TRACKING PROGRESS
EMPLOYABILITY/ WORK PLACEMENT LEARNER SELF-ASSESSMENT TRACKER 1

HOW TO USE THIS RESOURCE

Tracking progress in work placement – Learner self-assessment 1.

Rationale/outline

The monitoring, review and intervention of learner progress on study programmes continues to be highlighted in Ofsted inspection reports as a concern, often preventing providers from being good or outstanding. This is a particular issue for providers of study programmes where they are unable to articulate the progress a learner is making in each element of their programme. This results in learners who are not clear on the progress they are making.

This resource has three parts:
- Part 1 Key employability skills checklist.
- Part 2 Enterprise skills checklist.
- Part 3 Action plan.

This resource aims to:
- Provide a useful tool for individual learners to continue to reflect on their own skill development and progress during the learner journey and after their work placement.
- Be an effective measure to track progress, continually set targets and review action plans for improved and successful learner progress to employability.

Suggestions on how to use this resource

Preparing learners for work placement and employability by completing the checklist at strategic points in the year can effectively track progress and can be used to:

- Promote discussion in tutorials on self-assessment techniques.
- Identify individual learner starting points and monitor progression.
- Set SMART targets linked to an action plan.
- Provide evidence of individual needs or interventions to support progress.
- Review and reflect skill development progress throughout the learner journey.

Additional activities can involve using the resource as a starting point with tutors and employers to identify strengths and areas for development to support progression. This resource works well with 'Creating a work placement logbook to support learner progress'.

Intended impact

This resource seeks to support providers and learners to improve the management of learner progress, and how this is articulated and evidenced when required. On completion of work placement as part of the study programme, a review of the checklist will identify:

- Individual learner progress and preparation for the world of work.
- Development of skills relating to chosen career interests.
- A measure of progress achieved by providing a clear record.

Tracking progress in Employability and Enterprise 1

To undertake an effective work placement, it is essential to be work ready. How do you know that you are? Using a checklist can help you to consider what you are good at and what you need to practice, both before and during the work placement.

Preparing for employment will outline what you want to achieve in developing your **key employability skills, communication, calculation and digital skills as well as enterprise skills.** To help you do this the following pages will look at what level of skills you have at present and which ones can be improved. This is a useful tool for you to reflect on your skills starting point and action points for progress towards employability. It is important to not just guess how good you are. Think about who has given you good feedback, or said you need to improve, like employers, peers, and tutors.

This resource consists of three parts:

-   Part 1 Key employability skills checklist.
-   Part 2 Enterprise skills checklist.
-   Part 3 Action plan.

Part 1: Key employability skills

Key employability skills are essential if you want to make the most of opportunities in your study programme and progress your career. Whatever industry you want to work in, employers are looking for key skills such as being able to:

-   Carry out basic calculations.
-   Use information technology.
-   Work with others.
-   Plan and organise.
-   Improve your own learning.
-   Use your own initiative.
-   Solve problems.
-   Make yourself understood when speaking and writing.

These skills are important to most aspects of adult life, and they are just as useful in further education. Your study programme and work experience will develop **key employability skills** that will help you at college and in your future.

The checklist on the next page outlines some tasks to show what you can do and what you need to practice. When researching your chosen career, you can add to this list with some of the key requirements from a particular job role to see how 'ready' you are.

KEY EMPLOYABILITY SKILLS CHECKLIST

Consider the skill tasks listed. Tick the number that shows your skill level for each skill task.
How did you choose that number? What evidence is supporting your judgment?

1 = I am not good or confident at this

5 = I am very good or confident at this

Employability skill	Skill tasks	1	2	3	4	5	Evidence
Communication	Talking to work colleagues.						
	Talking to supervisors/managers.						
	Talking to customers/clients.						
	Filling in forms or record sheets.						
	Writing letters.						
	Writing reports.						
	Using images (e.g. diagrams, pictures which help to explain any written material).						
	Understanding images (e.g. pictures, photographs).						
	Extracting and interpreting information from written material.						

