

EMPLOYABILITY FOR LIFE CHARTER

ATTENDANCE / PUNCTUALITY

Gold	98%+ school data - 0 lates (excluding proven medical needs, school buses etc)
Silver	94%+ school data - 1 / 2 lates (excluding proven medical needs, school buses etc)
Bronze	90%+ school data - 3 lates (excluding proven medical needs, school buses etc)

APPEARANCE

Gold	Has always worn full uniform to the highest standard (according to school expectations)
Silver	Has generally worn full uniform to a good standard
Bronze	Generally good, but does sometimes need to be reminded of the expectation about school uniform

COMMUNICATION

Gold	Has an excellent level of communication, both verbal and non verbal. Can clearly show empathy towards people within their working area. Is focused on performing at a high level. Can clarify own ideas, concepts or terminology. Able to express personal regard and interest dependent upon the situation. Is always polite to people and can adapt conversation to suit the situation. Shares ideas and can contribute intelligently to discussions.
Silver	Has good communication skills both verbal and non verbal. Has displayed empathy towards others within the environment they work in. Establishes regular eye contact. Able to follow instructions issued and will ask if unsure. Is polite to peers / staff and can be actively involved in a conversation.
Bronze	Has displayed an understanding of good communication skills, both verbal and non verbal. Has begun to show empathy towards those they work with. Listens to instructions issued and can follow them. Becomes involved in a conversation and can interject with an appropriate comment/question. Is able to find out the relevant information by asking others in order to complete the task.

MOTIVATION

Gold	Has shown persistence and demonstrated high levels of self-motivation. Does not give up no matter how hard it is to find the answers or solutions. During this time has shown initiative and problem-solving skills relevant to the task in hand. Has proved to be able to think flexibly and work within guidelines. Able to deal with pressure and think clearly when necessary.
Silver	Has demonstrated the ability to work reasonably well under pressure. Can follow instructions that are issued. Does not readily give up when trying to find answers or solutions. When prompted, can display a good level of problem-solving skills and has at times displayed an ability to use personal initiative. Able to show some degree of flexible thinking
Bronze	Tries to complete tasks when the answers or solutions are not readily available, but can give up when task is too difficult, and understands the need to show self motivation. Can solve problems with clear guidance and some prompting. Is able to set personal goals and work towards these with guidance and support. Sometimes finds it difficult to make decisions in pressured situations.

PROFESSIONAL CONDUCT

Gold	Has proved to be very reliable, including punctuality and attendance. Behaviour has been of an extremely high standard at all times. Always able to work safely, and understand the safety needs of others who are working nearby. Works well with others and will often take the lead in group situations.
Silver	Has demonstrated a good level of reliability, including punctuality and attendance. Behaviour is of a very good standard and this allows them to work safely and consider the needs of those around them. Able to work with others and will often offer an input into a group situation.
Bronze	Understands the need to be reliable. Has shown a good level of attendance and punctuality. Is able to demonstrate the basic levels of behaviour which allow them to work safely. Can work in a group but tends to avoid taking the lead.

POINT SCORE

Gold	-	8 points
Silver	-	5 points
Bronze	-	3 points
Maximum	-	40 points

OVERALL GRADES

Gold	-	32-40 points
Silver	-	20-31 points
Bronze	-	12-19 points