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500 word Written summary

Mind map



Evidence of units

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✓ **You have completed Section 1!**

You should now be aware of where and when you should study to be at your best.

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✓ **You have completed Section 2!**

You should now have assessed your time management skills and identified the areas you need to improve.

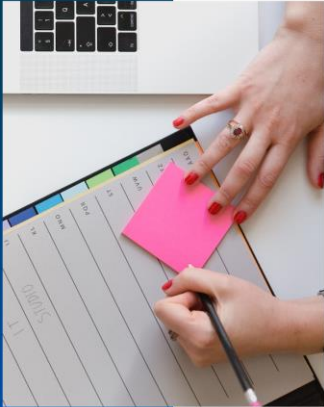
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✔ **You have completed Section 3!**

You should now have identified strategies to effectively plan and prioritise tasks.

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✔ **You have completed Section 4!**

You should now be able to practice strategies to overcome procrastination and perfectionist behaviours.

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Unit 0 Topic 1 completed!

You should now:

- be aware of where and when you should study to be at your best;
- have assessed your time management skills and identified the areas you need to improve;
- have identified strategies to effectively plan and prioritise tasks;
- be able to practice strategies to overcome procrastination and perfectionist behaviours.

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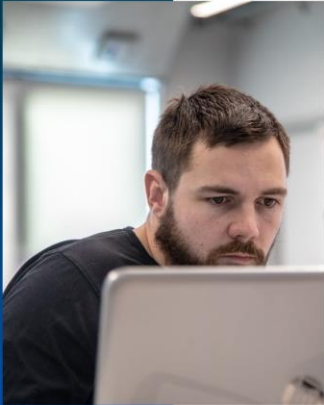
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You have completed Section 1!

You should now be able to create a basic Word document and PowerPoint presentation.

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✔ You have completed Section 3!

You should now be able to understand and demonstrate the importance of staying protected online.

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✔ Unit 0 Topic 2 completed!

You should now:

- be able to create a basic Word document and PowerPoint presentation;
- manage email, calendar and tasks in Outlook;
- create and join Teams meetings;
- be able to understand and demonstrate the importance of staying protected online.

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✔ You have completed Section 1!

You should now be able to recognise the importance of acknowledging sources of information in your work.

You will learn more about how to reference other people's work later in this module.

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✔ Unit 0 Topic 3 completed!

You should now:

- be able to recognise the importance of acknowledging sources of information in your work;
- be able to create authentic work to avoid plagiarism.

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✓ **You have completed Section 1!**

You should now be able to recognise the different meanings of a key range of assessment terms.

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✓ **You have completed Section 2!**

You should now be able to demonstrate the ability to identify requirements for different methods of assessment.

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✓ Unit 0 Topic 4 completed!

You should now:

- be able to recognise the different meanings of a key range of assessment terms;
- be able to demonstrate the ability to identify requirements for different methods of assessment;
- be able to understand the features of Turnitin and how to use it.

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✓ You have completed Section 1!

You should now be aware of where and when you should study to be at your best.



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✔ You have completed Section 2!

You should now have understood the importance of information in our society, some tactics for identifying 'fake news' and credible academic information.

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6°C Sunny 12:27 06/12/2022

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✔ You have completed Section 4!

You should now be able to practice some search techniques to locate relevant library databases and to get the online search results faster.

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✓ Unit 1 Topic 1 completed!

You should now:

- be able to locate information and services using the library web pages;
- have practiced steps to identify 'fake news' as well as credible academic information;
- have recognised strategies to effectively use the Library Catalogue;
- have acquired tips for advanced search strategies.

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✓ You have completed Section 1!

You should now be able to demonstrate an ability to integrate a range of sources by putting your findings into your own words.

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Unit 1 Topic 2 completed!

You should now:

- be able to demonstrate an ability to integrate a range of sources by putting your findings into your own words;
- be able to recognise the consequences of plagiarism and how you can avoid this to ensure academic integrity;
- define what a reference is and why it is important to reference;
- identify when you need to reference;
- produce in-text citations/footnotes and references in the style used in your programme.

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You have completed Section 1!

You should now be able to use suitable Microsoft tools to make high quality written assessments and presentations.

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✔ **You have completed Section 2!**

You should now be able to use Microsoft Stream to create an explainer video.

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✔ **You have completed Section 1!**

You should now be aware of how to locate information and services as well as where to ask for help using the library web pages.

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✓ You have completed Section 3!

You should now have a clearer view of your expectations, hopes and aspirations of being a student in your specific discipline.

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✓ Unit 2 Topic 1 completed!

