



Global University for Lifelong Learning

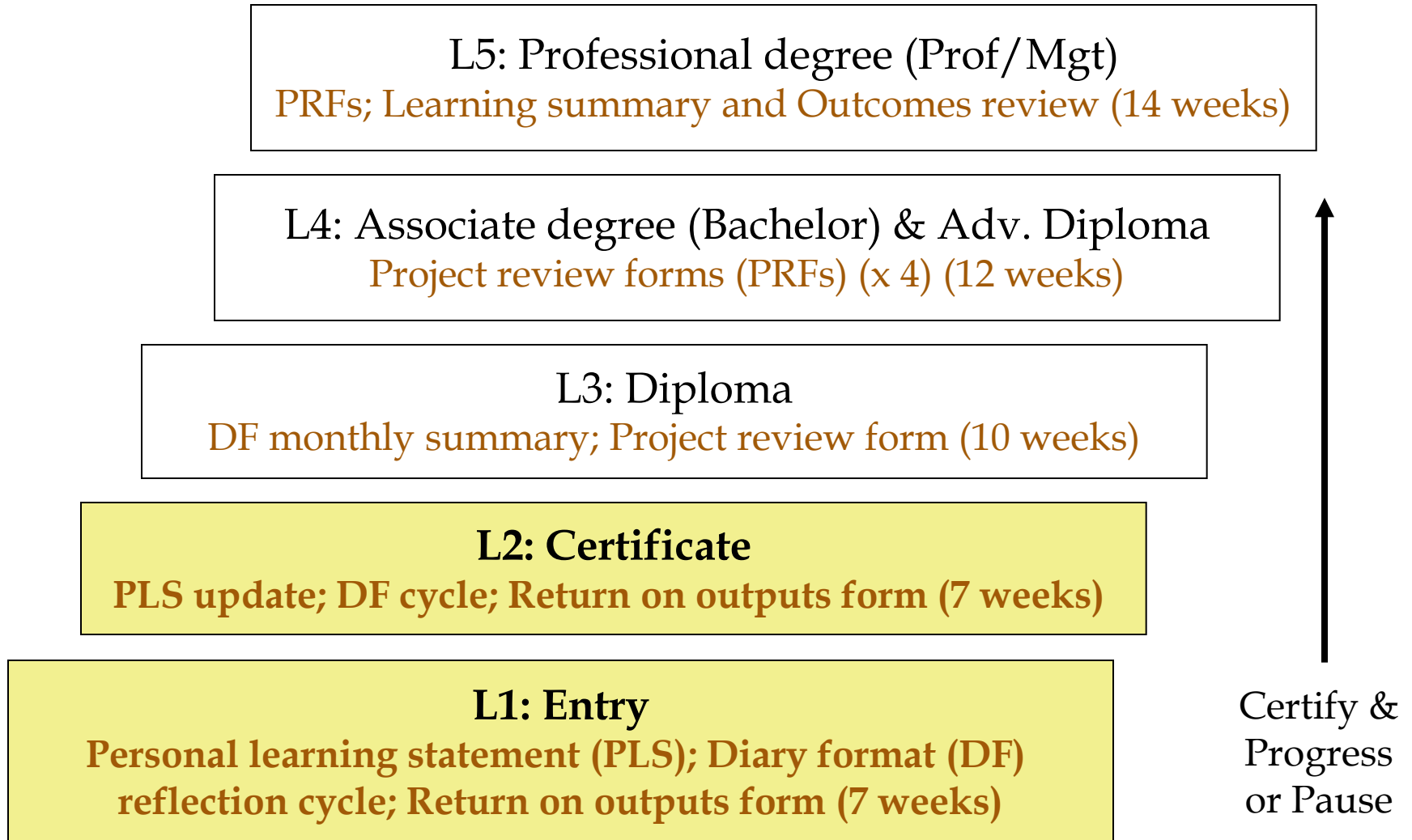
Enabling YOU to make a difference in OUR world ...



