

Employability Skills Check

Before starting your unit activities, complete the checklist below. Think about the knowledge and skills described. Try to be as honest as possible when ticking the boxes to show your strengths and the areas you need to improve.

How good are you at...?	Brilliant ✓	Good ✓	OK ✓	Poor ✓
Planning your own learning				
Recognising the skills and qualities needed for success at work				
Being clear about which skills you need to develop and improve				
Timekeeping and attendance				
Dressing and behaving appropriately in different situations				
Understanding the importance of health and safety in the workplace				
Producing high-quality work on time				
Communicating clearly with others in ways that suit the situation				
Working successfully with others				
Knowing what is good customer care and poor customer care				
Making use of help and support when working with others				
Identifying suitable job opportunities for you				
Getting information about job options				
Writing CVs, letters and job applications				
Presenting yourself effectively at interviews				
Understanding your rights and responsibilities				
Taking appropriate and prompt action when faced with a problem				
Using simple calculations to tackle practical number problems				

Student signature: Date:

You may have ticked mostly 'Good' or 'Brilliant' – in which case, well done!

You may have ticked mostly 'OK' or 'Poor' – in which case, you can get better!

Whatever your results, you should keep them in mind when planning and working through your units to achieve your chosen Employability Qualification.

Good luck!

Employability Skills Review

Now that you have finished your unit activities, complete the checklist below. Think about the knowledge and skills that you have gained or improved since you started. Try to be as honest as possible and tick the boxes to show your strengths and the areas where you need to improve. Compare them to the results you ticked before you started. You should include your comments about your changes in your Personal Summary.

How good are you at...?	Brilliant ✓	Good ✓	OK ✓	Poor ✓
Planning your own learning				
Recognising the skills and qualities needed for success at work				
Being clear about which skills you need to develop and improve				
Meeting timekeeping and attendance requirements				
Dressing and behaving appropriately at work				
Understanding the importance of health and safety in the workplace				
Producing high-quality work on time				
Communicating clearly with others in ways that suit the situation				
Working successfully with others				
Knowing what is good customer care and poor customer care				
Making use of help and support when working with others				
Identifying suitable job opportunities for you				
Getting information about job options				
Writing CVs, letters and job applications				
Presenting yourself effectively at interviews				
Understanding your rights and responsibilities				
Taking appropriate and prompt action when faced with a problem				
Using simple calculations to tackle practical number problems				

Student signature: Date:

Well Done!

Whatever your results, you should feel positive about your improvements and keep working to make more progress.