You should now:

- have developed your understanding of your identity and the relationship with places that shape your identity;
- have recognised how factors that contribute to your identity and sense of place can help you to become an effective team member.
- have reflected your own identity and sense of place as a learner in your own discipline.

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✓ **You have completed Section 1!**

You should now have reflected on yourself as an individual, gained a clear understanding of identity and sense of place as it relates to your own context.

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✓ **You have completed Section 2!**

You should now be able to:

- identify contrasting points of view that could lead to conflict;
- consider how easy it is for people to experience the same reality from a different point of view.

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✓ Unit 2 Topic 2 completed!

You should now be able to:

- identify and reflect on your own and others' personal values and beliefs;
- identify contrasting points of view that could lead to conflict;
- consider how easy it is for people to experience the same reality from a different point of view.

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✓ You have completed Section 2!

You should now have identified any weaknesses you may have in daily communication and understood how you can improve on those in real life situations.

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✓ **You have completed Section 3!**

You should now be able to apply some tactics to your own presentations.

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✓ **Unit 2 Topic 3 completed!**

You should now:

- have identified communication barriers and how they can lead to miscommunication;
- have evaluated any weaknesses you may have in active listening and understood how you can improve on them in real life situations;
- have applied the three key factors to effective presentations.

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✓ You have completed Section 1!

You should now be able to demonstrate a deeper understanding of the importance of how trusting relationships can improve the forming stage of a virtual team and its significance in terms of team development.

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✓ You have completed Section 2!

You should now:

- be aware of the importance of portraying an authentic representation of yourself when working virtually;
- create a profile that is reflective of the person you want to portray when working in a team.

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✓ **You have completed Section 3!**

You should now be able to set objectives using the FAST framework.

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✓ **You have completed Section 1!**

You should now be able to establish suitable methods to manage and resolve conflict within your virtual team.

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✓ You have completed Section 2!

You should now be able to identify roles and responsibilities and how they can help you work more effectively with your team.

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✓ Unit 3 Topic 2 completed!

You should now:

- be able to establish suitable methods to manage and resolve conflict within your virtual team;
- be able to identify roles and responsibilities and how they can help you work more effectively with your team.

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✓ You have completed Section 2!

You should now:

- have considered how much you value your team, and how committed and accountable you are as individual team members;
- have discovered feelings associated with being introduced to a new member while losing a 'valued' member of your team.

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✓ Unit 3 Topic 3 completed!

You should now:

- be more aware of how effective feedback can help you function and work together as a team,
- have considered how much you value your team, and how committed and accountable you are as individual team members;
- have discovered feelings associated with being introduced to a new member while losing a 'valued' member of your team.

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✓ You have completed Section 1!

You should now have developed a deeper understanding of inattention to results, groupthink, and ways to overcome and avoid them.

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✓ Unit 3 Topic 4 completed!

You should now:

- have developed a deeper understanding of inattention to results, groupthink, and ways to overcome and avoid them;
- have gained a deeper understanding of the importance of monitoring progress within the team;
- be able to use a collaborative tool to plan and monitor the work of a team.

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✓ **You have completed Section 1!**

You should now be aware of the importance of agile learning in the 21st century and identified the features of agile learning that you can develop.

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✓ **You have completed Section 2!**

You should now have understood the habit loop and designed approaches to unlearning unhelpful habits of your own.

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✓ Unit 4 Topic 1 completed!

You should now:

- have identified the features of agile learning that you can develop;
- have designed the approaches to unlearning unhelpful habits of your own;
- have identified your personal score for seeking, sense making, internalising, applying and developed an agile learning approach to your studies.

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✓ You have completed Section 1!

You should now have recognised some qualities relevant to developing resilience and why resilience is an important employability skill.

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✓ You have completed Section 3!

You should now have:

- recognised the physical and mental health benefits of being more active;
- identified ways in which you can improve your physical and mental well-being to optimise learning.

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✓ Unit 4 Topic 2 completed!

You should now:

- have identified personal skills and qualities relevant to understanding and developing resilience;
- have understood why change causes stress and anxiety and how to apply protective factors to improve your resilience;
- have figured out ways in which you can improve your physical and mental well-being to optimise learning.

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Unit 4: Science, Technology, Engineering and Design



✔ **You have completed Section 1!**

You should now be able to recognise reflexivity as a mindset (learning through experience).

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Unit 4: Science, Technology, Engineering and Design



✔ **You have completed Section 2!**

You should now be able to select and apply appropriate models of reflection.

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Unit 4 Topic 3 completed!

You should now:

- be able to recognise reflexivity as a mindset (learning through experience);
- be able to select and apply appropriate models of reflection;
- reflect on your own process and progress as a learner.

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You have completed Section 1!

You should now be able to identify and reflect on your own and others' personal values and beliefs.

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