

PERSONAL LIFE SKILLS

10273/10274/10275/10276/10277/10278

Entry Level 3

Unit 13: 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 13: Assessing myself for work R/502/1292

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.

ALL OF THIS MATERIAL MAY BE PHOTOCOPIED. Any photocopying will be done under the terms of the Copyright Designs and Patents Act 1988 solely for the purposes of assessment.

Task 1

AC 1.1, 1.2, 1.3

Complete the table below with **four** examples of success at work.

Example 1	
Example 2	
Example 3	
Example 4	

Identify **two** ways success in the workplace can be measured:

1.

2.

In the table below identify **two** different workplaces and **one** work activity carried out in each workplace. State **one** transferable skill, **one** sector specific skill and **one** personal attribute needed for each activity.

Workplace 1:			
Activity	Sector specific skill used in this activity	Transferable skill used in this activity	Personal attribute needed in this activity

Workplace 2:			
Activity	Sector specific skill used in this activity	Transferable skill used in this activity	Personal attribute needed in this activity

Task 2

AC 2.1, 2.2

Outline **two** skills that you have. Make an initial assessment of how strong each skill is by ticking one of the statements for each.
 Ask **two** different people to feedback on your skills assessment.

Skill	Own assessment of skills (✓)	Feedback from tutor/supervisor/mentor/family member/peer/friend
1.	Very strong <input type="checkbox"/> Quite strong <input type="checkbox"/> Not very strong <input type="checkbox"/>	Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one) Date:
2.	Very strong <input type="checkbox"/> Quite strong <input type="checkbox"/> Not very strong <input type="checkbox"/>	Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one) Date:

Outline **two** personal attributes that you have. Make an initial assessment of how strong each personal attribute is by ticking one of the statements for each.

Ask **two different** people to feedback on your assessment.

Personal attribute	Own assessment of personal attributes (✓)	Feedback from tutor/supervisor/mentor/family member/peer/friend
1.	Very strong <input type="checkbox"/> Quite strong <input type="checkbox"/> Not very strong <input type="checkbox"/>	Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one) Date:
2.	Very strong <input type="checkbox"/> Quite strong <input type="checkbox"/> Not very strong <input type="checkbox"/>	Signature of tutor/supervisor/mentor/family member/peer/friend: (circle one) Date:

Task 3

AC 3.1, 3.2, 3.3

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

I am interested in thesector.

Ask **two** different people (eg your tutor/supervisor/mentor/family member/peer/friend) to suggest **two** skills and **two** personal attributes you need to develop. The skills may be transferable skills or sector-specific skills.

	A skill I need to develop:	This was suggested by:	They think I need to develop this skill for this sector because:
1.			
2.			

	A personal attribute I need to develop:	This was suggested by:	They think I need to develop this personal attribute for this sector because:
1.			
2.			

Task 4

AC 4.1, 4.2, 4.3, 4.4

Complete the action plans below for your chosen sector area.

The sector area I have chosen is:

My action plan to develop skills.

Start date:

The skills I need to develop	How will I develop them?	Who can help me?	Review date	Target date
1.				
2.				

My action plan to develop personal attributes.

Start date:

The personal attributes I need to develop	How will I develop them?	Who can help me?	Review date	Target date
1.				
2.				

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.

© OCR 2011 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England.

Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.

