Student Self-Assessment

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions; Rate your current ability level for each skill using the following scale:

1 = Not yet able to demonstrate

2 = Beginning to demonstrate with significant support

3 = Can demonstrate with some support

4 = Can demonstrate independently

5 = Can demonstrate and teach others

Unit 1: Team Building

\_\_\_\_\_ I can actively participate in team tasks to completion

\_\_\_\_\_ I can identify potential conflicts in a team and suggest solutions

\_\_\_\_\_ I demonstrate appropriate professional behaviour when working with others

\_\_\_\_\_ I can identify different roles within a team and their responsibilities

\_\_\_\_\_ I understand my role within a team structure

Unit 2: Workplace Safety

\_\_\_\_\_ I understand basic occupational safety practices

\_\_\_\_\_ I can identify bullying and sexual harassment behaviours

\_\_\_\_\_ I know how and when to report workplace hazards

\_\_\_\_\_ I understand standard onboarding safety procedures

\_\_\_\_\_ I can properly handle cleaning materials and disinfectants

\_\_\_\_\_ I recognise signs of mental health concerns and know how to seek help

Unit 3: Technology

\_\_\_\_\_ I can effectively search for information online

\_\_\_\_\_ I can create and deliver a professional presentation

\_\_\_\_\_ I can appropriately communicate using email and messaging

\_\_\_\_\_ I can navigate and participate in virtual meetings/platforms

Unit 4: Self Advocacy

\_\_\_\_\_ I can explain my own or others disabilities and adjustments that may be needed in work/learning

\_\_\_\_\_ I know how to request appropriate accommodations

\_\_\_\_\_ I can locate and understand disability rights laws

\_\_\_\_\_ I can effectively communicate my strengths and needs

\_\_\_\_\_ I know how to access community support services

\_\_\_\_\_ I can identify when someone is taking advantage of me

\_\_\_\_\_ I understand the importance and process of voting

\_\_\_\_\_ I understand my legal rights and responsibilities

Unit 5: Maintaining Employment

\_\_\_\_\_ I understand and follow confidentiality requirements

\_\_\_\_\_ I can prioritise and complete tasks independently

\_\_\_\_\_ I demonstrate professional behaviour consistently

\_\_\_\_\_ I can manage my work schedule effectively

\_\_\_\_\_ I can give and receive feedback appropriately

\_\_\_\_\_ I understand workplace hierarchy and chain of command

\_\_\_\_\_ I know how to ask appropriate work-related questions

\_\_\_\_\_ I demonstrate appropriate conversation skills at work

\_\_\_\_\_ I can plan and organise my assigned tasks effectively

Unit 6: Financial Literacy

\_\_\_\_\_ I can use online financial tools and resources

\_\_\_\_\_ I understand the relationship between earning and spending

\_\_\_\_\_ I can create and follow a personal budget

\_\_\_\_\_ I can make informed purchasing decisions

\_\_\_\_\_ I understand the costs associated with independent living

\_\_\_\_\_ I can read and understand a pay check

\_\_\_\_ I can develop effective strategies for managing my finances

\_\_\_\_\_ I understand basic tax obligations

\_\_\_\_\_ I know about different banking services

\_\_\_\_\_ I understand different payment methods (credit, debit, apps)

Unit 7: Health and Wellness

\_\_\_\_\_ I can identify and manage stress effectively

\_\_\_\_\_ I practice positive self-care and maintain self-esteem

\_\_\_\_\_ I have effective coping strategies for work-related stress

\_\_\_\_\_ I can use appropriate relaxation techniques at work

Unit 8: Preparing for Employment

\_\_\_\_\_ I can create a professional CV/resume

\_\_\_\_\_ I can compile a reference list

\_\_\_\_\_ I can write an effective cover letter

\_\_\_\_\_ I understand appropriate interview behaviour

\_\_\_\_\_ I can answer common interview questions

\_\_\_\_\_ I can evaluate my interview performance

\_\_\_\_\_ I know how to schedule interviews professionally

\_\_\_\_\_ I can assess my skills against job requirements

\_\_\_\_\_ I know where to look for job opportunities

\_\_\_\_\_ I can complete job applications accurately

\_\_\_\_\_ I can evaluate my personal skills for specific employment goals

Unit 9: Social Communication

\_\_\_\_\_ I demonstrate appropriate written communication

\_\_\_\_\_ I understand and use appropriate body language

\_\_\_\_\_ I communicate verbally in a clear, professional manner

\_\_\_\_\_ I can accurately understand and relay messages

\_\_\_\_\_ I practice active listening skills

\_\_\_\_\_ I can identify and engage in appropriate workplace conversations