

PERSONAL LIFE SKILLS

10273/10274/10275/10276/10277/10278

Level 2

Unit 15: Assessing myself for work

EVIDENCE BOOKLET

CANDIDATE'S NAME

The work that you submit for assessment must be your own. You must not copy from someone else or allow someone else to copy from you.

I confirm that this is all my own work.

Candidate's signature Date

CENTRE ASSESSOR'S NAME

I confirm that I have read the Introduction to Tutors overleaf.

I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

I confirm that I have marked this work and consider that it meets the assessment criteria.

Centre assessor's signature Date

INTERNAL MODERATOR'S NAME (if applicable)

Internal moderator's signature Date

SCRIBE'S NAME (if applicable)

Scribe's signature Date

Please note:

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for all units of this qualification.

Tutors may change any task or part of a task to make the context more appropriate for their learners. However, alternative tasks must meet the assessment criteria. Please contact OCR for further guidance.

The assessment criterion/criteria (AC) are shown for each task throughout this booklet.

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each marking point. Centre assessors should refer to the marking guidance for the unit when assessing the work.

Tutors should check that there are no gaps in the evidence. Incomplete evidence should not be submitted. Scribed work should be annotated with the scribe's initials.

If evidence is not to the required standard then alternative evidence should be substituted. If alternative evidence is submitted then this should be noted on the evidence checklist (available on our website www.ocr.org.uk).

Do not submit the evidence in folders or plastic pockets but staple together the evidence sheets in an appropriate order. Do not submit group coursework, handouts or downloads (unless these are required to meet an assessment criteria).

Examiner-moderators will complete an electronic Centre Feedback Report Form (e-NQF6) for each batch submitted. Reports are accessed through OCR Interchange.

The QCA Accreditation Numbers for these qualifications are:

OCR Entry Level 3 Award in Personal Life Skills – 600/2370/3
OCR Scheme Code: 10273

OCR Entry Level 3 Certificate in Personal Life Skills – 600/2371/5
OCR Scheme Code: 10274

OCR Level 1 Award in Personal Life Skills – 600/2372/7
OCR Scheme Code: 10275

OCR Level 1 Certificate in Personal Life Skills – 600/2373/9
OCR Scheme Code: 10276

OCR Level 2 Award in Personal Life Skills – 600/2374/0
OCR Scheme Code: 10277

OCR Level 2 Certificate in Personal Life Skills – 600/2375/2
OCR Scheme Code: 10278

The QCA Accreditation Number for this unit is:

Unit 15: Assessing myself for work M/502/2854

This OCR evidence booklet remains live for the life of this qualification. Occasionally OCR may up-date the information within this booklet. Please refer to the updates section of the relevant qualifications on our website: www.ocr.org.uk for details regarding amendments made to this booklet.

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Task 1

AC 1.1, 1.2, 1.3, 1.4, 1.5

Choose someone who is successful in work. This may be a well known person or someone you know personally.

Analyse why they are successful. You need to consider at least **four** attributes of success in your analysis.

Give examples for each to illustrate your analysis.

I have chosen to analyse why is successful in work.

Write your analysis below:



Identify a workplace. Then identify **two** transferable skills, **two** sector skills and **two** personal attributes needed for someone to be successful in this workplace. Outline how each skill and personal attribute leads to success in this workplace. Give at least **one** example for each skill and personal attribute to substantiate your response.

| | |
|----------------------------|--|
| Workplace: | |
| Transferable skills | These skills lead to success in this workplace because: |
| 1. | |
| 2. | |

| | |
|-------------------------------|--|
| Sector specific skills | These skills lead to success in this workplace because: |
| 1. | |
| 2. | |

| Personal attributes | These personal attributes lead to success in this workplace because: |
|----------------------------|---|
| 1. | |
| 2. | |

Analyse how being successful in the workplace can benefit an organisation.

Analyse how being successful in the workplace can benefit individuals within an organisation.

Task 2

AC 2.1, 2.2, 2.3

Outline **two** transferable skills that you have.

Make an initial assessment of how strong each skill is, giving examples to validate your assessment. Use feedback from others to help you with this assessment. You must ask **two different** people.

| Transferable skill | My assessment of this skill | Feedback on your skills assessment from tutor/supervisor/mentor/family member/peer/friend |
|---------------------------|------------------------------------|--|
| 1. | | Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one) Date: |
| 2. | | Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one) Date: |

Outline **two** sector specific skills that you have.

Make an initial assessment of how strong each skill is, giving examples to validate your assessment. Use feedback from others to help you with this assessment. You must ask **two** different people.

| Sector specific skill | My assessment of this skill | Feedback on your skills assessment from tutor/supervisor/mentor/family member/peer/friend |
|------------------------------|------------------------------------|--|
| 1. | | <p>Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one)</p> <p>Date:</p> |
| 2. | | <p>Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one)</p> <p>Date:</p> |

Outline **two** personal attributes that you have.

Make an initial assessment of how strong each personal attribute is, giving examples to validate your assessment. Use feedback from others to help you with this assessment. You must ask **two** different people.

| Personal attribute | My assessment of this skill | Feedback on your skills assessment from tutor/supervisor/mentor/family member/peer/friend |
|--------------------|-----------------------------|--|
| 1. | | <p>Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one)</p> <p>Date:</p> |
| 2. | | <p>Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one)</p> <p>Date:</p> |

Task 3

AC 3.1, 3.2, 3.3, 3.4

State **one** sector area you would like to work in.

I am interested in thesector.

