



Learning Diary

Improving Own Learning and Performance
3 Credits at Level 1 (core)

Learner Name:			
Date of Birth:		Postcode:	
IM Point	Jan	Apr	July

List the NOCN Level 1 courses/units you have studied or are currently studying:

Course/Unit Title	Credit Value	Tutor	Course Code	Start Date	End Date

What this diary is for:

- You need 9 credits to achieve the NOCN Level 1 Award for Progression.
- This learning diary, when complete, will be worth 3 credits.
- Your level 1 NOCN courses will be worth 1,2 or 3 credits
- When you complete a course that gives you your 6th credit, hand this learning diary in as well to qualify for the full award.



NOCN Qualifications for Progression

Unit Title: **IMPROVING OWN LEARNING AND PERFORMANCE**
 Accredited Unit No: **A/102/9944**
 Credit Value: **3 (core)**
 Level: **Level 1**

Learning Outcomes <i>The Learner should be able to:</i>	Assessment Criteria	Evidence can be found on page(s)...
1 Show an awareness of different ways of learning which reflects his/her likes dislikes	1.1 Describe two different ways of learning and identify whether s/he like or dislikes them	Page 3
	1.2 Identify two subjects which s/he enjoys or is good at and give reasons for his/her selections	Page 3
2 Use his/her strengths, aptitudes and skills to determine realistic learning target(s)	2.1 Identify areas for improvement and say why these have been selected	Page 5
	2.2 Identify a realistic long term learning target	Page 6
3 Make decisions about how to achieve learning targets	3.1 Produce a list of steps that have to be achieved in order to reach the long term learning target	Page 6
	3.2 Comment on his/her progress towards the learning target	Pages 7-10
4 Review performance	4.1 Identify what support or advice s/he might need to achieve his/her learning target	Page 6
	4.2 Identify improvements in performance and revise long term targets	Pages 7-10

Learner Signature: _____ Date: _____

(I confirm that this portfolio is all my own work)

Tutor Signature: _____ Date: _____

(I confirm that this learner has satisfactorily demonstrated achievement of the above learning outcomes at a standard appropriate to Level 1)

1. Learning Preferences

a) List some subjects that you have enjoyed learning in the past (try and name at least two):

-
-
-
-
-
-

b) Are there any other subjects you would like to learn now or in the future?

c) Put the subjects listed in (a) and (b) into the most appropriate categories:

I find these subjects easy to learn	I find these subjects a challenge to learn	These subjects are important for my work	These subjects are important for myself

d) Complete this learning grid (it runs onto the next page)

On a course you have to...	Your rating
1. Listen to a teacher and remember what they say.	☆ ☆ ☆ ☆ ☆
2. Follow spoken instructions to complete a task.	☆ ☆ ☆ ☆ ☆
3. Take notes whilst listening to the teacher.	☆ ☆ ☆ ☆ ☆
4. Watch a demonstration and then do it yourself.	☆ ☆ ☆ ☆ ☆
5. Take notes whilst watching a demonstration or video.	☆ ☆ ☆ ☆ ☆
6. Solve a problem or discuss a topic in pairs.	☆ ☆ ☆ ☆ ☆
7. Solve a problem or discuss a topic in a small group (4-5 people)	☆ ☆ ☆ ☆ ☆
8. Take part in a whole class discussion.	☆ ☆ ☆ ☆ ☆
9. Answer questions in front of the rest of the class.	☆ ☆ ☆ ☆ ☆

You are on a course where...	Your rating
10. You follow written instructions and complete a task then the teacher goes though it with the class.	☆☆☆☆☆
11. You work at your own pace through handouts and you ask the teacher when you need help.	☆☆☆☆☆
12. Your class work is the final assessment.	☆☆☆☆☆
13. You have to do homework that your teacher marks next lesson.	☆☆☆☆☆
14. There is a multiple-choice exam at the end.	☆☆☆☆☆
15. There is a written exam at the end.	☆☆☆☆☆
16. There is a practical test at the end.	☆☆☆☆☆
17. There is a spoken exam or presentation.	☆☆☆☆☆
18. You can do the exam on a computer and the computer will mark it and tell you the result.	☆☆☆☆☆
e) Use your marks to answer these questions:	
What ways of learning do you prefer?	Why do you think you like these ways of learning?
What ways of learning do you dislike?	Why do you think you dislike these ways of learning?
e) What sort of courses would be suitable for you? <i>eg short community courses, college courses, full time, part time, self-study, distance learning, online learning...</i>	

If you want to find out more about your preferred learning style, ask your tutor for a detailed learning styles assessment.

2. Your Personal Strengths and Skills

Think about things you are good at. This might help you understand how you learn, what your strengths are and what you might want to improve.

