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| Name: |  |
| Short Course: |  |

Congratulations

You have now completed the required number of challenges. This is an opportunity to highlight some of your achievements and describe the skills you have shown.

Please check with your Short Course tutor to make sure that you fully understand how to complete this summary and that you have enough evidence in your portfolio to support your statements, including the appropriate skills sheets.

At the end of this document, both you and your tutor must sign to say that your achievements are true and that a portfolio of supporting evidence, with skills sheets, has been produced.

Summary of Achievement (pages 2 and 3)

Please describe in your own words how you have developed each of the following skills:

* Ability to learn
* Teamwork
* Problem solving
* IT skills
* Literacy
* Numeracy

For each skill, describe **at least one** Short Course challenge in which you have developed that skill and provide page references to show where the corresponding evidence can be found in your portfolio. The more detailed the description, the more helpful it will be for your Short Course tutor and other people to find and understand your evidence.

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| **Teamwork (example)** | Evidence reference |
| Our class held a fundraising day for the local pet rescue centre. I worked with Anton and Lucy to run a tombola stall. I was in charge of finding the prizes and I asked teachers, parents and the local pet shop if they could donate anything – in the end I found 20 really good prizes. Anton and Lucy made posters, a tombola drum and bought a book of tickets for the stall.  On the day we all worked together to sell tickets and Anton was in charge of counting up the money at the end. Our stall raised £28.50. | Challenge 4B2 pages 16-18  Skills sheet 1 pages 19-20 |

Personal statement (page 4)

Write a brief personal statement, describing what you feel you have gained as a result of completing the programme and what your plans are for the future. You may also ask your Short Course tutor to comment on your skills development, achievements and future plans.

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| **Ability to learn:** this skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress. | Evidence reference  Page in portfolio |
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| **Teamwork:** this skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people. | Evidence reference  Page in portfolio |
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| **Problem solving:** this skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work. | Evidence reference  Page in portfolio |
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| **IT skills:** this skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. | Evidence reference  Page in portfolio |
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| **Literacy:** this skill is about how you talk to people, the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading. | Evidence reference  Page in portfolio |
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| **Numeracy:** this skill is about your ability to use numbers. If, for example, you’ve measured or calculated something you will have used numeracy skills. | Evidence reference  Page in portfolio |
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| Achievements (and things I am good at) |
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| Things I need to improve |
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| Future plans |
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| **Short Course tutor comment** |
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| I confirm that the achievements described in the summary of achievement and personal statement are accurate, as demonstrated by the portfolio of evidence and skills sheets. | | | |
| Signed: | Learner: | Tutor: | Date: |