

Learner Workbook

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

Learner name: Shipa Begum Ahmed

Centre number: 9000482

Centre name: Medway Adult Education Centre

Tutor name: Sue Sutton

Start date: 07/ 11/24

Signatures SBAhmed

Learner: 80832

Assessor: S. Sutton

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:

SBAhmed

Date:

15/11/24

Add correct date

26/11/24

Assessor: S Sutton

Internal quality assurer:

Achieved: Y 27/11/24

Not yet achieved: Y

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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	Telling the truth or able to be trusted. For example, I would like you to give me an honest opinion.
Commitment	When you do something that you promised you would do. For example, you can make a commitment to go to gym every week.
Flexibility	To change easily depending on the situation. For example, I am flexible if you need me to work during the week.
Accountability	Taking responsibility for your actions. For example, I take accountability for my own mistake.
Tutor feedback	Good brief definitions of the given mindset qualities as requested Shipa

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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	<p>The employer needs to be able to trust their employees so they can work better as a team.</p> <p>An employer can trust an employee with important information about the company, or with things like passwords, locks, keys etc.</p>
Commitment	<p>It will be easy to work better as a team if everyone is committed to the same goal.</p> <p>when employees are committed to the same goal, they can work together and share their skills and resources to be a better team and complete difficult tasks. This will help the company get better results overall.</p>
Flexibility	<p>if someone has called in sick, an employer would look to other employees to see if they are available to work on short notice.</p>
Accountability	<p>The employer can solve any problems when the employees take accountability for their mistakes at work, so they can learn from their mistakes.</p> <p>The employer can solve any problems when the employees feel responsible for their actions, so they can learn from the good things they do and also the mistakes. It helps employees understand how their work affects the company.</p>
Tutor feedback	<p>18/11/24 For honesty Shipa, what could an employer trust the employee with?</p> <p>Could you add a little more to commitment e.g. what would happen if all employees were committed to the same goal?</p> <p>Good example of flexibility.</p> <p>Can you use a different word than accountability in your explanation please Shina.</p> <p>27/11 Good improvements Shipa</p>

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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	When asked a question, I always try to give an honest answer. I once noticed when shopping I was accidentally given more change than I should have gotten, so I let the cashier know so they could give me the correct amount.
Commitment	I wake up early every day to go to work and school, and I have not missed a day.
Flexibility	During work, I have agreed to travel to new places on short notice.
Accountability	I have taken responsibility when I have accidentally told someone the wrong information.

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

Tutor feedback	18/11 Shipa can you extend honesty by giving an example. Good example of commitment, flexibility and accountability. 27/11 Good work
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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
Honesty	<p>To improve honesty, I need to tell the truth when someone asks me anything and be straightforward with my responses, no matter how it makes them feel.</p> <p>To help improve honesty, I should pay closer attention to everything happening around me. For example, when I receive my change in a shop, I should take the time to see if they gave me the correct amount. If they gave too much, I should let them know.</p>
Flexibility	<p>I can improve flexibility at work by trying to learn new things to show that I am eager to take more responsibilities. I can see what my colleagues do, and ask for some advice to help try to do what they do, so we can share tasks. Also it means I can do more jobs by myself if I am asked to.</p>
Tutor feedback	<p>18/11 A good start Shipa, what else can you do to improve honesty? For example what could you do before giving someone an answer?</p> <p>19/11/24 Shipa can you add another mindset quality you could improve please. You have already said you are honest, so a mindset that you could improve. Thank you.</p>

Well done!

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

Feedback form

Assessment decision

Achieved

☒



Not yet achieved

☐

Comments/feedback

A good first piece of work Shipa, can you add detail where I have asked for more information please and resend it to me for checking.

27/11/24 A good piece of work Shipa. Add your signature (use draw) and date your signature please.

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

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