

## **Portfolio – written reflection**

Students will be required to complete a portfolio as evidence for the Assessor. This will be by written reflection on the skills developed for each activity listed above. The piece of writing should be between 400-600 words\*; word processed and should use the following headings:

- a. An outline of the activity, *for example*:  
I have been volunteering at \_\_\_\_\_ for (length of time)
- b. An outline of the tasks carried out
- c. A reflection on the use of and evidence of all key skills in an activity. (You may not have evidence of all key skills in an activity, but you must state why not)
- d. A reflection on how the activity you have carried out could be useful in the world of work.

### **The six key skills are:**

- Teamwork
- Written Communication
- Verbal Communication
- Leadership
- Commercial awareness
- Problem solving

\* Students may include photographs or other evidence of activities undertaken.