

# Recognising And Recording Progress and Achievement

# Portfolio of Work





# All About Me

#### Full Name

The course I am on is...

My course provider is...

We are learning about...

My course leader is...

My barriers to learning are...

I learn best when...



Skills and Knowledge	
My skills are	
My talents include	
My interests are	
I know a lot about	
4	
100145 RARPA Workshop Booklet.indd 4	26/02/2018 10:28

\_

#### **Key Character Strengths**

Identify two situations where you have either demonstrated the character strength or you feel you have shown a lack of it. For example:

My positive example: When I'm with my mates I feel much more confident.

My negative example: When I'm being interviewed I feel very unconfident.

Confidence	Ownership	
Curiosity	Self-control	
Resilience	Optimism	
Respect	Ambition	

#### **Character Strengths Log**

Score yourself on the character strengths 1-10. 1 being the lowest and 10 being the highest.

For example; if you believe you are highly ambitious you may put a 9 for ambition. If you don't feel your very good at taking responsibility or ownership for something, then you might give yourself a score of 3.

Now answer the questions on the next page explaining why you have given yourself those scores, explaining why you have scored high for certain scores and why you have scored low for others. Try to give examples wherever possible.

Character Strength	Score
Resilience	
Curiosity	
Optimism	
Ambition	
Ownership	
Self-Control	
Respect	
Confidence	



Which of the character strengths has the	e highest score?	
Give examples of three positive reasons	s for this score;	
1.		
2.		
3.		
For which character strength did you sc scored this character strength the lowes	core the lowest? Give one reason why you st;	
Which three character strengths would	you like to improve the score of?	
1.		
2.		
3.		
Give one example of something you cou score for each of the above;	uld do or would like to develop to improve the	
1.		
2.		
3.		
Learner Signature:	Date:	

# My Goals Statement

By the end of this course I would like to;

Goal	Who can help me achieve this goal?	When will this goal be achieved?
Have learnt		
Have achieved		
Have gained		
Have applied for a role that		



# Benchmark Targets – 1

Target	Who can help me achieve this target?	Achieved? Y/N	

# Benchmark 1 Work

- Work can be added to this document and saved as the learners work.
- Or work can be done separately and added to this document after.

#### **Character Strengths Review 1**

Score yourself on the character strengths 1-10. 1 being the lowest and 10 being the highest.

For example; if you believe you are highly ambitious you may put a 9 for ambition. If you don't feel your very good at taking responsibility or ownership for something, then you might give yourself a score of 3.

Now answer the questions on the next page explaining why you have given yourself those scores, explaining why you have scored high for certain scores and why you have scored low for others. Try to give examples wherever possible.

Character Strength	Score
Resilience	
Curiosity	
Optimism	
Ambition	
Ownership	
Self-Control	
Respect	
Confidence	



Which of the character strengths has t	he highest score?
Give examples of three positive reason	ns for this score;
1.	
2.	
3.	
For which character strength did you s scored this character strength the lowe	core the lowest? Give one reason why yo est;
Which three character strengths would	l you like to improve the score of?
1.	
2.	
3.	
Give one example of something you co score for each of the above;	ould do or would like to develop to impro
1.	
2.	
3.	
Learner Signature:	Date:
	12

7

# Benchmark Progress – 1

My comments on my progress

My tutor comments on my progress

# Benchmark Targets – 2

Target	Who can help me achieve this target?	Achieved? Y/N
14		

# **Benchmark 2 Work**

- Work can be added to this document and saved as the learners work.
- Or work can be done separately and added to this document after.

#### **Character Strengths Review 2**

Score yourself on the character strengths 1-10. 1 being the lowest and 10 being the highest.

For example; if you believe you are highly ambitious you may put a 9 for ambition. If you don't feel your very good at taking responsibility or ownership for something, then you might give yourself a score of 3.

Now answer the questions on the next page explaining why you have given yourself those scores, explaining why you have scored high for certain scores and why you have scored low for others. Try to give examples wherever possible.

Character Strength	Score
Resilience	
Curiosity	
Optimism	
Ambition	
Ownership	
Self-Control	
Respect	
Confidence	



Which of the character strengths has the highest sco	pre?
Give examples of three positive reasons for this scor	re;
1.	
2.	
3.	
For which character strength did you score the lowe scored this character strength the lowest;	st? Give one reason why you
Which three character strengths would you like to in	nprove the score of?
1.	
2.	
3.	
Give one example of something you could do or wou score for each of the above;	uld like to develop to improve the
1.	
2.	
3.	
Learner Signature:	Date:

17

# Benchmark Progress – 2

My comments on my progress

My tutor comments on my progress

18

# Benchmark Targets – 3

Target	Who can help me achieve this target?	Achieved? Y/N	
19			

# Benchmark 3 Work

- Work can be added to this document and saved as the learners work.
- Or work can be done separately and added to this document after.

#### **Character Strengths Review 3**

Score yourself on the character strengths 1-10. 1 being the lowest and 10 being the highest.

For example; if you believe you are highly ambitious you may put a 9 for ambition. If you don't feel your very good at taking responsibility or ownership for something, then you might give yourself a score of 3.

