

Assessment 1 – Academic Skills H60C 45

Outcome covered 1

Assessment instructions

STUDENT NAME: _____

You are required to produce a portfolio/e-portfolio of evidence covering all tasks in this assessment.

You are required to complete the following tasks. Your lecturer will give you a deadline for their completion.

Task Number and Details	Lecturer Initials	Date
Task 1		
You are required to investigate and research a topic. You may choose your own topic, preferably of personal interest or relevance which should be agreed with your tutor before proceeding. Your topic should have: • sufficient published material available • more than one source of information e.g. the internet • identified learning objectives Your lecturer will give you a deadline for completion of this task. Once agreed, you should produce an overview of your chosen investigation topic, identifying the main points. Deadline for submission for this task:		
Task 2		
You should now decide how best to go about your investigation, which is the best approach to follow and the most suitable sources to research. Your lecturer will give you a deadline for completion of this task. You must then produce a research plan for your chosen investigation topic which should include the following information:		
(a) a description of the key points within the topic you will investigate		
(b) a description of research tools you intend to use, e.g. search engine/keywords, database, book index		
(c) a list of sources you plan to use, eg the internet, books, newspapers		
Deadline for submission for this task:		

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Task Number and Details	Lecturer Initials	Date
Task 3		
You should now use the tools and resources you identified in your plan to carry out the research of your chosen topic Your lecturer will give you a deadline for completion of this task. You are required to provide the following evidence:		
(a) a record of information collected in the form of notes, extracts		
(b) a list of the actual information sources used		
(c) a list of the actual research tools used		
Deadline for submission for this task:		

Assessment 1 – Outcome 1 Completion	Lecturer Initials	Date
Assessor Comments:		