Narrative format

Foundation levels 1 & 2 overview

Professional Bachelor, Master, Doctor pathways



Pathway profiles:

Professional Bachelor, Master, Doctor

Pathway:	Typical entry profile:
Professional Bachelor	17-25 years of age and those in this age range and older with limited literacy skills.
Professional Master	26-35 years of age holding senior work or community roles. It is also for those aged 26 and above who have completed the GULL professional Bachelor degree.
Professional Doctor	At least 30 years of age but ideally for those in their 40s and 50s who hold leadership roles in the workplace or the community. It is also for those aged 30 and above who have completed the GULL professional Master degree.

Activities & Elements:

Foundation levels 1 & 2

Activities:	Elements:	Time:
<p>What do I need to learn? Complete the personal learning statement (PLS) form in week 1 and refine it as you progress.</p>	<p>(1) PLS form (750 words (w.))</p>	<p>1 week</p>
<p>How can I learn from routine work activity? Integrated with a diary format (DF) reflection cycle and working with a personal learning coach.</p>	<p>(2) DF reflection cycle (1 x 5 weeks) (750 w. each week)</p>	<p>5 weeks</p>
<p>What progress have I made so far? Complete the return on outputs (RO) form.</p>	<p>(3) RO form (750 w.)</p>	<p>1 week</p>
	<p>Duration</p>	<p>7 weeks</p>

Resources:

Foundation levels 1 & 2

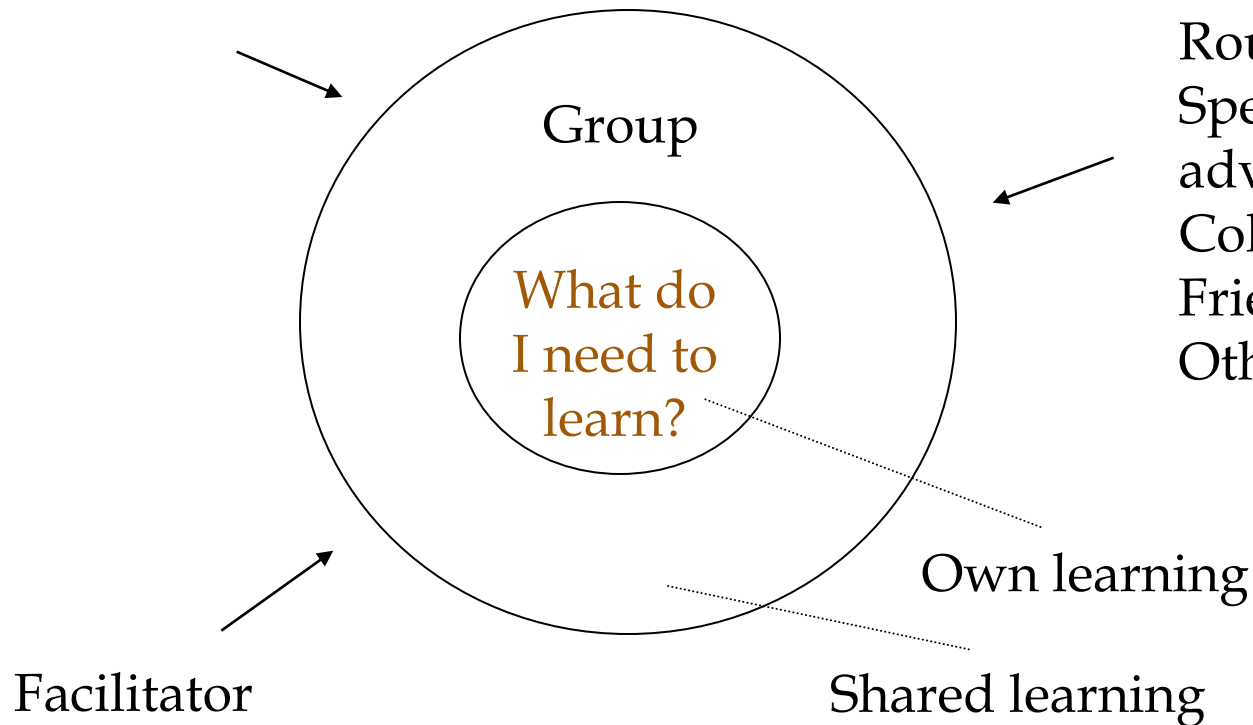
Resources:	Elements:
Introducing action learning; A profile of Reg Revans; Personal learning statement (form)	Personal learning statement (PLS)
Daily summary, Weekly summary, Monthly summary forms	Diary format
Return on outputs form	Return on outputs (RO) form
Briefing for learning coaches, Briefing for specialist advisers	Working with your web of support

