



# Initial Assessment Tools for Traineeships

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## ▼ Toolkit 2 of 3

For use by training provider staff who are delivering, or planning to deliver Traineeships









July 2014

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## How to use this toolkit

### Activity and tool key

	- Title of activity or tool	Time to complete
	- The website for the tool	
	- Quick summary of the activity or tool	Ease of use
	- Resources needed for activity (group activity only)	
	- What you get at the end	Optimum group size
		

# Introduction

This toolkit is a product of the Traineeship Staff Support Programme 2014. The Traineeship Staff Support Programme is commissioned and funded by The Education and Training Foundation and managed by the Association of Employment and Learning Providers (AELP)

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## Background to the toolkits

The purpose of the toolkits are to identify the very latest best practice from the sector through tried and tested ideas and approaches in an easy to access, useful way.

The style of these toolkits is interactive, including a range of sample templates, forms, case studies, readiness checklists and briefing notes.

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## Project partners

This toolkit has been designed by KEITS Training Services Ltd in partnership with the following organisations:

- Bedfordshire & Hertfordshire Provider Network
- Develop EBP
- Hertfordshire County Council
- HIT Training
- Jobcentre Plus
- Luton Borough Council
- North Hertfordshire College
- Oaklands College
- SSG Training

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## Toolkit series

This project has seen the creation of three individual toolkits:

1. Effective Employer Engagement in Traineeships
2. Initial Assessment tools for Traineeships
3. Supporting Trainees with Additional Needs

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## Who should use these toolkits?

The toolkits have been designed by providers, for providers.

You can dip in and out of the different sections as you wish.

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## More information

For more information about this project please contact Rebecca Diamond, Director, KEITS Training Services Ltd: [rebecca@keits.co.uk](mailto:rebecca@keits.co.uk)

# Career exploration

This section includes a range of free tools and activities that explore an individual's career aspirations and help to decide the kind of career that they might consider. These resources have been put together to support providers in the FE sector to access free tools. We are not responsible for the content of any of these websites.

## Career Quizzes

**www** [careerplanning.about.com/library/quiz/career\\_quizzes/blchef\\_quiz.htm](http://careerplanning.about.com/library/quiz/career_quizzes/blchef_quiz.htm)



The individual may have a career in mind but might not be sure if it will be a good fit for them. The individual will be asked approximately 15 questions about their personal characteristics, likes and dislikes, abilities and educational goals.



General questions, not many vocation specific areas.  
Sign posted to facts and reading for the vocational area.

Complete  
in



Easy to  
use



## Which career is right for you?

**www** [quizrocket.com/career-quiz](http://quizrocket.com/career-quiz)



Looking for a new career? Want to test if your current career is right for you? Find out which career is right for you with our free career quiz. Test your career IQ and discover the right career for your personality with our free career quiz.



Test to help identify career. Basic questions with cartoons at the top of the page. Very short feedback and signposted to additional reading.

Complete  
in



Easy to  
use



## Career Inventory Test

**www** [similarminds.com/career.html](http://similarminds.com/career.html)



This test gives you a list of 30 statements for which you must indicate how strongly you agree or disagree with each one.



Based on the results, you are identified as a certain type of person and given a list of possible suitable professions.

Complete  
in



Easy to  
use



### Fast Tomato

**www** [fasttomato.com](http://fasttomato.com)



Fast Tomato is a careers education and guidance system, designed for individuals aged 12 years and upwards who are considering their future career and study options. Free Trial Licenses are available for a limited period.



Detailed reports including graphs and guidance of possible careers. Further questionnaire to help signpost.

Complete  
in



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use



### The Buzz Quiz

**www** [icould.com/buzz/?gclid=CJb7x7HZg78CFSvjwgodomkAMA](http://icould.com/buzz/?gclid=CJb7x7HZg78CFSvjwgodomkAMA)



A short four part quiz that asks a series of questions based on Carl Jung and Myers-Briggs personality profiling tool resulting in one of 16 personality types (in this quiz they are animals).



Short analysis of responses including strengths, famous people with similar profiles, how to reduce stress, preferred roles, leadership style and a motto.

Complete  
in



Easy to  
use



### Psychometric Careers Test

**www** [bbc.co.uk/science/humanbody/mind/surveys/careers/](http://bbc.co.uk/science/humanbody/mind/surveys/careers/)



Find out which careers are best suited to you. The test has seven questions to complete. It was developed by psychometric specialist Neil Scott of Cassin-Scott Associates.



