



BROADFIELD SPECIALIST SCHOOL

Careers Education Skills

Name _____

Key Stage 3/4

Skills	Date Started	Date of Assessment	Date of Assessment	Date of Assessment	Date of Assessment
1. Planning your own learning					
2. Recognising the skills and qualities needed for success at work					
3. Being clear about which skills you need to develop and improve					
4. Timekeeping and attendance					
5. Dressing and behaving appropriately in different situations					
6. Understanding the importance of health and safety in the workplace					
7. Producing high-quality work on time					
8. Communicating clearly with others in ways that suit the situation					
9. Working successfully with others					
10. Knowing what is good customer care and poor customer care					
11. Making use of help and support when working with others					
12. Identifying suitable job opportunities for you					
13. Getting information about job options					
14. Writing CVs, letters and job applications					
15. Presenting yourself effectively at interviews					
16. Understanding your rights and responsibilities					
17. Taking appropriate and prompt action when faced with a problem					
18. Using simple calculations to tackle practical number problems					

Emerging	Developing	Secure	Mastered
<ul style="list-style-type: none"> The learner has been taught this skill. They have been provided with opportunities to develop. They are supported by an adult. They are at the early stages of acquisition They are occasionally able to apply independently 	<ul style="list-style-type: none"> The learner will revisit previous knowledge or skills They will be given opportunities to practice the skill They show increasing understanding They are frequently able to apply independently 	<ul style="list-style-type: none"> The learner will apply the skill in a array of settings They will show a range of evidence from across the curriculum They are able to consistently be able to apply independently 	<ul style="list-style-type: none"> The learner shows further evidence of deep understanding They are able to apply their knowledge across the curriculum without explicit teaching They are able to aspire to take risks and apply their knowledge and understanding in a range of settings