

Student Book Entry 3
(2012 edition)

Sample

PSSD

Personal and Social Development



Sample

Name:

Centre:

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Introduction

Welcome to the Personal and Social Development Entry 3 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 help you to learn new skills and 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 in the home. You should discuss your plans and progress with your tutor.

Note to tutor: Challenges marked ‘Teaching and Learning’ may be used to develop the necessary skills or knowledge underpinning the unit. Challenges where a unit code and assessment criteria are indicated may be used to provide evidence for assessment.

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 to achieve at least 13 credits
- If you are aiming for the **Award in Personal and Social Development** you will need to achieve at least 6 credits
- If you achieve fewer than 6 credits you will be awarded unit certificates for any units you complete

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 pages of the 'Record of Activities' form. The left page (page 6) has a table with columns for Unit, Credit Value, and Challenges completed (Y/N). The right page (page 7) has a table with columns for Unit, Credit Value, and Challenges completed (Y/N), plus a section for 'Future Record' and a 'Verified by' box.

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 pp 3 & 4
Verified by <i>C.Thompson 20/3/09</i>
SR1.1

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

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

Assessment Checklist Parenting Awareness

You must:	Your candidate must show you	Location of evidence (page no.)
1 demonstrate an understanding of the demands of having a baby.	1.1 Identify the season in which having a new baby can be most easily managed. 1.2 Identify the ways in which having a new baby can be physically demanding.	
2 demonstrate an understanding of the sources of help and support available for parents.	2.1 Identify two sources of help for new parents. 2.2 Identify two facilities in your local area which support parents with young children. 2.3 Identify a way in which help and support can benefit new parents.	
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 unsafe situations in the home. 3.2 Identify a way that a parent can protect a baby against a health hazard. 3.3 Give an example of when a parent should seek medical advice about their baby's health.	

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:

***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 pp 7-9
Verified by <i>C. Thompson 20/3/09</i>
AC: PA 1.2

Managing Social Relationships

Challenge 1

Make a list of situations when you have to talk to other people. You could include:

- when you need to get information
- when you need to tell someone something
- when you are taking part in a group discussion
- other:

Evidence Ref
Verified by
SR1.1

Challenge 2

Find pictures from newspapers and magazines of people showing positive behaviours (such as being polite, being friendly or showing good manners) and of people showing negative behaviours (such as arguing, bullying or being unfriendly). Make two posters using your pictures.

Evidence Ref
Verified by
SR1.2

Challenge 3

Make a list of the ways you can behave positively when interacting with other people. Use these headings for your list:

- Ways to show you are listening
- Questions you might ask
- Examples of good body language
- How to make people feel at ease

Evidence Ref
Verified by
SR1.2

Assessment Checklist Managing Social Relationships

You must:		Your evidence must show you can:		Location of evidence (page no.)
1	understand how to interact with others in familiar social situations.	1.1	identify situations in which you may need to interact with others.	
		1.2	identify positive behaviours which can be used when interacting with others.	
2	demonstrate how to interact with others in familiar social situations.	2.1	take part in an exchange with one or more people about a topic in which you have an interest.	
		2.2	use appropriate positive behaviours when participating in the exchange.	
		2.3	make appropriate contributions.	
		2.4	express opinions and respect the views of others.	

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:

Managing Own Money

Challenge 9

Identify an item that you buy on a regular basis. Say how much it costs. From a selection of coins and notes, demonstrate paying for the item with exactly the right amount of money. Show how you worked out the coins to use. (This activity could be demonstrated by role play.)

Evidence Ref
Verified by
MM2.2 2.3

Challenge 10

Identify an item that you buy on a regular basis. Say how much it costs. From a selection of coins and notes, demonstrate paying for the item where you would receive change. Show how you worked out how much change you would receive. (This activity could be demonstrated by role play.)