Details about your results are given. Signposts to further tests on other websites.

Complete  
in



Easy to  
use



### Find your ideal career path

**www** [kidzworld.com/quiz/quiz-find-your-ideal-career-path](http://kidzworld.com/quiz/quiz-find-your-ideal-career-path)

[hudy/mi](http://hudy/mi)



A test consisting of 10 simple multiple choice questions such as 'What's your favourite TV show' and 'Who is your idol'.



You are told what kind of person you are and then given a list of suggested careers that fit your personality type.

Complete  
in



Easy to  
use



# Work-readiness

This section includes tools that identify an individual's readiness for work by looking at their self-development needs and positive attributes. These resources have been put together to support providers in the FE sector to access free tools. We are not responsible for the content of any of these websites.

## How good are your leadership skills?

**www** [mindtools.com/pages/article/newLDR\\_50.htm](http://mindtools.com/pages/article/newLDR_50.htm)



Find out how good your leadership skills are. Identify where you already lead effectively, and explore where your skills need further development. There are 18 questions to complete.



Short paragraphs on your results.  
Signposts to further tests and opportunity to sign up to newsletter.

Complete  
in



Easy to  
use



## Self motivation

**www** [mindtools.com/pages/article/newLDR\\_57.htm](http://mindtools.com/pages/article/newLDR_57.htm)



Are you motivated to achieve what you really want in life? And how hard do you push yourself to get things done? Completing this short quiz of 12 questions helps you to identify your level of motivation.



12 questions focussed around an individual's motivation. Totals up the score so the individual can refer to a grid showing their level of motivation.

Complete  
in



Easy to  
use



## How good is your time management?

**www** [mindtools.com/pages/article/newHTE\\_88.htm](http://mindtools.com/pages/article/newHTE_88.htm)



How often do you find yourself running out of time? Weekly, daily, hourly? For many people, it seems that there's just never enough time in the day to get everything done. 15 questions to complete.



Short paragraphs on your results.  
Signposts to further tests and opportunity to sign up to newsletter.

Complete  
in



Easy to  
use



## ► Motivation Test

**www** [learnmyself.com](https://learnmyself.com) (please select Motivation test from menu)



Understanding your underlying motivations can have a bigger impact on your life than providing a decent answer to a cliché interview question. There are 24 very simple questions to complete.



Three short reports comparing you to “average”. Further tests are signposted that may be of interest to you.

Complete  
in



Easy to  
use



## ► Life Goals Test

**www** [learnmyself.com](https://learnmyself.com) (please select Life Goals test from menu)



Developed by a psychologist to be the most eerily accurate personality quiz. See your personality type, celebs with a similar personality and how many people are just like you!



Reports that compare you to others with bar charts to show results. Further tests are signposted that may be of interest to you.

Complete  
in



Easy to  
use



## ► Self Control

**www** [bbc.co.uk/science/humanbody/mind/surveys/selfcontrol/index.shtml](https://bbc.co.uk/science/humanbody/mind/surveys/selfcontrol/index.shtml)



This questionnaire is designed to measure how much of a perfectionist you are and is based on a psychology test. There are 11 questions to complete.



Details about your results are given. Signposts to further tests on other websites.

Complete  
in



Easy to  
use



## ► Discover your strengths & weaknesses

**www** [richardstep.com/richardstep-strengths-weaknesses-aptitude-test/](https://richardstep.com/richardstep-strengths-weaknesses-aptitude-test/)



The RichardStep Strengths and Weaknesses Aptitude Test (RSWAT) is a tool to help you get a better look at who you really are and how much you could grow. There are 84 questions to complete.



Your top 5 strengths are explained in detail. Following the test you are then eligible to take the next course for free.

Complete  
in



Easy to  
use



# English and Maths

The tools included within this section support an individual to ascertain their levels of English and Maths. These resources have been put together to support providers in the FE sector to access free tools. We are not responsible for the content of any of these websites.

## Key Skills Trainer

**www** [keyskillstrainer.excellencegateway.org.uk](http://keyskillstrainer.excellencegateway.org.uk) (do not type www. in url address)



Use the skills check and learn to brush up on your key skills. The Symtel game is for you to test your knowledge of communication and application of number.



