

## Learning Sets

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A Skillogy programme learning set is a learning community that enables groups of five members to support each other in their learning. Each learning set adopts an action frame of reference, based on the module in question, enabling and facilitating members to complete the learning tasks associated with their unit of study or other learning projects associated with it.

Sharing and learning from experience is an important part of this process. Members share information and resources, and provide practical and emotional support. They help each other decide how to proceed with the learning tasks; they exchange material relevant to the interests of the learning set members, and learn from one another's experience.

The primary purpose of the learning set is to support the learning of its members. Each member works on his or her own module, and can call on the skills, knowledge and expertise of other set members who are also working on the same module. The module action plans act as an important catalyst and stimulus within this process.

A staff member called a Learning Adviser is attached to each learning set. His or her role is to advise and help the members to facilitate each other's learning. Advisers are not teachers. Their chief focus is on the process of learning set functioning, not on the acquisition of content by members. The responsibility for success lies equally with the commitment of all the participants, including the set Adviser.

By reflecting on what they are doing as learners, members of the learning set see how to do it better. In helping each other, participants see more clearly how to help themselves. Each member of the learning set is asked to complete their action plan and review logs and bring the information to each meeting of the learning set. The learning set adviser also keeps a reflective learning diary.

Reflection in the learning set normally has two aspects. Participants review progress made since the last meeting, and highlight issues and problem areas for attention at individual, team and organizational levels. In addition, as learning needs are identified, the learning set may agree to allocate time for specific workshop or other activities. .

When a new learning set is established, and when new members join an existing set, time should be invested in developing the group dynamics and mutual support system. Ground rules and a standard agenda for a learning set meetings should be agreed to, and revised at least once each year in sets that continue this long. After that, attention is needed to maintain group dynamics inside each learning set.

The primary focus of the learning set is to complete the Skillogy module as part of their development plan. The main task of the learning set is to help each member to learn what it is that he or she needs complete his or her module. The Adviser has a project, which is to promote good functioning in the learning set. Learning Set Advisers may form their own learning set (meta-learning set) in which they learn how to improve the functioning of the sets they have responsibility for.

The learning sets interact through the LMS by e-mail, as well as having regular face-to-face meetings.