

PERSONAL LIFE SKILLS

10273/10274/10275/10276/10277/10278

Level 1

Unit 14: 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 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 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:

Working efficiently:

Having good ideas:

Completing tasks to a good standard:

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.

My first workplace is:	
Transferable skill	How is this skill used in this workplace?
Sector specific skill	How is this skill used in this workplace?
Personal attribute	How is this attribute used in this workplace?

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.

My second workplace is:	
Transferable skill	How is this skill used in this workplace?
Sector specific skill	How is this skill used in this workplace?
Personal attribute	How is this attribute used in this workplace?

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

1.	
2.	

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

1.	
2.	

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.

Skill	Own assessment of skills (✓)	Give an example to back up your skills assessment	Feedback on your skills assessment 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. 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.	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.

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

	A skill I need to develop:	I need to gain or develop this skill because:
1.		
2.		

	A personal attribute I need to develop:	I need to gain or develop this personal attribute because:
1.		
2.		

Describe why it is important to identify areas for development.

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

Task 4

AC 4.1, 4.2, 4.3, 4.4

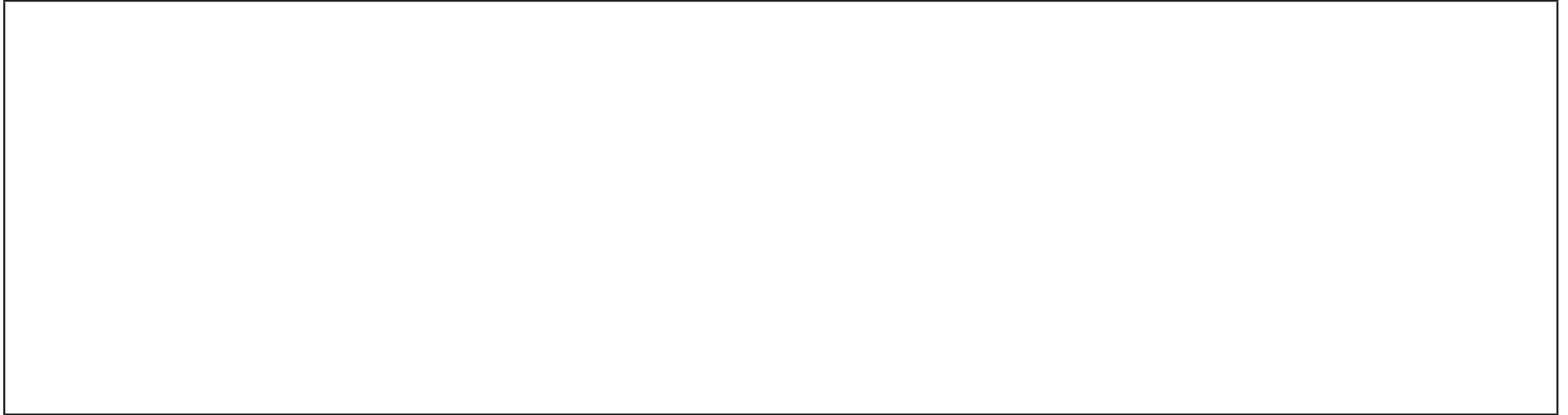
Complete the action plans below to gain/develop the skills and personal attributes you identified in Task 3.

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.				
2.				

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.				
2.				

Complete the following sentence.

It is important to have an action plan for personal development because...

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

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Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

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