Skills checker helps to check your knowledge and get a progress map as a result. Create a free account so that results can be saved.

Complete in



Quite easy to use



## Test your skills - Move on

**www** [move-on.org.uk/testyourskills.asp](http://move-on.org.uk/testyourskills.asp)



Mini numeracy and literacy tests to help identify what learning level you are currently working at. There are 12 multiple choice questions to complete in each mini test.



Guidance on what level you are working at or towards is given. Signposting to test centres, resources and other assessment and practice tests for key skills given.

Complete in



Easy to use



## Diagnostic Assessments

**www** [rwp.excellencegateway.org.uk/diagnostic%20assessment/](http://rwp.excellencegateway.org.uk/diagnostic%20assessment/) (do not include www.)



This set of diagnostic assessment materials for literacy, language and numeracy (Entry 1 to Level 2) was a national development in 2002. Included are materials for assessing individuals on the pre-entry curriculum framework (milestones 4-8) and materials for assessing the need for support for Dyslexia.



Paper based downloadable assessments available for both numeracy and literacy Entry 1 upwards.

Complete in



Easy to use





## ▮ Sentence structure

**www** [bbc.co.uk/skillswise/topic/sentence-structure](http://bbc.co.uk/skillswise/topic/sentence-structure)



A quick quiz about sentence structure where the individual can select between Entry 1 & 2, Entry 3 or Level 1. The quiz can be taken online or the questions can be downloaded and used as a hard copy.



Can view results instantly, download a certificate of completion and try a harder level if you score a certain level. Factsheets and worksheets for download.

Complete  
in



Easy to  
use



## ▮ Money

**www** [bbc.co.uk/skillswise/topic/money](http://bbc.co.uk/skillswise/topic/money)



A quick quiz about money where the individual can select between Entry 1 & 2, Entry 3 or Level 1. The quiz can be taken online or the questions can be downloaded and used as a hard copy.



Can view results instantly, download a certificate of completion and try a harder level if you score a certain level. Factsheets and worksheets for download.

Complete  
in



Easy to  
use



## ▮ Time and date

**www** [bbc.co.uk/skillswise/topic/time-and-date](http://bbc.co.uk/skillswise/topic/time-and-date)



A quick quiz about time and date where the individual can select between Entry 1 & 2, Entry 3 or Level 1. The quiz can be taken online or the questions can be downloaded and used as a hard copy.



Can view results instantly, download a certificate of completion and try a harder level if you score a certain level. Factsheets and worksheets for download.

Complete  
in



Easy to  
use



## ▮ Sequencing (logical reasoning)

**www** [kent.ac.uk/careers/tests/sequences.htm](http://kent.ac.uk/careers/tests/sequences.htm)



This timed test involves letter sequences and tests your ability to think logically and analytically. The test has 27 questions and you will have 12 minutes to complete them.



At the end of the test you will be given a score which compares to Kent graduates (above average, average or below the typical score of Kent graduates)

Complete  
in



Easy to  
use



# ICT

These tools look at an individual's ICT skills using a variety of different software packages and more general computing and typing skills. These resources have been put together to support providers in the FE sector to access free tools. We are not responsible for the content of any of these websites.

## Find out your typing accuracy and speed (words per minute)

**www** [typingtest.com](http://typingtest.com)



Find out how fast you can type. By taking this 1 minute test you can find out your words per minute (WPM) and accuracy. You can choose different text resources to work from and do the test in multiple languages.



Details of how your typing speed compares to the average.  
No further signposting given.

Complete  
in



Quite easy  
to use



## How good are your general computing skills?

**www** [skills-assessment.net/test-computer-skills.htm](http://skills-assessment.net/test-computer-skills.htm)



Basic computer skills test that helps you assess your current skills level and identifies your computing training needs. There are 20 multiple choice questions to complete with a maximum time limit of 20 minutes.



Graphs of how you compare.  
No further signposting given.

Complete  
in



Easy to  
use



## How good are your Word 2007 skills?

**www** [skills-assessment.net/test-word-skills.htm](http://skills-assessment.net/test-word-skills.htm)



Basic Word 2007 skills test that helps you assess your current skills and identifies your Word training needs. There are 20 multiple choice questions to complete with a maximum time limit of 20 minutes.



Short report and graph to show how you compare.  
No further signposting given.

