**TRAINING SESSIONS**

**SESSION 1 - ASSESSING MY SKILLS FOR WORK**

|  |  |  |
| --- | --- | --- |
| **Task no** | **Assessment criteria** | **Guidance** |
| 1a | 1.1 Identify actions which may lead to success in work | Candidates must give **three** examples of actions that may lead to success in work. A range of possible actions may be provided for the candidate to select the most appropriate. Correct answers for the Senior Pass evidence booklet are: I help my colleagues; I hit my sales targets; I always achieve my goals for example |
| 1b | 1.2 State the skills needed for success in different workplace activities | Candidates must identify **two** different workplaces and **one** activity for each workplace. Activities provided must be different. For each activity, candidates must identify **one** skill and indicate why the skill is needed. Short phrases are required. |
| 1.3 Identify the personal attributes needed for success in different workplace activities | Candidates must identify **two** different workplaces and **one** activity for each workplace. Activities provided must be different. For each activity, candidates must identify **one** personal and indicate why the attribute is needed. Short phrases are required. |
| 2a/2b | 2.1 Identify own skills      personal attributes | Candidates must identify **two** skills and **two** personal attributes which they possess. Senior Pass Advisors should refer to the Employability Skills resources on skills and attributes. |
| 2.2 Assess current level of own skills and personal attributes, to include own assessment      confirmation of own assessment by Senior Pass Advisor or Peer or local agency | Candidates must indicate their current level of competence in their chosen skills and attributes. This could be shown by using a written description (Very good/Good/Poor) or a numerical grading (1-5). Candidates should ask **two** different people (tutors, friend, family member) to confirm their assessments in. Peer assessment is acceptable.  Example: *attribute: punctuality, very good; comment from tutor: John has never been late for his classes*) |

|  |  |  |
| --- | --- | --- |
| **Task no** | **Assessment criteria** | **Guidance** |
| 3 | 3.1 Identify a specific job of personal interest | Candidates must identify **one** job that they would like to be employed in, eg a bricklayer rather than the sector (construction) or building site (location). |
| 3.2 Identify skills to be developed for a specific job | Candidates must identify **two** skills that need to be developed for the job they wish to apply for.  These skills could link to job specification but ideally should not be those assessed as Very Good. Candidates must indicate why the chosen skills need to be developed **for the job**. Short phrases are required. |
| 3.3 Identify personal attributes to be developed for a specific job | Candidates must identify **two** personal attributes that need to be developed for the job opportunities they are seeking. These personal attributes could link to but ideally should not be those assessed as Very Good. Candidates must indicate why the chosen attributes need to be developed **for the job**. Short phrases are required. |
| 4a | 4.1 Produce an action plan to develop skills for a specific job, to include a start date skills to be developed ways to develop the skills who can help with the          development target dates | Candidates must produce an action plan to develop the skills identified in 3.2. This must relate to the job identified in AC3.1. The action plan must include all bulleted items in the assessment criteria. The start date of the plan must be prior to the sign-off date of the unit. The target date could be in the future. Dates must be expressed as month and year. |
| 4b | 4.2 Produce an action plan to develop personal attributes for a specific job, to include a start date      personal attributes to be  developed  ways to develop the personal    attributes  who can help with the    development target dates | Candidates must produce an action plan to develop the personal attributes identified in 3.3. This must relate to the job identified in 3.1. The action plan must include all bulleted items in the assessment criteria. The start date of the plan must be prior to the sign-off date of the unit. The target date could be in the future. Dates must be expressed as month and year. |