



Key Skills – GCE AS/A Level Psychology

This Appendix offers detailed guidance on the Key Skills evidence that a candidate might produce during the programme. It focuses on the evidence required to meet the criteria for the internally assessed Key Skills portfolio. For example, in producing work for assessment as evidence of C3.2 (Read and synthesise information from two extended documents about a complex subject. One of these documents should include at least one image.) a candidate is required to:

- select and read material that contains the information you need;
- identify accurately, and compare, the lines of reasoning and main points from text and images; and
- synthesise the key information in a form that is relevant to your purpose.

The Key Skills and Evidence Requirements below are quoted from the Part B of the QCA Key Skills specification and, as such, are addressed to the candidate. The text below the Evidence Requirements is guidance for teachers about how the specification might be used to provide teaching and learning opportunities and/or assessment opportunities for the Key Skill.

For further information about the requirements of these units, teachers should refer to QCA's Key Skills specifications (2000 version).

For further information about the assessment and certification of Key Skills, teachers should contact OCR.

C3 Communication Level 3

C3.1a *Contribute to a group discussion about a complex subject.*

Evidence requirements

- (i) Make clear and relevant contributions in a way that suits your purpose and situation.
- (ii) Listen and respond sensitively to others, and develop points and ideas.
- (iii) Create opportunities for others to contribute when appropriate.

Possible Opportunities

The opportunity to develop C3.1a at level 3 is present throughout the specifications. There are always opportunities to develop these skills in class discussion.

Modules 2540 - 2549

Modules 2540 and 2541: Class based discussion about core studies. This may include the opportunity to make a structured presentation on the individual studies, enabling candidates to make relevant contributions and develop points and ideas to evaluate the studies, and allow for others to share their knowledge and opinions.

Modules 2542 and 2543: Group work/discussion about coursework. Both the report and assignment enable candidates to cover (i), (ii), and (iii) in the process of discussion.

Modules 2544 - 2549: Class based discussion and structured presentation on many of the topics will enable candidates to do the same as in Modules 2540 and 2541 (above).

C3.1b *Make a presentation about a complex subject, using at least one image to illustrate complex points.*

Evidence requirements

- (i) Speak clearly and adapt your style of presentation to suit your purpose, subject, audience and situation.
- (ii) Structure what you say so that the sequence of information and ideas may be easily followed.
- (iii) Use a range of techniques to engage the audience, including effective use of images.

Possible Opportunities

The opportunity to develop C3.1b is available in Modules 2540, 2541 and 2544 - 2549 if the teacher uses candidate presentations as a means of learning and understanding the core studies. Many of these studies are journal articles and require detailed understanding and analysis.

Similar opportunities are available in Modules 2542 and 2543 if appropriate.

Modules 2540 - 2549

Modules 2540 and 2541: Single or group presentations on core studies, using results tables, graphs and diagrams (as appropriate) would enable candidates to achieve this skill.

Modules 2542 and 2543: Teachers might encourage candidates to make a presentation about their coursework.

Modules 2544 - 2549: Single or group presentations on the topics within these units using images such as charts.

C3.2 *Read and synthesise information from two extended documents that deal with a complex subject. One of these documents should include at least one image.*

Evidence requirements

- (i) Select and read material that contains the information you need.
- (ii) Identify accurately, and compare, the lines of reasoning and main points from texts and images.
- (iii) Synthesise the key information in a form that is relevant to your purpose.

Possible Opportunities

The opportunity to develop C3.2 is present in all modules of the specifications, for example in the core studies in Modules 2540 and 2541 and reading material for Modules 2542 and 2543 and 2544 – 2549.

Modules 2540 - 2549

All the modules give the opportunity to select and synthesise information from a variety of sources; for example, Core Studies: journal articles, text books, newspaper articles. Many of these documents will include images.

C3.3 Write two different types of documents about complex subjects. One piece of writing should be an extended document and include at least one image.