Complete  
in



Easy to  
use



## 10 Key Test – Numerical data entry test

**www** [gonnatype.com/10-key-test/](http://gonnatype.com/10-key-test/)



This test includes 10 short data entry tasks based around the number keys on your keyboard / device to test your ability to enter numerical data quickly and accurately.



Summary of how many keystrokes you used, the time it took, how many keystrokes per hours you would average and a % accuracy score

Complete  
in



Easy to  
use



## Self-assessment of ICT functional skills

**www** [archive.excellencegateway.org.uk/pdf/fsfa.s2.m8.Activity%20Sheet%203.pdf](http://archive.excellencegateway.org.uk/pdf/fsfa.s2.m8.Activity%20Sheet%203.pdf)



3 printable self-assessment worksheets for individuals to complete that summarises their ICT skills at either Entry 3, Level 1 or Level 2. Tasks such as 'Start and shut down an ICT system' are assessed against a grid.



No further signposting is provided. This would be for the tutor to support the individual in the tasks that they are less familiar/confident with.

Complete  
in



Easy to  
use



## Password Strength Checker

**www** [passwordmeter.com/](http://passwordmeter.com/)



This application is designed to assess the strength of your password combinations.



Visual feedback provides the individual with a means to improve the strength of their passwords, breaking the typical bad habits of faulty password formulation.

Complete  
in



Easy to  
use



## Scavenger Hunt: "Computers" Worksheet

**www** [educationworld.com/a\\_lesson/hunt/hunt002.shtml](http://educationworld.com/a_lesson/hunt/hunt002.shtml)



Visit the website to download a short six question worksheet about 'How Computers Work'. You will be directed to a website to find the answer to questions like 'What does DOS stand for?'



An answer sheet is provided for you so you can mark your worksheet.

Complete  
in



Quite easy  
to use



# Learning styles and memory tests

This section includes a range of tools that support an individual to explore their individual learning style. These resources have been put together to support providers in the FE sector to access free tools. We are not responsible for the content of any of these websites.

## What's your brain grade?

**www** [learning-styles-online.com/inventory/](http://learning-styles-online.com/inventory/)



The learning styles inventory provides you with a guide to your own personal learning styles. By asking a series of questions and then scoring the results, it will illustrate your dominant and secondary learning styles.



A visual learning styles map is created for the individual based on the answers given. No further signposting given.

Complete  
in



Easy to  
use



## Discover your preferred learning style

**www** [brainboxx.co.uk/a3\\_aspects/pages/vak\\_quest.htm](http://brainboxx.co.uk/a3_aspects/pages/vak_quest.htm)



This questionnaire will help you discover what kind of individual you are. There are 18 multiple choice questions to complete. At the end of the questionnaire you can add up your score to see what your most common learning style is.



Further details given about the different types of learning styles and how to make the most of your particular learning style.

Complete  
in



Easy to  
use



## How do I learn best?

**www** [vark-learn.com](http://vark-learn.com)



This questionnaire helps you discover what your learning style is. There are 16 multiple choices questions to complete. You can choose more than one answer or leave blank a question that does not apply to you.



The results show your overall learning style and breaks down your answers. Helpsheets for study strategies that apply to your learning preferences.

Complete  
in



Easy to  
use



### What is your learning style?

**www** [edutopia.org/multiple-intelligences-learning-styles-quiz](http://edutopia.org/multiple-intelligences-learning-styles-quiz)



A short questionnaire that will give you an instant report displayed as a bar chart with percentages against various learning styles. There are 24 questions to complete.



Individual can access more information about what each learning style means through website.

Complete  
in



Easy to  
use



### Find out your learning style

**www** [educationplanner.org/students/self-assessments/learning-styles-quiz.shtml](http://educationplanner.org/students/self-assessments/learning-styles-quiz.shtml)



You will complete 20 multiple choice questions about different situations and identify which response is most like you.



A % breakdown against Auditory, Visual and Tactile and a detailed description of your strongest learning style are given. Other learning styles are referenced.

Complete  
in



Easy to  
use



### Name that name

**www** [bbc.co.uk/scotland/brainsmart/games/faces/](http://bbc.co.uk/scotland/brainsmart/games/faces/)



In this game, you'll be shown a series of named portraits and then tested on how many of them you can name. Select from three levels (easy = five faces, medium = 10 faces or hard = 20 faces).



You are given a score and encouraged to look at ways that you can increase your memory and improve your score.

