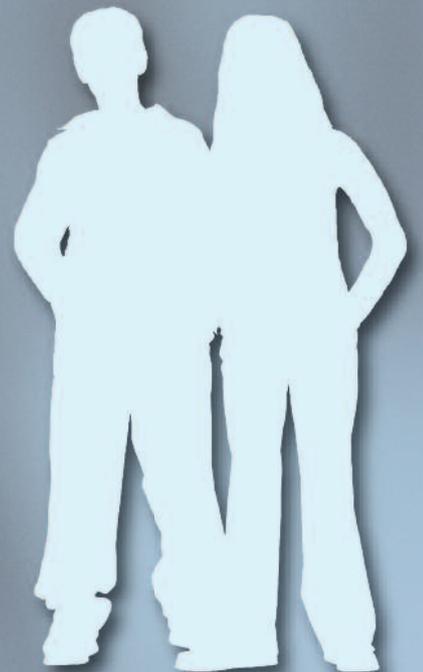


Student Book Entry 2  
(2012 edition)

Sample

# PSD

Personal and Social Development



Sample

Name:

Centre:

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# Introduction

Welcome to the Personal and Social Development Entry 2 book.

The challenges in this book will help you to improve your knowledge and understanding of personal and social issues, get involved in practical activities and take on more responsibility as you work towards achieving your Personal and Social Development Qualification.

Your tutor will help you decide which units and challenges will be the most useful for you to do.

After doing the challenges, you will need to talk to your tutor about what evidence is needed for the qualification.

## Making your Choices

This book contains a choice of challenges across 15 units.

There is no minimum number of challenges for you to complete. Completing the challenges should assist you in meeting the requirements of the unit. You and your tutor may decide to write your own challenge(s) under “Other agreed challenge”.

The challenges can be completed in a variety of situations – in school or college, in the community, in the workplace and also in the home. You should discuss your plans and progress with your tutor.

## Credits

Each unit is worth a number of credits. As a guide, one credit is worth 10 hours of work.

- If you are aiming for the **Certificate in Personal and Social Development** you will need at least 13 credits
- If you are aiming for the **Award in Personal and Social Development** you will need at least 6 credits
- If you achieve fewer than 6 credits you will be awarded a unit certificate/s

Find out how many credits each unit is worth by looking at the Record of Activities on pages 6 and 7.

# What to do

- Choose units to follow
- Carry out the challenges
- Collect some supporting evidence in your portfolio to demonstrate what you have learnt and achieved
- Fill in your completed challenge on the Record of Activities (pages 6-7)

## Examples of evidence

- photographs
- worksheets
- diary or log
- written reports
- diagrams
- emails
- other

The image shows two 'Record of Activities' forms. The left form is a grid with columns for 'Unit', 'Goal', 'Challenges completed points', and 'Date'. It lists units such as 'Managing Goals: Public Health', 'Healthy Living', 'Preparation for Work', 'Managing Challenges', 'Planning and Action', 'Making the Most of Lessons Time', and 'Environmental Awareness'. The right form is a detailed record for a challenge, including a description, a checklist, and a section for reflection.

To help you do this:

- Ask your tutor which work can help you provide good evidence for your Personal and Social Development Qualification
- Number the pages in your Portfolio, and write the correct page number in the 'Evidence Ref' box
- Ask your tutor to sign your student book in the 'Verified by' box
- Include evidence in your Portfolio from other sources and activities, if appropriate

Evidence Ref <b>pp 3 &amp; 4</b>
Verified by <i>C.Thompson 20/3/09</i>
<b>LT1.1 1.2</b>

**Note to tutor:**  
This reference relates to the Unit Assessment Criteria

Good luck and enjoy doing the challenges!

# Unit Assessment Checklists

When you have finished a unit your tutor must complete a **Unit Assessment Checklist**, which can be found at the end of each unit.

This will show where there is evidence in your portfolio to show you have met all the requirements of the unit. Your tutor must check\* that all record boxes are filled in correctly. Both you and your tutor will sign each completed checklist.

When you have completed your chosen units, this record book will be presented with your portfolio at External Moderation.

You must:	Your can:	evidence must show you	Location of evidence (page no.)
1 demonstrate an awareness of how the actions of humans affect the environment.	1.1	Identify a human behaviour that harms the environment.	
	1.2	Identify a human behaviour which helps the environment.	
2 demonstrate an awareness of environmental issues which affect your life.	2.1	Identify an environmental issue which is relevant to your life.	
	2.2	Say how this issue affects your life.	
3 be able to demonstrate a way in which you can help the environment.	3.1	Agree with an appropriate person an activity that you can participate in to help the environment.	
	3.2	Participate in a given activity to help the environment.	

**Assessor Declaration**  
"I confirm that the data is above are correct, that the evidence submitted is the candidate's own work and the candidate meets all the requirements of this unit."

**Candidate Declaration**  
"I confirm that the evidence in this unit is all my own work."

Candidate Name:	Candidate Signature:	Date:
Assessor Name:	Assessor Signature:	Date:
Internal Moderator Name:	Internal Moderator Signature:	Date:

**\*Note to tutor:** Before you present this book along with the student's portfolio at External Moderation, the Unit Assessment Checklist must be fully completed by you and the Internal Moderator, for all units undertaken by the student. These checklists will be the Internal Assessment record for each student.