Evidence requirements

- (i) Select and use a form and style of writing that is appropriate to your purpose and complex subject matter.
- (ii) Organise relevant information clearly and coherently, using specialist vocabulary when appropriate.
- (iii) Ensure your text is legible and your spelling, grammar and punctuation are accurate so your meaning is clear.

Possible Opportunities

Opportunities to develop these skills are present throughout the specifications in essays and extended coursework documents which include images.

Modules 2540 - 2549

Modules 2540, 2541, and 2544 - 2549: all include essays and are assessed throughout the course and in the examinations.

Modules 2542 and 2543 involve writing extended coursework documents using images.

N3 Application of Number Level 3

You must:

Plan and carry through at least one substantial and complex activity that includes tasks for N3.1, N3.2 and N3.3.

N3.1 *Plan, and interpret information from two different types of sources, including a large data set.*

Evidence requirements

- (i) Plan how to obtain and use the information required to meet the purpose of your activity.
- (ii) Obtain the relevant information.
- (iii) Choose appropriate methods for obtaining the results you need and justify your choice.

Possible Opportunities

The opportunity to develop N3.1 is present in planning and carrying out the reports in modules 2542 and 2543, however not all the evidence requirements may be met.

N3.2 *Carry out multi-stage calculations to do with:*

- (a) amounts and sizes;
- (b) scales and proportion;
- (c) handling statistics;
- (d) rearranging and using formulae.

You should work with a large data set on at least **one** occasion.

Evidence requirements

- (i) Carry out calculations to appropriate levels of accuracy, clearly showing your methods.
- (ii) Check methods and results to help ensure errors are found and corrected.

Possible Opportunities

The opportunity to develop N3.2 may be available at level 3 (depending on choice of topic) in modules 2542 and 2543 but is unlikely to include all of a), b), or d).

N3.3 *Interpret results of your calculations, present your findings and justify your methods. You must use at least one graph, one chart and one diagram.*

Evidence requirements

- (i) Select appropriate methods of presentation and justify your choice.
- (ii) Present your findings effectively.
- (iii) Explain how the results of your calculations relate to the purpose of your activity.

Possible Opportunities

The opportunity to develop N3.3 is available in the results and evaluation sections of the report in Module 2543 and the Psychological Investigations (Module 2542).

Modules 2542 and 2543

Module 2542: The presentation of data in the form of graphs, scattergrams and tables is a requirement of Module 2542.

Module 2543: The results and evaluation section of the report may enable candidates to carry out N3.3, as candidates must use graphs and/or charts in the presentation of their results, and may use trends and show comparisons. They could evaluate their methods and look at the effects of these on their results.

IT3 IT Level 3

You must:

Plan and carry through at least one substantial activity that includes tasks for IT3.1, IT3.2 and IT3.3.

IT 3.1 *Plan, and use different sources to search for, and select, information required for two different purposes.*

Evidence requirements

- (i) Plan how to obtain and use the information required to meet the purpose of your activity.
- (ii) Choose appropriate sources and techniques for finding information and carry out effective searches.
- (iii) Make selections based on judgements of relevance and quality.

Possible Opportunities

There are limited opportunities in the specifications. However, there may be opportunities to develop these skills in collecting information for the report (Module 2543).

IT 3.2 *Explore, develop, and exchange information and derive new information to meet two different purposes.*

Evidence requirements

- (i) Enter and bring together information in a consistent form, using automated routines where appropriate.
- (ii) Create and use appropriate structures and procedures to explore and develop information and derive new information.
- (iii) Use effective methods of exchanging information to support your purpose.

Possible Opportunities

There are limited opportunities in the specifications. However, there may be opportunities to develop these skills in the Psychological Investigations (Module 2542), for example, in developing lists and tables collecting information for the report (Module 2543).

