

The Certificate of Personal Effectiveness (CoPE)**What qualification does this course lead to?**

The Certificate of Personal Effectiveness (CoPE) is a nationally recognised qualification available at Levels 1 and 2. The qualification offers imaginative ways of accrediting young people's activities. It promotes, and allows centres to record, a wide range of personal qualities, abilities and achievements of young people, as well as introducing them to new activities and challenges.

What topics will I study and how will I be assessed?

The CoPE curriculum is found in the student book, which comprises **13 modules**. The modules are divided into three sections; section A, B and C. Each section should take at least 10 hours to complete – 10 hours is worth one credit. Students will need 12 credits to gain the Certificate of Personal Effectiveness.

The module titles are: Communication; Citizenship and community; Sport and leisure; Independent living; The environment; Vocational preparation; Health and fitness; Work-related learning and enterprise; Science and technology; International links; Expressive arts; Beliefs and values; Combined studies (this module allows you to mix and match a combination of challenges from other modules).

Students will produce a **portfolio of evidence** to demonstrate their achievements. Students must also demonstrate competence at Level 1 or 2 in the six CoPE skills units:

- Introduction to Working with Others
- Introduction to Improving own Learning and Performance
- Introduction to Problem Solving
- Planning and Carrying out a Piece of Research
- Communication through Discussion
- Planning and Giving an Oral Presentation

Assessment

After students' work has been internally moderated, centres must register candidates for external moderation, which is carried out by post. ASDAN will issue certificates following successful external moderation.

What understanding and skills will I develop?

Within this course you will develop a wide range of skills which will be useful both in your studies and for your progression once you leave school.

CoPE helps the learners develop excellent employability skills. People often get asked at interviews about problem solving skills and teamwork. Our students can answer difficult questions like these because they have developed these skills through CoPE.

What can this course lead on to?

One of the great things about this course is the fact that the skills you develop through its completion are appropriate to any career you may choose. You will have an improved understanding of how to successfully

apply for jobs and how to work with others in an organisation to give you the best chance of getting the right job for you. You will also develop skills such as managing money, using ICT and effective communication. This course could provide the foundation to move on to other vocational courses at Level 2 and will help equip students with the skills and knowledge required to apply for traineeships, apprenticeships or other work related learning.

There is strong evidence that ASDAN qualifications improve performance in English and Mathematics.

Who do I need to contact for more information?

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