Complete  
in



Easy to  
use



### Name that number

**www** [bbc.co.uk/scotland/brainsmart/games/numbers/](http://bbc.co.uk/scotland/brainsmart/games/numbers/)



In this game, you'll be shown pictures, each with a unique number. Memorise which picture goes with which number - because after you'll be shown the pictures one by one, out of order. Select from three levels easy / medium / hard.



You are given a score and encouraged to look at ways that you can increase your memory and improve your score

Complete  
in



Easy to  
use



# Free writing

A hand written piece of writing by an individual can often tell you a lot about their likely development needs. Although screening and diagnostic tests can give you an approximate attainment level and identify certain skills that need improving, a complete piece of writing can give you an equally useful insight.

## Free writing activity

- Decide on the topic
- Introduce the activity to the individual
- Allow plenty of time for the activity to be completed  
We have suggested 45 minutes, but it will depend on the individual
- Look at what they have written
- Identify strengths and weaknesses
- Give feedback to the individual

Complete  
in



Easy to  
do



Below is an example of a free writing activity that one Traineeship provider used for a Hospitality themed Traineeship programme:

*Please use the space below to answer **ONE** of the following questions. Use your creativity and let us know as much as you can about the question.*

*Please write about **ONE** of the following questions:*

1. What is the best meal you have ever eaten and why?
2. What is your current career aspiration and why?
3. Who is your favourite celebrity chef and why?
4. When have you succeeded working in a team, why was this such an achievement and how did you feel about it?
5. What is your favourite recipe and why is it so special to you?

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## Analysing the writing

The following checklist is based on the toolkit contained within the '[Initial Assessment Toolkit for key skills and Skills for Life](#)' published and written in 2007

It may be helpful to use the literacy model in the core curriculum as a basis for analysis which identifies three dimensions to writing:

**Text focus** – logical sequencing, style, suitability for audience, overall meaning

**Sentence focus** – use of complete sentences, correct grammar, punctuation

**Word focus** – Spelling, appropriate vocabulary

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## Free writing analysis checklist

### Text focus

- ☐ Does the style fit the purpose?
- ☐ Is the language appropriate for the audience?
- ☐ Are the overall format and layout right?
- ☐ Are ideas in a logical sequence?
- ☐ Is the amount of detail or information about right?
- ☐ Are paragraphs used?
- ☐ Are paragraphs used correctly?

### Sentence focus

- ☐ Is it written in complete sentences?
- ☐ Are any complex sentences used (i.e. are two ideas joined together with a conjunction such as 'and' or 'but')?
- ☐ Do sentences begin with a capital letter and end with a full stop?
- ☐ Are verbs in the correct tense?
- ☐ Is there subject–verb agreement?
- ☐ Are pronouns used correctly?

### What punctuation is used:

- ☐ comma?
- ☐ apostrophe?
- ☐ question mark?
- ☐ exclamation mark?
- ☐ speech marks?
- ☐ Is punctuation used correctly?

### Word focus

- ☐ Are simple words (e.g. phonetic ones such as can, end) spelt correctly?
- ☐ Are common words (e.g. are, go, about) spelt correctly?
- ☐ Are suffixes correct?
- ☐ Are double letters used correctly?
- ☐ Are vowel combinations correct?
- ☐ Are technical terms or unusual words included?
- ☐ Are technical terms/unusual words spelt correctly?
- ☐ Are any words of more than two syllables included? (Note how many.)
- ☐ Are words of more than two syllables spelt correctly?
- ☐ Is the writing legible?

# Group activity

These group activities have been collated as they can provide a useful insight into an individual's abilities and areas for development when interacting with a group. They are designed to be used with the Observers checklist (see page 20) as part of the initial assessment process.

## Two truths and a lie



Tell the group that each person will introduce him- or herself by stating two truths about their life and one lie. The rest of the participants will guess which statement is the lie.



None



This will demonstrate self-awareness and confidence.

Complete  
in



Group  
size



## People Bingo



Give each participant a bingo card and a pen. Explain that the group has 30 minutes to mingle, introduce themselves, and find people who match the traits on the card. They must put the person's name in the corresponding box or have the person sign the appropriate square. The first person to fill five boxes across or down yells BINGO! and the game is over. Ask participants to introduce themselves and share one interesting trait they learned about someone else.



Bingo cards.

