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| **Name of Centre:** **Gloucestershire College** | | | **Learner achievement (please circle)** *NB: All learner achievement is provisional until confirmed at the AVA Awards Board* | | | |
| **Level Achieved:** | | **L3** | |
| **Resubmission?** | | **Y** | **N** |
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| **Title of Access to HE Diploma: Health and Human Sciences; Humanities and Social Science; Science.** | | | | | | |
| **Unit title: Preparation for Higher Education** | | **Unit code: CBB392** | | | | |
| **Learner:** | | **Tutor/Assessor: Catherine Rogers/Andrew Kaighin** | | | | |
| **Description of Assignment:**  **Preparation for Higher Education Workbook** *(AC1.1, 1.2, 1.3, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2)*  Complete all tasks in the attached workbook.  Your written contribution to this workbook should be approximately 1500 words (excluding your personal statement). | | | | | | |
| **Date set:**  **Tuesday classes: 12.9.23**  **Thursday classes: 14.9.23** | **Date for draft submission**  **(if applicable): N/A** | | | **Date for final**  **submission:**  **Tuesday classes: 24.9.23**  **Thursday classes: 26.10.23** | | |
| **Extension date**  **(if agreed):** | **Signed by Tutor/Assessor to agree extension:** | | | **Date**  **submitted:** | | |
| **Internal Moderation: Yes / No**  **Date:** | **Signed by internal moderator:** | | | **ON TIME / LATE** | | |
| **Learner declaration:**   * The explanations and evaluations in this work have been developed and written by me. * I have not submitted material copied from the Internet, text books or other sources in place of my own thinking and writing. * When I have referred to the work of others I have done so to discuss, comment on or argue their ideas. * I have kept quotation and paraphrasing to an absolute minimum and only to support points I have made. * I understand that referencing the names of authors whose ideas I have used without including my own interpretation of those ideas, does not meet the assessment criteria * I have not copied the work of my peers. | | | | | | |
| **Learner comments:** *(please use this space to comment on any aspect of the assignment when handing in your work)* | | | | | | |
| **Signature:** | | | **Date:** | | | |

**TO THE LEARNER: Please attach this assignment brief to any written work you are handing in for assessment, or submit the brief as instructed.**

**YOUR WORK CANNOT BE ASSESSED UNLESS YOU HAVE SIGNED AND SUBMITTED THIS FORM**

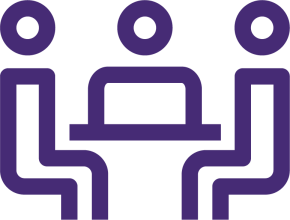
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| **Level 3** | **Unit title: Preparation for Higher Education** | |
| **Learning outcomes** | | **Assessment criteria** |
| *This is what you will learn on the unit.* | | *This is what you must be able to demonstrate that you can do in your assignment in order to achieve the unit.* |
| **The learner will:** | | **The learner can:** |
| 1. Understand the available progression opportunities. | | * 1. Analyse the different progression routes available.   2. Differentiate between content of courses at different HE institutions for chosen progression route.   3. Explain the expectations of the chosen career and /or course. |
| 1. Understand own skills in relation to chosen progression route. | | * 1. Evaluate the relevance of own skills, knowledge, personal qualities and experience to chosen career and / or course.   2. Indicate areas of new learning and challenges for your chosen course and / or career. |
| 1. Understand the stages of the application process. | | * 1. Produce a comprehensive action plan based on research into progression opportunities, which includes a realistic timetable for all stages of the process.   2. Produce a personal statement, or letter of application in support of application. |
| 1. Know how to prepare for an interview. | | * 1. Analyse which interview questions are most relevant to your progression route.   2. Evaluate own answers to questions suggesting areas for improvement. |

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| **Part A: Feedback on credit level** | | | | | | |
| **AC no** | **Credit achieved (L3)** | **Location of evidence** | **Tutor/Assessor comments on assessment criteria**  *(the assessor may also indicate on the work itself where each AC is met)* | | | |
| 1.1 |  | Task 1 |  | | | |
| 1.2 |  | Task 1 |
| 1.3 |  | Task 2 |
| 2.1 |  | Task 3 |
| 2.2 |  | Task 3 |
| 3.1 |  | Task 4 |
| 3.2 |  | Task 5 |
| 4.1 |  | Task 6 |
| 4.2 |  | Task 6 |
| Level achieved |  | Tutor/Assessor’s signature: | |  | Date: |  |

