


Learner Workbook

**NCFE Entry Level Award in Employability Skills
(Entry 3)
QN: 601/4678/3**

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Centre name:	Medway Adult Education
Tutor name:	S Sutton
Start date:	
Signatures	
Learner:	
Assessor:	
Internal quality assurer*:	
External quality assurer*:	

* for completion if part, or all, of the evidence has been sampled by the internal and/or external quality assurer

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Unit 01

Understanding mindset (F/506/7216)

Overview

The aim of this unit is to help learners understand why certain mindset qualities are attractive to employers, and to encourage them to think about times they have displayed these qualities.

Supporting evidence

Ensure that all the evidence is available for viewing by the internal and external quality assurer.

Unit 01 Workbook

After completing your assessment, please return it to your tutor.

Advice to all learners

- please complete your personal details and learner declaration below
- complete all questions in this assessment
- write your answers in the spaces provided
- add any additional work for any of the questions on plain paper and attach to this assessment
- if you need guidance or assistance, please contact your tutor

Learner declaration

I have completed all sections of this assessment and I confirm that this is my own work.

Signature:

Date:

Assessor: S Sutton

Internal quality assurer:

Achieved: Y

Not yet achieved:

What is mindset?

Mindset is an outlook or frame of mind that determines one's mental attitude and approach to things.

Mindset qualities

Use the table below to give a brief definition of the following mindset qualities.

Mindset quality	Brief definition
Honesty	To be honest is mean to me if someone is trustworthy and reliable not cheating.
Commitment	Commitment is mean to me that i do job best as i can,that i am responsible and organised.
Flexibility	To be flexible is mean to me ability solve difficult problems at work,time keeping, transer my skills at work,good atitute and to be positive.
Accountability	Accontability is mean to me for example; if i do job at work, i must do correct withuot any mistakes,and to be responsible all the time.
Tutor feedback	<p>26/11/24 Michal I need you to take one section at a time, first section explain what honesty means to you. What does it mean to you if someone is honest? Then explain what each word, flexibility, commitment and accountability mean to you. . What does it mean if someone is flexible in their job? What does it mean if someone is committed to a course or job? What does it mean if you are accountable at work, or in every day life?</p>

Please try section 1 again and try to explain what each word means to you, without using the word and email the workbook back to me please.
27/11/24 Much better brief descriptions Michal, as requested.

Now use the space below to state why honesty, commitment, flexibility and accountability are important to employers.

Mindset quality	Why it is important to employers
Honesty	Because employer can trust you. Example:able to do important job and be organised,come to work on time.
Commitment	To be hard working. Example:if i did my work correctly,to get the job done no matter how how much time it will take,solve difficult problems.
Flexibility	To be flexible: go to work on holiday,saturday and sunday. Example:if employer ask me if i can come to work saturday,sunday, holiday,if i can do night shift or afternoon,if i can use other skills at work and do other roles.
Accountability	To be responsible,to be organised. Example:responsible for anything important; task given by employer or shift manager,for example close shop after finish shift.
Tutor feedback	26/11/24 Michal a good start, could you add a little more here please. What could an employers trust you to do? How could you show you were hard working? Flexibility - who would ask an employee to work on a weekend? What may an employee be responsible for? 27/11/24 Good examples Michal. please check spellings etc.

Personal mindset qualities

Complete the table below by providing examples of when you have displayed these mindset qualities.

Mindset quality	When I have displayed these qualities
Honesty	All the time. Example:when employer asked me if I can come to work on saturday I said yes so I was honest and came to work.
Commitment	All the time. Example:when I did job exactly as I should, if ten boxes gone on pallet, I put ten boxes.
Flexibility	All the time. Example:when I was working on line and I saw that my colleague needed help with packing so I helped them or I can do different job.
Accountability	All the time. Example:I have never late to work,I did work correctly,when my performance was as should be to reach target.

Knowing these qualities and how to display them can give you a winning advantage over other job applicants.

Tutor feedback	<p>Michal give specific examples at work/home/education/leisure where you have shown each of these qualities please. Where have you shown you are honest?</p> <p>27/11/24 Good examples added Michal, now check your spelling please</p>
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Improving your mindset qualities

It is always possible to improve on your current mindset qualities.

In the table below list a mindset quality you want to develop and identify the **steps you will take to improve** this mindset quality.

Mindset quality	Steps to improve
	<p>To learn new skills.</p> <p>Read online how to improve work skills and improve IT skills.</p> <p>Improve English: speaking, writing, reading.</p> <p>Example: I would improve my work if I have IT skills lessons and certificate as a proof, if I learn English I understand my employer and I do job correctly.</p> <p>I continue learning English at ESOL.</p>
Tutor feedback	<p>26/11/24 Michal a good start. Move 'Learn new skills' to the Mindset quality column. How would you improve your work and IT skills and English skills, be specific and give an example of things you could do.</p> <p>27/11/24 Michal good work - please speak to me about the feedback above that you need to do.</p>

21/11/24 Michal explain how you will improve your English skills

Well done!

You have completed all the tasks. Hand them in to your tutor for feedback.

Feedback form

Assessment decision

Achieved

☒ Y

Not yet achieved


☐

Comments/feedback

26/11/24

Michal your work is now looking good. I need now for you to check your spelling, grammar, capital letters and add more to the last section please, giving examples of how you could improve your English.

27/11/24 Good work Michal, have another look at your spelling before uploading it to Moodle in class. Sign P4 and any points you need to sign.

Assessor signature:		Date: 27/11/24
Learner signature:		Date:
Internal quality assurer signature:		Date:
External quality assurer signature:		Date:

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