Personal, Learning and Thinking Skills Workbook

(Skills to make you effective at work)

Introduction

As part of your apprenticeship it is necessary for you to show evidence that you have demonstrated skills for being effective at work. Asset Skills has shown that these skills are already a part of your apprenticeship programme, so you will automatically demonstrate these skills. However, in order that you understand how you achieved these it is essential you understand what the skills are and where you demonstrated them. These skills will enable you to operate as a confident and capable individual at work and in life generally. Please note that throughout your career you will constantly develop and refine these important skills.

How to use this workbook

Please read the definitions of the skills and describe an activity where you have demonstrated the skills. Your assessor, or line manager, will discuss your answers with you and will record where in your portfolio of work, or in your apprenticeship, the evidence has been generated. This work should be inserted in your portfolio of work for quality assurance purposes.

The six skills are:

1. Independent enquirers
2. Creative thinkers
3. Reflective learners
4. Team Workers
5. Self-managers
6. Effective participators

Independent enquirers

This is about processing and evaluating information, planning what to do and how to go about it. It is about making decisions and recognising that others have different beliefs and attitudes. You will demonstrate the following:

- Identify questions to answer and problems to resolve
- Plan and carry out research, appreciating the consequences of decisions
- Explore issues, events or problems from different perspectives
- Analyse and evaluate information, judging its relevance and value
- Consider the influence of circumstances, beliefs and feelings on decisions and events
- Support conclusions, using reasoned arguments and evidence.

Describe an activity, or activities, where you have demonstrated the above:

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Assessor comments and location of evidence i.e. a/c reference, assignment ref, unit number

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Creative thinkers

This is about generating and exploring ideas, trying different ways to tackle a problem and working with others to find imaginative solutions. You will demonstrate the following:

- Generate ideas and explore possibilities
- Ask questions to extend own thinking
- Connect own and others' ideas and experiences in inventive ways
- Question own and others' assumptions
- Try out alternatives or new solutions and follow ideas through
- Adapt ideas as circumstances change

Describe an activity, or activities, where you have demonstrated the above:

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Assessor comments and location of evidence: i.e. a/c reference, assignment ref, unit number

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Reflective learners

This is about evaluating your strengths and limitations, setting realistic goals with criteria for success. It also involves monitoring own performance and progress, inviting feedback from others and making changes to further own learning. You will demonstrate the following:

- Assess own performance, identifying opportunities and achievements
- Set goals with success criteria for their development and work
- Review progress, acting on outcomes
- Invite feedback and deal positively with praise, setbacks and criticism
- Evaluate experience and learning to inform future progress
- Communicate your learning in relevant ways for different audiences

Describe an activity, or activities, where you have demonstrated the above:

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Team workers

This is about working confidently with others, adapting to different situations and taking responsibility for own role. It is about listening and taking account of different views, forming collaborative relationships and resolving issues to agreed outcomes. You will demonstrate the following:

- Collaborate with others to work towards common goals
- Reach agreements, managing discussions to achieve results
- Adapt behaviour to suit different roles and situations
- Show fairness and consideration to others
- Take responsibility, showing confidence in self and in own contribution
- Provide constructive support and feedback to others

Describe an activity, or activities, where you have demonstrated the above:

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Assessor comments and location of evidence: i.e. a/c reference, assignment ref, unit number

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Self-managers

This is about organising yourself, showing personal responsibility, initiative and enterprise with a commitment to learning and self-improvement. It also involves embracing change, responding positively to new priorities, coping with challenges and looking for opportunities. You will demonstrate the following:

- Seek out challenges or new responsibilities and show flexibility when priorities change
- Work towards goals, showing initiative, commitment and perseverance
- Organise time and resources, prioritising actions
- Anticipate, take and manage risks
- Deal with competing pressures, including personal and work-related demands
- Respond positively to change, seeking advice and support when needed
- Manage your emotions, and build and maintain relationships

Describe an activity, or activities, where you have demonstrated the above:

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Assessor comments and location of evidence: i.e. a/c reference, assignment ref, unit number

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Effective participators

This is about engaging with issues that affect you and those around you and playing a full part in the workplace or wider community, by taking responsible action in order to bring improvements for others as well as yourself. You will demonstrate the following:

- Discuss issues of concern, seeking resolution where needed
- Present a persuasive case for action
- Propose practical ways forward, breaking these down into manageable steps
- Identify improvements that would benefit others as well as self
- Influence others, negotiating and balancing diverse views to reach workable solutions
- Act as an advocate for views and beliefs that may differ from own

Describe an activity, or activities, where you have demonstrated the above:

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Assessor comments and location of evidence: i.e. a/c reference, assignment ref, unit number

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Sign off sheet for Personal, Learning & Thinking Skills

Assessor Name:.....

Assessor signature: .....

Date:.....

Learner Name:.....

Learner Signature:.....

Date:.....

Please insert this workbook in your portfolio for quality assurance purposes.