

Personal Learning and Thinking Skills – Work Experience Record

Student name _____

<i>These are the skills you are trying to develop and show</i>	Activity/Evidence <i>What have you done to show these skills? Did you keep any evidence, e.g. written work, photographs, designs, records of discussion? Write a description</i>	Date <i>When did you do this?</i>	Agreed <i>Signed by adult supervisor</i>	Title/Role <i>e.g. teacher, work experience supervisor, industrial mentor</i>
1 Independent Enquirer				
1.1 identify questions to answer and problems to resolve				
1.2 plan and carry out research, appreciating the consequences of decisions				
1.3 explore issues, events or problems from different perspectives				
1.4 analyse and evaluate information, judging its relevance and value				
1.5 consider the influence of circumstances, beliefs and feelings on events				
1.6 support conclusions, using reasoned arguments and evidence				

2 Creative Thinker				
2.1 generate ideas and explore possibilities				
2.2 ask questions to extend your thinking				
2.3 connect your own and others' ideas and experiences				
2.4 question your own and others' assumptions				
2.5 try out alternatives or new solutions and follow ideas				
2.6 adapt ideas as circumstances change				
3 Reflective Learner				
3.1 assess yourself and others, identifying opportunities and achievements				
3.2 set goals with success criteria for their development and work				
3.3 review progress, acting on the outcomes				
3.4 invite feedback and deal positively with praise, setbacks and criticism				
3.5 evaluate experiences and learning to inform future progress				

3.6 communicate your learning in relevant ways for different audiences				
4 Team Worker				
4.1 collaborate with others to work towards common goals				
4.2 reach agreements, managing discussions to achieve results				
4.3 adapt behaviour to suit different roles and situations				
4.4 show fairness and consideration to others				
4.5 take responsibility, showing confidence in yourself and your contribution				
4.6 provide constructive support and feedback to others				
5 Self Manager				
5.1 seek out challenges or new responsibilities and show flexibility when priorities				
5.2 work towards goals, showing initiative, commitment and perseverance				
5.3 organise time and resources, prioritising actions				

5.4 anticipate, take and manage risks				
5.5 deal with competing pressures, including personal and work-related demands				
5.6 respond positively to change, seeking advice and support when needed				
6 Effective Participant				
6.1 discuss issues of concern, seeking resolution where needed				
6.2 present a persuasive case for action				
6.3 propose practical ways forward, breaking these down into manageable steps				
6.4 identify improvements that would benefit others as well as yourself				
6.5 try to influence others, negotiating and balancing diverse views to reach workable solutions				
6.6 act as an advocate for views and beliefs that may differ from your own				