

<b>Student</b> By entering student Name all linked sheets will be populated	<b>Action Planning to Improve Performance</b> <b>(Mandatory Unit)</b>	<b>Working With Others</b>	<b>Health and Safety Procedures in the Work Place</b>	<b>Using Communication Skills in the Work Place</b>	<b>Building Confidence and Self Esteem</b>
<b>Student 1</b>					
<b>Student 2</b>					
<b>Student 3</b>					
<b>Student 4</b>					
<b>Student 5</b>					
<b>Student 6</b>					
<b>Student 7</b>					
<b>Student 8</b>					
<b>Student 9</b>					
<b>Student 10</b>					

# Futures - Employability Tracker

**Entry Level 2 Action Planning to Improve Performance L/504/1296**

		Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8	Student 9	Student 10
<b>1. Be able to recognise some of his/her strengths.</b>											
AC 1.1	State, from given material, three of his/her strengths.										
<b>2. Be able to recognise areas for self improvement.</b>											
AC 2.1	State a priority area for improvement.										
<b>3. Be able to identify a personal target for improvement.</b>											
AC 3.1	State a target which will help to improve his/her performance in the priority area.										

Entry Level 2 Working with Others K/504/1466											
		Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8	Student 9	Student 10
<b>1. Know how to work with others.</b>											
AC 1.1	Identify two ground rules to follow when working with others.										
AC 1.2	Identify who to work with on a given group activity.										
AC 1.3	State his/her role in a given group activity.										
AC 2.1	Identify steps to be undertaken in a given group activity.										
AC 2.2	Identify his/her tasks within a given group activity.										
AC 2.3	Identify who to ask for help or support whilst taking part in a										
AC 3.1	State what went well when working with others.										
AC 3.2	State what he/she found difficult when working with others.										

Entry Level 2 Health and Safety in the Workplace											
		Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8	Student 9	Student 10
<b>1. Know health and safety procedures in the work place.</b>											
AC 1.1	Identify what to do in an emergency in the work place.										
AC 1.2	Identify basic health and safety signs in the work place.										
AC 1.3	Identify basic health and safety symbols in the work place.										
AC 1.4	Identify who to go to if he/she needs help or support in the work place.										
<b>2. Be able to carry out tasks with regard to health and safety in the workplace.</b>											
AC 2.1	Follow given health and safety procedures in the work place when carrying out a task.										
AC 2.2	Follow instructions to keep his/her work area clean and tidy.										
AC 2.3	Use equipment or tools in the work place safely with support.										

**Entry Level 2 Using Communication Skills in a WorkPlace R/504/1476**

		Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8	Student 9	Student 10
<b>1. Know communication skills needed in a work place.</b>											
AC 1.1	Identify tasks which require communication skills in a work place.										
AC 1.2	State own use of communication skills in a work place.										
<b>2. Be able to identify communication skills that he/she needs to develop for a work place.</b>											
AC 2.1	Identify communication skills that he/she needs to develop for use in a work place.										
AC 2.2	Identify a target to be included in an action plan to develop his/her communication skills to use in a work place.										
<b>3. Be able to develop communication skills in a work place.</b>											
AC 3.1	Contribute to activities to develop his/her communication skills in a work place.										
AC 3.2	Use communication skills in his/her job role in a work place.										
<b>4. Be able to review his/her learning.</b>											
AC 4.1	State what went well with using the communication skills that have been developed.										
AC 4.2	State what communication skills he/she wants to develop next.										

Entry Level 2 Building Confidence and Self-Esteem											
		Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8	Student 9	Student 10
<b>1. Understand how confidence and self esteem can change his/her life.</b>											
AC 1.1	Identify what confidence and self esteem are.										
AC 1.2	Identify one way that being confident and feeling good about him/herself can change his/her life.										
<b>2. Understand a way in which confidence and self esteem can be damaged.</b>											
AC 2.1	Identify one way in which confidence and self esteem can be damaged.										
AC 2.2	Identify one way that his/her life could be changed if his/her confidence and self esteem were to be damaged.										
<b>3. Understand how confidence and self esteem can be increased.</b>											
AC 3.1	Identify a way of building confidence and self esteem.										
<b>4. Understand feelings surrounding confidence and self esteem.</b>											
AC 4.1	Identify two types of good feelings that are linked with self esteem.										