

NZQA Assessment Support Material

Unit standard		29305			
Title	Carry out a plan to achieve personal goals (Supported Learning)				
Level	1	Credits	4	Version	1

STUDENT GUIDELINES

CANDIDATE'S INFORMATION	
First and last name	
NSN number	
Date	

INSTRUCTIONS FOR THE CANDIDATE

1. Do ALL parts of this assessment.
2. Do this assessment by yourself.
3. Ask your assessor if you need help to understand something better.
4. Answer in a way that is easiest for you (e.g. iPad computer, cell phone, speaking to your helper, camera).

CONDITIONS OF ASSESSMENT



- Part One and Two of the assessment will be done with the assessor.
- Part Three of the assessment will be done by the candidate.
- Part Four of the assessment will be done with the assessor.
- The assessment will take place over a time set by the assessor.

Carry out a plan to achieve personal goals (Supported Learning)**ASSESSMENT****Assessment Task**

This assessment task has four parts. You need to:





- 1** Set at least two personal goals in terms of your wants and needs.
- 2** Break each goal down into steps you can achieve.
- 3** Carry out a plan to achieve your set goals.
- 4** Evaluate your plan in terms of how useful it was.

Part 1 Assessment



Set at least two personal goals based on your wants and needs, each within a different context.

Here are some contexts you can choose from:

<p>Home</p> 	<p>School</p> 
<p>Work</p> 	<p>Other places, like your sports or music group</p> 

Your teacher will help you to make sure your personal goals are appropriate, relevant, specific and measurable.





Context	Goal
<p>Example:</p> <p><i>The outdoors</i></p> 	<p><i>I want to compete in a bike race.</i></p> 

Context	Goal
1.	
2.	

Parts 2 and 3 Assessment

Break each goal into achievable steps and carry out your plan.

EXAMPLE PLAN

My plan to compete in a bike race				
Name: Jane Doe				
Steps:	How will you do this step?	How long will it take?	Tick when completed	Get your helper to date and sign when you have completed it
Step 1: (write the step) <i>Enter into the race</i>	<i>Go to the stadium and tell them I want to enter into the Surf to City race.</i>	<i>One hour</i>		<i>Angela Dalton 10.01.19</i>
Step 2: <i>Get fit for riding my bike.</i>	<i>I will go on a bike ride every day.</i>	<i>When I go for a bike ride, I will go for at least an hour.</i>		<i>Angela Dalton</i>
Step 3: <i>Turn up for the race.</i>	<i>I will get mum to drop me off at the starting line before the race starts.</i>	<i>It takes 20 minutes to drive to where the race starts.</i>		<i>Angela Dalton 16.02.19</i>
Step 4: <i>Complete the race.</i>	<i>I will bike in the race until I have finished it.</i>	<i>The race could take me 1–2 hours to finish.</i>		<i>Angela Dalton 16.02.19</i>

Plan One - to achieve a personal goal

<i>My plan to</i>				
Name:				
Steps:	How will you do this step?	How long will it take?	Tick when completed	Get your helper to date and sign when you have completed it
Step 1:				
Step 2:				
Step 3:				
Step 4:				

Plan Two - to achieve a personal goal

<i>My plan to</i>				
Name:				
Steps:	How will you do this step?	How long will it take?	Tick when completed	Get your helper to date and sign when you have completed it
Step 1:				
Step 2:				
Step 3				
Step 4:				

Part 4 Assessment

Evaluate your plan.

Example:

Did you achieve your goal? Note: You do not have to achieve your goal to awarded this standard.
<i>Yes</i> 
How did your plan help you with your goal?
<i>My plan made me enter the race, train for it, and turn up to the race on time.</i>
What did you like about your plan?
<i>I liked that I entered the race before I started training. It helped me break down the race into steps that were easy to do.</i>
How could you make your plan better?
<i>I could plan to bike only 3 days a week. Planning to bike every day was too much work and I didn't always do it.</i>

Evaluation of Goal 1:

Did you achieve your goal?

Note: You do not have to achieve your goal to pass this assessment.

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How did your plan help you with your goal?

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What did you like about your plan?

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How could you make your plan better?

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Evaluation of Goal 2:

Did you achieve your goal?

Note: You do not have to achieve your goal to pass this assessment.

How did your plan help you with your goal?

What did you like about your plan?

How could you make your plan better?

To be completed by assessor:

Overall Performance Outcome: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>			
Overall comments:			
Assessor's Attestation: I confirm the following: <ul style="list-style-type: none">• the learner has adequacy of knowledge and performance• the assessment complied with relevant health and safety, and legislative requirements• the learner's likely repeatable competence in the future.			
Name:		Signature:	
Date:		Position Held:	