

PERSONAL LIFE SKILLS

10275 Level 1 Award

10276 Level 1 Certificate

Unit 14: 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

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.

I confirm that this is all my own work.

Candidate's signature Date

| Assessment criteria | Document/Page number | Attached (insert ✓) |
|--|----------------------|---------------------|
| 1.1 Describe what is meant by being successful in the workplace 1.2 Outline transferable skills in different workplace situations that lead to success 1.3 Outline sector-specific skills in different workplace situations that lead to success 1.4 Outline personal attributes in different workplace situations that lead to success 1.5 Describe how being successful in the workplace benefits individuals and the organisation | | |
| 2.1 Self assess and use feedback from others to outline current strengths in skills 2.2 Self assess and use feedback from others to help outline personal attributes | | |
| 3.1 Outline skills that need to be gained or developed for a sector area 3.2 Outline personal attributes that need to be gained or developed for a sector area 3.3 Describe why it is important to identify areas for development | | |
| 4.1 Outline ways to develop skills and personal attributes for a sector area in an action plan 4.2 Outline people and/or organisations that can help develop skills and personal attributes for a sector area in an action plan 4.3 Outline different stages in an action plan 4.4 Describe why it is important to action plan for personal development | | |