

The qualification

Introduction

The Level 2 Award in Personal Learning and Thinking Skills will provide you with formal recognition of the transferable skills that make up the Personal Learning and Thinking Skills (PLTS) framework.

These skills have been designed to be embedded into other qualifications and/or vocational areas to make a holistic programme of study; and should not be delivered as a standalone qualification.

This qualification will develop your ability to think creatively about problems and understand ways to tackle them, and how to take informed and well-reasoned decisions. You will also learn to work as part of a team, manage yourself effectively and to evaluate your own performance and set personal goals. These are all important skills that will build your confidence, and enhance your progression and employment opportunities.

Supporting Apprenticeship frameworks

Whilst PLTS are more often than not embedded in Apprenticeship frameworks it can be difficult to identify the exact PLTS covered and the extent to which they have been achieved. Not only does this qualification serve a valuable purpose in developing your personal skills, it is also a valuable tool for demonstrating to potential employers exactly which PLTS you have covered and the evidence that you have generated.

To achieve this qualification your assessor will draw on evidence gathered from the vocational qualification you are undertaking to satisfy the requirements for this qualification.

This means you will receive a second certificate in addition to your vocational qualification certificate which can be shared with potential employers and improve your chances of success.



Progression

The knowledge, understanding and skills that you will develop through undertaking this qualification will provide you with a sound foundation for further learning and employment.

Qualification structure

Total credits required - 6 (minimum)

A minimum of 6 credits must be achieved, 4 of which need to be at Level 2. Units with the same title cannot be counted twice.

Group 1 - 6 (minimum) credits					
VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH	Level
UV11269	J/503/4833	Creative thinking	1	9	1
UV11270	R/503/4835	Effective participation	1	9	1
UV11271	M/503/6835	Independent enquiry	1	9	1
UV11272	L/503/4848	Reflective learning	1	9	1
UV11273	L/503/4851	Self-management	1	9	1
UV11274	H/503/4855	Teamwork	1	9	1
UV21275	L/503/4834	Creative thinking	1	8	2
UV21276	D/503/4837	Effective participation	1	8	2
UV21277	J/503/4847	Independent enquiry	1	8	2
UV21278	R/503/4849	Reflective learning	1	8	2
UV21279	Y/503/4853	Self-management	1	8	2
UV21280	M/503/4857	Teamwork	1	8	2

Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

Internal assessment

(any requirements will be shown in the unit)

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external quality assurers.

External assessment

(any requirements will be shown in the unit)

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external quality assurers.

Assessment explained

VTCT qualifications are assessed and verified by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Group 1			
		External	Internal
VTCT unit code	Unit title	Question paper(s)	Assignment(s)
UV11269	Creative thinking	0	✓
UV11270	Effective participation	0	✓
UV11271	Independent enquiry	0	✓
UV11272	Reflective learning	0	✓
UV11273	Self-management	0	✓
UV11274	Teamwork	0	✓
UV21275	Creative thinking	0	✓
UV21276	Effective participation	0	✓
UV21277	Independent enquiry	0	✓
UV21278	Reflective learning	0	✓
UV21279	Self-management	0	✓
UV21280	Teamwork	0	✓

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
Level	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes.
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guided learning hours (GLH)	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Total qualification time (TQT)	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study, or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Learning outcomes	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.

UV11269

Creative thinking

The aim of this unit is to develop your knowledge of how to think creatively about problems and understand ways to tackle them.

Level

1

Credit value

1

GLH

9

External paper(s)

0



Creative thinking

Learning outcomes

On completion of this unit you will:

1. Know how to think creatively about a problem
2. Understand different ways to tackle a problem

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to think creatively about a problem

You can:	Description of evidence	Portfolio reference
a. Identify a problem		
b. Outline own and others' ideas which may lead to solutions		



Outcome 2

Understand different ways to tackle a problem

You can:	Description of evidence	Portfolio reference
a. Identify a preferred solution to the problem		
b. State why this solution has been chosen		

Notes

Use this area for making notes and drawing diagrams



UV11270

Effective participation

The aim of this unit is to develop your knowledge and understanding of how to engage with issues that affect school, college, the workplace or the wider community. You will learn how to take responsible actions to bring about improvements for self and others.

Level

1

Credit value

1

GLH

9

External paper(s)

0



Effective participation

Learning outcomes

On completion of this unit you will:

1. Know how to engage with issues that affect school, college, the workplace or wider community
2. Know how to take responsible actions to bring about improvements for self and others

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to engage with issues that affect school, college, the workplace or wider community

You can:	Description of evidence	Portfolio reference
a. Identify an issue affecting the community		
b. State how this issue affects self and others		



Outcome 2

Know how to take responsible actions to bring about improvements for self and others

You can:	Description of evidence	Portfolio reference
a. Outline a plan of action to improve the situation for self and others		
b. Use the plan of action to improve the situation for self and others		
c. State what improvements have been made		

Notes

Use this area for making notes and drawing diagrams



UV11271

Independent enquiry

The aim of this unit is to develop your knowledge and understanding of how to process and evaluate information and be able to take informed and well-reasoned decisions.