If you know your participants, make a list of 25 interesting traits that describe different aspects of them, things like, "plays the bongos" "once lived in Sweden". If you don't know your participants, make a list of more general traits like "drinks tea instead of coffee" "has two cats,". You can make these easy or difficult depending on how much time you want the game to take.



This will demonstrate confidence to speak to new people and listening skills.

Complete  
in



Group  
size





## ▼ Spare Chair



The group to all sit in a circle on a chair, the circle should be as tight as possible. Identify one member of the group to leave their chair and stand in the middle. The people sitting down must if a spare chair is next to them move left into it. The person in the middle needs to try to sit back down on a chair. If the person in the middle does the person that should have moved left is in the middle. This repeats.



Chairs



This will show team working skills, logic (which space is next) and attitude when exposed (in the middle).

Complete  
in



Group  
size



## ▼ Paper Tower



Split the participants into small groups, give them all an amount of scrap paper and one role of tape. Participants must build the largest free standing tower they can.



Scrap paper, Tape, Scissors (optional)



This will test team working skills.

Complete  
in



Group  
size



## ▼ Accentuate the Positive



Individuals work in pairs to discuss what they feel are their two physical attributes, two personality qualities and one talent or skill. This is then fed back to the group.



None



This will demonstrate self-confidence and areas for development.

Complete  
in



Group  
size



# Group activity

These group activities have been collated as they can provide a useful insight into an individual's abilities and areas for development when interacting with a group. They are designed to be used with the Observers checklist (see page 20) as part of the initial assessment process.

## Following instructions



Individuals are given a list of 15 to 20 questions, and are told to read through all of the questions first and are given a set time to complete the activity. Individuals who do as instructed, only have to answer one or two questions, where others will answer all of them.



Question sheet



This will demonstrate attention to detail and ability to follow instructions.

Complete  
in



Group  
size



## Desert Island



Scenario given that the individuals are going to be stranded on a desert island. They can only have a select number of people to stay with them to help them to survive until help comes. From the group, they must select who will stay, and who must leave.



None



This will test problem solving skills and perceptions along with listening and negotiation skills.

Complete  
in



Group  
size



## Design a product



Individuals work as a team to come up with an idea, prototype and sales pitch for a particular product or service relevant to the programme.



Paper and pens



This will show how individuals work as a group and their creativity.

Complete  
in



Group  
size



## Communication lines



Put the participants in groups of four, one draws a picture at one end of the room, a bit of Chinese whispers takes place and the final participants draws an image which should replicate the original drawing. If this can be done in a large space it will mean participants will have to move to communicate and exchange information.



Paper and pens



This demonstrates communication skills, receiving and responding to instructions.

Complete  
in



Group  
size



## Make that shape



One team member views a shape or pattern you have made and describes it to the other team members who must then recreate it. Any items can be used to make the shape or pattern as long as you have enough of the same objects you used to make the original.



Two sets of objects to create the overall shape e.g. wooden blocks. One set to create the original reference shape and one set for the participants to recreate the original shape.



This demonstrates communication skills, receiving and responding to instructions.

Complete  
in



Group  
size



## Hopes and fears in a hat



Ask everyone to complete this sentence on a piece of paper (anonymously): "In this Traineeship, I am [most] afraid that..." Then ask everyone to complete this sentence on a piece of paper (anonymously): "In this Traineeship, I am looking forward to..." Collect the pieces of paper, mix them around, then invite each person to a piece of paper and read about someone's fear. No one is to comment on what the person says, just listen and move on to the next person.



A hat, paper and pens



This will identify some of the issues and barriers that the group may have. It also helps you to understand their expectations and 'hopes' from the programme.

