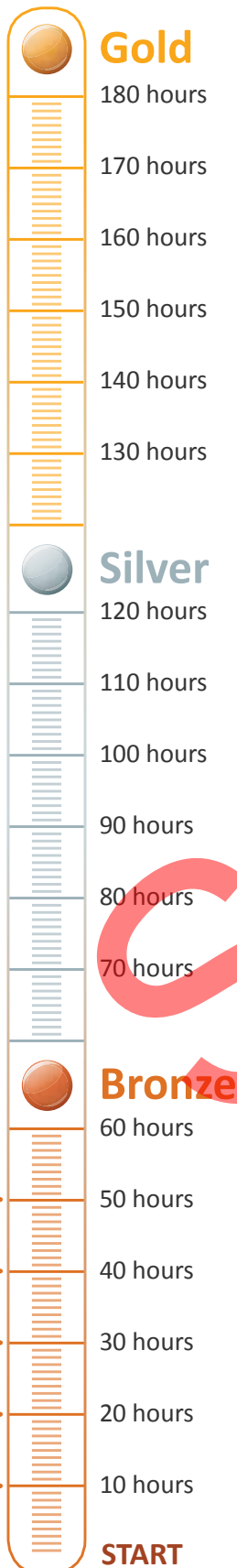
**Silver = 120 hours = 12 credits**

**Gold = 180 hours = 18 credits**

**Bronze Credit**   
certificates are available for 10–50 hours (1–5 credits)

**10 hours of challenges and skills development = 1 credit**

you can use this time line to keep track of how many hours you have done so far



# Introduction

## My Portfolio



To complete ASDAN Bronze, Silver or Gold you will need to build a portfolio which must contain:

### 1. YOUR STUDENT BOOK

This contains all the challenges, as well as other documents you'll need to complete.


### 2. EVIDENCE

There should be **at least one piece of evidence for each challenge** that you do.

For example: **worksheets, photos, video or sound recordings, drawings or collages, lists, witness statements, interview notes, maps, tickets...** or anything else that shows how you went about completing the challenge.

### 3. SKILLS SHEETS

Skills Sheets are not included in the student book, but your tutor will provide you with the Skills Sheets you need:

	Bronze Skills Sheets	Silver Skills Sheets	Gold Skills Sheets	Total number of Skills Sheets
Bronze Credits 	1	-	-	1
BRONZE	3	-	-	3
SILVER	3	3	-	6
GOLD	3	3	3	9

### 4. SUMMARY OF ACHIEVEMENT

This is included in your student book on pages 70–71.  
On page 69 there are some notes to help you.

### 5. PERSONAL STATEMENT

This is included in your student book on page 72.  
On page 69 there are some notes to help you.

### 6. RECORD OF PROGRESS

This is found on page 9 of your student book. Your tutor will help you complete it as you work your way through your chosen programme.



# Module 1

## Communication

### Section A: Complete 4 challenges for 1 credit

1

Follow diagrams and instructions to make something.

Use your practical experience to improve the diagrams and instructions.

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

2

Show that you can obtain information by using **two** of the following:

- a telephone
- a library, Citizens Advice Bureau or council advice centre
- an interview with someone

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

3

Entertain a group of people to tea or coffee.

**Or:**

Welcome visitors and show them around.

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:



4

Take part in a group discussion and present the main points raised.

Topic:

.....

.....

Group size: .....



Teamwork



Learning



Coping with Problems



Use of English



Use of Maths



Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

5

Find out how to use a piece of equipment or make something.

Give signed or verbal instructions on how to do this.



Teamwork



Learning



Coping with Problems



Use of English



Use of Maths



Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

6

Create a poster or leaflet that provides information or instructions for another person. Ask them to give you feedback on how useful they found it.



Teamwork



Learning



Coping with Problems



Use of English



Use of Maths



Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

7

Plan **two** journeys using a different kind of map for each:



a street map



a road atlas



an Ordnance Survey map

Describe your journeys.



Teamwork



Learning



Coping with Problems



Use of English



Use of Maths



Use of IT

Skills

Evidence Ref.:

Verified by:

Date:





# Module 3 Sport and Leisure

## Section A: Complete 4 challenges for 1 credit

1

Show that you have taken part in at least **two** of the following indoor activities:

- table tennis       badminton       squash
- snooker/pool       volleyball       bowling
- ice/roller skating       indoor football       basketball
- other agreed activity:

.....

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

2

Show that you have taken part in at least **two** of the following outdoor activities:

- sailing/canoeing       rock climbing       fishing
- horse riding       cycling       country walking
- athletics       caving       cross-country running
- other agreed activity:

.....