IT3.3 *Present information from different sources for two different purposes and audiences. Your work must include at least one example of text, one example of images and one example of numbers.*

Evidence requirements

- (i) Develop the structure and content of your presentation using the views of others, where appropriate, to guide refinements.
- (ii) Present information effectively, using a format and style that suits your purpose and audience.
- (iii) Ensure your work is accurate and makes sense.

Possible Opportunities

There are some opportunities in the specifications if the report in module 2543 is word-processed using the appropriate templates and formats; for example, using page number and file names.

Module 2543

Module 2543: Opportunities for assessing IT 3.3 are available if the report is word-processed using procedures that match IT 3.3. For example, proof reading and using the spell checker, seeking feedback and refining the presentation on the basis of this feedback.

WO3 Working with Others Level 3

You must:

Provide at least one substantial example of meeting the standard for WO3.1, WO3.2 and WO3.3 (you must show you can work in both one-to-one and group situations).

WO3.1 *Plan complex work with others, agreeing objectives, responsibilities and working arrangements.*

Evidence requirements

- (i) Agree realistic objectives for working together and what needs to be done to achieve them.
- (ii) Exchange information, based on appropriate evidence, to help agree responsibilities.
- (iii) Agree suitable working arrangements with those involved.

Possible Opportunities

Opportunities to develop WO3.1 are present throughout the course in group work.

Modules 2540 - 2549

Modules 2540 and 2541: Group work on core studies could involve written evidence including action plans that cover all of 3.1. For example, evidence can be generated that shows how candidates have agreed targets and working arrangements.

Modules 2542 and 2543: Group work to collect data for coursework could offer opportunities for written action planning in which candidates agree targets, responsibilities and working arrangements.

Modules 2544 – 2549: Group work on topics within these modules could offer opportunities for written action planning.

WO3.2 *Seek to establish and maintain cooperative working relationships over an extended period of time, agreeing changes to achieve agreed objectives.*

Evidence requirements

- (i) Organise and carry out tasks so that you can be effective and efficient in meeting your responsibilities and produce the quality of work required.
- (ii) Seek to establish and maintain cooperative working relationships, agreeing ways to overcome any difficulties.
- (iii) Exchange accurate information on progress of work, agreeing changes where necessary to achieve objectives.

Possible Opportunities

There are many opportunities to develop WO3.2 throughout the course. Candidates must plan work on their own and with others and may be asked for evidence of this planning.

Modules 2540 - 2549

Modules 2540-2549: In all modules candidates are encouraged to plan appropriate activities and working methods and to seek feedback. In all modules action plans and/or diaries could be written to provide evidence of this process.

WO3.3 Review work with others and agree ways of improving collaborative work in the future.

Evidence requirements

- (i) Agree the extent to which work with others has been successful and the objectives have been met.
- (ii) Identify factors that have influenced the outcome.
- (iii) Agree ways of improving work with others in future.

Possible Opportunities

Opportunities to develop these skills at level 3 are present throughout the course in group work.

LP3 Improving Own Learning and Performance Level 3

You must:

Provide at least one substantial example of meeting the standard for LP3.1, LP3.2 and LP3.3.

LP3.1 *Agree targets and plan how these will be met over an extended period of time, using support from appropriate people.*

Evidence requirements

- (i) Seek information on ways to achieve what you want to do, and identify factors that might affect your plans.
- (ii) Use this information to agree realistic targets with appropriate people.
- (iii) Plan how you will effectively manage your time and use of support to meet targets, including alternative action for overcoming possible difficulties.

Possible opportunities

Opportunities to develop LP3.1 occur throughout the modules, for example planning the best way to carry out the various assignments and pieces of coursework.

Modules 2540 - 2549

Modules 2540 and 2541 and Modules 2544-2549: These give opportunities for candidates, for example, to check their progress, agree targets and plan for essays and coursework.

Modules 2542 and 2543: These give opportunities for candidates to follow action plans, including a coursework logbook to show evidence of setting targets and planning.

LP3.2 *Take responsibility for your learning by using your plan, and seeking feedback and support from relevant sources, to help meet targets.*

Improve your performance by:

- Studying a complex subject;
- Learning through a complex practical activity:
- Further study or practical activity that involves independent learning.