## Other Agreed Challenge

Each unit offers two 'open challenge' options for tutors to devise activities of their own choosing. These must be cross-referenced to appropriate Assessment Criteria.

Evidence Ref <b>pp 7-9</b>
Verified by <i>C. Thompson 20/3/09</i>
<b>AC: PS 1.2</b>

# Managing Social Relationships

## Challenge 1

Make a list of things you are interested in. For example:

- your favourite TV programme
- what you did at the weekend
- your pet
- your family
- other: .....

Evidence Ref
Verified by
Teaching & Learning

Choose one subject from your list and think of some things you might tell someone else about the subject.

## Challenge 2

Demonstrate some ways to show you are listening. For example:

- looking into the eyes of the person you are listening to
- nodding your head
- repeating back to them what they have said
- asking questions about what they have said

Demonstrate some examples of positive body language. For example:

- sitting up straight
- looking at the person you are talking to
- smiling

Evidence Ref
Verified by
Teaching & Learning

## Challenge 3

Have a chat with someone you know. Ask them questions about themselves. You could ask things like:

- which TV programmes they like
- where they have been on holiday
- how their family is
- what kind of music they like listening to

Evidence Ref
Verified by
Teaching & Learning

Let them ask you questions about yourself and respond appropriately.

## Assessment Checklist **Managing Social Relationships**

You must:		Your evidence must show you can:		Location of evidence (page no.)
1	recognise how to interact with 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	

### Assessor Declaration

"I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all the requirements of this unit."

### Candidate Declaration

"I confirm that the evidence in this unit is all my own work."

Candidate Name:	Candidate Signature:	Date:
Assessor Name:	Assessor Signature:	Date:
Internal Moderator Name:	Internal Moderator Signature:	Date:

# Preparation For Work

### Challenge 9

Search through the 'Jobs' section of your local paper or visit the Job Centre. Record the details of a job you are interested in. Fill in an application form giving key personal information.

Evidence Ref
Verified by
<b>PW2.1 2.2</b>

### Challenge 10

Choose a job that interests you. Prepare a CV or complete an application form for the job. Take part in a 'mock' interview for the job.

Evidence Ref
Verified by
<b>PW2.2</b>

### Challenge 11

Other agreed challenge:

Evidence Ref
Verified by
AC:

### Challenge 12

Other agreed challenge:

Evidence Ref
Verified by
AC:

Sample

## Assessment Checklist *Preparation for Work*

You must:		Your evidence must show you can:		Location of evidence (page no.)
1	recognise the skills and qualities needed for working life.	1.1	identify some personal skills and qualities which employees need.	
		1.2	identify your own personal skills and qualities.	
2	recognise personal career opportunities.	2.1	identify a suitable job role which interests you.	
		2.2	provide key personal information needed to apply for such a job role.	

### Assessor Declaration

"I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all the requirements of this unit."

### Candidate Declaration

"I confirm that the evidence in this unit is all my own work."

Candidate Name:	Candidate Signature:	Date:
Assessor Name:	Assessor Signature:	Date:
Internal Moderator Name:	Internal Moderator Signature:	Date:

# Developing Self

**Note to candidates:** Note to candidates: It is important that you plan your challenge before you start, collect evidence of what you do, and review what you did. You may find it helpful to use the ASDAN Action Plan and Review form included in this section.

You will need to complete the following challenge by working on developing **one personal quality only**.

## Challenge 1

Produce a personal profile in which you state:

- your strengths
- any areas where you are weaker
- things people like about you
- things about you that people may not like that you would like to improve

Choose one thing about you that you will try to improve, then identify a short-term goal to work towards. Agree your goal with an appropriate person, for example:

- your tutor
- your parent or carer
- a careers adviser

You could consider working on your:

- confidence
- organisation
- behaviour
- attendance
- punctuality
- other personal quality: .....

Carry out the activities to achieve your goal. Keep a diary or provide some evidence to show what you did.

After an agreed period of time review your progress and comment on:

- what went well
- what could you have done better

Say whether you think you have achieved your goal.

Evidence Ref
Verified by
<b>DS1 DS2 DS3</b>



## Assessment Checklist **Developing Self**

You must:		Your evidence must show you can:		Location of evidence (page no.)
1	be able to recognise your strengths and areas you need to develop.	1.1	identify a personal strength or ability.	
		1.2	identify an area for self-development.	
2	recognise how to develop yourself.	2.1	identify a personal skill or behaviour you need to develop.	
		2.2	agree with an appropriate person a suitable target to work towards.	
		2.3	identify who will support you in developing the identified skill or behaviour.	
		2.3	work through activities to develop the agreed skill or behaviour.	
3	review your development.	3.1	carry out a simple review of the progress you have made.	
		3.2	identify what went well and what did not go so well.	

### Assessor Declaration

"I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all the requirements of this unit."

### Candidate Declaration

"I confirm that the evidence in this unit is all my own work."

Candidate Name:	Candidate Signature:	Date:
Assessor Name:	Assessor Signature:	Date:
Internal Moderator Name:	Internal Moderator Signature:	Date:

Sample



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