



# 16x16 Evidence Handbook

## LIF Skills and Opportunities Programme

Name:

School:



[www.luton.gov.uk/16x16](http://www.luton.gov.uk/16x16)

**Luton**




# Contents



2

Title	Page
Assessment, evidence and moderation guidance	3
Communication	4–15
Leadership and teamwork	16–23
Professional conduct and motivation	24–33
Skills	34–41
Contribution to community or enterprise	42–45
Completion statement	46
Luton clusters	47



# Assessment, evidence and moderation guidance

## Assessment guidance

Students complete the reflective statement on activities, consider what skills and qualities were needed for the task and how you have developed your skills.

Witnesses complete the witness statement and please comment on the performance of the young person including as much detail as possible.

Coordinator/ tutor to sign off achievement of activities. Unit cannot be signed off until internal moderation has been completed.

## Evidence guidance

The examples of evidence are suggestions and other activities that are suitable may be used. Seek advice from the Employability Coordinator for more information.

## Moderation guidance

The internal moderator will sign off units once all activities have been achieved. Sampling through an internal moderation panel in individual organisations will take place once a term.

External moderation will take place once a year with the external moderation panel.

Contact	Name	Signature
Student		
Tutor		
Employability Coordinator		
Internal moderator		
External moderator contact		



# Communication

## Requirements

You can demonstrate an excellent level of communication, both verbal and non-verbal. You are able to clearly show empathy towards people within their working area, and is focused on performing at a high level. Can clarify own ideas, concepts or terminology. You are able to express personal regard and interest dependent upon the situation. You are always polite to people and can adapt conversation to suit the situation. You are able to share ideas and can contribute intelligently to discussions.

**The activities in this section are:**

**A presentation/discussion/debate/group talk**

4

**Completed application and CV writing tasks**

**Developed a personal statement and completed situational judgement tests**

**Taken part in realistic interviews**

**Represented the school/organisation in a positive manner**



# Communication

## Examples of evidence

### A presentation/discussion/debate/group talk

Class/house/school assembly, debate team, parents evening, school ambassador presentation to students, student voice, student council, speed meetings, class discussions, debating sessions, focus groups, enterprise project, work experience, chair meetings, discussion groups, project meetings or any activity that is a group talk/presentation either in or out of school.

### Completed application and CV writing tasks

CV writing, analysing skills, self-awareness and assessment, completing application forms or writing a personal profile.

### Developed a personal statement and completed situational judgement tests

Written a personal statement suitable for a CV, covering letter or college/UCAS application. Example tests completed.

### Taken part in realistic interviews

Realistic interview with a more senior student, teacher, club leader or employer. Be the interviewer through role play in class, evidence of real interview for work experience or part-time work.

### Represented the school/organisation in a positive manner

Tour guide, parents evenings, mentoring, working with other schools, transition events, prefect, captain duties, sports teams, external clubs, presentations or debating.

## Activity achievement

Activity	Coordinator/Tutor	Moderator
A presentation/discussion/debate/group talk		
Completed application and CV writing tasks		
Developed a personal statement and completed situational judgement tests		
Taken part in realistic interviews		
Represented the school/organisation in a positive manner		
Communication achieved		



# Communication

## A presentation/discussion/ debate/group talk

Name:

Experience - what did you do?

6

How did you develop your qualities or skills?

What went well? What could you do better?





# Communication

## A presentation/discussion/ debate/group talk

### Witness statement

Please comment on the performance of the young person in this activity

What skills did the young person demonstrate?

Witness name:

Email Address:

Position/organisation:

Date:

Signature:



# Communication

## Completed application and CV writing tasks

Name:

**Experience - what did you do?**

8

**How did you develop your qualities or skills?**

**What went well? What could you do better?**







# Communication

## Completed application and CV writing tasks

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

--

Date:

--

Signature:

--



# Communication

**Developed a personal statement and completed situational judgement tests**

**Name:**

**Experience - what did you do?**

10

**How did you develop your qualities or skills?**

**What went well? What could you do better?**



# Communication

## Developed a personal statement and completed situational judgement tests

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

--

Date:

--

Signature:

--



# Communication

## Taken part in realistic interviews

Name:

**Experience - what did you do?**

12

**How did you develop your qualities or skills?**

**What went well? What could you do better?**





# Communication

## Taken part in realistic interviews

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

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Date:

--

Signature:

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# Communication

## Represented the school/organisation in a positive manner

Name:

**Experience - what did you do?**

14

**How did you develop your qualities or skills?**

**What went well? What could you do better?**





# Communication

## Represented the school/organisation in a positive manner

### Witness statement

Please comment on the performance of the young person in this activity

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What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

--

Date:

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Signature:

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# Leadership and teamwork

## Requirements

You can demonstrate and have shown good skills in leadership and teamwork. You understand when to take the lead and when to let others, in either capacity; listens to others, allows for the opinion of others even if opposing, puts forwards ideas and expresses views, questions and challenges as appropriate remaining courteous and professional. You understand how to work with others' strengths and weaknesses and encourages others to participate..