Implementing action learning

Workplace, Community
& other resources

Web of support:

Learning coach
Routine work
Specialist
advisers
Colleagues
Friends & family
Others ...



Your Personal learning statement

Consider your current job:

- (1) What is going well?
- (2) What could I do better?

Consider the current activity you are undertaking:

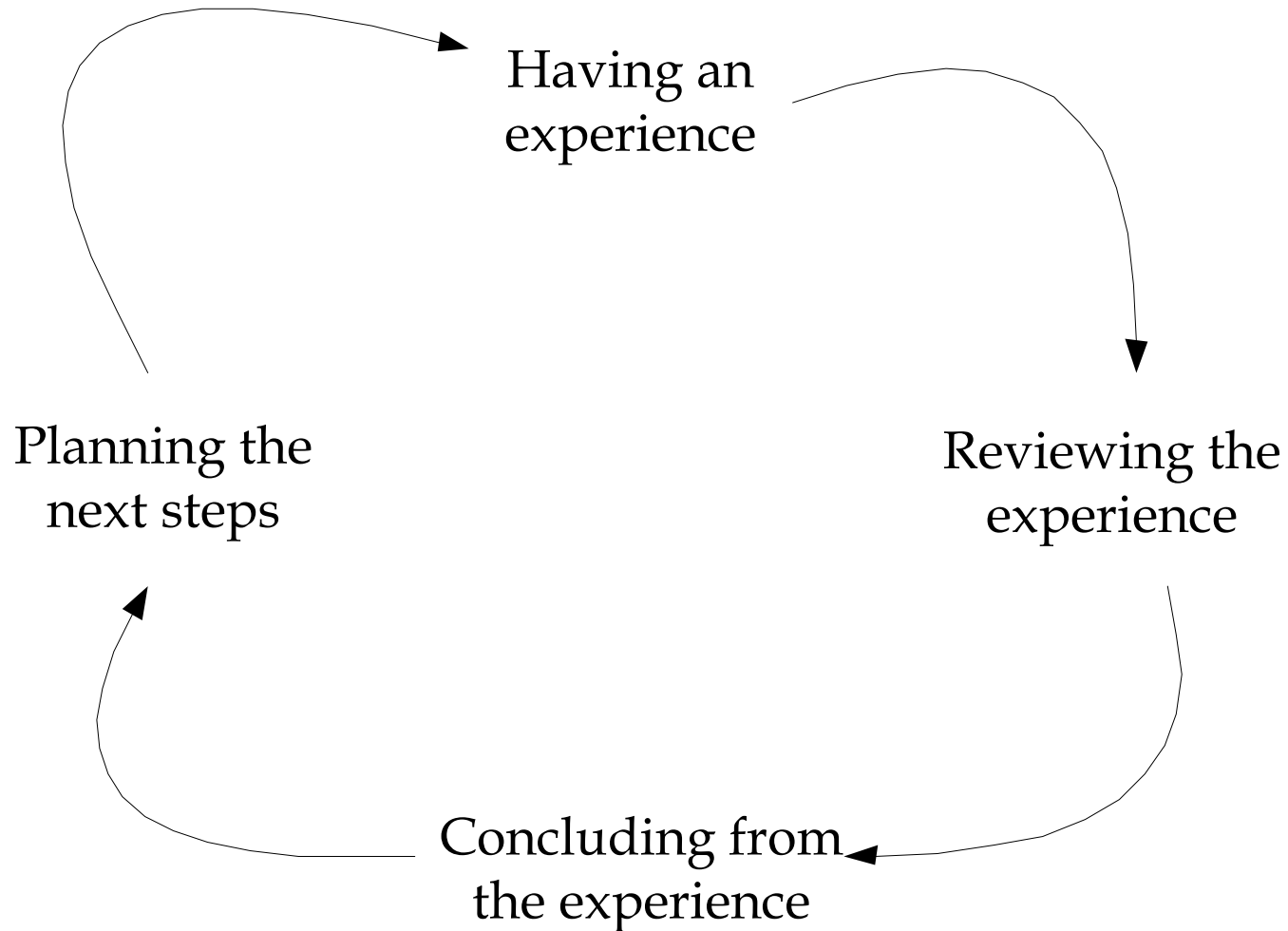
- (3) What would I like to accomplish for myself?
- (4) For my team?
- (5) For my department or unit?