Evidence Ref
Verified by
MM2.2 2.3

Challenge 11

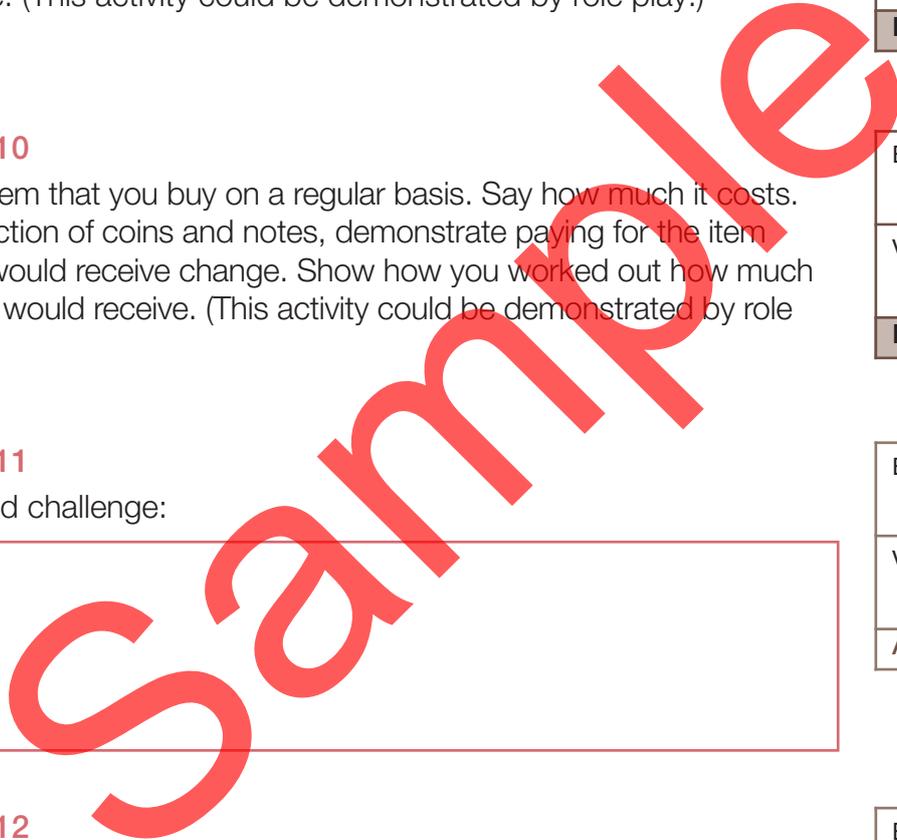
Other agreed challenge:

Evidence Ref
Verified by
AC:

Challenge 12

Other agreed challenge:

Evidence Ref
Verified by
AC:



Assessment Checklist Managing Own Money

You must:		Your evidence must show you can:		Location of evidence (page no.)
1	understand how to plan a personal budget.	1.1	identify your source(s) of income.	
		1.2	identify your key items of expenditure.	
		1.3	prepare a straightforward weekly budget plan.	
		1.4	identify an appropriate way to save surplus money.	
2	know how to carry out transactions.	2.1	identify two different ways of paying for items.	
		2.2	demonstrate paying for an item.	
		2.3	use appropriate calculations when paying for items.	

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:

Working as Part of a Group

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 **one group activity only**.

Challenge 1

In your group decide on an activity you want to work on together. This could be:

- raising money for charity
- an enterprise project
- an environmental project
- producing a display
- carrying out a survey
- cooking a meal
- planning a sports event
- other

Evidence Ref
Verified by
WG1 WG2 WG3

Decide what your job will be in the group and what jobs other people will do. Make a list of the rules your group will follow when working together.

Carry out your activities. Keep a diary or take photographs to show:

- what you did
- how you made suggestions to someone else
- how you received feedback on your work
- how you asked for help and helped someone else

At the end of the activity, carry out a review of your work. Include:

- how you contributed to the group's work
- what went well
- how you could improve your work with others

Assessment Checklist *Working as Part of a Group*

You must:		Your evidence must show you can:		Location of evidence (page no.)
1	know how to work with others in appropriate ways.	1.1	contribute to setting ground rules for working with others.	
		1.2	make suggestions about the role you should play in the group.	
2	be able to play an active role in working as part of a group.	2.1	carry out agreed activities when working with others on a group task.	
		2.2	make suggestions and receive feedback appropriately.	
		2.3	ask for or offer help when required.	
3	review your role in the group.	3.1	review your work with others.	
		3.2	identify how you contributed to the group.	
		3.3	identify what went well and areas you could improve in working with others.	

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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