

# PERSONAL LIFE SKILLS

10273/10274/10275/10276/10277/10278

Level 1

Unit 14: Assessing myself for work

## EXEMPLAR EVIDENCE BOOKLET

**CANDIDATE'S NAME** ..... Karl Novak .....

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 ..... Karl Novak ..... Date ..... 12/12/11 .....

**CENTRE ASSESSOR'S NAME** ..... G Price .....

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 ..... G Price ..... Date ..... 12/12/11 .....

**INTERNAL MODERATOR'S NAME** ..... HARRY JACOBSON ..... (if applicable)

Internal moderator's signature ..... HARRY JACOBSON ..... Date ..... 18/12/11 .....

**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 14: Assessing myself for work      L/502/2859

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, 1.3, 1.4, 1.5

Look at the eight phrases below. Select **three** and describe how each might help you to succeed in the workplace.

**Working independently:** If I can work independently it shows that my employer trusts me to do a good job. It means that other people can get on with their own jobs and not have to spend time closely supervising what I do. I could get a promotion.

**Working efficiently:** Working efficiently saves time and resources so that the business makes more money and is successful. Working efficiently means you get more done so your employer will be pleased with your work.

**Having good ideas:**

**Completing tasks to a good standard:** Completing tasks well and to a good standard means I can be trusted to do things properly. I will achieve my work targets.

**Taking responsibility:**

**Using initiative:**

**Working as part of a team:**

**Willing to learn new skills:**

**Identify a workplace.**

Then identify **one** transferable skill, **one** sector specific skill and **one** personal attribute needed for someone to be successful in this workplace.

Outline how each skill and personal attribute is used in this workplace.

<b>My first workplace is:</b> <i>Office</i>	
<b>Transferable skill</b>	<b>How is this skill used in this workplace?</b>
<i>Good word processing skills</i>	<i>Able to word process reports, letters and agendas</i>
<b>Sector specific skill</b>	<b>How is this skill used in this workplace?</b>
<i>Knowledge of Excel package.</i>	<i>Can be used to update spreadsheets for sales figures each day/week and compare with previous year</i>
<b>Personal attribute</b>	<b>How is this attribute used in this workplace?</b>
<i>Organised</i>	<i>Keep documents well organised and easily accessible when required</i>

**Identify another, different workplace.**

Then identify **one** transferable skill, **one** sector specific skill and **one** personal attribute needed for someone to be successful in this workplace.

Outline how each skill and personal attribute is used in this workplace.

<b>My second workplace is:</b> Restaurant kitchen	
<b>Transferable skill</b>	<b>How is this skill used in this workplace?</b>
Team working	Essential in a kitchen as everyone has their own jobs to do. If someone in the team doesn't work well then the service is slower and the customer waits longer for a meal
<b>Sector specific skill</b>	<b>How is this skill used in this workplace?</b>
Cooking meat	Meat is an expensive ingredient and it will not taste so good if it is under or over cooked
<b>Personal attribute</b>	<b>How is this attribute used in this workplace?</b>
Willingness to learn	Customers expect something different when they go out to eat. You need to learn new recipes and techniques to keep customers happy

Describe **two** ways in which success in the workplace benefits an individual employee.

1.	May get more work or hours
2.	May get a promotion

Describe **two** ways in which success in the workplace benefits an organisation.

1.	If employee is successful then the organisation may get more business
2.	A successful business may make it a happier place to work in so employees more likely to stay there

# 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.

Give an example to back up your skills assessment.

Then ask **two** different people to comment on your skills assessment.

Sections must be fully completed with short comments from tutor/supervisor etc. plus signature and date

