

YES Havant Work Placement

Name:

Employer:

Employability Skills Month 1

Update your CV

Employee entitlements explained?

Your Skills Month 1

Rate your confidence for each of the seven skills listed below.

1 = low confidence 5 = high confidence

Communication =

Teamwork =

Problem Solving =

Independence =

Self-Belief =

Leadership =

Creativity =

Reflections Month 1

What have you achieved so far during your placement?	
Give examples of skills you have used (Think of the seven skills listed above)	

Next steps for progress	
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Young person comments:

Work coach comments:

Employer comments:

Employability Skills Month 3

Check updates to your CV

Applications for other roles (if necessary)

Book appointment at YH-

Do you need a month 5 check in for more applications? Yes / No

Your Skills Month 3

Rate your confidence for each of the seven skills listed below.

1 = low confidence 5 = high confidence

Communication =

Teamwork =

Problem Solving =

Independence =

Self-Belief =

Leadership =

Creativity =

Reflections Month 3

What have you achieved so far during your placement?	
Give examples of skills you have used (Think of the seven skills listed above)	
Next steps for progress	

Young person comments:

Work coach comments:

Employer comments:

Employability Skills Month 6

Check on updates to CV

Support accessing Universal Credit (If necessary)

Support with applications (if necessary)

Your Skills Month 6

Rate your confidence for each of the seven skills listed below.

1 = low confidence 5 = high confidence

Communication =

Teamwork =

Problem Solving =

Independence =

Self-Belief =

Leadership =

Creativity =

Reflections Month 6

What have you achieved so far during your placement?	
Give examples of skills you have used (Think of the seven skills listed above)	
Next steps for progress	

Young person comments:

Work coach comments:

Employer comments: