



Learner Workbook

NCFE Level 2 Certificate in Employability Skills
QN: 601/4663/1

Learner name:

Centre number:

Centre name:

Tutor name:

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 (K/506/7243)

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 when 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
<ul style="list-style-type: none"> • 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
<p>I have completed all sections of this assessment and I confirm that this is my own work.</p> <p>Signature:</p> <p>Date:</p>

<p>Assessor:</p> <p>Internal quality assurer:</p>

<p>Achieved:</p> <p>Not yet achieved:</p>

What is mindset?

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

Mindset qualities

Describe two mindset qualities that you think employers find attractive, stating why they are attractive.

Mindset quality	Description	Why it is important

<p>Tutor feedback</p>	
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Personal mindset qualities

Make a list of your own top five mindset qualities that you feel are attractive to employers.

Top five mindset qualities	
1.	
2.	
3.	
4.	
5.	

List three mindset qualities that you would like to develop in order to get the job you want.

Three mindset qualities to improve	
1.	
2.	
3.	

Tutor feedback	
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Why mindset qualities are important

Honesty, commitment, flexibility and accountability are mindset qualities sought after by employers. Use the table below to describe why these mindset qualities are important to employers.

Mindset quality	Why it is important to employers? <i>(Be as detailed as you can)</i>
Honesty	
Commitment	
Flexibility	
Accountability	

Tutor feedback	
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Demonstrating key mindset qualities

It is important to show an employer that you are able to demonstrate honesty, commitment, flexibility and accountability. Describe how you could demonstrate each of the four key mindset qualities.

Mindset quality	How I could demonstrate this quality
Honesty	
Commitment	
Flexibility	
Accountability	
Tutor feedback	

How mindset affects employability

It can be useful to put yourself in an employer's shoes. This will help you understand why the mindset qualities are so important. Complete the table below, describing how you would feel if one of your employees was dishonest, uncommitted, inflexible or unaccountable.

Mindset quality	How you would feel
Dishonest	
Uncommitted	
Inflexible	
Unaccountable	
Tutor feedback	

Improving your mindset qualities

Complete the table below to show what you will do to improve your own mindset qualities.

Mindset	How to improve	By when
Honesty		
Commitment		
Flexibility		
Accountability		
Tutor feedback		

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

Assessor signature:		Date:
Learner signature:		Date:
Internal quality assurer signature:		Date:
External quality assurer signature:		Date:

Contact us

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Version 1.0 December 2023

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