Level

1

Credit value

1

GLH

9

External paper(s)

0



Independent enquiry

Learning outcomes

On completion of this unit you will:

1. Know how to process and evaluate information
2. Know how to take informed and well-reasoned decisions

Evidence requirements

1. *Achieving outcomes*
All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to process and evaluate information

You can:	Description of evidence	Portfolio reference
a. Identify a question or problem to investigate		
b. Outline different viewpoints relating to the chosen question/problem		
c. Follow an agreed plan to carry out research into the question/problem		



Outcome 2

Know how to take informed and well-reasoned decisions

You can:	Description of evidence	Portfolio reference
a. Give examples of how others can influence own decisions and attitudes		
b. Use information gathered to reach conclusions		

Notes

Use this area for making notes and drawing diagrams



UV11272

Reflective learning

The aim of this unit is to develop your knowledge and understanding to evaluate your own strengths and weaknesses. You will set goals for your development and monitor your performance and progress.

Level

1

Credit value

1

GLH

9

External paper(s)

0



Reflective learning

Learning outcomes

On completion of this unit you will:

1. Know how to evaluate own strengths and weaknesses
2. Know how to set goals for own development
3. Know how to monitor own performance and progress

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to evaluate own strengths and weaknesses

You can:	Description of evidence	Portfolio reference
a. Identify own strengths and weaknesses		
b. Identify own achievements to date		



Outcome 2

Know how to set goals for own development

You can:	Description of evidence	Portfolio reference
a. Agree success criteria for own development		
b. Agree goals to achieve success criteria		



Outcome 3

Know how to monitor own performance and progress

You can:	Description of evidence	Portfolio reference
a. Take part in a review of own progress		
b. Respond constructively to positive and negative feedback		
c. Give examples of how review and feedback will help future learning and decision making		

UV11273

Self management

The aim of this unit is to develop key organisational skills required for effective self management and for you to learn how to embrace change.

Level

1

Credit value

1

GLH

9

External paper(s)

0



Self management

Learning outcomes

On completion of this unit you will:

1. Know how to apply the organisational skills required for effective self management
2. Know how to embrace change

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to apply the organisational skills required for effective self management

You can:	Description of evidence	Portfolio reference
a. Outline the personal qualities and skills needed for effective self management		
b. Demonstrate effective time and resource management skills for a given task		
c. Identify and manage risk in personal and/or work related matters		



Outcome 2

Know how to embrace change

You can:	Description of evidence	Portfolio reference
a. Give an example of a positive aspect of change		
b. Give an example of a negative aspect of change		
c. Give an example of own initiative and/or creativity when faced with change		

Notes

Use this area for making notes and drawing diagrams



UV11274

Teamwork

The aim of this unit is to develop your knowledge, understanding and practical skills for working in a team. You will be able to collaborate with others in a team and take responsibility for your own contributions.

Level

1

Credit value

1

GLH

9

External paper(s)

0



Teamwork

Learning outcomes

On completion of this unit you will:

1. Know how to work in a team

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to work in a team

You can:	Description of evidence	Portfolio reference
a. List common goals identified by a team		
b. Demonstrate how to collaborate with others in a team		
c. Give an example of adapting to different contexts within a team		
d. Take responsibility for own contributions in a team		
e. Give an example of how to provide support to others in a team		

UV21275

Creative thinking

The aim of this unit is to develop your knowledge of how to think creatively about problems and understand ways to tackle them. You will learn how to generate ideas and compare them with others to select a preferred solution to a problem.

Level

2

Credit value

1

GLH

8

External paper(s)

0



Creative thinking

Learning outcomes

On completion of this unit you will:

1. Know how to think creatively about a problem
2. Understand different ways to tackle a problem

Evidence requirements

1. *Achieving outcomes*
All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to think creatively about a problem

You can:	Description of evidence	Portfolio reference
a. Identify a problem		
b. Generate ideas which may lead to solutions		
c. Compare own and others ideas about the problem		



Outcome 2

Understand different ways to tackle a problem

You can:	Description of evidence	Portfolio reference
a. Describe alternative solutions to the problem		
b. Select a preferred solution to the problem		
c. Explain why this solution was selected		
d. Apply ideas and solutions as required		

Notes

Use this area for making notes and drawing diagrams



UV21276

Effective participation

The aim of this unit is to develop your knowledge and understanding of how to engage with issues that affect school, college, the workplace or the wider community. You will learn how to implement a responsible plan of action to bring about improvements for self and others.

