

# CAST-L3 Guidance to Three Types of Coursework

You need to refer to three types of coursework in your portfolio – documents, tutor observation, and testimony – but what does that mean? Here are a few examples:

## Documents

### **Example 1: Initial learning statement**

At the start of the course, it is useful to think about what you want to gain from the experience of being on this course and what you want to achieve by the end of it. These are your personal learning goals. It would also be useful to compare these with the qualification ‘learning outcomes’ (see the Candidate Learning Record). You could also think about the difficulties you might encounter when embarking on a course of study and how you might recognise and overcome these. Here are some questions to help you develop your Initial learning statement: Why am I doing this course? What do I want to achieve? What might hinder my progress? How will I know when I have achieved my goals?

### **Example 2: Learning Review (learning journal)**

This is a regular exploration of your learning – *your reflections on the input, discussions, experiences, and readings for the course* – which you start right from the beginning of the course. If you are in personal counselling or other forms of personal development, you can include insights gained from these sessions. Ideally this review should be written as soon as possible after each course (or counselling) session. Make sure that you write about your own thoughts and feelings and do not simply copy handouts or repeat what your tutor said. Keep the assessment criteria in mind so that your writing can encompass and address these too.

### **Example 3: Self-review**

This is a more formal review of your learning. In a self-review you summarise what you feel you have learnt on the course, then review your personal learning goals, progress and learning needs. Finally, you reflect on your completion of the learning tasks (criteria). You can use your initial learning statement as a springboard for thinking about where you are now in relation to your personal learning goals, together with how they may have changed (as you have learnt more about the subject) and identifying what you still want to achieve. A self-review is often completed near the end of the course and will help you when it comes to completing the Candidate Learning Record.

### **Example 4: Essay**

Essays are assignments that allow you to explore a topic which is either set by your tutor or chosen by yourself (your tutor will offer guidance in this regard). It is your opportunity to show your understanding of the topic, together with discussing any associated skills that you feel you have developed. They also provide good opportunities for addressing assessment criteria.

Document evidence can also include a write-up of a case presentation, a practice case study, a research project, a review of audio/video recordings (including verbatim transcripts) and notes on your personal development.

## **Tutor observation**

### **Example: Feedback from your tutor**

Your tutor will provide you with feedback when they observe you practise your skills, make a presentation, or participate in group activities. This feedback will usually be both verbal and in a written form that you can add to your portfolio. Even if you need to repeat a skills practice, do not destroy your original tutor feedback because it will provide evidence of your progress and help when you come to carry out your self-review.

Tutor observation evidence could include tutorial records (when written by your tutor) and tutor feedback on case presentations and group discussions, including contributions to seminars, group-work, and group training supervision.

## **Testimony**

### **Example: Feedback from your peers**

Getting feedback from other people is one of the best ways to learn. Peer feedback enables you to receive constructive comments from colleagues. It needs to be both verbal and written – so that you can reflect on it in your Learning Review and use the comments to help you develop your skills. Please note that testimony should also be used to inform your self-review. You can use peer feedback documents to show how you have demonstrated certain assessment criteria.

Testimony evidence could include peer feedback on skills practice and group discussions including contributions to seminars, group-work, and group training supervision. Testimony evidence could also be from external sources e.g., voluntary work.