

A Guide to Adult Achievement Awards

North West Glasgow
Voluntary Sector Network



Table of Contents

1. What are Adult Achievement Awards?
2. Support Available
3. SCQF Level 3 Overview
4. SCQF Level 3 Summary

Please note this guide is a summary of the guide from Newbattle Abbey College, the national accreditation centre for the Adult Achievement Awards. The college produces Learner Guides and Tutor Guides and organises training programmes for local tutors in your area. Your tutors will be from Glasgow Clyde College.

1. What Are Adult Achievement Awards?

Adults learn throughout their lives and in many different settings. Adult Achievement Awards give you the opportunity to gain a National Certificate for the learning you have undertaken in a variety of places:

- in the community
- at work
- in the home
- in college
- in volunteering programmes

The awards are available at 3 levels agreed by the Scottish Credit and Qualifications Framework (SCQF) Partnership - SCQF Levels 3, 4 and 6. There are no entry requirements for the awards. **The network and Clyde College will be offering training and support to achieve SCQF level 3**

How Do the Awards Work?

In all of the levels, you are asked to:

- review the learning you have undertaken - this may have taken place within the past 12 months or can be learning you are involved in at the moment.
- record your learning
- consider the skills and strengths you have gained
- plan future learning

All Learners Receive:

- **A Learner Guide**
This is a work book which helps you prepare all the material you need to achieve the awards. It includes Support Notes to help you complete each task.
- **A Reflective Journal**
Once you have prepared all of your material, you will be asked to complete a Reflective Journal. This is the only document which will be assessed.

2. Support from Local Tutors

Newbattle Abbey College is the national accreditation centre for the Adult Achievement Awards. The college produces Learner Guides and Tutor Guides and organises training programmes for local tutors. **Your local tutors will be from Glasgow Clyde College.**

PLEASE NOTE: Adult Achievement Awards will be delivered on Zoom, 2-2.5 hrs per week for 10-12 weeks

Your tutor will advise you on:

- how the awards work
- which level would suit you best
- how to complete your Reflective Journal

The Learner Guide for each level will also help you to decide which is most suitable for you.

Producing Your Reflective Journal

To help you prepare for the tasks in your Reflective Journal, you will be given a Learner Guide. Once you have completed all the assignments in the Guide, your tutor will explain how to use this material in your Reflective Journal.

You can complete your Reflective Journal:

- online
- in writing
- with support from a scribe
- on tape

If you and your tutor feel it matches all of the tasks outlined in the award level you have chosen, your Reflective Journal will be ready for assessment. If it meets all of the requirements of your award level, you will receive an Adult Achievement Award.

3. Adult Achievement Award - Level 3 Overview

SCQF Level 3 - Recognising and Building on an Achievement

Level 3 Overview

Level 3 is divided into 3 sections. These are called Learning Outcomes (LOs) and are detailed below:

- L01: Review and record your learning
- L02: Reflect on your learning
- L03: Plan a course of action to further your learning

The tasks in the Learner Guide and Reflective Journal all relate to the 3 LOs above.

Your Reflective Journal should provide evidence of **approximately 30 hours of learning**. This includes the amount of time it takes you to complete the Reflective Journal. You will be given advice on the approximate number of words to include in each part of the Reflective Journal. Don't worry if you include too many words in some sections.

4. Level 3 Summary

L01: Review and Record your Learning

You will be asked to:

- describe the learning you have been involved in
- explain what you learned in general from the experience

L02: Reflect on your Learning

You will be asked to:

- explain why you took part in the learning
- describe the people or things which helped you
- list specific things you learned
- describe what you thought and felt about your learning

L03: Plan a Course of Action to Further your Learning

You will be asked to:

- identify strengths you showed during your learning
- identify areas you would like to improve on
- find out about opportunities for further learning
- consider how to use what you have learned
- identify future goals
- produce an action plan to achieve these goals

