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STUDENT ASSESSMENT TAQ SHEET

COURSE:	Level 3 Diploma
SUBJECT:	Study Skills
UNIT TITLE:	Study Skills
LEVEL:	3 (Ungraded)

← This section of the assessment details the course, the subject being assessed, the level, and if it is graded or ungraded.

How to use this document

This document contains your Tutor Assessed Questions (TAQs) for this assessment, as well as information about formatting your work (including word counts and references) and deadlines.

Do not attempt to fill in this document. Please use the related Student Assessment Answer Sheet to answer your TAQs.




Every assessment document will have specific guidance on how to use it detailed here.



Further resources:

You will need to be logged in to your Learner Account to access these resources.

 We advise that you check the [Ascentis Subject Set Unit Specifications – Study Skills](#) for the 'indicative content' of the unit, as this may help you to understand how you could meet specific assessment criteria.

 [Student Handbook](#)

Library: Log in to your Learner Account and click on 'Library' to view various resources to help you with your learning.



There is always a link to the specification, the student handbook, and the student library under 'Further Resources'.



You will need to be logged in to your Learner Account to access these resources, which also require a password:



[Study Skills - How to make sure your work is 'Ready for Marking'](#)



There is always a link to the guidance on how to ensure that your assessment is ready for marking and you are advised to always refer to this before uploading your work to your learner account. This will avoid a delay in receiving feedback from your tutor.



IMPORTANT NOTE:

The podcasts in this unit are essential reading / listening in order to complete this unit, please use them fully
Read through all the instructions below before you begin to write anything.



You will always see a note on the importance of listening to (and/or reading) the podcasts that accompany the assessment. This TAQ-specific guidance will ensure that you are hitting the demands of the assessment criteria when tackling each assessment question.

TAQs for this unit

Your Tutor Assessed Questions (TAQs) for this unit are shown below.



NOTE:

Word counts:

You will see that not every TAQ has a given word count. Where a word count is stated it should be considered indicative and a guide, rather than as a rule. The overall word count range is 1000-1500 words: being within this range by the end of the assignment is what matters. See [formatting your assignment, word counts and references](#) towards the end of this document for more information.



Be sure to adhere to advice on word counts. If your assessment is under 1000 words (for the questions that are allocated a word count combined) or more that 10% above 1500 words, your assessment would need to be returned to you and this would mean a delay in marking and subsequently, feedback.



AIMS AND OBJECTIVES

In this assessment you will prepare for your university application and/or chosen career path by:

1. Assessing your own experiences and transferable skills, and identifying areas to develop
2. Producing a personal statement to support your application and/or career development
3. Preparing for and completing a mock interview with your tutor



With every assessment you will be given the overall aim, and numbered objectives that will allow you to achieve that aim. Therefore, by answering each question carefully (taking into consideration the wording of the related assessment criteria and the podcast guidance), you will meet these objectives.



NOTE:

Read through all the instructions below before you begin to write anything, including the information on your *Student Assessment Answer Sheet*.



These resources are essential for this assessment:



[Learning materials: Study Skills – Preparing to Progress](#)



[UCAS: How to write a UCAS undergraduate personal statement](#)



[Which? University: How to write a personal statement – 10 things to put in yours](#)



[Which? University: How to prepare for a university interview](#)




[UCAS: Subject Specific Personal Statement Guides](#)




Any resources that you should refer to when completing the assessment TAQs are listed as hyperlinks in 'Assessment Tools'.

Here is an example **TAQ** that covers assessment criterion **4.1**. The assessment criterion is listed in part 2 of the Assessment Student Answer Sheet but also stated below for the purpose of this sample.



	<p>TAQ 3: <u>Assessment criterion 1.4</u></p> <div data-bbox="869 537 1401 750" style="border: 1px solid gray; padding: 5px;"> <p>1.4 Produce an action plan showing which new essential skills, qualifications or experiences are needed, how they can be acquired and time scales.</p> </div> <p>Using both your independent research and your answers for TAQs 1- 2, create a SMART action plan that will help you to complete a successful application for your chosen course and/or career.</p> <p>You should include any skills, qualifications or experiences that are needed, how they will be acquired, as well as timescales.</p>
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	<p>WORD COUNT:</p> <p>There is no word count for this TAQ</p> <p><i>This means that TAQ 3 <u>is not included</u> in the 1000-1500 word count range as it preparation for your mock interview.</i></p>
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Guidance on a specific word count allocation will always be displayed after a particular TAQ. In this example, you are informed that the content of the action plan is not included in the word count for the assessment.

Where completion notes are included, they will be located under each TAQ. These notes are designed to aid you in tackling the demands of a TAQ and as such, should not be overlooked.



	<p>Completion notes:</p> <p>As this is a SMART action plan it must have specific (S), measurable (M), achievable (A), relevant (R) and time-bound (T) targets and goals.</p> <p>In your action plan you should include SMART targets that will aid your application. These will be very specific to you, your intended course/career, and how much preparation you will need to evidence in your application and/or interview.</p>
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For example, you may need to take part in work experience, you may need to resit your Maths GCSE or will need to complete a post-graduate course after your degree, or you may need to improve your knowledge of the policies, procedures, and ethics for your intended career. Each of these would be a SMART target that you cover on your action plan.



We have produced a podcast to help you understand TAQ.3 which can be accessed by clicking on the link below:



[TAQ 3 Podcast for Study Skills](#)

With each TAQ there will be an accompanying Podcast that provides specific guidance on how to tackle the demands of the question. A transcript of the Podcast will also be included at the end of this assessment document.

