



Employability for Life Charter PLUS - Evidence Checklist

Students must ensure they provide **EVIDENCE** to support any claims and that this is given to the tutor.

Tutors must sign and date evidence sheets that arise from any claims.

Professional Conduct (Attendance, Punctuality, Appearance, Behaviour)	Motivation, Commitment and Achievement	Communication	Teamwork and Leadership
<ul style="list-style-type: none"> Evidence of excellent attendance rate Evidence of excellent punctuality Adhering to the school/college's dress/uniform code at all times Appropriate dress is worn at all times, e.g. for sporting activities and also in the work place You have shown to be reliable when provided with specific responsibilities High standard of behaviour evidenced in subject based reports Demonstrated that you can always work safely and understand the needs of the working environment Have acted as an excellent ambassador for the sixth form on visits to higher education establishments Attendance and punctuality based awards 	<p>Evidence for Communication/Motivation:</p> <ul style="list-style-type: none"> Working with another student/pupil/class in school Community involvement Jack Petchy Duke of Edinburgh Commitment to a club or external activity Sports/music contribution Race for Life or alternative Enterprise based activities Completion of project based work/portfolio Successfully completing a framework within a given time <p>Evidence of Achievement:</p> <ul style="list-style-type: none"> Meeting or exceeding target grades Producing an outstanding piece of private study Producing an outstanding piece of coursework Producing an excellent project for an employer Producing an outstanding portfolio, e.g. Textiles, Product Design, Art Passing driving test Completion of peer mentoring Securing a job offer Securing an offer of further /higher education 	<ul style="list-style-type: none"> Evidence of the ability to communicate by appropriate use of verbal, non-verbal, written and technological methods Demonstrate empathy and respect towards others Ability to express your own personal opinion or interest dependent upon the situation Delivering a presentation to fellow students, teachers or adults Addressing a larger audience to communicate a message, e.g. through public speaking Successful interview resulting in employment opportunities or gaining a place at a higher education establishment Being a member of a school society and having to communicate ideas and opinions effectively and in a professional manner, e.g. debate society, school council, college newspaper/magazine Working with younger pupils to support their progress and well-being, e.g. adopting the role of a peer mentor or subject ambassador Effectively communicating with parents, e.g. as a tour guide Participation in sporting activities and hobbies both inside and outside of school Involvement in the delivery of an assembly or presentation 	<p>Evidence for team work may come from:</p> <ul style="list-style-type: none"> Regular contribution to groups such as Sixth form committees or school councils Working in a young enterprise group Participating in a group fund raising activity Commendation for team work in a work placement Regular participation in a club or hobby outside school with involves working with others Regular participation in a club or extra-curricular activity within school/college Helping at an external/internal event Helping with Open night/day tours Participating in a debating society, school/college magazine/newspaper <p>Evidence for leadership may come from:</p> <ul style="list-style-type: none"> Representing the school/college as a prefect/ambassador or member of a student association Sports captain or sports representative for a sustained period Leadership of a charity campaign Peer mentoring Running a project, e.g. school/college magazine Commendation from a work placement of leadership attributes/qualities Progression to a supervisory role with employment
<p>When submitting evidence for this part of the portfolio students must produce dated and signed witness statements to support the evidence (this can be a Sixth Form tutor, an employer or work experience provider). Photographic evidence of 'working uniforms' can also be submitted.</p> <p>Evidence can also reflect attendance on residential trips and visits; work experience; school based activities and so on.</p>			

*Remember, although you need to place evidence under one of the four main headings, you are able cross-reference any evidence which may be applicable to more than one category