Consider future possibilities:

- (6) What new / different types of work would I like to experience?
- (7) Where do I see myself in 12 months time?
- (8) What new skills will I need to achieve my 12 month goal?
- (9) In summary: What do I need to learn (from 1-8 inclusive)

Guide length: 750 words.

Diary format reflection: The learning cycle



Using the diary format – Overview

The diary format reflection cycle provides an opportunity to learn from activities and inputs over a 5 week period, using a diary format to record experiences. The objective is to enable participants to learn by reflecting on activities at work or in the community – as they occur.

The diary format draws on four weekly summaries and one monthly summary with learning coach and reviewer support (organized by the learner) so as to enable the participant to fully utilize their work or community role as a vehicle for personal and professional development.

Using the Diary forms

Daily summary (optional)

(1) List of today's activities (2) What went well and why?
(3) What didn't go well and why? (4) What could I have done differently and how?

Weekly summary

(1) List of the main activities this week (2) What went well and why? (3) What didn't go well and why? (4) What could I have done differently and how? (5) What have I learnt this week? (6) Discussion points for my learning coach (7) Discussion outcomes

Monthly summary

(1) List of the main activities this month (2) What went well and why? (3) What didn't go well and why? (4) What could I have done differently and how? (5) What have I learnt this month and what do I need to learn next? (7) Written comment from the learning coach (8) Feedback from the internal reviewer

Capturing **your** Return on Outputs

Return on outputs form sub-headings:

- (1) Provide a summary of the action learning or other development activity undertaken.
- (2) What were the key learning outcomes?
- (3) Describe the personal learning arising from this activity.
- (4) Describe the organizational learning arising from this activity.
- (5) Explain the value of the outcomes from this activity (e.g. improvements made).
- (6) List your recommendations for implementing these outcomes and outline any further action required.

Guide length: 750 words.

Diary format: Levels 1 & 2 (repeated cycle)

STEP 1:

Attend briefing and agree learning coach (L1 only)

STEP 2:

Discuss DF W1-4 with your learning coach



STEP 3:

Obtain written comments on DF W5

DF W1
750 words

DF W2
750 words

DF W3
750 words

DF W4
750 words

DF W5
MONTHLY
750 words

Diary format (DF) reflection cycle
Use DF W1-4 to reflect on your work. Use questions and your web of support to explore possible improvements.