Complete  
in



Group  
size



# Group activity

## Observers checklist

Name:		Date:		
Positive Behaviours	Rating scale & evidence			Negative Behaviours
	High ✓	Medium ✓	Low ✓	
<b>Leadership skills: Championing new and better ways of working</b>				
<ul style="list-style-type: none"> <li>Constantly seeks a better way of working</li> <li>Makes suggestions to streamline process</li> <li>Analyses task to identify most efficient and effective way to do things</li> <li>Comes up with many creative and practical ideas</li> </ul>	Evidence:			<ul style="list-style-type: none"> <li>Finds it difficult to think around the problem</li> <li>Offers a limited number / no different approaches or solutions</li> <li>Rushes in and does not discuss most efficient approaches</li> <li>Produces a limited number of ideas</li> </ul>
<b>Leadership skills: Leading and supporting change</b>				
<ul style="list-style-type: none"> <li>Is open to change and new ideas</li> <li>Is willing to try new approaches</li> <li>Speaks out when things are not ok</li> <li>Actively adapts to meet the needs of the challenge</li> <li>Takes a share of responsibility to implement changes</li> <li>Copes well with change, even when working under pressure</li> </ul>	Evidence:			<ul style="list-style-type: none"> <li>Resists change</li> <li>Plays it safe by taking a back seat</li> <li>Fails to participate</li> <li>Unable to adapt to meet the needs of the challenge</li> <li>Takes on little/none responsibility within the task</li> <li>Struggles to cope well when working under pressure</li> </ul>
<b>Communication skills: Working as a team</b>				
<ul style="list-style-type: none"> <li>Shows awareness of others objectives and takes these into account</li> <li>Demonstrates a willingness to take on tasks</li> <li>Shows an interest in others and treats them with respect</li> </ul>	Evidence:			<ul style="list-style-type: none"> <li>Shows no awareness of objectives of others in the team</li> <li>Is reluctant to work outside own area of knowledge or share thought process</li> <li>Shows no interest in others</li> </ul>

# Group activity

## Observers checklist

Name:		Date:		
Positive Behaviours	Rating scale & evidence			Negative Behaviours
	High ✓	Medium ✓	Low ✓	
<b>Communication skills: Building effective relationships</b>				
<ul style="list-style-type: none"> <li>Encourages participation and builds trust</li> <li>Seeks feedback on own impact and acts on it</li> <li>Shares knowledge and expertise with others</li> <li>Demonstrates active listening by summarising and reflecting back on others' thoughts and ideas, building on these</li> </ul>	Evidence:			<ul style="list-style-type: none"> <li>Lacks professionalism in dealing with others e.g. language, attitude</li> <li>Behaves inappropriately and is unaware of impact on others</li> <li>Does not listen to others or respect their views</li> <li>Dismisses or unfairly challenges the contributions of others</li> </ul>
<b>Personal effectiveness: Solving problems effectively</b>				
<ul style="list-style-type: none"> <li>Interprets and understands, considers information objectively</li> <li>Takes responsibility for own decisions and recognises when lack of a decision delays critical progress</li> <li>Is systematic in gathering all the relevant facts</li> </ul>	Evidence:			<ul style="list-style-type: none"> <li>Avoids taking ownership of outcomes</li> <li>Is reluctant to make decisions</li> <li>Allows others to make decisions on their behalf</li> <li>Fails to recognise what is important in a situation</li> </ul>
<b>Personal effectiveness: Following things through</b>				
<ul style="list-style-type: none"> <li>Learns from own mistakes and takes corrective action</li> <li>Makes appropriate time allowances for activities to be completed</li> <li>Persists in the pursuit of team objectives</li> <li>Ensures all objectives are completed</li> </ul>	Evidence:			<ul style="list-style-type: none"> <li>Repeats avoidable mistakes without learning</li> <li>Does not check work or progress</li> <li>Does not follow instructions fully</li> </ul>

# Discussion template

Name:			
Who do you live with?		<input type="checkbox"/> Parents <input type="checkbox"/> With friends <input type="checkbox"/> Carers	<input type="checkbox"/> Grandparents <input type="checkbox"/> Other (please state) <input type="checkbox"/> On own
Emergency contact details			
Name(s):  Emergency Contacts First Language:  Address:		What relationship are they to you?: <small>e.g. parent, grandparent, friend, other</small>  Telephone:  Mobile:  Email:	
Do you consider yourself to have a learning or physical disability or difficulty?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please give details:
Did you receive free school meals?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you receive any benefits? <input type="checkbox"/> Income Support <input type="checkbox"/> Employment Support Allowance <input type="checkbox"/> Job Seekers Allowance <input type="checkbox"/> Disability Living Allowance <input type="checkbox"/> Universal Credit
Is a Bursary required?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been in Care or are you a Care leaver? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you taking any medication or do you have any allergies?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Do you have any other health needs e.g. mental, emotional or physical?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Do you have any caring responsibilities?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
What is the most recent learning provider / school that you have attended? (Include start and end dates)		School / Provider Name: Address:	Start date: End date:
What did you study there?		Did you receive any support at school? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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