



Entry 2 Award in

Personal Development

Tracking Sheets

These tracking sheets have been provided to help centres put together portfolios of evidence for the above qualification. Centres may use these tracking sheets or tracking sheets devised internally according to their own preference.

QCA Accreditation Number: 500/4138/1

QCA Accreditation Start Date: 01/08/2008
QCA Accreditation End Date: 31/08/2010
QCA Certification End Date: 31/08/2011

Appendix 2 Tracking Sheets

Unit 1 Community Action

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify a community group in their local area and what it does				
1.2 Identify 'groups' that can make up a community				
2.1 Participate in a community activity that is relevant to them				
2.2 Identify how this activity benefits others				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

Assessor Signature _____ Date _____

Internal Moderator _____ Date _____

Unit 2 Dealing with Problems in daily life

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify a straightforward problem				
1.2 Identify a way of tackling the problem, with appropriate support				
2.1 Tackle the problem using a given procedure				
2.2 Ask for advice or support if needed				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

Assessor Signature _____ Date _____

Internal Moderator _____ Date _____

Unit 3 Developing Self

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify a personal strength or ability				
1.2 Identify an area for self development				
2.1 Identify a personal skill or behaviour they need to develop				
2.2 Agree with an appropriate person a suitable target to work towards				
2.3 Identify who will support them in developing the identified skill or behaviour				
2.4 Work through activities to develop the agreed skill or behaviour				
3.1 Carry out a simple review of the progress they have made				
3.2 Identify what went well and what did not go so well				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

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Internal Moderator _____ Date _____

Unit 4 Healthy Living

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify what they can do to contribute to a healthy lifestyle				
1.2 Identify an activity which will make an improvement to their lifestyle				
2.1 Participate in an activity to contribute to a healthy lifestyle				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

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Internal Moderator _____ Date _____

Unit 5 Equality and Diversity

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

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Internal Moderator _____ Date _____

Unit 6 Individual Rights and Responsibilities

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify an individual right which is relevant to them				
1.2 Identify a responsibility that they have for themselves				
1.3 Say who could help if they have problems with their rights or responsibilities				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

Assessor Signature _____ Date _____

Internal Moderator _____ Date _____

Unit 7 Managing own Money

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify their weekly income				
1.2 Identify items they need to spend money on				
1.3 Prepare a simple personal weekly budget				
2.1 Demonstrate paying for an item				
2.2 Make simple calculations when paying for an item				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

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Internal Moderator _____ Date _____

Unit 8 Managing Social Relationships

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Take part in an exchange with a familiar person about an everyday topic				
1.2 Use appropriate behavior during the exchange				
1.3 Ask and respond to questions appropriately				
1.4 Express opinions simply and show respect for those of the other person				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

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Internal Moderator _____ Date _____

Unit 9 Preparation for Work

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify some personal skills and qualities which employees need				
1.2 Identify their own personal skills and qualities				
2.1 Identify a suitable job role which interests them				
2.2 Provide key personal information needed to apply for such a job role				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

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Internal Moderator _____ Date _____

Unit 10 Working as part of a Group

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Participate in setting ground rules for working with others				
1.2 Relate basic information about the work to be carried out				
1.3 Identify their role in the group				
2.1 Carry out given tasks when working with others				
2.2 Ask for or offer help when required				
2.3 Identify what went well and what went less well				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

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Internal Moderator _____ Date _____

Unit 11 Working toward Goals

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Recognise their skills, qualities and interests				
1.2 Identify their strengths				
1.3 Say what they could improve				
2.1 Identify some short-term goals they would like to work towards				
2.2 Agree a goal with an appropriate person				
3.1 Say who will support them to work towards the agreed goal				
3.2 Carry out given activities to work towards the agreed goal				
3.3 Identify what has been achieved				

The above evidence has been assessed against the standards and judged for validity, authenticity and reliability.

Learner signature _____ Date _____

Assessor Signature _____ Date _____

Internal Moderator _____ Date _____