**RECORD OF ACHIEVEMENT**

This Record of Achievement document can support your transition to further and higher education and/or the world of work. This document will help you to capture some essential information that will help you when applying for education courses and/or employment.

**Profile**

Use no more than two or three sentences. Do include your desired destination (e.g. seeking a place on the health and social care course at UCM so that I can pursue a career as a Paramedic or looking for a permanent role within a customer service environment). Tell your future course provider or employer what type of student or worker you are – sell yourself!

**Skills and Qualities**

**Qualifications**

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| --- | --- | --- | --- | --- |
| Date | Subject | Awarding Body | Predicated Grade | Actual Grade |
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**Other certificates & achievements**

**Work Experiences**

This could include paid employment, work experience within school, a voluntary job or helping out in the family business.

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| --- | --- |
| Date | Name of Company |
|  |  |

Write about any duties, skills and what you learnt:

|  |  |
| --- | --- |
| Date | Name of Company |
|  |  |

Write about any duties, skills and what you learnt:

**Showcase your Employability Skills**

You can start to prepare for the future by considering these six employability skills and think of examples of how you have developed them at school, through interests or hobbies, volunteering or a part time job. Use the examples below to start to describe your own employability skills.

**Teamwork**

Think about a time when you have achieved something as part of a team and the role you played.

Describe here

**Communication**

Think about a time when you have talked to other and managed to explain an idea or point well.

Describe here:

**Self-Awareness**

Think about a time when you have made a mistake thought about it and changed your approach.

Describe here:

**Problem Solving**

Think about a time when you found an answer to a new problem or issue.

Describe here:

**Ability to learn**

Think about a time when you learnt something new and how your approached it.

Describe here:

**Resilience**

Think about a time when you have overcome a challenge or setback and achieved something positive.