Situation	This is me!	This is not me!
	😊	😞
I have a good memory for people's names.		
I never forget a face.		
I never forget a birthday!		
I have memorised all my important telephone numbers.		
I can remember ordinary things about people eg their children's names and ages...		
I am good at chit-chat		
People find it easy to confide in me		
I am good with my hands eg DIY or gardening		
I am good with technology eg getting a TV and DVD set up		
I am good with words		
I am good with numbers		
I am a good speller		
I am a good map reader		
I am good on the telephone		
I am good at face to face meetings		
I am good at complaining about bad service		
I am good at explaining things to others		
I am good at physical activities eg sport		
I am a good reader		
I am a good story teller		
I am good with children		
I am good at first aid		
I am good with older people		
a) Use your responses above to summarise your strengths. What sort of things are you good at?		
b) How will these strengths help you study new subjects?		
c) Write any areas you want to improve or learn. Why is it important for you to learn or improve these things?		
d) How could you improve these things?		

3. Your Learning goal

a) What is your long term learning goal?

Where do you want to be/what do you want to be able to do in a year (or more)?

b) What courses will help you achieve your goal?

c) What other support or advice might you need to get there?

eg support from family, child care, financial support, advice from a teacher, careers guidance

d) Break up your long term goal into manageable steps. What can you do in small chunks to achieve your goal? You might not be able to fill all this in at the start, so come back to it regularly.

*eg. short courses,
self study, research, careers
guidance interview, signing up
with a job agency...*

Your final step?

Your final step?

Your final step?

Your 2nd step

Your 1st step

4. Learning diary

Use the rest of this document to keep a diary of your learning on each of your level 1 NOCN courses. When you have completed courses to the value of 6 credits, you should hand this diary in to gain your full **NOCN Level 1 Award for Progression**.

Course Title:		
(add information about this course to the front page)		
a) You will probably complete a short skills check exercise for this course. What does it tell you about your strengths and areas to work on in this subject?		
Strengths	Areas to work on	
b) What do you want to work on most on this course?		
c) How will this course help you achieve your long term target?		
d) Review your progress near the start, at the middle and at the end of the course		
<p>After the first few weeks <i>What have you learned?</i> <i>Is the course what you expected?</i></p>	<p>At the halfway point <i>What have you learned?</i> <i>What have you found difficult/need more time on?</i></p>	<p>At the end <i>What have you learned?</i> <i>What will you do next?</i></p>
e) How are you progressing towards achieving your longer term goal? What improvements have you made?		

Course 2

Course Title:		
(add information about this course to the front page)		
a) You will probably complete a short skills check exercise for this course. What does it tell you about your strengths and areas to work on in this subject?		
Strengths	Areas to work on	
b) What do you want to work on most on this course?		
c) How will this course help you achieve your long term target?		
d) Review your progress near the start, at the middle and at the end of the course		
<p>After the first few weeks</p> <p><i>What have you learned?</i></p> <p><i>Is the course what you expected?</i></p>	<p>At the halfway point</p> <p><i>What have you learned?</i></p> <p><i>What have you found difficult/need more time on?</i></p>	<p>At the end</p> <p><i>What have you learned?</i></p> <p><i>What will you do next?</i></p>
e) How are you progressing towards achieving your longer term goal? What improvements have you made?		
f) Do you need to change/update your long term goal or does it still apply?		

Course 3

Course Title:		
(add information about this course to the front page)		
a) You will probably complete a short skills check exercise for this course. What does it tell you about your strengths and areas to work on in this subject?		
Strengths	Areas to work on	
b) What do you want to work on most on this course?		
c) How will this course help you achieve your long term target?		
d) Review your progress near the start, at the middle and at the end of the course		
After the first few weeks <i>What have you learned?</i> <i>Is the course what you expected?</i>	At the halfway point <i>What have you learned?</i> <i>What have you found difficult/need more time on?</i>	At the end <i>What have you learned?</i> <i>What will you do next?</i>
e) How are you progressing towards achieving your longer term goal? What improvements have you made?		
f) Do you need to change/update your long term goal or does it still apply?		

Course 4

Course Title:		
(add information about this course to the front page)		
a) You will probably complete a short skills check exercise for this course. What does it tell you about your strengths and areas to work on in this subject?		
Strengths	Areas to work on	
b) What do you want to work on most on this course?		
c) How will this course help you achieve your long term target?		
d) Review your progress near the start, at the middle and at the end of the course		
<p>After the first few weeks</p> <p><i>What have you learned?</i></p> <p><i>Is the course what you expected?</i></p>	<p>At the halfway point</p> <p><i>What have you learned?</i></p> <p><i>What have you found difficult/need more time on?</i></p>	<p>At the end</p> <p><i>What have you learned?</i></p> <p><i>What will you do next?</i></p>
e) How are you progressing towards achieving your longer term goal? What improvements have you made?		
f) Do you need to change/update your long term goal or does it still apply?		