**The activities in this section are:**

Been part of a team

Demonstrated leadership skills

Attended an extra curricular/sport or intervention activity





# Leadership and teamwork

## Examples of evidence

### Been part of a team

Participate in a class/house school project, enterprise project, during work experience, industry days, sports teams, external clubs (scouts, guides, cadets etc), Duke of Edinburgh Award, NCS or other activities inside and outside of school.

### Demonstrated leadership skills

Show leadership/coaching/support skills to a group or a peer/colleague, lead in a class/house school project, enterprise project, during work experience, industry days, sports teams, external clubs (scouts, guides, cadets etc) Duke of Edinburgh Award, NCS or other activities inside and outside of school.

### Committed to an extra curricular/sport or intervention activity

Sports, drama, science, guides, scouts, cadets, revision clubs or other activities.

## Activity achievement

Activity	Coordinator/Tutor	Moderator
Been part of a team		
Demonstrated leadership skills		
Committed to an extra curricular/sport or intervention activity		
Leadership and teamwork achieved		



# Leadership and teamwork

## Been part of a team

Name:

Experience - what did you do?

18

How did you develop your qualities or skills?

What went well? What could you do better?



# Leadership and teamwork

## Been part of a team

### Witness statement

Please comment on the performance of the young person in this activity

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What skills did the young person demonstrate?

--

Witness name:	
Email Address:	
Position/organisation:	
Date:	
Signature:	



# Leadership and teamwork

## Demonstrated leadership skills

Name:

Experience - what did you do?

20

How did you develop your qualities or skills?

What went well? What could you do better?



# Leadership and teamwork

## Demonstrated leadership skills

### Witness statement

Please comment on the performance of the young person in this activity

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What skills did the young person demonstrate?

--

Witness name:

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Email Address:

--

Position/organisation:

--

Date:

--

Signature:

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# Leadership and teamwork

## Attended an extra curricular/sport or intervention activity

Name:

Experience - what did you do?

22

How did you develop your qualities or skills?

What went well? What could you do better?



# Leadership and teamwork

## Attended an extra curricular/sport or intervention activity

### Witness statement

Please comment on the performance of the young person in this activity

What skills did the young person demonstrate?

Witness name:

Email Address:

Position/organisation:

Date:

Signature:



# Professional conduct and motivation

## Requirements

You have shown persistence and demonstrated high levels of self-motivation. You do not easily give up when it is difficult to find the answers or solutions and during this time has shown initiative and problem-solving skills relevant to the task in hand. You have proved you are able to think flexibly and work within guidelines and follow instructions.

You are able to deal with pressure and think clearly when necessary. You have proved to be very reliable, including punctuality, attendance, and behaviour has been of an extremely high standard at all times. You always work safely, and understand the safety needs of others who are working nearby. You are able to work well with others and will often input or can take the lead in group situations.

24

**The activities in this section are:**

**Taken responsibility within school**

**Behaviour has met high standard expected by school**

**Taken part in workplace experiences**

**Attendance, punctuality and appearance in line with expectations**





# Professional conduct and motivation

## Examples of evidence

### Taken responsibility in school

Head girl/boy, student voice, house captain, head of house, student council, peer, mentor or ambassador.

### Behaviour has met high standard expected by school

You will have taken any school duties seriously such as mentor, tour guide, prefect, sports captain, debate team or other internal/external school activity. You may have developed skills in work experience, part-time work or at a club or event you are a member of outside of school.

You can gather evidence from witnesses and self-evaluation. You can use video or photographic evidence.

### Taken part in workplace experiences

Work experience, work place visits, enterprise project, industry days, mentoring with an employer, networking sessions with employers, taster sessions or skills development programmes.

### Attendance, punctuality and appearance in line with expectations

94%+ attendance. 1 - 2 lates (excluding proven medical needs, school buses etc).

You have received commendations/rewards for appearance in school and dressed appropriately at external event.

## Activity achievement

Activity	Coordinator/Tutor	Moderator
Taken responsibility in school		
Behaviour has met high standard expected by school		
Taken part in workplace experiences		
Attendance, punctuality and appearance in line with expectations		
Professional conduct and motivation achieved		



# Professional conduct and motivation

## Taken responsibility within school

Name:

Experience - what did you do?

How did you develop your qualities or skills?

What went well? What could you do better?



# Professional conduct and motivation

## Taken responsibility within school

### Witness statement

Please comment on the performance of the young person in this activity

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What skills did the young person demonstrate?

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Witness name:

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Email Address:

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Position/organisation:

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Date:

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Signature:

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# Professional conduct and motivation

## Behaviour has met high standard expected by school

Name:

Experience - what did you do?

28

How did you develop your qualities or skills?

What went well? What could you do better?





# Professional conduct and motivation

## Behaviour has met high standard expected by school

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

--

Date:

--

Signature:

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# Professional conduct and motivation

## Taken part in workplace experiences

Name:

Experience - what did you do?

