



# COPE - Certificate of Personal Effectiveness

## Course Content

This course is offered at KS4. The aims of the qualification are to enable learners to:

- Develop and demonstrate a range of personal, key and employability skills leading to personal effectiveness
- Broaden experience and manage learning through the enrichment activities provided by the ASDAN challenges
- Receive formal recognition and accreditation for the above.



To be eligible for the Certificate of Personal Effectiveness, learners must complete the required challenges through which evidence of skill development in six areas is demonstrated to Level 1 or Level 2 in three main strands:

- Taking responsibility for planning, organising and carrying out a number of activities or challenges, and evidencing this work in a portfolio
- Developing and evidencing the three Wider Key Skills of Working with Others, Improving own Learning and Performance and Problem Solving at Level 1 or Level 2
- Developing and evidencing the three additional skills of Planning and Carrying out Research, Communicating through Discussion, and Planning and Giving an Oral Presentation, at Level 1 or Level 2.

To achieve the ASDAN Certificate of Personal Effectiveness the learner must gain a minimum of twelve credits by completing challenges, and providing evidence to demonstrate skills development at Level 1 or Level 2. Students will need to:

- Complete challenges to achieve twelve credits from the modules in ASDAN CoPE book.
- Action plan, record achievements and review progress with a tutor
- Complete the assessment checklist, which cross references evidence to meet the requirements of the qualification
- Present an organised portfolio of evidence which documents evidence from the challenges.

## Assessment and moderation

Assessment for each unit is based on the Portfolio of Evidence. Learners' work is assessed against ASDAN CoPE Standards and records of their progress are kept in their folders. Learners then are given

guidelines on how to improve their work. The Portfolio will be assessed internally within the centre by a tutor/assessor to ensure the quality of assessment decisions is consistent at the centre before the portfolios are taken to an External Moderation meeting.

### **Homework**

Homework is set once a week. Homework tasks reinforce topics learners have studied. Homework tasks include tasks on the topic of Independent Living, carrying out research and writing a report on a topic. It is vital to complete homework tasks as they form part of the evidence for their portfolios.

### **Revisions, Intervention and Enrichment**

Our last topic of Working with Others will culminate in a camping trip in May. Learners will plan the entire trip including; costing the trip, planning the meals, setting up the tents, learning to read an OS map in order to hike 10 miles to our campsite and sleeping out overnight. This is a fabulous experience in which learners rate very highly as one of the best experiences of their high school career.

There will be an intervention day in May half term for learners that need a catch up day to finish their portfolios.

Homework club in Thursday night for learners that need a little extra assistance in working on their portfolios.

