

This profile shows the levels which have been reached during the last four weeks and the learning activities which have taken place.

ATTAINMENTS IN BASIC ABILITIES

		4 (Basic Level)	3	2	1 (High Level)
SOCIAL ABILITIES	WORKING WITH COLLEAGUES 1	Can cooperate with others when led	Can work with other to achieve common aims	Understands own position and results of own actions within a group	Is an active, decisive member of group. Helps and encourages others
	WORKING WITH THOSE IN AUTHORITY 2	Can follow verbal instructions for simple tasks and can perform them under supervision	Can follow a series of verbal instructions and carry them out independently	Can carry out a series of tasks effectively, given minimum instructions	Inspires confidence in those in authority and communicates well with them
	SELF-AWARENESS 3	Is aware of own personality and situation	Can determine own strengths and weaknesses and preferences with some guidance	Has good basic understanding of own situation, personality and motivation	Has a thorough understanding of own personality and abilities and their implications
COMMUNICATION	TALKING AND LISTENING 4	Can hold conversations with workmates, face-to-face or by 'phone. Can take messages	Can follow and give simple descriptions and explanations	Can communicate effectively with a range of people in a variety of situations	Can present a logical and effective argument. Can analyse others' arguments
	READING AND WRITING 5	Can understand and write simple notices, labels and short notes	Can follow and give straightforward written instructions and explanations	Can use instruction manuals and can write reports describing work done	Can select and criticise written data and use it to produce own written work
	VISUAL UNDERSTANDING 6	Can interpret simple signs and indicators	Can, after guidance, make use of basic graphs, charts, tables, drawings, etc.	Can interpret and use basic graphs, charts, tables and drawings unaided	Can construct graphs etc, and extract information to support arguments

REPORTING OF INFORMATION OBTAINED FROM ASSESSMENT

PRACTICAL & NUMERICAL ABILITIES	USING EQUIPMENT 7	After demonstration, can use equipment safely to perform simple tasks	With guidance, can use equipment safely to perform multi-step tasks	Can select and use suitable equipment and materials for the job, without help	Can set up and maintain/ remedy common faults
	DEXTERITY AND COORDINATION 8	Can use everyday implements; can lift, carry and set down objects as directed	Can reliably perform basic manipulative tasks	Can perform complex tasks requiring accuracy and dexterity	Can perform tasks requiring a high degree of manipulative control
	MEASURING 9	Can read graduated linear scales and dials	Can measure out specified quantities of material by length, weight, etc.	Can set up and use simple precision instruments	Can set up and use complex precision instruments
DECISION-MAKING ABILITIES	CALCULATING 10	Can identify size, shape, order etc. Can add and subtract whole numbers	Can use $+/-/X/\div$ to solve single-step, whole number problems. Can estimate	Can use $+/-/X/\div$ to solve two-step problems. Can add and subtract decimals	Can use $+/-/X/\div$ to solve multi-step problems. Can multiply and divide decimals
	PLANNING 11	After demonstration, can identify the sequence of steps in a routine task	Can choose from given alternatives the best way of tackling a task	Can modify/extend given plans/routines to meet changed circumstances	Can create new plans/routines from scratch, using all sources of help
	INFORMATION SEEKING 12	Can find information with guidance from supervisor	Can use standard sources of information	Can assemble information from several sources	Shows initiative in seeking from a wide variety of sources
	COPING WITH PROBLEMS 13	With guidance, can cope with simple, everyday problems	Can cope with complex but routine problems. Seeks help if needed	Can cope with unusual problems by adapting familiar routines independently	Can offer sensitive and effective help to other people facing problems
	EVALUATING RESULTS 14	Can assess own results with guidance. Asks for advice	Can assess own output for routine tasks independently	Can assess own performance and identify possible improvements	Can identify others' difficulties and so help to improve group performance

GRID STYLE PROFILES

N/O – No opportunity to assess.