Now answer the questions on the next page explaining why you have given yourself those scores, explaining why you have scored high for certain scores and why you have scored low for others. Try to give examples wherever possible.

Character Strength	Score
Resilience	
Curiosity	
Optimism	
Ambition	
Ownership	
Self-Control	
Respect	
Confidence	



Which of the character strengths has t	he highest score?
Give examples of three positive reaso	ns for this score;
1.	
2.	
3.	
For which character strength did you s scored this character strength the low	score the lowest? Give one reason why you rest;
Which three character strengths would	d you like to improve the score of?
1.	
2.	
3.	
Give one example of something you co score for each of the above;	ould do or would like to develop to improve t
1.	
2.	
3.	
Learner Signature:	Date:
	22

/

7

# Benchmark Progress – 3

My comments on my progress

My tutor comments on my progress

# Benchmark Targets – 4

Target	Who can help me achieve this target?	Achieved? Y/N
24		

# **Benchmark 4 Work**

- Work can be added to this document and saved as the learners work.
- Or work can be done separately and added to this document after.

#### **Character Strengths Review 4**

Score yourself on the character strengths 1-10. 1 being the lowest and 10 being the highest.

For example; if you believe you are highly ambitious you may put a 9 for ambition. If you don't feel your very good at taking responsibility or ownership for something, then you might give yourself a score of 3.

Now answer the questions on the next page explaining why you have given yourself those scores, explaining why you have scored high for certain scores and why you have scored low for others. Try to give examples wherever possible.

Character Strength	Score
Resilience	
Curiosity	
Optimism	
Ambition	
Ownership	
Self-Control	
Respect	
Confidence	



Which of the character strengths has the highest score?         Give examples of three positive reasons for this score;         1.         2.         3.         For which character strength did you score the lowest? Give one reason why you scored this character strength the lowest;         Which three character strength would you like to improve the score of?         1.         2.         3.         Which three character strengths would you like to improve the score of?         1.         2.         3.         Give one example of something you could do or would like to develop to improve the score for each of the above;         1.         1.
1.         2.         3.         For which character strength did you score the lowest? Give one reason why you scored this character strength the lowest;         Which three character strength the lowest;         Utilize the lowest? Give one reason why you scored this character strength the lowest;         Utilize the lowest? Give one reason why you scored this character strengths would you like to improve the score of?         1.       2.         3.       Give one example of something you could do or would like to develop to improve the score for each of the above;
1.         2.         3.         For which character strength did you score the lowest? Give one reason why you scored this character strength the lowest;         Which three character strength the lowest;         Utilize the lowest? Give one reason why you scored this character strength the lowest;         Utilize the lowest? Give one reason why you scored this character strengths would you like to improve the score of?         1.       2.         3.       Give one example of something you could do or would like to develop to improve the score for each of the above;
2.         3.         For which character strength did you score the lowest? Give one reason why you scored this character strength the lowest;         Which three character strength the lowest;         Which three character strengths would you like to improve the score of?         1.       2.       3.       Give one example of something you could do or would like to develop to improve the score for each of the above;
3.         For which character strength did you score the lowest? Give one reason why you scored this character strength the lowest;         Which three character strengths would you like to improve the score of?         1.         2.         3.         Give one example of something you could do or would like to develop to improve the score of re each of the above;
For which character strength did you score the lowest? Give one reason why you scored this character strength the lowest;         Which three character strengths would you like to improve the score of?         1.         2.         3.         Give one example of something you could do or would like to develop to improve the score of the above;
scored this character strength the lowest;         Which three character strengths would you like to improve the score of?         1.         2.         3.         Give one example of something you could do or would like to develop to improve the score for each of the above;
1.         2.         3.         Give one example of something you could do or would like to develop to improve the score for each of the above;
1.         2.         3.         Give one example of something you could do or would like to develop to improve the score for each of the above;
<ol> <li>2.</li> <li>3.</li> <li>Give one example of something you could do or would like to develop to improve the score for each of the above;</li> </ol>
3. Give one example of something you could do or would like to develop to improve the score for each of the above;
Give one example of something you could do or would like to develop to improve the score for each of the above;
score for each of the above;
1.
2.
3.
Learner Signature: Date:

27

# **Benchmark Progress – 4**

My comments on my progress

My tutor comments on my progress

28

#### **Key Character Strengths**

Identify two situations where you have either demonstrated the character strength or you feel you have shown a lack of it. For example:

My positive example: When I'm with my mates I feel much more confident.

My negative example: When I'm being interviewed I feel very unconfident.

Confidence	Ownership	
Curiosity	Self-control	
Resilience	Optimism	
Respect	Ambition	

# **My Goals Statement - Review**

By the end of this course I would like to;

Goal	A	Achieved? Y/N	What more can I do if not achieved?
Have learnt			
Have achieved			
Have gained			
Have applied for a role that			



#### **End Of Course Reflection**

The thing I am most pleased about achieving is...

My tutor comments on my achievements:



Use the space below to decide what you need to do next to carry on succeeding. What are your 'next steps' now the course has finished? How will you achieve these goals?

My next steps for the future are...

# Timesheet

Date	Time in	Time out	Number of hours	Signed by Tutor	
	Total num	per of hours			











© West Suffolk College 2018

26/02/2018 10:28