



Learner Workbook

**NCFE Level 1 Certificate in Employability Skills
QN: 601/4681/3**

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 (J/506/7234)

Overview

This unit aims to provide learners with an understanding of how employability can be affected by their mindset, focusing on the key qualities sought by employers.

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

State the mindset qualities that you think employers find attractive.

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Which of these mindset qualities do you already have? Give examples of when you have showed them.

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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 outline why these mindset qualities are important to employers.

Mindset quality	Why it is important to employers
Honesty	
Commitment	
Flexibility	
Accountability	
Tutor feedback	

Demonstrating key mindset qualities

It is important to show an employer that you are able to demonstrate honesty, commitment, flexibility and accountability. Provide an example of how you have demonstrated each of these mindset qualities.

Mindset quality	How I have demonstrated 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, showing how you would feel if one of your employees was dishonest, uncommitted, inflexible or unaccountable.

Mindset quality	How you would feel
Honesty	
Commitment	
Flexibility	
Accountability	
Tutor feedback	

Improving own mindset

It is possible to improve your own mindset qualities over time. Use the space below to show how you will do this.

Mindset quality	How I will improve this
Honesty	
Commitment	
Flexibility	
Accountability	

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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