

ASDAN Entry Level  
Certificate in Personal and  
Social Development  
(Entry 2)  
Specification

# ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

## 1. Title

The following qualification has been accredited by the regulatory bodies in England, Wales and Northern Ireland (Ofqual, Qualifications Wales and CCEA).

ASDAN Entry Level Certificate in Personal and Social Development (Entry 2)

Accreditation Number: 500/5459/4

In England and N. Ireland it appears in the Register of Regulated Qualifications. In Wales it appears in the QiW (Qualifications in Wales) database.

## 2. Location of the qualification within the subject/sector classification system

14.1 Foundations for Learning and Life

## 3. Total Qualification Time (TQT)

This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a candidate will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

**Number of Guided Learning Hours assigned** 130 hours

**Total Qualification Time** 130 hours

## 4. Qualification Dates

Operational End Date: 31/08/2020

Certification End Date: 31/12/2022

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete, ASDAN will consider the most appropriate course of action, which might include applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification. Information relating to changes or extensions to qualifications will be posted on the ASDAN website [www.asdan.org.uk](http://www.asdan.org.uk).

## 5. Objective of the qualification

The ASDAN Entry Level Certificate in Personal and Social Development (Entry 2) embraces personal, social, health, citizenship and ICT, and enables candidates to develop skills that prepare them for independence and working life. It offers imaginative ways of supporting young people in becoming confident individuals who are physically, emotionally and socially healthy, being responsible citizens who make a positive contribution to society and embrace change, managing risk together with their own wellbeing, as well as introducing them to new activities and personal challenges.

The qualifications are available for learners pre and post-16 and can be taught in schools, colleges, residential centres, training providers, PRUs, secure units and other local authority and independent provision.

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## 6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified.

Examples of relevant qualifications: Assessor/Internal Verifier awards

Examples of work experience: Demonstrable experience of knowledge of the subject area.

The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

## 7. Units

The units listed below are available for the qualification.

Title	Level	Unit reference	Credit rating (if applicable)
Community Action	E2	CAE2	2
Developing Self	E2	DSE2	2
Dealing with Problems in Daily Life	E2	DLE2	2
Environmental Awareness	E2	EAE2	2
Healthy Living	E2	HLE2	2
Individual Rights and Responsibilities	E2	IRRE2	1
Making the Most of Leisure Time	E2	MLTE2	2
Managing own Money	E2	MOME2	2
Managing Social Relationships	E2	MSRE2	1
Parenting Awareness	E2	PAE2	2
Personal Safety in the Home and Community	E2	PSE2	2
Preparation for Work	E2	PWE2	2
Using Technology in the Home and Community	E2	UTE2	2
Working as Part of a Group	E2	WGE2	2
Working Towards Goals	E2	TGE2	2

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## 8. Structure of the qualification

The qualification is credit-based and candidates must choose a combination of units from those listed above. All units are optional. Candidates must complete 13 credits worth of units to achieve the full qualification. Candidates normally complete all units at the same level; however there is the flexibility to choose units from the level above or below the qualification outcome, if appropriate. For a full Award qualification, the candidate must achieve a minimum of 7 credits at the level of the qualification outcome.

### Credit transfer

Candidates who have achieved any of the PSD units in the context of another qualification can transfer the credit already achieved, provided the unit was achieved within 3 years of the PSD external moderation date. A Centre Claim form and guidance are provided on the website in order to manage credit claims.

**Equivalent units** are units within other qualifications that have been judged to be similar enough in content to be counted instead of certain units within the qualification.

**Exemptions** are generally non-credit based units that can allow a candidate to be exempt from certain identified units. Where such opportunities exist, these are noted in the specifications for the unit.

Some of the units have equivalent units or exemptions identified against them. A Centre Claim form and guidance are provided on the website in order to manage credit claims and exemptions.

Evidence to fully meet the PSD standards is generated by completing activities to demonstrate skills, knowledge and understanding relevant to the units the candidate is working towards (approximately 60 hours of work).

Optional **student books** are available for centres to download from the members area of the ASDAN website. These have been written to assist the candidate in meeting the unit assessment criteria. However all of the challenges are optional and other opportunities are available for evidencing the assessment criteria using other curriculum materials, resources and learning experiences.

Candidates who do not achieve the full qualification requirements will receive certification for those units which they have successfully completed.

To demonstrate working at the appropriate level, candidates are required to use the **recording documents** provided by ASDAN, which support the consistent production of evidence.

The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for candidates to show they have met the required standard.

