

FUNCTIONAL SKILLS, PERSONAL LEARNING AND THINKING SKILLS

These skills are valued by employers.

Work experience is an excellent opportunity to gather evidence of how you used these skills in a real workplace.

This section can be removed at the end of your work experience if you need to put it with other records of your skills development.

Name: _____ **Date:** _____

Employer: _____

How I showed communication and literacy skills during work experience	
Completing an application form for the placement	
Drafting and proofing documents	
Drafting letters, faxes and emails	
Observing and making phone calls	
Attending presentations and briefings	
Writing a report	
How I applied IT during work experience	
Updating databases	
Preparing a presentation using PowerPoint	
Conducting internet-based research	
Preparing a report on the placement itself	
How I applied number work during work experience	
Analysing receipts and calculating expenses	
Working with spread sheets	
Measuring and taking readings	
Conducting stock-counts, completing stock sheets	
Checking orders received against delivery notes	
Weighing goods	

PERSONAL, LEARNING AND THINKING SKILLS

Independent Enquirer	Evidence of using this skill
Taking responsibility for planning what to do and how to go about it	Researching and investigating information for a task or project
Making sensible decisions and looking at things from a different point of view	Carrying out a survey to find out staff views and suggestions for change
Supporting your findings with evidence	Thinking of questions to ask or answer to get the information you require
	Solving a customer enquiry effectively
	Presenting or communicating information to suit different people
	Analysing information and judging what is valuable
Examples of how I used this skill	
Creative Thinker	Evidence of using this skill
Generating and exploring ideas	Adapted/changed my approach to a task as circumstances changed
Trying different ways to tackle a problem	Asked more questions to gain greater understanding of a task
Working with others to find imaginative solutions and outcomes	Had lots of appropriate ideas for dealing with a problem
	Thought ideas through and explored different possibilities in a meeting or discussion
Evidence of how I used this skill	

PERSONAL, LEARNING AND THINKING SKILLS

Reflective Learner	Evidence of using this skill
Identifying our strengths and limitations	Got feedback about work performance from a supervisor and decided on improvement/ changes
Setting realistic goals for success	Listened to a talk/ discussion on company opportunities and related it to my own interests and career plans
Reviewing progress and acting upon the outcomes	Plan a presentation about the company or a product and decide how to communicate it effectively to the audience
	Created a display/information booklet which helped others
Examples of how I used this skill	
Team Work	Evidence of using this skill
Working	Attending a project, meeting or team briefing
Taking responsibility for your own part	Interacting with staff by performing basic tasks e.g. distribution of post
Listening and taking account of others point of view	Cooperating with staff on a specific task towards a common goal with a problem
Working together to resolve issues	Showing fairness and consideration to staff/members/customers
	Managing discussions to achieve results and reach agreements
Evidence of how I used this skill	

PERSONAL, LEARNING AND THINKING SKILLS

Activity Record Sheet

Use the following page to write notes about what you have done. (This can be photocopied as many times as you require)

Self-Manager	Evidence of using this skill
Taking personal responsibility for organising yourself	Planning work carefully
Using your initiative, creativity and enterprise to learn and improve	Organising time and resources
Responding positively to change	Working towards a goal
Coping with new challenges and opportunities	Meeting deadlines
	Following instructions
	Prioritising work
	Following induction instructions
	Asking for help and guidance
	Sticking with tasks in difficult Situations
	Taking on responsibility
Examples of how I used this skill	
Effective Participator	Evidence of using this skill
Active in involving yourself with issues around you	Help promote the company at an event
Playing a full part in work, and community life	Help with social event/fundraiser
Helping to improve things for others as well as yourself	Have a discussion about issues that affect staff and suggest areas for improvement
Evidence of how I used this skill	

Activity Record Sheet

Describe the situation

Date _____

Describe what you did

Describe what you have learned from this experience/activity

Further Notes

Counter Signed (by supervisor) Date

Supervisory Record/Testimony

During the work experience/placement ask your supervisor to observe you undertaking different tasks and activities.

The supervisor may use the guidance notes below in order to verify and record that you have achieved a competent level in order to carry out the task and/or activity.

Student Name			
Activity Undertaken (please provide a brief description)			
I confirm that I have seen (students name)..... complete this activity to a competent level.			
Signed		Date	
Position:			

Student Name			
Activity Undertaken (please provide a brief description)			
I confirm that I have seen (students name)..... complete this activity to a competent level.			
Signed		Date	
Position:			

Identify personal, learning and thinking skills required in the placement

(Before going on work experience please complete the table and then go through this table with your supervisor at the end of your placement)

	Before w/exp		After w/exp		Evidence
	Yes	No	Yes	No	
Personal Skills					
Do you present a positive personal image? In other words are you confident and do you dress smartly					
Are you responsible?					
Are you adaptable?					
Are you cooperative?					
Do you use your initiative?					
Do you have organisational skills?					
Are you motivated?					
IT skills					
Do you use a database?					
Do you use spreadsheets?					
Do you use internet and email?					
What other programmes can you use?					
Communication Skills					
Are you enthusiastic?					
Are you disciplined, on time?					
Are you a problem solver?					
Are you a team player?					
Do you have good listening skills?					
Can you analyse information?					
Do you understand tasks set?					
Do you keep calm in difficult situations?					
Do you use your initiative?					
Are you flexible?					
Do you work well unsupervised?					
Did you make the most of this placement?					