

# PERSONAL LIFE SKILLS

10273/10274/10275/10276/10277/10278

Entry Level 3

Unit 10: Forming relationships and understanding others

## 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](http://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 10: Forming relationships and understanding others M/503/3188

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](http://www.ocr.org.uk) for details regarding amendments made to this booklet.

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# Task 1

## AC 1.1, 1.2

List **three** types of relationship, for each identify a change that may take place. An example has been completed for you.

Relationship	Change
Neighbour	Lose touch with them
1.	
2.	
3.	

# Task 2

## AC 2.1, 2.2

Use the following skills to complete the sentences, use each skill only **once**:

**bargaining**

**speaking and listening**

**team-working**

**assertiveness**

1. You want to change your hours at work without upsetting your boss. You will need to use ..... skills.
2. Four people are involved in a group project. To work together effectively they will need ..... skills.
3. A friend is trying to persuade you to smoke and you don't want to. You will need to use ..... skills.
4. You have a job interview and have been asked to do a short presentation. You will need to use ..... skills.

Choose **two** social skills and outline how you could use them to develop relationships.

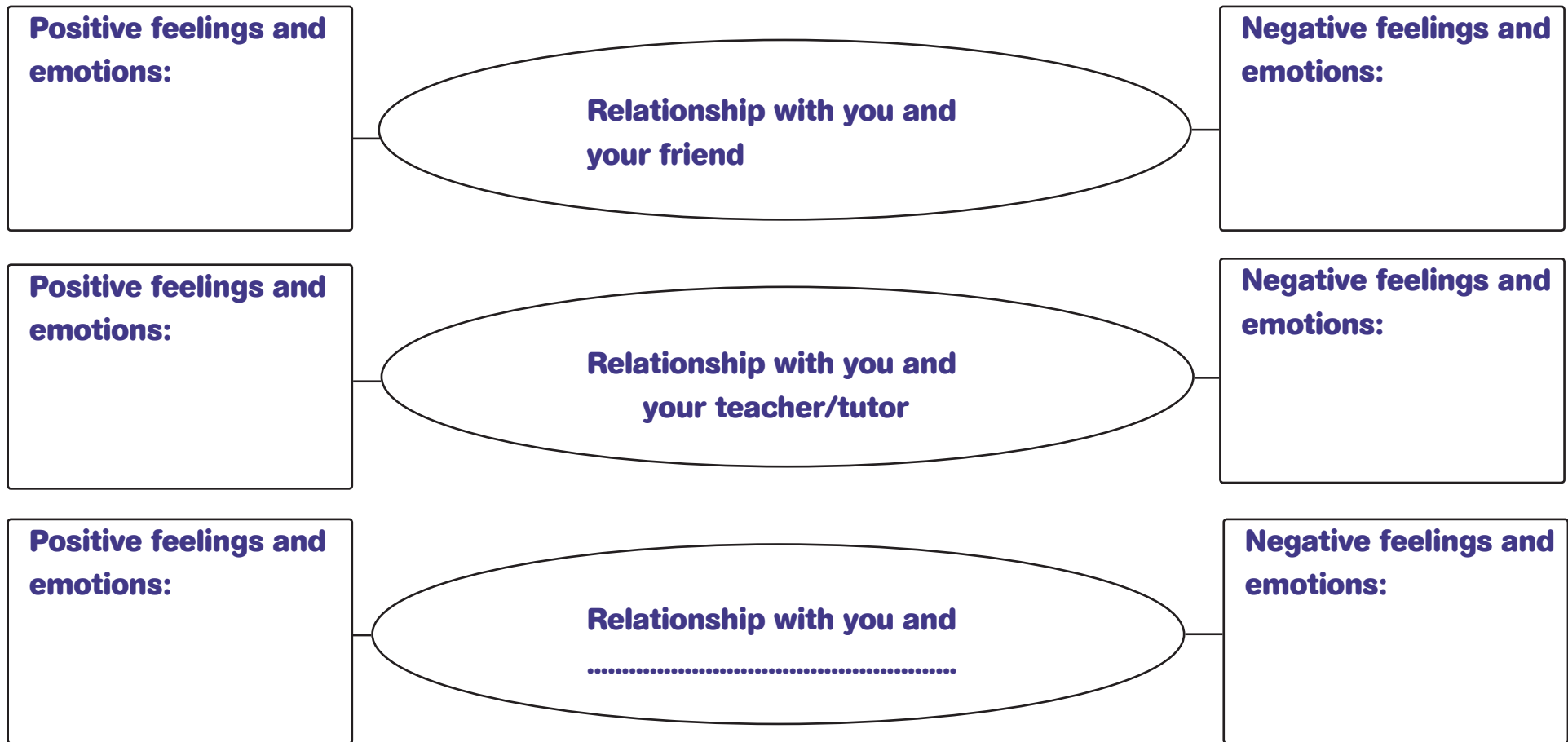
Social Skill 1:

Social Skill 2:

# Task 3

## AC 3.1

Complete the diagram below with positive and negative feelings and emotions.



# Task 4

## AC 4.1, 4.2

Identify three ways in which people might be similar or different from each other.

### Similarities

1.

2.

3.

### Differences

1.

2.

3.

Jez is 16 years old and is in Year 11. He likes sport and listening to music. Jez plays the guitar in a band. He uses a wheelchair.

Maxine is studying to gain some qualifications so she stands a better chance of getting a job. She goes to the gym to keep fit and is trying to give up smoking. She likes TV soaps and fashion magazines.

Choose **one** of the descriptions above and identify the differences between you and the person in the description.

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

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**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

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