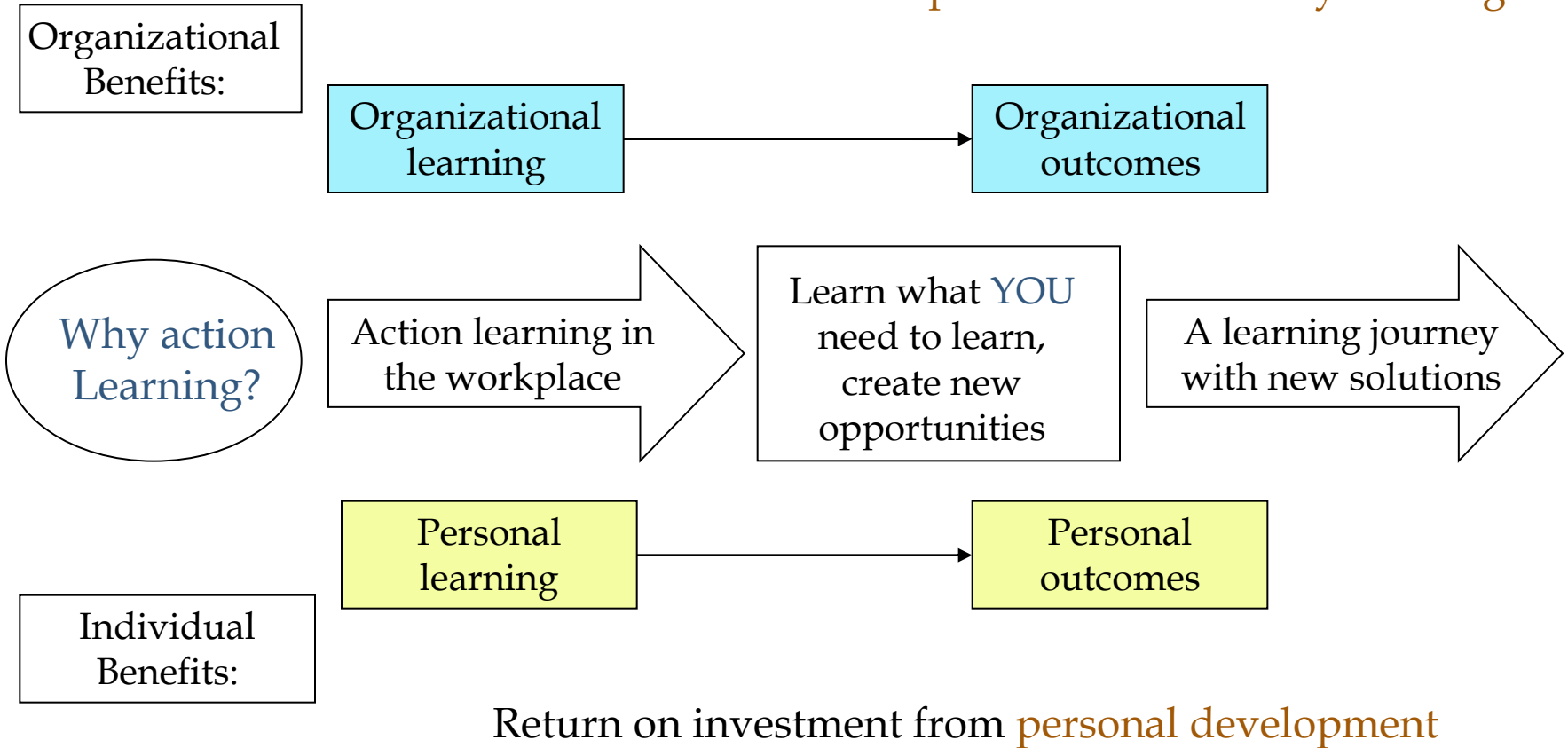
DF W5 MONTHLY: What did I learn from the reflection cycle?

STEP 4: What were the benefits?
Complete the Return on outputs form

Return on
Outputs form
750 words

Learning outcomes

Return on investment **workplace and community learning**



Enabling YOU to make a difference ...

- ✓ Identify what you want and need to learn
- ✓ Learn how to sustain your own learning
- ✓ Become a lifelong learner
- ✓ Learn how to reflect and improve
- ✓ Learn how to use a learning coach/web of support
- ✓ Learn new skills and behaviours by doing ...
- ✓ Learn new skills and behaviours from others ...
- ✓ Correct things that need attention
- ✓ Build self confidence and professionalism
- ✓ Learn how to manage yourself and your career
- ✓ Learn how to use action learning to help others



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