Level

2

Credit value

1

GLH

8

External paper(s)

0



Effective participation

Learning outcomes

On completion of this unit you will:

1. Know how to engage with issues that affect school, college, the workplace or wider community
2. Know how to take responsible action to bring about improvements for self and others

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to engage with issues that affect school, college, the workplace or wider community

You can:	Description of evidence	Portfolio reference
a. Describe an issue affecting the community		
b. Describe how this issue affects self and others		



Outcome 2

Know how to take responsible action to bring about improvements for self and others

You can:	Description of evidence	Portfolio reference
a. Develop a plan of action to improve the situation for self and others		
b. Implement the plan of action to improve the situation for self and others		
c. Describe the improvements that have been made		

Notes

Use this area for making notes and drawing diagrams



UV21277

Independent enquiry

The aim of this unit is to develop your knowledge and understanding of how to process and evaluate information by planning research for a question or problem taking into account different viewpoints. You will be able to take informed and well-reasoned decisions drawing conclusions from research.

Level

2

Credit value

1

GLH

8

External paper(s)

0



Independent enquiry

Learning outcomes

On completion of this unit you will:

1. Know how to process and evaluate information
2. Know how to take informed and well-reasoned decisions

Evidence requirements

1. *Achieving outcomes*
All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to process and evaluate information

You can:	Description of evidence	Portfolio reference
a. Select a question or problem to investigate		
b. Plan research for a question or problem taking into account different viewpoints		
c. Carry out the planned research, identifying the methods used		



Outcome 2

Know how to take informed and well-reasoned decisions

You can:	Description of evidence	Portfolio reference
a. Identify how circumstances, and the beliefs and attitudes of others may influence decisions		
b. Draw conclusions from research		

Notes

Use this area for making notes and drawing diagrams



UV21278

Reflective learning

The aim of this unit is to develop your knowledge and understanding to evaluate your own strengths and weaknesses. You will be able to identify success criteria for your own development and set goals to achieve this. You will learn how to monitor your performance and respond constructively to positive and negative feedback.

Level

2

Credit value

1

GLH

8

External paper(s)

0



Reflective learning

Learning outcomes

On completion of this unit you will:

1. Know how to evaluate own strengths and weaknesses
2. Know how to set goals for own development
3. Know how to monitor own performance and progress

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to evaluate own strengths and weaknesses

You can:	Description of evidence	Portfolio reference
a. Assess own strengths and weaknesses		
b. Describe own achievements to date		



Outcome 2

Know how to set goals for own development

You can:	Description of evidence	Portfolio reference
a. Identify success criteria for own development		
b. Set personal goals to achieve success criteria		



Outcome 3

Know how to monitor own performance and progress

You can:	Description of evidence	Portfolio reference
a. Monitor own progress towards personal goals		
b. Respond constructively to positive and negative feedback		
c. Use review and feedback to support future learning and decision making		

UV21279

Self management

The aim of this unit is to develop the organisational skills you require for effective self management for a given task whilst dealing with competing pressures. You will learn how to embrace and assess your own response to change.

Level

2

Credit value

1

GLH

8

External paper(s)

0



Self management

Learning outcomes

On completion of this unit you will:

1. Know how to apply the organisational skills required for effective self management
2. Know how to embrace change

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to apply the organisational skills required for effective self management

You can:	Description of evidence	Portfolio reference
a. Describe the personal qualities and skills needed for effective self management		
b. Demonstrate effective time and resource management skills for a given task when dealing with competing pressures		
c. Assess and manage risk in personal and/or work related matters		



Outcome 2

Know how to embrace change

You can:	Description of evidence	Portfolio reference
a. Assess the positive and negative impact of change in a situation		
b. Assess own response to change		
c. Use own initiative and/or creativity when faced with change		

Notes

Use this area for making notes and drawing diagrams



UV21280

Teamwork

The aim of this unit is to develop your knowledge, understanding and practical skills for working in a team. You will be able to collaborate with others in a team to achieve common goals. You will learn to take responsibility for your own contributions and provide constructive feedback and support to others in the team.

Level

2

Credit value

1

GLH

8

External paper(s)

0



Teamwork

Learning outcomes

On completion of this unit you will:

1. Know how to work in a team

Evidence requirements

1. *Achieving outcomes*

All outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.



Outcomes

Outcome 1

Know how to work in a team

You can:	Description of evidence	Portfolio reference
a. Agree common goals with and for a team		
b. Demonstrate how to collaborate with others in a team to achieve agreed common goals, taking account of different views		
c. Describe how own behaviour adapts to different contexts within a team		
d. Take responsibility for own contributions in a team		
e. Describe how to provide constructive feedback and support to others in a team		