30

How did you develop your qualities or skills?

What went well? What could you do better?





# Professional conduct and motivation

## Taken part in workplace experiences

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

--

Date:

--

Signature:

--



# Professional conduct and motivation

## Attendance, punctuality and appearance in line with expectations

Name:

Experience - what did you do?

32

How did you develop your qualities or skills?

What went well? What could you do better?







# Professional conduct and motivation

## Attendance, punctuality and appearance in line with expectations

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

--

Date:

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Signature:

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# Skills

## Requirements

You have understood basic employability skills and can recognise these skills and how they are needed in the world of work. You have developed your own skills, able to recognise own strengths and weaknesses and have identified where development on specific skills is needed linked to future career choices.

The activities in this section are:

**External visits - careers fairs/college taster days/ university visit**

**Evaluated skills and behaviours**

**Skills extension and development linked to pipeline**



# Skills

## Examples of evidence

### External visits - careers fairs/college taster days/university visit

Self-assessment, career questionnaires, feedback forms from careers events, information on pathways for at least five chosen career options.

### Evaluated skills and behaviours

Self-assessment, grading profile, career aspirations and education goals.

### Skills extension and development linked to pipeline

Industry days, further education college taster days, skills development programmes, employer supported project, IT skills, dexterity/manual skills development, sector specific skills, literacy, numeracy, communication and employability skills.

## Activity achievement

Activity	Coordinator/Tutor	Moderator
External visits - Careers fairs/college taster days/university visit		
Evaluated skills and behaviours		
Skills extension and development linked to pipeline		
Skills achieved		



# Skills

## External visits - careers fairs/ college taster days/university visit

Name:

**Experience - what did you do?**

36

**How did you develop your qualities or skills?**

**What went well? What could you do better?**





# Skills

## External visits - careers fairs/ college taster days/university visit

### Witness statement

Please comment on the performance of the young person in this activity

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What skills did the young person demonstrate?

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Witness name:

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Email Address:

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Position/organisation:

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Date:

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Signature:

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# Skills

## Evaluated skills and behaviours

Name:

**Experience - what did you do?**

38

**How did you develop your qualities or skills?**

**What went well? What could you do better?**





# Skills

## Evaluated skills and behaviours

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

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Email Address:

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Position/organisation:

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Date:

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Signature:

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# Skills

## Skills extension and development linked to pipeline

Name:

**Experience - what did you do?**

40

**How did you develop your qualities or skills?**

**What went well? What could you do better?**







# Skills

## Skills extension and development linked to pipeline

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

--

Email Address:

--

Position/organisation:

--

Date:

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Signature:

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# Contribution to community and enterprise

## Requirements

You have committed some time to helping others, the school, external clubs or local community. You have taken part, developed or supported activities for the good of others or to make the school environment or the community better.

**The activity in this section is:**

**Worked in the community/volunteering/fundraising/charity work**

42



# Contribution to community and enterprise

## Examples of evidence

### Worked in the community/volunteering/fundraising/charity work

You have taken part in fundraising for charities such as Children in Need, Sports Relief, Comic Relief, MacMillan and developed fundraising activities to support events within the school or an external club that you are part of. You have volunteered at school or in the community such as litter picking, tidying communal gardens, nursing homes or schools fairs. You have taken part in sponsored activities such as Race for life and mud run, supported neighbours with shopping, gardening or housekeeping.

## Activity achievement

Activity	Coordinator/Tutor	Moderator
Worked in the community/volunteering /fundraising/ charity work		
Contribution to community or enterprise achieved		



# Contribution to community and enterprise

## Worked in the community/ volunteering/fundraising/charity work

Name:

**Experience - what did you do?**

44

**How did you develop your qualities or skills?**

**What went well? What could you do better?**





# Contribution to community and enterprise

## Worked in the community/ volunteering/fundraising/charity work

### Witness statement

Please comment on the performance of the young person in this activity

--

What skills did the young person demonstrate?

--

Witness name:

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Email Address:

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Position/organisation:

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Date:

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Signature:

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## Completion statement

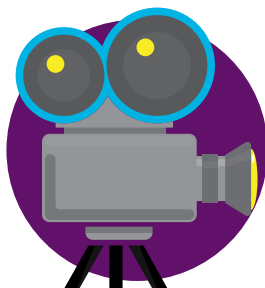
Please comment on the young person's overall achievements in the 16x16

# Luton clusters

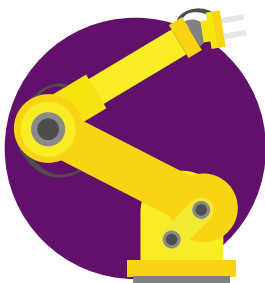
These icons represent key employment sectors in Luton.



CONSTRUCTION



CREATIVE ARTS AND MEDIA



TECHNOLOGY



AEROSPACE AND AVIATION



ADVANCED MANUFACTURING, ENGINEERING AND AUTOMOTIVE



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