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| **Resubmission** (if applicable) *If any of the assessment criteria for this assignment have not been met at Level 3, a resubmission may be permitted. Resubmission must follow the QAA guidelines and be permitted only once.* | | | | | | | | |
| Requirements for resubmission/new Task set: | | | | | | | | |
| **Date Set:** |  | | | **Date due:** |  | **Date Submitted:** | |  |
| Feedback on resubmission: | | | | | | | | |
| **Level achieved**  **after resubmission:** | |  | **Tutor/Assessor’s signature:** | |  | **Date:** |  | |

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| **Tutor/Assessor’s developmental feedback –** *how will the learner be able to use and improve this study skill on other units and in further study?* |





**Preparation for Higher Education Workbook**

**Learner name: ………………………………………**

**Task 1 – Potential courses** (AC 1.1, 1.2)

Use the table below to assist with identifying the factors that are most relevant to your finalised university choices. These can often be very personal but possible factors for consideration could be, the specific content of the course, course structure, entry requirements, placement locations, work experience, overseas year, geographical location, campus based, rural / urban setting, accommodation, transport links.

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| **University** | **Course & Code** | **Course Content** | **Pros** | **Cons** |
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**Task 2(a) – Expectations** (AC 1.3)

Once you have identified the five courses that you are most interested in progressing to, you should now focus on the expectations of the universities and course expectations in terms of your existing qualifications, skills and experience.

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| **University** | **Course** | **Minimum Expectations** | **Which of the course expectations do I meet?** | **What do I need to do to meet all the entry expectations?** |
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**Task 2 (b) – Expectations** (AC 1.3)

Explain the expectations of your chosen career and /or course. Explain why these expectations are essential for success in this course or your career choice (300 words).

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**Task 3 – SWOT Analysis** (AC 2.1, 2.2)

Complete the following table:

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| **Strengths** | **Weaknesses** |
| List the skills, qualifications, talents, interests, attitudes, and other attributes that you consider to be positive. | What skills or experience are expected in your application route that you do not currently possess or are minimal? |
| What can you do to build on your strengths? | What can you do to bridge any identified gaps in skills or experience? |

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| **Opportunities** | **Threats** |
| What are the potential opportunities that could open up to you as a result of obtaining this degree? | What might prevent you from achieving your goal at this time? |
|  | What can you do to minimise the risks associated with these potential barriers to achieving your goal? |

**Task 4 – SMART Objectives** (AC 3.1)

SMART objectives (Specific, Measurable, Achievable, Relevant and within the given Time-Frame). You should identify clear objectives along with dates for achievement of each and accompanied by a reflective review of progress towards these objectives. Where necessary resetting of some of these objectives.

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| **Objective** | **Target Achievement Date** | **Achieved (A)**  **Partially Achieved (PA)**  **Not Yet Achieved (NYA)** |
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| **Reflective Review of SMART Objective Achievement** |
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**Task 5 – Personal Statement** (AC 3.2)

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| **Attach/paste a copy of the final draft of your personal statement** |
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**Task 6** (AC 4.1)

From your research and based on your chosen progression route, identify 10 key interview questions that are most relevant and prepare notes on the responses that you intend to provide to each of these.

**Table A**

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| --- | --- |
| **Key Questions** | **Relevant Response** |
| Q1. |  |
| Q2. |  |
| Q3. |  |
| Q4. |  |
| Q5. |  |
| Q6 |  |
| Q7. |  |
| Q8. |  |
| Q9. |  |
| Q10. |  |
| Any additional questions asked by colleague (if applicable) |  |
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Practice the above questions with a colleague. Provide your colleague with a copy of Table A so that they may ask you the questions. Your colleague will complete Table B with your responses. Once this is complete, you will then be able to evaluate your own responses and provide improvements where appropriate.

**Table B** (AC 4.2)

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| **Response to Key Questions** | **Evaluation of Response** |
| Q1. |  |
| Q2. |  |
| Q3. |  |
| Q4. |  |
| Q5. |  |
| Q6 |  |
| Q7. |  |
| Q8. |  |
| Q9. |  |
| Q10. |  |

Where you have identified that responses were less than adequate, you should summarise below your suggestions for improvement:

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