Skill	Own assessment of skill(s)	Give an example to back up your skills assessment	Feedback on your skills assessment from tutor/supervisor/mentor/family member/peer/friend
1. <i>Good face to face communication skills</i>	Very strong <input checked="" type="checkbox"/> Quite strong <input type="checkbox"/> Not very strong <input type="checkbox"/>	<i>I gave a presentation for our business at the Young Enterprise regional final and it went well. I have a weekend job at a local restaurant and take food orders. They would not employ me if my communication skills were poor and I also get good tips!</i>	<i>He is good with customers - nice personal skills when he gets the orders.</i>  Signature of tutor/supervisor/mentor/family member/peer/friend  <i>.. Jack Havers - Manager, The Bull Inn .....</i>  Date .. <i>16/07/2011</i> .....
2. <i>Good swimmer</i>	Very strong <input type="checkbox"/> Quite strong <input checked="" type="checkbox"/> Not very strong <input type="checkbox"/>	<i>I compete at county level and have won many medals. I didn't quite make the European Youth Olympic team for 2010 though I was a contender.</i>	<b><i>Karl spends much of his free time in the pool. His successes are sometimes reported in the local paper.</i></b>  Signature of tutor/supervisor/mentor/family member/peer/friend  <b><i>..Gill Price .....</i></b>  Date ... <b><i>14/07/2011</i></b> .....

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. Give an example to back up your skills assessment. Then ask **two different** people to comment on your personal attributes assessment.

Personal attribute	Own assessment of personal attributes (✓)	Give an example to back up the assessment of your personal attributes	Feedback on your assessment of personal attributes from tutor/supervisor/mentor/family member/peer/friend
1. <i>Physically fit</i>	Very strong <input checked="" type="checkbox"/> Quite strong <input type="checkbox"/> Not very strong <input type="checkbox"/>	<i>I keep fit because I do so much training in the pool.</i>	<i>Karl is a successful young swimmer</i> Signature of <u>tutor</u> /supervisor/mentor/family member/peer/ friend (circle one)  <i>Gill Price</i>  Date: <i>02/11/2011</i>
2. <i>Good time management</i>	Very strong <input type="checkbox"/> Quite strong <input checked="" type="checkbox"/> Not very strong <input type="checkbox"/>	<i>I have to train, complete my college tasks and do Saturday evenings at the restaurant so I need to organise myself to get everything done.</i>	<i>Karl manages to get all his assignments in on time so clearly manages his time well</i>  Signature of <u>tutor</u> /supervisor/mentor/family member/peer/friend (circle one)  <i>Mia Violet</i>  Date: <i>02/11/2011</i>



# Task 3

## AC 3.1, 3.2, 3.3

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

I am interested in the .... **catering** .....sector.

Outline **two** skills and two personal attributes which you need to gain or develop.

	<b>A skill I need to develop:</b>	<b>I need to gain or develop this skill because:</b>
1.	Greater attention to detail	I need to prepare and present food more carefully.
2.	Listening to instructions	I need to concentrate and listen when I am told what to do at college.

	<b>A personal attribute I need to develop:</b>	<b>I need to gain or develop this personal attribute because:</b>
1.	Punctuality	I'm sometimes late for my classes but an employer would need me to arrive punctually for work.
2.	Be a bit more enthusiastic in Maths and English classes	It is part of the course and I have to pass the tests.

Describe why it is important to identify areas for development. **Need to be ready to take on new activities and ideas so important to see what self development is needed to get a better job or a promotion.**

# Task 4

## AC 4.1, 4.2, 4.3, 4.4

Complete the action plans below to gain/develop my skills and personal attributes identified in Task 3.

Skills to be developed:	How will I develop or gain this skill?	What help will I need and where will I get it?	Review date	Target date
1. Paying greater attention to detail	Remind myself when I do any cooking that I need to concentrate and do things properly	Ask Mrs Price to remind me in class	2/03/2012	1/05/2012
2. Listening to instructions	Stop mucking about in class and listen and take notes so I know what to do	Ask Mrs Price to remind me in class	2/03/2012	1/05/2012

Personal attributes to be developed	How will I develop or gain this personal attribute?	What help will I need and where will I get it?	Review date	Target date
1. Punctuality for college	Get an alarm clock and set it each day	Mum to remind me	2/03/2012	1/05/2012
2. Be more enthusiastic in Maths and English classes	Need to work harder and pay attention	Myself - if I pass the test then I don't need to go to these classes anymore. Functional Skills tutor to remind me to pay attention	2/03/2012	1/05/2012

Complete the following sentence

It is important to have an action plan for personal development because... *If I know what I am planning to do to develop myself then I will get qualified quickly and get a job.*

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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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