Employability skill	Skill tasks	1	2	3	4	5	Evidence
Digital skills	Using a word processing package to write things.						
	Using a graphics package to produce a picture.						
	Using a spreadsheet to work with numbers (e.g. accounts).						
	Using email.						
	Using and recording data.						

Employability skill	Skill tasks	1	2	3	4	5	Evidence
Calculation	Carrying out a survey.						
	Using appropriate measuring instruments (e.g. scales, tape measures and protractors).						
	Doing calculations.						
	Using common units of measurement (e.g. centimetres, metres, kilograms).						
	Understanding information involving numerical facts.						
	Using data to produce tables, bar charts and graphs.						

Employability skill	Skill tasks	1	2	3	4	5	Evidence
Improving own learning	Knowing own strengths and weaknesses.						
	Agreeing targets with supervisor.						
	Completing tasks to meet targets.						
	Asking for and getting help when needed.						
	Working independently, without direct supervision or help.						

Employability skill	Skill tasks	1	2	3	4	5	Evidence
Working with others	Planning and agreeing joint activities with others.						
	Identifying what you must do when working in a group.						
	Organising self to complete group activities (e.g. What will you need to get the job done?).						
	Following given working methods and procedures (e.g. following work plans or job instructions).						
	Co-operating with others in the group you are working with.						

Employability skill	Skill tasks	1	2	3	4	5	Evidence
Problem solving	Understanding the nature of problems (e.g. What do I need to do this task?).						
	Solving problems.						
	Asking for advice and solutions with solving problems.						

➔ **Action:** Choose the KEY EMPLOYABILITY SKILLS you would like to develop and add to your action plan (in Part 3 of this resource).

Part 2 Enterprise skills checklist

ENTERPRISE SKILLS CHECKLIST

Consider the skill tasks listed. Tick the number that shows your skill level for each skill task.
Think about how you know – what evidence is supporting your judgment?

1 = I am not good or confident at this
5 = I am very good or confident at this

	Skill tasks	1	2	3	4	5	Evidence
Enterprise skills	I can take the lead in group.						
	I can work better on my own than in a team.						
	I can make decisions easily.						
	I am good at putting across my ideas.						
	I can come up with new ideas easily.						
	I can deal well with situations where I am not sure what is expected of me.						

	Skill tasks	1	2	3	4	5	Evidence
Enterprise qualities	I am good at time keeping and attendance.						
	I am well organised for the day at work.						
	I can follow instructions properly and carefully.						
	I work well as part of a team.						
	I get on well with other workers and the public.						
	I know when to ask for help and advice.						
	I can work safely and follow health & safety instructions.						

	Skill tasks	1	2	3	4	5	Evidence
Enterprise attitudes	I can use my initiative to make my own decisions.						
	I can be positive and enthusiastic about the things I must do.						
	I am hard working and trustworthy.						
	I am willing to listen to others' points of view and accept them.						
	I take pride in my work and doing a good job.						
	I am willing to do new things with enthusiasm.						

➔ **Action:** Choose the enterprise skill, qualities and attitudes you would like to develop and add to your action plan (in Part 3 of this resource).

Part 3 Action plan

ACTION PLAN

KEY EMPLOYABILITY SKILLS	
Put in the KEY SKILLS you chose after looking at pages 3, 4 & 5	
Key skills I want to improve are:	**What can I do to improve this skill? What SMART targets can I set myself?**
Calculation	
Communication	
Digital skills	
Other skill tasks	
ENTERPRISE SKILLS	
Put in the ENTERPRISE SKILLS you chose after looking at pages 6 & 7	
Key skills I want to improve are:	**What can I do to improve this skill? What SMART targets can I set myself?**
Enterprise skills	
Enterprise qualities	
Enterprise attitudes	

I have discussed my targets with my Personal Development Tutor. We have agreed they are SMART (Specific, Measurable, Achievable, and Realistic) and can be completed whilst on my work placement.

Signature of learner: _____ **Date:** _____

Signature of Personal Development Tutor: _____ **Date:** _____