The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit candidates for certification.

## 9. Prior achievement and recognition of prior learning

There are no specific recommended prior learning requirements for this qualification. This qualification has been developed for candidates aged 14-16 in schools and colleges, but is also

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accessible to candidates post-16. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

## Recognition of Prior Learning (RPL)

RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

## 10. Progression Opportunities

ASDAN Entry Level Award and Certificate in Personal and Social Development E3

## 11. Assessment and moderation

Candidates complete a **portfolio of evidence** which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard.

There is a mandatory **Assessment Checklist** provided for each unit (see example below). These can be downloaded from the ASDAN website and must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence.

**Internal moderation** is undertaken by the centre; following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

**External moderation** is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

## 12. Assessment language

ASDAN qualifications are published and assessed in English only.

## 13. Standards

The standards for each unit are as follows:

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Community Action	
Unique Reference Number:	Y/502/0449	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise local community groups	1.1 Identify a community group in their local area and what it does	
E2.2 Be able to demonstrate how they participate in community activities	2.1 Participate in a community activity that is relevant to them	
	2.2 Identify how this activity benefits others	
Additional information about the unit		
Organisation reference code	CAE2	
Unit aim/purpose	To encourage candidates to participate in local community activities and to understand the benefits of these activities for the community	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Notes; mind map; poster; activity log/diary; witness statements; annotated photographs/video; observation checklist; candidate statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Dealing with Problems in Daily Life	
Unique Reference Number:	D/502/0436	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how to recognise straightforward problems	1.1 Identify a straightforward problem	
	1.2 Identify a way of tackling the problem, with appropriate support	
E2.2 Tackle straightforward problems	2.1 Tackle the problem using a given procedure	
	2.2 Ask for advice or support if needed	
Additional information about the unit		
Organisation reference code	DLE2	
Unit aim/purpose	To introduce candidates to the concept of problem solving and help them to develop a systematic approach to tackling problems in their daily lives	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Dealing with Problems in Daily Life Entry 2 Action Plan/Review; record of discussion; witness statement; annotated photographs/video; candidate product evidence; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Developing Self	
Unique Reference Number:	M/502/0442	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Be able to recognise their strengths and areas they need to develop	1.1 Identify a personal strength or ability	
	1.2 Identify an area for self development	
E2.2 Recognise how to develop themselves	2.1 Identify a personal skill or behaviour they need to develop	
	2.2 Agree with an appropriate person a suitable target to work towards	
	2.3 Identify who will support them in developing the identified skill or behaviour	
	2.4 Work through activities to develop the agreed skill or behaviour	
E2.3 Review their development	3.1 Carry out a simple review of the progress they have made	
	3.2 Identify what went well and what did not go so well	
Additional information about the unit		
Organisation reference code	DSE2	
Unit aim/purpose	To help candidates to reflect on their own personal development and be engaged in activities to help them improve their personal skills, qualities, abilities and behaviours. The candidate does this by working through action steps that will help them to achieve an agreed target for their self-development. The unit can help motivate candidates and improve their confidence by providing a focus for recognising achievements.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Developing Self Entry 2 Action Plan/Review; record of discussion; witness statement; observation record; diary/activity log; annotated photographs/video; report/target card; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	



## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Environmental Awareness	
Unique Reference Number:	L/502/0657	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how the actions of humans affect the environment	1.1 Identify a human behaviour which harms the environment	
	1.2 Identify a human behaviour which helps the environment	
E2.2 Demonstrate an awareness of an environmental issue which affects their life	2.1 Identify an environmental issue which is relevant to their life	
	2.2 Say how this issue affects their life	
E2.3 Be able to demonstrate a way in which they can help the environment	3.1 Agree with an appropriate person an activity that they can participate in to help the environment	
	3.2 Participate in a given activity to help the environment	
Additional information about the unit		
Organisation reference code	EAE2	
Unit aim/purpose	To support candidates in developing an understanding of the environmental impact of their actions and encouraging them to engage in activities to improve the environment in their local area	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Poster/collage/list; annotated photos/video; mind map; activity log/diary; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Healthy Living	
Unique Reference Number:	L/502/0450	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise the steps needed to lead a healthy lifestyle	1.1 Identify what they can do to contribute to a healthy lifestyle	
	1.2 Identify an activity which will make an improvement to their lifestyle	
E2.2 Demonstrate how they contribute to their own healthy lifestyle	2.1 Participate in an activity to contribute to a healthy lifestyle	
Additional information about the unit		
Organisation reference code	HLE2	
Unit aim/purpose	To introduce candidate to ways in which they can contribute to a healthy lifestyle and encourage them to engage in activities that will improve their own lifestyle	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Table/chart/poster; activity log/diary; annotated photographs; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Individual Rights and Responsibilities	
Unique Reference Number:	F/502/0445	
Level:	E2	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise that they have rights and responsibilities as an individual	1.1 Identify an individual right which is relevant to them	
	1.2 Identify a responsibility that they have for themselves	
	1.3 Say who could help if they have problems with their rights or responsibilities	
Additional information about the unit		
Organisation reference code	IRRE2	
Unit aim/purpose	To raise candidates' awareness of their rights and responsibilities as an individual	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	List; mind map; leaflets or information; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Rights and Responsibilities at Work E2 (Employability, Diploma in Life Skills)	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Making the most of Leisure Time	
Unique Reference Number:	M/502/0649	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how they make use of their own leisure time	1.1 Identify an activity they take part in	
	1.2 Identify the benefits to themselves of taking part in this activity	
E2.2 Be able to take part in leisure activities	2.1 Take part in an activity that they find relaxing	
	2.2 Take part in an activity which they find challenging	
E2.3 Demonstrate an awareness of their likes and dislikes about different activities	3.1 Identify what they liked about the activities	
	3.2 Identify what they did not like about the activities	
Additional information about the unit		
Organisation reference code	MLTE2	
Unit aim/purpose	To introduce candidates to a range of leisure activities and encourage them to think about their preferences for what they do in their leisure time	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map; annotated photographs/video evidence; leaflets/posters; activity log/diary; witness statement; candidate's own written review; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Managing own Money	
Unique Reference Number:	Y/502/0452	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise their income and expenditure	1.1 Identify their weekly income	
	1.2 Identify items they need to spend money on	
	1.3 Prepare a simple personal weekly budget	
E2.2 Know how to carry out simple transactions	2.1 Demonstrate paying for an item	
	2.2 Make simple calculations when paying for an item	
Additional information about the unit		
Organisation reference code	MOME2	
Unit aim/purpose	To introduce candidates to the basic elements of managing their personal finances, including engaging them in planning a personal budget and carrying out transactions capably	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map/list/chart; personal income and expenditure sheet/simple budget plan; money worksheet; annotated photographs/video evidence; witness statement; observation sheet; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Managing Social Relationships	
Unique Reference Number:	A/502/0444	
Level:	E2	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise how to interact with others in everyday and familiar situations	1.1 Take part in an exchange with a familiar person about an everyday topic	
	1.2 Use appropriate behaviours during the exchange	
	1.3 Ask and respond to questions appropriately	
	1.4 Express opinions simply and show respect for those of the other person	
<b>Additional information about the unit</b>		
Organisation reference code	MSRE2	
Unit aim/purpose	To explore individuals' behaviour in social situations and helping candidates to interact and communicate with others in positive ways	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Observation sheet; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Parenting Awareness	
Unique Reference Number:	A/502/0654	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of the demands of having a baby	1.1 Identify a way in which having a baby can be demanding for new parents	
E2.2 Demonstrate an awareness of the sources of help and support available for parents	2.1 Identify a source of help for new parents	
	2.2 Identify a facility in their local area which supports parents with young children	
E2.3 Demonstrate an awareness of a parent's responsibility for keeping a baby safe and healthy	3.1 Identify a way that a parent can protect a baby against an unsafe situation in the home	
	3.2 Give an example of when a parent should seek medical advice about their baby's health	
Additional information about the unit		
Organisation reference code	PAE2	
Unit aim/purpose	To introduce candidates to some of the issues facing new parents and helping them to identify sources of help and support for families with babies and young children	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Poster/display/leaflet; annotated photographs; witness statement; risk assessments of given scenarios; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Personal Safety in the Home and Community	
Unique Reference Number:	L/502/3333	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Understand how to keep themselves safe when travelling around	1.1 Identify some of the risks that they might face when out and about	
	1.2 Show how they would keep themselves safe if they were faced with a risky situation	
	1.3 Demonstrate that they can travel safely and independently to a familiar destination using public transport	
E2.2 Be able to demonstrate ways to keep themselves safe when in the home	2.1 Identify safety rules when using different items of home equipment	
	2.2 Demonstrate safe practices when carrying out simple household activities	
Additional information about the unit		
Organisation reference code	PSE2	
Unit aim/purpose	To raise candidates' awareness of the risks they could face in the home and when travelling around, and to help them to develop strategies for reducing risk.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	List; worksheet; observation sheet/annotated photographs/video evidence; witness statement; travel diary/log; poster/leaflet; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	



## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Preparation for Work	
Unique Reference Number:	R/502/0451	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise the skills and qualities needed for working life	1.1 Identify some personal skills and qualities which employees need	
	1.2 Identify their own personal skills and qualities	
E2.2 Recognise personal career opportunities	2.1 Identify the kind of work they would like to try	
	2.2 Identify a suitable job role that interests them	
	2.3 Provide key personal information needed to apply for such a job role	
Additional information about the unit		
Organisation reference code	PWE2	
Unit aim/purpose	To support candidates in exploring the personal skills and qualities that employers need and matching these to their own skills and qualities. To enable candidates to consider suitable job roles and prepare key information to apply for a specific job.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map/poster; personal profile; annotated job advert from press/internet; information suitable for inclusion in application form/ CV; completed application form/CV with annotation; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Using Technology in the Home and Community	
Unique Reference Number:	D/502/3319	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise how technology is used in the home	1.1 Identify how technology is used in the home	
	1.2 Demonstrate safe practices when using technology in the home	
E2.2 Recognise how technology is used in the community	2.1 Identify how technology is used in the community	
	2.2 Demonstrate safe practices when using technology in the local community	
Additional information about the unit		
Organisation reference code	UTE2	
Unit aim/purpose	To encourage candidates to use technology safely and correctly in the home and in the community	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Annotated photographic or video evidence; diary/log; witness statement; observation sheet; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Working towards Goals	
Unique Reference Number:	Y/502/0435	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of the skills and qualities needed for success in work and life	1.1 Recognise their skills, qualities and interests	
	1.2 Identify their strengths	
	1.3 Say what they could improve	
E2.2 Demonstrate an awareness of how to identify goals	2.1 Identify some short term goals they would like to work towards	
	2.2 Agree a goal with an appropriate person	
E2.3 Follow steps to achieve a personal goal	3.1 Say who will support them to work towards the agreed goal	
	3.2 Carry out given activities to work towards the agreed goal	
	3.3 Identify what has been achieved	
<b>Additional information about the unit</b>		
Organisation reference code	TGE2	
Unit aim/purpose	To support candidates in developing their skills as independent learners. The candidate does this by agreeing and working through action steps that will help them to achieve a personal learning goal.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Working Towards Goals Entry 2 Action Plan/Review; witness statement; record of discussion; candidate's own product evidence; annotated photographs/video evidence; diary/activity log; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	Planning and Reviewing Learning E2 (Employability, Diploma in Life Skills) Planning and Reviewing Learning E3 (Employability, Diploma in Life Skills)	

## ASDAN Entry Level Certificate in Personal & Social Development (Entry 2)

Title:	Working as Part of a Group	
Unique Reference Number:	H/502/0437	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how to work with others in appropriate ways	1.1 Participate in setting ground rules for working with others	
	1.2 Relate basic information about the work to be carried out	
	1.3 Identify their own role in the group	
E2.2 Be able to demonstrate working as part of a group	2.1 Carry out given tasks when working with others	
	2.2 Ask or offer help when required	
	2.3 Identify what went well and what went less well	
<b>Additional information about the unit</b>		
Organisation reference code	WGE2	
Unit aim/purpose	To support candidates in developing their skills as active contributors when working with others on group activities	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Agreed list of ground rules; Working as Part of a Group Entry 2 Action Plan/Review; witness statement; candidate's own product evidence; annotated photographs/video evidence; diary/activity log; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	

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## Sample Assessment Checklist:

Assessment Checklist – PSD Entry 2				
Community Action (CAE2) Credits: 2				
Learning outcome	You will:		You can:	Evidence (page no.)
E2.1	Recognise local community groups	E2.1.1	Identify a community group in your local area and what it does	
E2.2	Be able to demonstrate how you participate in community activities	E2.2.1	Participate in a community activity that is relevant to you	
		E2.2.2	Identify how this activity benefits others	
<p><b>Assessor Declaration:</b> <i>"I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this unit."</i></p> <p><b>Candidate Declaration:</b> <i>"I confirm that the evidence in this portfolio is all my own work."</i></p>				
Candidate name:		Candidate signature:		Date:
Assessor name:		Assessor signature:		Date:
Internal moderator name:		Internal moderator signature:		Date: