

Tutor Guide

This is a paper based activity to help young people explore and understand the difference between qualities and skills in general terms and in a reflective way about themselves now and into the future.

ACEG Framework: Elements of careers and work-related education

Self-development through careers and work-related education

- Self-awareness
- Self-improvement as a learner

Developing skills for career management and employability

- Preparing for employability

Functional Skills

Functional ICT Level 1 Skill:

- Interact with and use ICT systems to meet requirements of a straightforward task in a familiar context

Functional English (Writing) Level 1 Skill:

- Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience

Instructions

1. As a starter activity, discuss the difference between 'personal qualities' and 'skills'. Explore the idea that qualities usually describe a person e.g. *cautious, happy, methodical, and that skills can be learned – reading a map, cooking a meal, using a camera*. It is important to understand that there is no absolute list; some personal qualities are inherent, but some can be learned; social qualities can often relate to confidence issues which can be developed.
2. Referring to the 'Personal quality or skill?' sheet arrange the group into pairs and ask them to spend 5-10 minutes discussing the list of qualities and skills.
3. Working in pairs or as group they should now complete the first two columns of the '**Personal quality or skill?**' sheet, marking the Personal Quality and Skills columns with a tick or a cross.
4. Discuss any queries with the group to see what arises. Remember, there are no hard and fast answers, and interpretation may vary.
5. Now working as individuals, ask your group to complete right hand columns for themselves. Which personal skills and qualities do they have now, and which would they like to have in the future.
6. To close, ask them to complete the Self-Evaluation Form with the following three questions:
 - What have I learned from today's session?
 - How does it relate to me?
 - What am I going to do next?

AFL

- Self-Assessment

AOL

- Discussion
- Marked Worksheets

Resources:

Pens/ pencils, Printouts for each student Instructions for Activity 4, Worksheet 1 on Personal Qualities and Skills, Worksheet 2 for Self-Evaluation Form.

Student Instructions

1. Spend 5-10 minutes discussing the list of qualities and skills below with the people in your class.
2. Then, complete the first two columns of the '**Personal quality or skill?**' sheet, marking the Personal Quality and Skills columns with a tick or a cross.
3. Once done, discuss any queries as a group. Remember, there are no hard and fast answers, and interpretation may vary.
4. Now working on your own, complete the 'Me' columns on the right about the personal skills and qualities you have now, and which you would like to develop in the future.
5. To close, complete the Self-Evaluation Form

Worksheet

Name:
Form:
Tutor:
Date:

Personal Qualities and Skills

	Everybody		Me	
	Quality	Skill	Now	Future
Polite				
Reliable				
Trustworthy				
Reading and writing				
Patient				
Responsible				
Decision-making				
Organised				
Friendly				
Planning				
Problem solving				
Accuracy				
Presenting information				
Punctual				
Sensitive				
Public speaking				
Enthusiastic				
Honest				
Sociable				
Interpreting information				
Using plans				
Discussing				
ICT				
Caring				
Tidy				
Confident				
Working to a deadline				
Searching for information				
reative				
Working with numbers				

Self-Evaluation Form

Name:
Form:
Tutor:
Date:

Write your thoughts down here

What have a learned from today's session?
How does it relate to me?
What am I going to do next?