|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Student No.:** |  | **Tutor Group:** |  |

**Employability Skills Review**

For each of the statements, give an example of when you have used that skill. If you cannot think of any examples, try to think of a way you could gain experience of that skill in the near future.

You should refer to the competence chapters in the Employability Skills workbook for ideas, and use the STAR model to help you create an answer.

|  |
| --- |
| **Communication Skills – being influential** |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Created instructions or developed a plan for others to follow  |  |
|  |  |
|  Spoken in front of an audience  |  |
|  |  |
|  Presented something to your class  |  |
|  |  |
|  Written a speech  |  |
|  |  |
|  Been able to use your powers of persuasion verbally  |  |
|  |  |

|  |
| --- |
| **Managing projects and budgets**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Looked after an organisation’s finances  |  |
|  |  |
|  Organised a big event  |  |
|  |  |
|  Managed to cope with different pieces of coursework and deadlines at the same time  |  |
|  |  |
|  Successfully managed your own money to achieve a goal  |  |
|  |  |
|  Had to adapt a plan as a result of changing circumstances  |  |
|  |  |
|  Used your initiative to deal with the unexpected  |  |
|  |  |

|  |
| --- |
| **Leading and teamwork skills**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Been involved in a volunteer project that required teamwork  |  |
|  |  |
|  Worked with others in a sports team or other club or society  |  |
|  |  |
|  Been involved in a group project  |  |
|  |  |
|  Helped to motivate others  |  |
|  |  |
|  Helped to resolve a dispute  |  |
|  |  |

|  |
| --- |
| **Commitment to excellence**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Done something positive for others  |  |
|  |  |
|  Made suggestions for how a process could be improved  |  |
|  |  |
|  Gone beyond what was expected of you  |  |
|  |  |
|  Demonstrated excellent customer service  |  |
|  |  |

|  |
| --- |
| **Developing and using commercial and technical knowledge**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Taken time to develop your IT skills  |  |
|  |  |
|  Learnt how to use a new piece of software or application  |  |
|  |  |
|  Taken an interest in current affairs  |  |
|  |  |
|  Found out about how a particular company operates  |  |
|  |  |
|  Spoken to people in business  |  |
|  |  |
|  Started your own commercial enterprise  |  |
|  |  |

|  |
| --- |
| **Learning, sharing and innovation**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Come up with a better way of doing something  |  |
|  |  |
|  Shared your knowledge with others  |  |
|  |  |
|  Applied new learning to achieve a goal  |  |
|  |  |
|  Learnt something new outside your studies  |  |
|  |  |
|  Attended an employer presentation |  |
|  |  |

|  |
| --- |
| **Developing yourself and others**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Pushed yourself to achieve something  |  |
|  |  |
|  Set yourself high standards  |  |
|  |  |
|  Changed the way you did something after getting feedback  |  |
|  |  |
|  Developed new skills outside your college studies  |  |
|  |  |
|  Helped others to understand a topic/task  |  |
|  |  |
|  Acted as a mentor for someone  |  |
|  |  |
|  Given feedback to other people  |  |
|  |  |

|  |
| --- |
| **Adaptability and open mindedness**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Stepped in to do something at short notice  |  |
|  |  |
|  Tried something new outside your comfort zone  |  |
|  |  |
|  Taken on increased responsibility  |  |
|  |  |
|  Adapted to changes  |  |
|  |  |
|  Been able to see something from another’s point of view  |  |
|  |  |

|  |
| --- |
| **Building and sustaining relationships**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Made a valuable contribution to a club or society  |  |
|  |  |
|  Networked with others  |  |
|  |  |
|  Made and maintained contacts e.g. from a work experience placement  |  |
|  |  |
|  Taken time to get to know a new colleague  |  |
|  |  |
|  Inspired loyalty  |  |
|  |  |

|  |
| --- |
| **Demonstrating honesty, courage and integrity**  |
| Give examples of when you have…  | If you have no examples yet, how could you gain experience of this…? |
|  Handled a conflict or a difference of opinion well  |  |
|  |  |
|  Carried out a boring task with real enthusiasm  |  |
|  |  |
|  Kept calm when dealing with a difficult customer  |  |
|  |  |
|  Spoken up about something that you didn’t feel was right  |  |
|  |  |
| Have you been in a situation of needing to maintain confidentiality? Did you handle this well? (Obviously, don’t be specific in writing here!) |  |
|  |  |