Formatting your assignment, word counts and references

a) Formatting your assignment

Where possible, please **present all of your work in word processed form**. If the work is handwritten material, please take a copy for your own records before sending the original to your tutor, so that if any of your work gets lost in the post you will have a copy.

Guidance and advice is always given on how you will need to present your answers in an assessment. Your tutor will also support you with this.

b) Word counts

Please include a word count for each Tutor Assessment Question (TAQ) at the end of the TAQ. A target word count for each TAQ is provided above. The overall word count for a six credit unit is 2000-2500 words and for a three credit unit 1000-1500 words.

If your work is 10% above the higher boundary your work will not be returned to you.

Why do we have a word count? The purpose of the word count is to ensure that the assessment across all units within every Access to HE Diploma is standardised and equal. Writing to a word count is a skill which will be required at university and in many professions. The addition of the word count gives you a guide to the amount of work that



is expected, the level of detail that is required and the amount time that should be spent on each assignment.

What is included in the word count? The word count takes into account everything in the main body of text. This includes quotations, citations, headings and tables. However, the word count does not include the title, footnotes, any appendices, reference list or bibliography. You should remain within the word count range. If the assessment contains a table or a diagram that you have been asked to complete, the words that are already in the table or diagram are not counted in the word count.

If your work does not fit within the word count it may be returned by your tutor before it is marked for you to either make additions or to reduce the number words.

c) References

A good approach when it comes to referencing is to always reference and to do so after each TAQ. Your references should follow the Harvard system, and Anglia Ruskin University produce a useful guide to the Harvard system of referencing (see below).

There are also websites that will generate a Harvard reference for you, and it is a good idea to get into the habit of referencing, as this is a skill which will be required throughout your studies.

More detailed the advice for referencing is found below:

An icon for a 'Referencing Guide' featuring a blue circle with two grey arrows pointing right. The top arrow is labeled 'Referencing' and the bottom arrow is labeled 'Guide'.	<p>REFERENCING GUIDE:</p> <p>For all subjects apart from Science, wherever you use information from previous research or other studies you must cite this in a standardised way: in the text of the essay or report. To do this you refer to all previous work by means of the authors' surnames, followed by the date of publication and page number if possible. There are two ways to do this:</p> <ol style="list-style-type: none">1. They are named in the sentence, and the reference goes after their name: One author: Bloggs (2016 pp. 67-93) states that... Two or three authors: According to Shake, Rattle and Roll (2010)...2. They are not named in the sentence, and the reference is placed at the end of the sentence: One author: ... (Bloggs, 2016 pp. 67-93). Two or three authors: ... (Shake, Rattle and Roll, 2010).
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Four or more authors - list the last name of the first author followed by 'et al.': ... (Lennon, et al., 2000).

At the end of your assessment, you will give the full reference for each work mentioned in the text. This is your reference list. Always remember, if you cited a source in your work, it must also be included in your reference list.

Remember that there is a distinction between a reference list and a bibliography. A **reference** list contains references to material directly used in the research and preparation of the essay or report (i.e. the stuff cited in the text). A **bibliography** contains references to works for further information or background reading.



Being able to reference your work using the Harvard referencing system is extremely important and as you progress through the units, you will start to be graded on the accuracy of your referencing. There will always be guidance given to you on how to reference your assessment content in the correct format.

We also suggest some helpful resources that you can use to help you to perfect the skill of referencing.



Further resources:



[Anglia Ruskin University – January 2016: Guide to the Harvard Style of Referencing](#)



[Anglia Ruskin University - Guide to the Harvard System of Referencing](#) (online version)

Deadlines

a) If you are completing your course in 12 months:

On a 12-month programme it is advisable to set your deadline as **two weeks**.



Guidance will always be given on how you should plan your studies. Your tutor will also support you with this.

b) If you need an extension to a deadline:



If you are unable to meet your deadline you must apply for a **formal extension** to a unit assessment deadline. This must be done on the working day (excluding weekends) that a unit is due to be assessed at the very latest. To do this, **you must contact your tutor by email requesting a formal extension for a unit assessment giving the reasons for the extension.**

c) If you have been unable to request an extension or to meet a deadline:

If you do not ask for an extension because exceptional circumstances (such as serious illness or bereavement) have made it difficult to do so, you must complete and submit an **Extenuating Circumstances form**, which is available to download from the Policies and Procedures page of the website (see below).

If you do not submit an Extenuating Circumstances form, you will only be able to attain a Pass.



Further resources:



[Extenuating Circumstances form](#) (scroll down the page to download the form)

Podcast Transcript

Introduction



Hi and welcome to a podcast that looks at **TAQ 3**. In this episode I will take you through this TAQ and provide you with some advice. You should have the Assessment TAQ file and student answer sheet available whilst listening to this. Remember you can pause this audio file and listen to it again if you need to.

In **TAQ.3** you are asked to complete an **action plan** to help you complete a successful application for your chosen course or career. This should be based on your research in **TAQ.1** and the areas you have highlighted for development in **TAQ2**.

You need to think about areas of your application which you would like to develop before applying. Courses which lead to specific careers may require work experience or work shadowing in the area. This can be quite difficult to obtain and opportunities for work experience often come from speculative enquiries by sending a copy of your CV and a cover letter which explains why you want to take part in work shadowing. If this relates to the NHS for instance you will need to contact your local NHS trust to enquire about contacts or opportunities. Find out the name and email address of the person you need to contact.



Course: Level 3 Diploma (ungraded)

Subject: Study Skills

Student Assessment TAQ Sheet