Evidence requirements

- (i) Manage your time effectively to complete tasks, revising your plan as necessary.
- (ii) Seek and actively use feedback and support from relevant sources to help you meet targets.
- (iii) Select and use different ways of learning to improve your performance, adapting approaches to meet new demands.

Possible opportunities

Opportunities to follow plans in order to meet targets occur throughout the course. Candidates have many opportunities to address LP3.2.

Modules 2540 - 2549

Modules 2540 and 2541 and 2544 – 2549: Following on from LP3.1, these modules enable candidates, for example, to take action to achieve targets and to use feedback.

Modules 2542 and 2543: Following on from LP3.1, these modules enable candidates to follow action plans and discuss progress and draft coursework with the teacher to show evidence of LP3.2.

LP3.3 *Review progress on two occasions and establish evidence of achievements, including how you have used learning from other tasks to meet new demands.*

Evidence requirements

- (i) Provide information on the quality of your learning and performance, including factors that have affected the outcome.
- (ii) Identify targets you have met, seeking information from relevant sources to establish evidence of your achievements.
- (iii) Exchange views with appropriate people to agree ways to further improve your performance.

Possible opportunities

Opportunities to follow plans in order to meet targets occur throughout the course. Candidates have many opportunities to address LP3.3.

Modules 2540 - 2549

Modules 2540 and 2541 and 2544 – 2549: Following on from LP3.1 and LP3.2, these modules enable candidates, for example, to take action to achieve targets and to use feedback.

Modules 2542 and 2543: Following on from LP3.1 and LP3.2 these modules enable candidates to follow action plans and discuss progress and draft coursework with the teacher to show evidence of LP3.3.

PS3 Problem Solving Level 3

You must:

Provide at least one substantial example of meeting the standard for PS3.1, PS3.2 and PS3.3.

PS3.1 *Explore a complex problem, come up with three options for solving it and justify the option selected for taking forward.*

Evidence requirements

- (i) Explore the problem, accurately analysing its features, and agree with others on how to show success in solving it.
- (ii) Select and use a variety of methods to come up with different ways of tackling the problem.
- (iii) Compare the main features of each possible option, including risk factors, and justify the option you select to take forward.

Possible opportunities

There are some opportunities in in modules 2542 and 2543 to address PS3.1. The planning of coursework might include comparing options to solve problems.

Modules 2542 and 2543

Modules 2542 and 2543: There are some opportunities for assessing PS3.1 in these modules if candidates are assessed on the design of their coursework. For example, in evaluating different types of psychological method for finding out particular information.

PS3.2 *Plan and implement at least one option for solving the problem, review progress and revise your approach as necessary.*

Evidence requirements

- (i) Plan how to carry out your chosen option and obtain agreement to go ahead from an appropriate person.
- (ii) Implement your plan, effectively using support and feedback from others.
- (iii) Review progress towards solving the problem and revise your approach as necessary.

Possible opportunities

There are some opportunities in modules 2542 and 2543 to address PS3.2. The planning and implementation of coursework may provide opportunities to develop skills.

Modules 2542 and 2543

Module 2542 and 2543: If candidates are assessed on the planning and implementation of their reports and feedback they will cover PS3.2.

PS3.3 *Apply agreed methods to check if the problem has been solved, describe the results and review your approach to problem solving.*

Evidence requirements

- (i) Agree, with an appropriate person, methods to check if the problem has been solved.
- (ii) Apply these methods accurately, draw conclusions and fully describe the results.
- (iii) Review your approach to problem solving, including whether alternative methods and options might have proved more effective.

Possible opportunities

There are some opportunities to review approaches to solving problems in modules 2542 and 2543.

Modules 2542 and 2543

Modules 2542 and 2543: A full review and evaluation of choices made in the methods chosen and the application of these methods in coursework could cover PS3.3.