



Warwick Skills Certificate

CM5b Advanced Learning Skills

Name:

Student number:

Department:

Year of study:

Deadline for submission of portfolio:

Tutor(s) for course:

This module guide should be handed in as part of your portfolio.



Contents

Introduction to the Module	Page 3
Section 1 Student profile	Page 4
Section 2 Curriculum – Meeting the skills Learning Outcomes for this module	Page 5
Section 3 Assignments	Page 7
Section 4 Resources and Reading	Page 9
Section 5 Assembling a portfolio of evidence for assessment	Page 10
Section 6 The assessment process	Page 11



Introduction to the Module

This module provides a solid grounding in some of the most useful tools and techniques of accelerated learning. It will provide you with the powerful and practical tools that you can apply directly to your studies and to your life beyond university.

Topics covered include:

- State of mind: understanding the importance of state of mind on learning
- Acquiring information: how to use mindmaps
- Understanding and Remembering: becoming aware of how you can make sense of information and enhance your understanding
- Exhibiting What You Know & Feeding Back: to continually improve your learning ability

Section 2: Curriculum
Meeting the skills LEARNING OUTCOMES for this module

This section is to assist you in finding evidence to demonstrate your competence in this module's learning outcomes. In order to pass this module you must demonstrate competence in all of the **learning outcomes**, which are listed in the table below in the grey sections and the left hand column.

1. State of Mind:	
You must show that you can:	<u>We expect to see the following evidence:</u>
1a. understand the importance of state of mind on learning	Assignment 1
1b. be aware of your own state of mind during previous learning experiences and how you can apply this knowledge in future	Assignment 1
1c. be able to create an effective state of mind	Assignment 1
2. Acquiring Information:	
You must show that you can:	<u>We expect to see the following evidence:</u>
2a. use mindmapping for a number of applications	Assignment 2
2b. understand and apply the technique of range reading	Assignment 2
2c. be aware of your preferences and alternative ways of acquiring information	Assignment 2
3. Understanding and Remembering:	
You must show that you can:	<u>We expect to see the following evidence:</u>
3a. be aware of how you can make sense of information and enhance your understanding	Assignment 3
3b. understand the potential of a trained memory	Assignment 3
3c. be able to apply a number of memory techniques to aid your learning	Assignment 3
3d. know how to shift learning from short to long term memory	Assignment 3

4. Exhibiting What You Know & Feeding Back:

You must show that you can:	<u>We expect to see the following evidence:</u>
4a. understand the importance of exhibiting what you know as part of the learning process	Assignment 4
4b. know how to continually improve your learning ability	Assignment 4 & 5

Note: When the tutor assesses your work s/he will look for competence in all of the module's learning outcomes. You need to demonstrate this competence through the completion of the module's assignments.

Section 3: Assignments

At this stage you should look again at the chart which details the Learning Outcomes in Section 2. You need to submit **all** of the assignments requested below.

Unless specified, the assignments can be written in any format, as long as they demonstrate that you have achieved the learning outcome. However, the overall presentation must be clear and professional.

You must complete and submit **all** of the required assignments as detailed below. If you fail to submit one or more of the required assignments, your portfolio will not be marked, and will automatically be returned to you so that you can complete the missing assignment(s) and resubmit.

If you need some advice on how to complete your assignments, please contact your tutor (their contact details can be found on the WSC website) or Sarah Shute, the WSC Coordinator, on Sarah.Shute@warwick.ac.uk or 024 765 74957.

Assignment 1: State of mind

a). Explain why learning with the right state of mind is so important. Then, reflecting on a positive learning experience, describe the factors that contributed to an effective state of mind during this experience and how you will apply these for future learning.

b). What are the 3 most important factors in creating the right state of mind for you?

(500 words)

Assignment 2: Acquiring Information

a). Mindmap the process of range reading

b). Considering all of your senses, as well specific resources of information, list (or mind map) at least 15 different ways of acquiring information. Consider which resources suit your preference for learning.

Assignment 3: Understanding and Remembering

a). What would you do if you didn't understand the information presented in a lecture, and why? (You might like to consider your multiple intelligences and the potential of a trained memory)

b). Describe how to shift learning from short to long term memory (list the steps)

c). Write a reflective account of how you have applied a number of memory techniques to aid your learning

(500 words)

Assignment 4: Exhibiting what you know and feeding back

a). Collect together any work you did in the session on exhibiting what you had learned as a group. Submit this for evidence that you understand the importance of

exhibiting what you have learned.

b). Discuss the importance of outputting what you've learned as part of the learning process. Why is it so important? What might happen if you fail to exhibit what you know? (250 words)

c). What are the 3 steps to ensure that you are able to continually improve your learning ability? Present this information in any format you wish.

