**Little Heath Sixth Form**

Cambridge Technical Diploma in IT Personal Learning Checklist

**Student Name: ……………………….…………………………………..………**

|  |  |
| --- | --- |
| **Unit Name** Communication and Employability Skills for IT | **Unit Code:** Unit 1 |
| *Minimum Target Grade:* | *Aspirational Target Grade:* |

*KEY:* ***Red =*** *with difficulty* ***Amber*** *= not sure* ***Green*** *= yes*

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| **GCSE Re-Cap (Skills and Knowledge)** | **Red** | **Amber** | **Green** |
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| **Skills** | **Red** | **Amber** | **Green** | **To address this in my course work I will** |
| * Demonstrate a range of effective interpersonal skills |  |  |  |  |
| * Use IT to aid communications |  |  |  |  |
| * Communicate technical information to a specified audience |  |  |  |  |
| **Knowledge/Specification** |  |  |  |  |
| * Explain the personal attributes valued by employers |  |  |  |  |
| * Explain the different personal skills that employers may require for specific IT job roles |  |  |  |  |
| * Explain the principles of effective communication |  |  |  |  |
| * Discuss potential barriers to effective communication |  |  |  |  |
| * Explain how some of the potential barriers to effective communication can be reduced |  |  |  |  |
| * Explain the choices of the IT used |  |  |  |  |
| * Justify the use of the IT used to aid communication |  |  |  |  |
| * Communicate technical information to a specified audience |  |  |  |  |
| * Produce a personal development plan |  |  |  |  |
| * Produce a personal development plan |  |  |  |  |
| * Follow a personal development plan |  |  |  |  |

**Grade tracking:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Grade* | *Date* | *Grade* | *Date* | *Grade* | *Date* |
|  |  |  |  |  |  |
| *Grade* | *Date* | *Grade* | *Date* | *Grade* | *Date* |
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*Note: You should discuss this checklist regularly with your subject teacher/mentor*