

This skills sheet is designed for use by employers and participants of the Work Experience programme and should be completed jointly at the end of the placement to identify skills that have been developed and demonstrated. Participants can then select the skills they wish to continue to develop after their placement.

*These sections should be completed with specific skills relevant to the placement.

Work experience participant's name

Work experience skills	Participant to complete Select the skills that you feel you have demonstrated during your Work Experience placement by ticking the relevant box	Employer to complete Select the skills that the participant has demonstrated during their Work Experience Placement by ticking the relevant box	Participant and Employer Agree the skills that the participant needs or wants to continue to develop, including any sector specific skills by ticking the relevant box
Effective communication			
Time management			
Problem solving			
Teamwork			
IT/Digital skills			
Showing initiative			
Ability to work under pressure			
Planning			
Multitasking			
Confidence			
Leadership skills			
*			
*			

Employer signature

Employer name

Date

Participant signature

Participant name

Date