






Year 11: ASK Yourself!

Subject: Life Skills
Unit: Interview Skills

	Launching 4	Developing 3	Progressing 2	Mastering 1
				
Expression	I need to contribute in class.	With support I can express myself simply.	I can express my ideas logically and clearly. I can 'hear' what is being expressed. I can advocate competently and be flexible in negotiations.	I always express my ideas logically and clearly in different ways. I can confidently advocate, be flexible in negotiations and compromise when necessary.
Literacy	I need to increase my awareness and use of literacy techniques.	With support I am becoming aware of literacy techniques that would support my learning.	I regularly use literacy techniques to underpin my learning.	I successfully use literacy techniques to underpin and further my learning.
				
Interview Skills 	I need to be able to produce a CV and letter of application. I need to understand how best to present myself at interview.	I understand how to produce a CV and letter of application but need support to make effective. I understand how to present myself at interview but lack confidence in my skills and qualities.	I can produce an effective CV and letter of application that is fit for purpose. I can present myself at interview effectively.	I can produce an effective CV and letter of application demonstrates all my skills and qualities. I can present myself at interview effectively and demonstrate all my skills and qualities.