**STUDENT INSTRUCTIONS**

**22485VIC Certificate II in EAL (Access)**

**22476VIC Certificate I in General Education for Adults (Introductory)**

This task is part of your assessment for the unit(s):

**VU22358 Develop learning goals**

For this assessment you are going to create a learning plan. You will need to identify and document your current skills and set goals for your learning. Your plan will help you set out the steps to help you achieve your goals. Your teacher will discuss your plan with you. Throughout the course you will need to think about your learning and update your learning plan if necessary.

Activities to help you successfully complete this assessment will be:

* talk about learning
* find out how you like to learn and when you need to use English
* talk to the teacher to make some learning goals

The questions are to be completed in the class. You can ask your teacher for help at any point of this assessment if there is something you don’t understand. Remember to hand in all work at the end of the assessment including any drafts, planning, and working out. You must also date and sign the bottom of the front page.

**You will be assessed on the following:**

* your ability to identify learning goals
* your ability to develop an individual learning plan with some help

**1. What would you like to learn in class?**

I would like to learn how to . . . . . (tick what is important to you**)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **READ** |  | **WRITE** |  | **NUMERACY** |  | **IT** |  |
| job applications |  | fill in forms |  | understand maps |  | Use search engines to find information  |  |
| advertisements |  | apply for a job |  | Interpret timetables |  | Use Word to create documents e.g resume/job application letter |  |
| an email |  | write an email |  | Calculate hourly pay rate |  | Open and use an email |  |
| a report |  | write a story |  | Interpret graphs |  | Other – what? |  |
| a chart |  | write a report |  | Understand the maths operations |  |  |  |
| an SMS |  | write a message |  | Other – what? |  |  |  |
| a newspaper article |  | Other – what? |  |  |  |  |  |
| other – what? |  |  |  |  |  |  |  |

**2. I want to improve my English because it will help me with:**

Further study Employment

Community participation Gaining a qualification

Updating my qualifications Getting a better job

Speaking better with my children, neighbours, or friends

Personal Interest For self-development

 **3. Do you have any disabilities that mean you need help with learning?**

|  |  |
| --- | --- |
| Sight | Hearing |
| Health problem  | Acquired brain injury |
| Intellectual  | Mental illness  |

**4. Are there any issues or health problems which may impact your learning? \_\_\_\_ e.g. care for children, elderly parents, no quiet place to study… If yes, discuss this with your teacher.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MY SKILLS IN ENGLISH** | I can do it√ | I can do this with some help√ | I can’t do this at all √ | I don’t need to do this√ |
| Make an appointment |  |  |  |  |
| Fill out a form |  |  |  |  |
| Talk to my child’s teacher |  |  |  |  |
| Listen to the news |  |  |  |  |
| Read and pay a bill |  |  |  |  |
| Write a note to child’s teacher |  |  |  |  |
| Read a school notice |  |  |  |  |
| Read an ad |  |  |  |  |
| Use an ATM  |  |  |  |  |
| Read a Centrelink letter |  |  |  |  |
| Use a computer |  |  |  |  |
| Browse internet |  |  |  |  |
| Buy a myki |  |  |  |  |
| Other? |  |  |  |  |
| Other? |  |  |  |  |
| **What will help me learn?** |
| Keep my folder organised |  |  |  |  |
| Come to class every day |  |  |  |  |
| Come to class on time |  |  |  |  |
| Listen and do |  |  |  |  |
| Work in a group |  |  |  |  |
| Ask for help if I need to  |  |  |  |  |

**6. Goals**

**Short Term (6 months):**

What personal, work or learning related short term goals do you have?

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Area for improvement / Goal  | Type of goal  |
| ***e.g. Driving – get my licence***  ***Reading – Read books with my daughter***  | ***Personal and work related because I need licence for work*** ***Learning and personal related***  |
|  |  |
|  |  |
|  |  |
|  |  |

 |

**Long Term (two years):**

|  |
| --- |
| Think of a long term goal you may have. Write it below: |
|  |
| What do you need to do to achieve this goal? Write the steps below.1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**7. Resources**

**Who can help you achieve your goal?**

|  |  |  |
| --- | --- | --- |
| * My family
 | * My teacher
 | * My classmates
 |
| * My friends
 | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**What can help you achieve your goal?**

|  |  |  |
| --- | --- | --- |
| * My dictionary
 | * Library
 | * Computers
 |
| * Newspapers
 | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**8. Make some notes under the questions below and then discuss your answers with the teacher.**

a) Look at the information you have filled in above, why do you think you have been asked to complete this learning plan? How do you think it might help you?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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b) Look at the learning plan again, which section(s) relate to things you want to be able to learn? Which sections help you decide *how* you will learn these things?

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**My Learning Plan**

Learning Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What I will do to achieve these goals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be achieved by \_\_\_\_\_\_\_\_\_\_\_\_ (insert end of semester date)