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

3

Show that you have taken part in a sport as a member of a team on at least **two** occasions:

- 1: .....
- 2: .....

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:





4

Show that you have taken part in swimming activities on at least two occasions and have met an agreed target.

1: .....

2: .....

Target: .....

.....

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

5

Make a chart to show how you use your time during the week.

Compare it with charts produced by several other people.

Discuss your findings and give a short presentation on how you spend your leisure time.

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

6

Identify a leisure activity that you would like to try.

Find out more about it and how you could get involved.

Try it out, if possible.

Chosen activity: .....

.....

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

7

Other agreed challenge:

.....

.....

.....

.....

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:



# Module 12

## Beliefs and Values



### Section B: Complete 1 challenge for 1 credit

1

Carry out an in-depth study into **one** of the following issues:

- abortion
- euthanasia
- marriage
- capital punishment
- movement of refugees
- other agreed issue: .....

Produce a report that shows that you understand:

- what the issue is about
- the arguments in favour of the issue
- the arguments against the issue
- any different religious viewpoints relating to the issue

Your report should include a summary of your own feelings on the chosen issue.

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence  
Ref.:

Verified  
by:

Date:

2

Investigate the causes of **one** of the following problems:

- poverty
- drug abuse
- Third World debt
- other: .....
- racism
- illegal arms trade

Take part in a discussion on ways to solve or reduce the problem.

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence  
Ref.:

Verified  
by:

Date:



3

Carry out an in-depth study into **one** of the following religions:

- Christianity
- Islam
- Judaism
- Hinduism
- Sikhism
- Buddhism
- Other: .....

Produce a report of your findings which uses a variety of visual and written information and covers at least **two** of the following:

- beliefs
- sacred buildings/places
- festivals/celebrations
- holy books/writings
- key figures/founders/leaders
- moral codes

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:

4

Identify an **aspect** of faith that interests you and complete **one** of the following tasks:

- Plan and organise an assembly
- Make a presentation to a group
- Lead a group discussion
- Other agreed activity: .....

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

Skills

Evidence Ref.:

Verified by:

Date:



# Tutor Notes

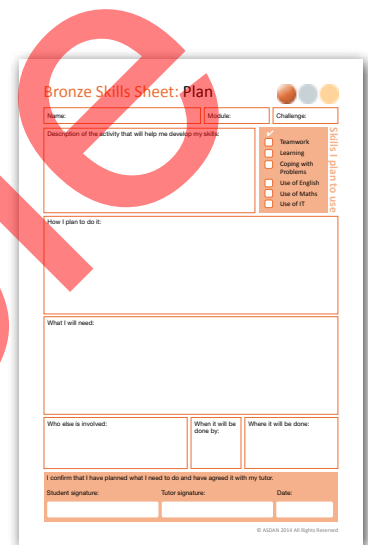
The My Courses section of the ASDAN members area provides all the information you need to successfully deliver the Bronze, Silver and Gold Personal Development Programmes. It also contains all the recording documents you need to download. The following notes are provided to help you to get your students up and running.

## Skills Sheets (download from members area)

Previously known as PDRs or Action Plan/Reviews, these recording documents are a vital part of any ASDAN Personal Development Programme: they enable the students to demonstrate their ability to plan and review an activity.

We strongly recommend that tutors always encourage students to think about what they are going to do before they do it and then evaluate their actions for every challenge they complete.

The Skills Sheets allow the student to **formally** recognise this process and provide evidence that they have thought about what's required when planning and reviewing an activity. However, the student **does not need to complete a set of Skills Sheets for every challenge**. The number of sets required depends on which outcome the student is working towards (see table below). For example, a student working towards Bronze will have to complete three sets of Bronze Skills Sheets. The tutor will decide with the student which three of the chosen challenges would be most appropriate to use the Skills Sheets with. An example of a completed set of Skills Sheets is available to download in the members area of [www.asdan.org.uk](http://www.asdan.org.uk).



The total Skills Sheets requirements for each type of Personal Development Programme are as follows:

	Bronze Skills Sheets	Silver Skills Sheets	Gold Skills Sheets	Total number of Skills Sheets
Bronze Credits	1	-	-	1
BRONZE	3	-	-	3
SILVER	3	3	-	6
GOLD	3	3	3	9

## Summary of Achievement (pp. 70–71) and Personal Statement (p. 72)

One copy of each of these recording documents is included in the book. The same Summary of Achievement can be used for all four programmes. However, further copies of the Personal Statement will be required should a student want to progress to the next programme. These can be downloaded in the members area of [www.asdan.org.uk](http://www.asdan.org.uk).

Sample



ASWB01/1

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