

My personal characteristics

Personal Characteristic	Explanation of characteristic	Evidence	Discuss your own personal characteristics for employment.
Communication and literacy	Being able to effectively communicate with others, both verbally and in writing. Example: A person who is able to effectively communicate with their team members and superiors in a work setting.	<p>By delivering a presentation in front of our class, I have demonstrated strong communication and literacy skills. Communication is not just about speaking; it's about making sure your message is understood. In my presentation, I had to organize my thoughts clearly and express them in a way that my audience could understand, showing my ability to articulate ideas effectively. Literacy, on the other hand, involves understanding and interpreting information. Here, I have presented the information that I had researched in a way that makes sense to the audience. Moreover, presenting in front of a group requires confidence and the ability to engage with your audience, which are key aspects of effective communication. Therefore, by doing a presentation in front of our class, I have indeed demonstrated my communication and literacy skills.</p>	<p>You could discuss which characteristics you have, and which you have yet to develop or could develop further and suggest how you might do that. You could also discuss how you know you have the skills, giving examples of why you have used them.</p> <p>Creativity: Being able to think outside the box and come up with innovative solutions is highly valued in many industries.</p>

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Self-management	Being able to manage one's time and priorities effectively. Example: A person who is able to balance their work and personal life effectively.	I had a project due in two weeks, and I knew that it would take me around 20 hours to complete. I broke down the project into smaller tasks and estimated how long each task would take. I then created a schedule that allowed me to work on the project for a few hours each day, ensuring that I would complete it on time. I also made sure to prioritize the most important tasks and avoid distractions during my work hours. By doing so, I was able to complete the project on time and to a high standard	Adaptability: Being able to adapt to new situations and environments is essential in today's fast-paced work environment.
Teamworking	Being able to work well with others and contribute to a team. Example: A person who is able to work well with their team members and contribute to the success of the team.	I worked with my classmates to organize a school fair. We divided the work among ourselves and set deadlines for each task. The class monitor was responsible for coordinating with the vendors and sponsors. Me and my classmates were responsible for organizing the games and activities. We communicated regularly to ensure that we were all on the same page	Attention to detail: Being able to pay close attention to details is important in many industries, especially those that require precision and accuracy.

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		and that the fair was cohesive. We also provided feedback to each other and made changes to the fair based on the feedback. During the fair, we worked together to manage the stalls and ensure that everything ran smoothly. By doing so, we were able to create a successful and enjoyable event for everyone.	
Problem solving	Being able to identify and solve problems in a logical and systematic manner. Example: A person who is able to identify the root cause of a problem and come up with a solution.	My friend was struggling with a math problem and asked me for help. I listened to the problem and identified the key concepts involved. I then broke down the problem into smaller parts and explained each step to my friend. I also provided examples and analogies to help my friend understand the concepts better. We worked together to solve the problem, and I encouraged my friend to ask questions and provide feedback. By doing so, we were able to solve the problem and my friend gained a better understanding of the concepts involved.	Emotional intelligence: Being able to understand and manage one's own emotions, as well as the emotions of others, is important in many industries.

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Application of IT or digital literacy	<p>Being able to use technology effectively in one's work. Example: A person who is able to use technology to improve workflow and increase efficiency.</p>		<p>Open-mindedness: Being open-minded means being receptive to new ideas and perspectives. Employers value employees who are open-minded because they are more likely to be adaptable and willing to learn new things.</p>
Application of numeracy	<p>Being able to work with numbers and data. Example: A person who is able to analyse data and make informed decisions based on the results.</p>	<p>By running a school fair with my classmates, I demonstrated the application of numeracy through effective financial management. I calculated the total cost of the event, including expenses for materials, food, and entertainment. I also tracked income from ticket sales and donations, and used this data to calculate the profit. This required a solid understanding of basic arithmetic, budgeting, and financial planning. My ability to make informed decisions based on these calculations shows a</p>	

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		practical application of numeracy skills.	
Business and customer awareness	<p>Being able to understand the needs of customers and the business.</p> <p>Example: A person who is able to identify customer needs and provide solutions to meet those needs.</p>	<p>By organizing and running a school fair with my classmates, I demonstrated business and customer awareness through practical application. I identified the needs and interests of our target audience (the students), planned and executed an event that catered to those needs, and managed resources effectively to ensure a successful event. This involved strategic planning, marketing, financial management, and customer service, all of which are key aspects of business and customer awareness.</p>	

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Technical knowledge	Having knowledge of technical concepts and tools. Example: A person who is able to troubleshoot technical issues and provide solutions.		
Leadership and organisation, including managing projects, being decisive and inspiring others.	Being able to manage projects, make decisions, and inspire others. Example: A person who is able to lead a team to success by setting goals and providing guidance.		