Describe **two** transferable skills that you need to gain or develop for this sector area. Explain the relevance of these skills to the sector area and the level of expertise you need to acquire. Use at least **one** example for each skill in your explanation.

| |
|--|
| Transferable skill 1: |
| |
| Transferable skill 2: |
| |

Describe **two** sector specific skills that you need to gain or develop for this sector area. Explain the relevance of these skills to the sector area and the level of expertise you need to acquire. Use at least **one** example for each skill in your explanation.

Sector specific skill 1:

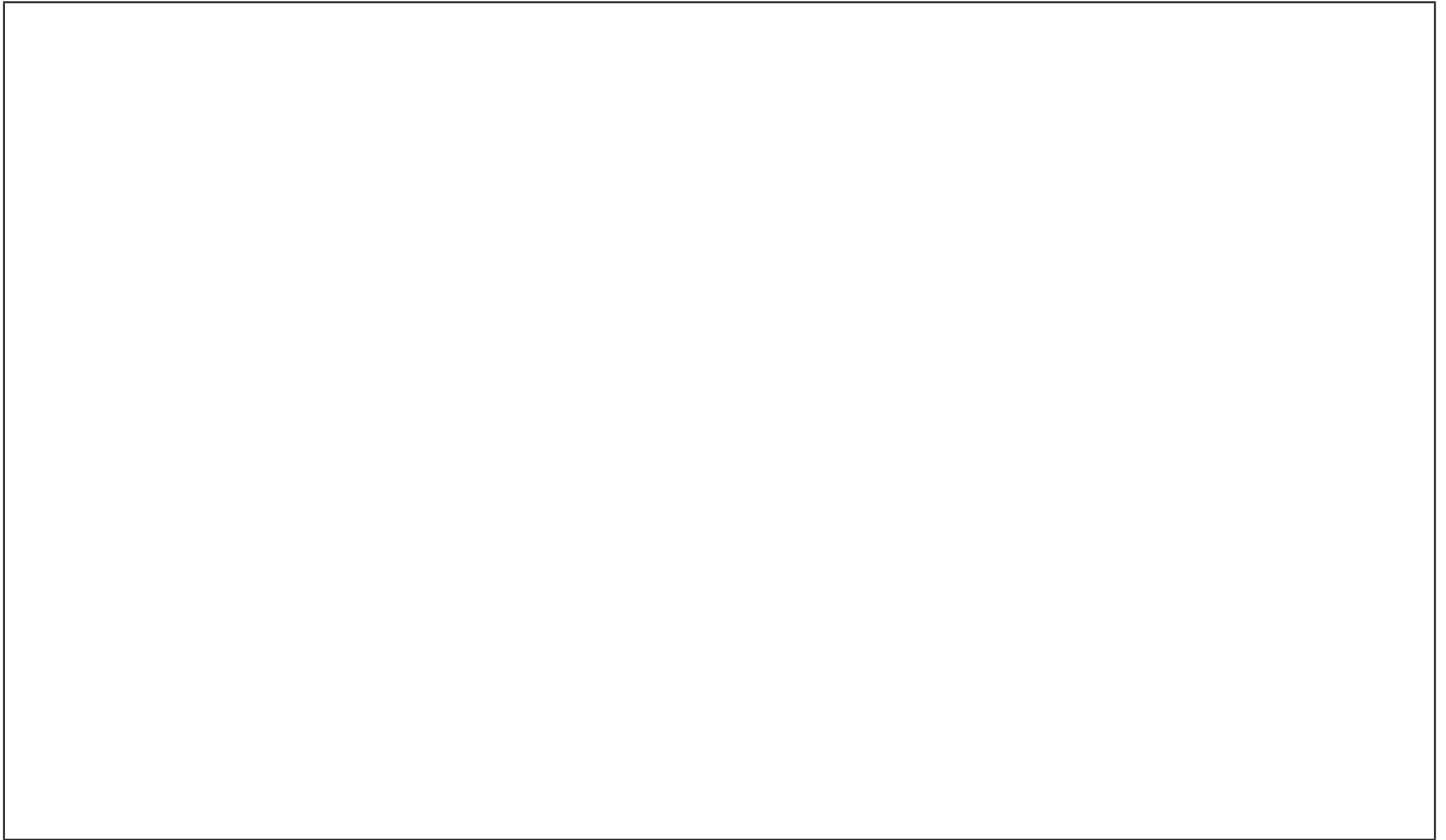
Sector specific skill 2:

Describe **two** personal attributes that you need to gain or develop for this sector area. Explain the relevance of these personal attributes to the sector area, including how these personal attributes need to be demonstrated in an appropriate manner. Use at least **one** example for each personal attribute in your explanation.

Personal attribute 1:

Personal attribute 2:

Using at least **two** examples, explain why it is important to develop skills and personal attributes throughout life.

A large, empty rectangular box with a thin black border, intended for the student to write their response to the question above.

Task 4

AC 4.1, 4.2, 4.3

The sector area I am interested in working in is:

My long term career goal is:

In Task 3 you identified two transferable skills, two sector specific skills and two personal attributes you need to develop.

Express these as short term development goals below:

1.

2.

3.

4.

5.

6.

You now need to develop an action plan using the short term development goals you have identified.

Action Plan Guidance

The plan can take whatever form you decide. However the plan must include the following:

- The skills and attributes being developed or gained
- How each of these skills and attributes will be developed
- The support you will need
- Start date and at least one review date, indicating who will review the plan
- An explanation of when and how each goal in the action plan will be reviewed

IMPORTANT - Attach your action plan to this evidence booklet.

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Vocational qualifications

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