

Learner Workbook

**NCFE Entry Level Certificate in Employability
Skills (Entry 3)
QN: 601/4679/5**

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 (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
<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

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

Mindset quality	Brief definition
Honesty	
Commitment	
Flexibility	
Accountability	
Tutor feedback	

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	
Commitment	
Flexibility	
Accountability	
Tutor feedback	

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	
Commitment	
Flexibility	
Accountability	

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

Tutor feedback	
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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
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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