



# Communication 1

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## A presentation/ discussion/ debate/ group

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Creative <input type="checkbox"/></li> <li>• Energetic <input type="checkbox"/></li> <li>• Public Speaking <input type="checkbox"/></li> <li>• Confident <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Focused <input type="checkbox"/></li> <li>• Persuasive <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> <li>.....</li> </ul>
<b>Witness Name:</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	







# Communication 2

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Completed application and CV

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Decision making <input type="checkbox"/></li> <li>• Time management <input type="checkbox"/></li> <li>• Self motivation <input type="checkbox"/></li> <li>• Adaptability <input type="checkbox"/></li> <li>• Written communication <input type="checkbox"/></li> <li>• IT Skills <input type="checkbox"/></li> <li>• Other <input type="checkbox"/> .....</li> </ul>	
<b>Witness Name:</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	





# Communication 3

## Developed a personal statement and completed situational judgement test

Experience - What did you do?

Empty text box for experience.

How did you develop your qualities or skills?

Empty text box for developing qualities or skills.

What went well? What could you do better?

Empty text box for reflection on performance.

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Witness statement

Please comment on the performance of the young person in this activity



What skills did the young person demonstrate?

- Decision making
  - Time management
  - Objective
  - Adaptability
  - Written communication
  - Communication
  - Other
- .....

Witness Name	
Email Address	
Position/organisation	
Date:	
Signature:	







# Communication 4

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Taken part in realistic interviews

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Speaking <input type="checkbox"/></li> <li>• Time management <input type="checkbox"/></li> <li>• Assertive <input type="checkbox"/></li> <li>• Listening <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Cooperative <input type="checkbox"/></li> <li>• Communication <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> <li>.....</li> </ul>
<b>Witness Name:</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	





# Communication 5

## Represented the school/ organisation in a positive manner

Experience - What did you do?

Empty text box for describing the experience.

How did you develop your qualities or skills?

Empty text box for describing how qualities or skills were developed.

What went well? What could you do better?

Empty text box for reflecting on what went well and areas for improvement.

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Witness statement

Please comment on the performance of the young person in this activity



What skills did the young person demonstrate?

- Leadership
  - Time management
  - Self motivation
  - Reliable
  - Proactive
  - Helpful
  - Other
- .....

Witness Name:	
Email Address:	
Position/organisation:	
Date:	
Signature:	





# Leadership and teamwork 6

## Been part of a team

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher			
Activity:			

### Experience - What did you do?

### How did you develop your qualities or skills?

### What went well? What could you do better?

## Witness statement

### Please comment on the performance of the young person in this activity

✓

✓

### What skills did the young person demonstrate?

• Decision making	<input type="checkbox"/>	• Problem solving	<input type="checkbox"/>
• Cooperating	<input type="checkbox"/>	• Coaching	<input type="checkbox"/>
• Self motivation	<input type="checkbox"/>	• Other	<input type="checkbox"/>
• Listening	<input type="checkbox"/>	.....	

Witness Name:

Email Address:

Position/organisation:

Date:

Signature:







# Leadership and teamwork 7

## Demonstrated leadership skills

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Decision making <input type="checkbox"/></li> <li>• Time management <input type="checkbox"/></li> <li>• Self motivation <input type="checkbox"/></li> <li>• Adaptability <input type="checkbox"/></li> <li>• Persuasion <input type="checkbox"/></li> <li>• Listening <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul> <p>.....</p>	
<b>Witness Name :</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	





# Leadership and teamwork 8

## Attended an extra curricular activity/ sport or intervention

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

### Experience - What did you do?

### How did you develop your qualities or skills?

### What went well? What could you do better?

## Witness statement

### Please comment on the performance of the young person in this activity

✓

✓

### What skills did the young person demonstrate?

• Decision making	<input type="checkbox"/>	• Teamwork	<input type="checkbox"/>
• Time management	<input type="checkbox"/>	• Conflict resolution	<input type="checkbox"/>
• Self motivation	<input type="checkbox"/>	• Other	<input type="checkbox"/>
• Adaptability	<input type="checkbox"/>	.....	

**Witness Name:**

**Email Address:**

**Position/organisation:**

**Date:**

**Signature:**







# Professional conduct and motivation



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Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Taken responsibility within school

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"><li>• Decision making <input type="checkbox"/></li><li>• Time management <input type="checkbox"/></li><li>• Self motivation <input type="checkbox"/></li><li>• Adaptability <input type="checkbox"/></li><li>• Interpersonal <input type="checkbox"/></li><li>• Leadership <input type="checkbox"/></li><li>• Other <input type="checkbox"/></li></ul> <p>.....</p>	
<b>Witness Name:</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	







# Professional conduct and motivation 10

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Behaviour has met high standard expected by school

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Respectful <input type="checkbox"/></li> <li>• Responsible <input type="checkbox"/></li> <li>• Resilient <input type="checkbox"/></li> <li>• Self motivation <input type="checkbox"/></li> <li>• Professionalism <input type="checkbox"/></li> <li>• Interpersonal <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul> <p>.....</p>	
<b>Witness Name:</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	



# Professional conduct and motivation



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Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Taken part in in workplace experience

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Team work <input type="checkbox"/></li> <li>• Time management <input type="checkbox"/></li> <li>• Self motivation <input type="checkbox"/></li> <li>• Problem solving <input type="checkbox"/></li> <li>• Listening <input type="checkbox"/></li> <li>• Interpersonal <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul> <p>.....</p>	
<b>Witness Name:</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	





# Professional conduct and motivation



## 12

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

### Attendance, punctuality and appearance has

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

### Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Respectful <input type="checkbox"/></li> <li>• Responsible <input type="checkbox"/></li> <li>• Resilient <input type="checkbox"/></li> <li>• Self motivating <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Time management <input type="checkbox"/></li> <li>• Organisational <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> <li>.....</li> </ul>
<b>Witness Name:</b>	
<b>Email Address:</b>	
<b>Position/organisation:</b>	
<b>Date:</b>	
<b>Signature:</b>	





# Skills

# 13

Participated in external visits –careers fairs/ college taster days/ university visits

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

Experience - What did you do?

How did you develop your qualities or skills?

What went well? What could you do better?

## Witness statement

Please comment on the performance of the young person in this activity



What skills did the young person demonstrate?

• Decision making

• Time management

• Self motivation

• Speaking

• Listening

• Critical thinking

• Other

.....

Witness Name:

Email Address:

Position/organisation:

Date:

Signature:





**Evaluated skills and behaviour**

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

<b>Name</b>		<b>House Group:</b>	
<b>Subject:</b>		<b>Activity Date:</b>	/ /
<b>Teacher</b>			
<b>Activity:</b>			

**Witness statement**

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Respectful <input type="checkbox"/></li> <li>• Responsible <input type="checkbox"/></li> <li>• Resilient <input type="checkbox"/></li> <li>• Adaptability <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal <input type="checkbox"/></li> <li>• Cooperating <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> <li>.....</li> </ul>
<b>Witness Name</b>	
<b>Email Address</b>	
<b>Position/organisation</b>	
<b>Date:</b>	
<b>Signature:</b>	



# Skills extension and development linked to pipeline

Name		House Group:	
Subject:		Activity Date:	/ /
Teacher			
Activity:			

**Experience - What did you do?**

**How did you develop your qualities or skills?**

**What went well? What could you do better?**

## Witness statement

**Please comment on the performance of the young person in this activity**



**What skills did the young person demonstrate?**

- |                   |                          |                     |                          |
|-------------------|--------------------------|---------------------|--------------------------|
| • Decision making | <input type="checkbox"/> | • Analytical        | <input type="checkbox"/> |
| • Time management | <input type="checkbox"/> | • Critical thinking | <input type="checkbox"/> |
| • Self motivation | <input type="checkbox"/> | • Other             | <input type="checkbox"/> |
| • Adaptability    | <input type="checkbox"/> | .....               |                          |

**Witness Name**

**Email Address**

**Position/organisation**

**Date:**

**Signature:**







# Contribution to community or enterprise 16

Name:		House Group:	
Subject:		Activity Date:	/ /
Teacher:			
Activity:			

## Taken responsibility within school

<b>Experience - What did you do?</b>
<b>How did you develop your qualities or skills?</b>
<b>What went well? What could you do better?</b>

## Witness statement

<b>Please comment on the performance of the young person in this activity</b>	
  	
<b>What skills did the young person demonstrate?</b>	
<ul style="list-style-type: none"> <li>• Entrepreneurship <input type="checkbox"/></li> <li>• Volunteering <input type="checkbox"/></li> <li>• Self motivation <input type="checkbox"/></li> <li>• Budgeting <input type="checkbox"/></li> <li>• Marketing <input type="checkbox"/></li> <li>• Fund raising <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> <li>• .....</li> </ul>	
<b>Witness Name</b>	
<b>Email Address</b>	
<b>Position/organisation</b>	
<b>Date:</b>	
<b>Signature:</b>	

