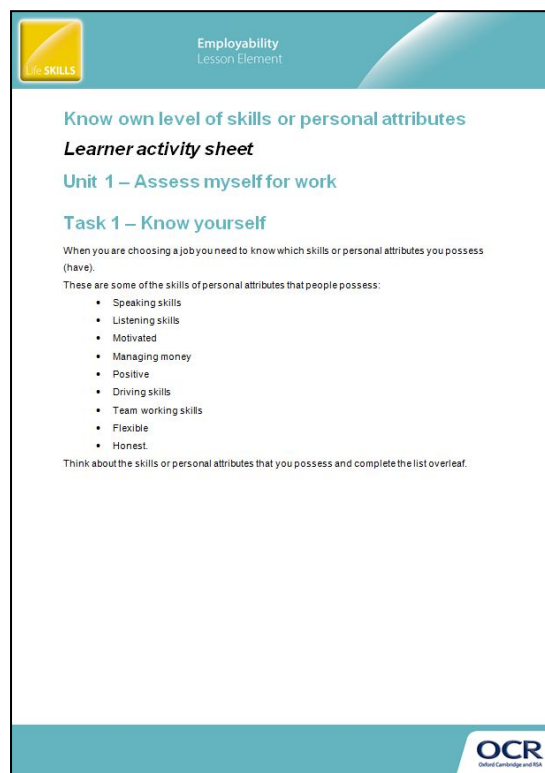


# Know own level of skills or personal attributes

## Unit 1 – Assess myself for work

### ***Instructions and answers for teachers***

*These instructions should accompany the OCR Lesson Element ‘**Know own level of skills or personal attributes**’ which supports OCR Awards and Certificates in Employability Skills Unit 1, Assess myself for work.*



The screenshot shows a document titled 'Know own level of skills or personal attributes' with the following content:

**Know own level of skills or personal attributes**  
**Learner activity sheet**  
**Unit 1 – Assess myself for work**  
**Task 1 – Know yourself**

When you are choosing a job you need to know which skills or personal attributes you possess (have).

These are some of the skills of personal attributes that people possess:

- Speaking skills
- Listening skills
- Motivated
- Managing money
- Positive
- Driving skills
- Team working skills
- Flexible
- Honest.

Think about the skills or personal attributes that you possess and complete the list overleaf.

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#### **Associated materials**

Know own level of skills or personal attributes – Lesson Element Learner Activity Sheets

#### **Expected duration**

Task 1 – 45 minutes

Task 2 – 50 minutes

Task 3 – 60 minutes

## Task 1 – Know yourself

Learners need to be introduced to the different skills or personal attributes that people possess.

Write the following skills and personal attributes on the whiteboard:

- Speaking skills
- Listening skills
- Motivated
- Managing money
- Positive
- Driving skills
- Team working skills
- Flexible
- Honest.

Ask the learners to explain how each of these could be demonstrated. Possible answers are as follows:

<b>Speaking skills</b>	I can talk to people over the telephone.
<b>Listening skills</b>	I can understand and follow instructions from my tutor.
<b>Motivated</b>	I am keen to come to class and do well in my studies.
<b>Managing money</b>	I am good at budgeting and try and save money each month.
<b>Positive</b>	I always try to see the best in difficult situations.
<b>Driving skills</b>	I can drive well on all roads, including motorways.
<b>Team working skills</b>	I can play team sports well and complete tasks with other learners.
<b>Flexible</b>	I am able to change my plans to suit other people.
<b>Honest</b>	I am always truthful with people.

Ask the learners to complete the list in Task 1 to help them consider the skills or personal attributes that they believe they possess.

In pairs, the learners should then discuss both of their lists and tell their partner why they think they possess each of the skills/personal attributes they have listed. (For example, I am punctual because I am never late for class.) The learners can say whether they agree or disagree with each other's beliefs about their skills/personal attributes and make suggestions for any further additions to each other's lists.

Tell the learners that they need to fill in the face outline by writing down the skills or personal attributes that their partner possesses.

Each learner can then make a short presentation to the class identifying their partner's skills or personal attributes.

## Task 2 – Know yourself in more detail

Show the learners the following interview with the footballer, David Beckham.



<https://www.youtube.com/watch?v=WhPZ-PIxDBM>

In small groups, learners can list David Beckham's skills or personal attributes and discuss the level of each of these. For example: 'Excellent', 'OK' or 'Needs Improvement'.

Individually, learners can look at the list of skills or personal attributes that they completed in Task 1 and grade them. For example: 5 ticks = excellent, 3 ticks = satisfactory, 1 tick = needs improvement. The learner should record this information as a bar chart on the graph paper provided.

## Task 3 – Skills or personal attributes analysis

On the interactive whiteboard, access an online skills test using the following link:



<https://nationalcareersservice.direct.gov.uk/tools/skillshealthcheck/Pages/default.aspx#SHCGetStarted>

Demonstrate how to complete each stage of the Skills Health Check Test and how to obtain a skills health check report.

Learners can then complete a Skills Health Check Test for themselves and print out their own skills health check report. Learners should highlight key information about their own strengths and weaknesses and write a summary of these using sentences. This summary can be completed on the computer or written by hand.



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