Assignment 5: Student profile

a). Complete the student profile at the beginning and end of the module. (The student profile is on page 4 of this module guide).



Section 4: Resources and Reading

Note: Most books listed below are available in the Learning Grid (University House) and/or the main library collection on central campus.

Recommended Reading

Buzan, T (1989), Use your head, BBC Books

Available in part-time collection, main library

Other Reading

All the following are available in the main library:

Buzan, T (1993), The Mind Map Book, BBC Books

Buzan, T (2000), The speed reading book, BBC Books

Buzan, T (1989), Use your memory, BBC Books

Useful websites

Mind tools: www.mindtools.com

The guide to active reviewing: www.reviewing.co.uk/_links.htm#accelerated

Super learner: www.superlearner.co.uk

Self growth.com: <http://www.selfgrowth.com/reading.html>

go.warwick.ac.uk/recipes The **Recipes for Success Online** website is a resource offered by the USP (Undergraduate Skills Programme). It contains handy tips on 'amazing essay writing,' 'efficient note taking,' 'speedy reading skills,' 'making great presentations,' 'mastering revision,' 'personal and academic development' and 'brilliant academic research.'

http://www2.warwick.ac.uk/study/csde/underg_programme/dropin-info/

Visit this web address for more information on the study skills advice drop in sessions offered by the USP (Undergraduate Skills Programme).



Section 5: Assembling a Portfolio of Evidence for Assessment

Review

- Ensure you have completed all of the assignments for this module (including all 4 sections of your Student Profile, which can be found on page 4 of this module guide)
- Check these assignments against the **learning outcomes** in Section 2 – have you demonstrated the required learning and skills?
- Review your class notes and any reflection sheets completed in class – these may be good evidence of how you've developed your skills and may be useful as supporting evidence for your assignments

Compile your portfolio

This is the final product – the work you submit for assessment.

- Make sure that your portfolio and work is clearly marked with your name, student number, module name and code, department and year of study
- Ensure that your portfolio is clearly indexed and neatly presented. Each assignment should be clearly labelled as e.g. 'Assignment 1'
- Portfolios should be handed in to the Student Development & Support Reception, which can be found on the ground floor of University House (next to the Learning Grid). The receptionist will give you a receipt as proof of submission.

If you are in doubt about what you should include or how you should arrange everything – ask your tutor or contact Sarah Shute (the WSC co-ordinator) on Sarah.Shute@warwick.ac.uk

Please note:

Under Resources & Reading, Section 4, we make reference to websites and reading material that you may wish to access and use.

The University regulations and definition of plagiarism is noted in the Undergraduate Student Guide. Please ensure that you are aware of and understand this definition, and ensure that all sources you use as part of your portfolio are fully referenced and properly acknowledged.

During the workshops you may be involved in team/group activities. For evidence relating to these activities that is submitted as part of your assignments, please ensure that you personally reflect and build on this evidence rather than relying solely on that produced by the team/group.

Section 6: The Assessment Process

Note: Successful completion of this module will contribute 10 credits towards the full Warwick Skills Certificate. Your student transcript will also record modules achieved.

- Assessment will be based upon the following criterion:

‘Does this portfolio adequately demonstrate that the student has competence in all of the learning outcomes for this module?’

- The module tutor will mark your work as **Pass** or **More evidence required**

Pass: The portfolio adequately demonstrates that the student has competence in all of the learning outcomes for this module

More evidence required: The tutor assessment sheet will indicate where you can improve/extend your portfolio to meet the requirements of the module

You must complete and submit **all** of the required assignments as detailed in this module guide. If you fail to submit one or more of the required assignments, your portfolio will not be marked, and will automatically be returned to you so that you can complete the missing assignment(s) and resubmit.

Overall, the portfolio of work **must** be clear, well presented and logically planned.

If you need some advice on how to complete your assignments, please contact your tutor (their contact details can be found on the WSC website) or Sarah Shute, the WSC Coordinator, on Sarah.Shute@warwick.ac.uk or 024 765 74957.

If you are unhappy with the way your work has been assessed you should discuss this with Sarah Shute, the WSC Co-ordinator, in the first instance. If this does not resolve the problem, she will contact the Academic Director for the Warwick Skills Certificate on your behalf. He is:

Dr. David Lamburn
Centre for Lifelong Learning
Tel: 024 7652 4178

- Portfolios marked ‘Pass’ will then be moderated at the next scheduled moderator’s meeting. Once this has been completed, you will be contacted regarding the collection of your portfolio.
- You will find the deadline for submitting your portfolio and the date of the next scheduled moderator’s meeting on the WSC web pages (go.warwick.ac.uk/wsc)
- Please note that if your portfolio is a ‘Pass’ we will only inform you of this after it has been moderated.

Finally ... we hope you find this module useful and interesting – **good luck!**