

PERSONAL LIFE SKILLS

10277 Level 2 Award

10278 Level 2 Certificate

Unit 15: Assessing myself for work

CANDIDATE EVIDENCE CHECKLIST

This form should only be used for candidates not using the Candidate Evidence Booklet or if supplementary tasks are to be inserted in to the Evidence Booklet.

CANDIDATE'S NAME

<p>The work you submit for assessment must be your own. You must not copy from someone else or allow someone else to copy from you.</p> <p>I confirm that this is all my own work.</p> <p>Candidate's signature Date</p>
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Assessment criteria	Document/Page number	Attached (insert ✓)
1.1 Analyse what is meant by being successful in the workplace 1.2 Explain how transferable skills in different workplace situations can lead to success 1.3 Explain how sector-specific skills in different workplace situations can lead to success 1.4 Explain how personal attributes in different workplace situations can lead to success 1.5 Analyse how being successful in the workplace benefits individuals and the organisation		
2.1 Assess current strengths in transferable skills through self assessment and using feedback from others 2.2 Assess current strengths in sector-specific skills through self assessment and using feedback from others 2.3 Assess current strengths in personal attributes through self assessment and using feedback from others		
3.1 Describe transferable skills that need to be gained or developed for a sector area 3.2 Describe sector-specific skills that need to be gained or developed for a sector area 3.3 Describe personal attributes that need to be gained or developed for a sector area 3.4 Explain the importance of developing skills and personal attributes throughout life		
4.1 Set goals to develop skills and personal attributes for a sector area in an action plan 4.2 Clarify different stages in an action plan, identifying the review points 4.3 Explain how the action plan will be reviewed against the set goals		