

Level 1 Unit LLS1: Planning and reviewing learning

1.1 Describe the importance of setting targets:

Explain to students why setting targets is important and how it can help them achieve their goals. Help students understand that targets provide a clear direction and purpose, help to focus their efforts, and increase motivation and accountability.

1.2 Set targets that clearly show what they want to achieve:

Encourage students to set SMART targets (Specific, Measurable, Achievable, Relevant, and Time-bound).

Help students to break down larger goals into smaller, more manageable targets.

Provide guidance on how to set targets that are meaningful and relevant to their personal and academic goals.

1.3 Identify clear action points and deadlines:

Help students to identify specific action points that need to be taken to achieve their targets.

Encourage students to set deadlines for each action point to ensure they stay on track and meet their targets on time.

Provide guidance on how to prioritise tasks and allocate time effectively to achieve their targets.

1.4 Identify and access sources of support:

Encourage students to seek out sources of support, such as teachers, mentors, peers, or online resources.

Help students to identify which sources of support will be most useful for their specific targets.

Provide guidance on how to access and utilize sources of support effectively.

1.5 Plan for reviewing progress:

Encourage students to plan regular review dates to track their progress towards achieving their targets.

Help students to identify measurable indicators to monitor their progress.

Provide guidance on how to reflect on their progress, identify areas of improvement, and make changes as necessary.

2.1 Work through action points to complete work on time:

Encourage students to take ownership of their targets and to work through each action point to complete their work on time.

Help students to prioritize tasks and manage their time effectively.

Provide support and guidance as needed to help students stay motivated and focused on their targets.

2.2 Describe different ways of learning and how they learn best:

Encourage students to reflect on their preferred learning styles and the different ways they learn best.

Help students to understand the importance of being open to different ways of learning and adapting to new challenges and opportunities.

Provide guidance on how to identify their preferred learning style and explore different ways of learning.

2.3 Use ways of learning suggested by others and make changes when needed to

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improve performance:

Encourage students to be open to feedback from others and to seek guidance from mentors or teachers if needed.

Help students to understand the importance of being flexible and adapting their ways of learning as necessary to improve their performance.

Provide guidance on how to identify areas for improvement and make changes to their ways of learning.

2.4 Use support given by others to help meet own targets:

Encourage students to seek out and use the support given by others to help meet their targets.

Help students to understand the importance of being proactive in seeking support and utilizing it effectively.

Provide guidance on how to communicate their needs and work collaboratively with others to achieve their targets.

3.1 Identify what they have learned and state they have learned:

Encourage students to reflect on what they have learned and articulate it clearly.

Help students to identify the knowledge, skills, and competencies they have acquired through their target-setting and action planning.

Provide guidance on how to communicate their learning effectively.

Encourage students to reflect on their progress towards their targets and identify what went well and what went less well.

Help students to understand the importance of being honest and objective in their self-evaluation.

Provide guidance on how to identify areas for improvement and make changes to their action plan.

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