

Apprentice Workbook

**Independent
Enquiry**

**Team
Working**

**Creative
Thinking**

**Self-
Management**

**Reflective
Learning**

**Effective
Participation**



Apprentice Workbook

CONTENTS

INTRODUCTION2
 WELCOME TO YOUR APPRENTICESHIP2
 ABOUT PLTS2

SUMMARY OF ACHIEVEMENT3
 APPRENTICE INFORMATION3
 DECLARATIONS.....3

INDEPENDENT ENQUIRY (IE)4

CREATIVE THINKING (CT)7

REFLECTIVE LEARNING (RL)10

TEAM WORKING (TW)13

SELF-MANAGEMENT (SM).....16

EFFECTIVE PARTICIPATION (EP).....19

Apprentice Workbook

Introduction

Welcome to Your Apprenticeship

You have chosen to become an Apprentice in the Construction Sector. As an Apprentice, you will be working towards qualifications in your chosen trade at Level 2 or Level 3, as well as Functional Skills in English and Maths, Employee Rights and Responsibilities, and Personal Learning and Thinking Skills (PLTS).

This workbook will enable you keep track of the PLTS that you develop and demonstrate during your apprenticeship. You will need to complete this workbook to provide evidence for PLTS to enable you to complete your Apprenticeship. You can complete the sections in this workbook in any order. Your training provider, assessor and/or line manager/supervisor will be able to provide you with further guidance on completing the workbook and related evidence required.

The workbook contains a 'Summary of Achievement' that should be signed by yourself, your training provider and your line manager/supervisor, and kept as part of your learning records.

About PLTS

The Specification of Apprenticeship Standards for England requires that all Apprentices develop and demonstrate their Personal Learning and Thinking Skills. These skills, alongside Functional Skills in Maths and English, are essential to success in learning, life and work, and help demonstrate to potential employers that the Apprentice will be a successful employee. The PLTS initiative aims to ensure that Apprentices can evidence skills in becoming:

- Independent enquirers
- Creative thinkers
- Reflective learners
- Team workers
- Self-managers
- Effective participators

You will see later in the workbook that, for each group of skills, a focus statement sums up the range of skills. Each is accompanied by a set of outcome statements that are indicative of the skills, behaviours and personal qualities associated with each group. Each group is distinctive and coherent, however they are also interconnected and are often demonstrated by the work you will undertake towards completing the main qualifications of your apprenticeship and within your work role and employment setting.

Separate to this workbook, City & Guilds has produced a mapping document that will enable your tutors and line managers to identify the connections between PLTS and the qualifications you are working towards.

Apprentice Workbook

Summary of Achievement

Apprentice Information

Apprentice Name:

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Apprenticeship:

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Employer Name:

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Workplace Address:

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Assessor / Tutor

Name:

Tel N^o:

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Internal Quality

Assurer:

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Declarations

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| <p>Apprentice: I confirm that the evidence provided is my own.</p> | <p>Signed:</p> | <p>Date:</p> |
| <p>Assessor / Tutor: I confirm that the Apprentice has provided evidence to meet the requirements of PLTS.</p> | <p>Signed:</p> | <p>Date:</p> |
| <p>Internal Quality Assurer: I am satisfied with the evidence produced for PLTS and confirm completion.</p> | <p>Signed:</p> | <p>Date:</p> |
| <p>Work Line Manager/Supervisor: I have witnessed the Apprentice working towards evidence for PLTS.</p> | <p>Signed:</p> | <p>Date:</p> |

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Independent Enquiry (IE)

You process and evaluate information in your investigations, planning what to do and how to go about it. You take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

Please provide evidence to demonstrate that you can:

- identify questions to answer and problems to resolve
- plan and carry out research, appreciating the consequences of decisions
- explore issues, events or problems from different perspectives
- analyse and evaluate information, judging its relevance and value
- consider the influence of circumstances, beliefs and feelings on decisions and events
- support conclusions, using reasoned arguments and evidence.

Please enter a date and a description of relevant activities.

| Date | IE1: Identify questions to answer and problems to resolve |
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| Date | IE2: Plan and carry out research, appreciating the consequences of decisions |
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| Date | IE3: Explore issues, events or problems from different perspectives |
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| Date | IE4: Analyse and evaluate information, judging its relevance and value |
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| Date | IE5: Consider the influence of circumstances, beliefs and feelings on decisions and events |
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| Date | IE6: Support conclusions, using reasoned arguments and evidence |
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Independent Enquiry

Apprentice Comments:

Assessor / Tutor Comments:

Employer / Employer Representative Comments:

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Creative Thinking (CT)

You think creatively by generating and exploring ideas, making original connections. You try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

Please provide evidence to demonstrate that you can:

- generate ideas and explore possibilities
- ask questions to extend your thinking
- connect your own and others' ideas and experiences in inventive ways
- question your own and others' assumptions
- try out alternatives or new solutions and follow ideas through
- adapt ideas as circumstances change.

Please enter a date and a description of relevant activities.

| Date | CT1: Generate ideas and explore possibilities |
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| Date | CT2: Ask questions to extend your thinking |
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| Date | CT3: Connect your own and others' ideas and experiences in inventive ways |
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| Date | CT4: Question your own and others' assumptions |
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| Date | CT5: Try out alternatives or new solutions and follow ideas through |
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| Date | CT6: Adapt ideas as circumstances change |
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Creative Thinking

Apprentice Comments:



Assessor / Tutor Comments:



Employer / Employer Representative Comments:



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Reflective Learning (RL)

You evaluate your strengths and limitations, setting yourself realistic goals with criteria for success. You monitor your own performance and progress, inviting feedback from others and making changes to further their learning.

Please provide evidence to demonstrate that you can:

- assess yourself and others, identifying opportunities and achievements
- set goals with success criteria for your development and work
- review progress, acting on the outcomes
- invite feedback and deal positively with praise, setbacks and criticism
- evaluate experiences and learning to inform future progress
- communicate your learning in relevant ways for different audiences

Please enter a date and a description of relevant activities.

| Date | RL1: Assess yourself and others, identifying opportunities and achievements |
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| Date | RL2: Set goals with success criteria for your development and work |
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| Date | RL3: Review progress, acting on the outcomes |
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| Date | RL4: Invite feedback and deal positively with praise, setbacks and criticism |
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| Date | RL5: Evaluate experiences and learning to inform future progress |
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| Date | RL6: Communicate your learning in relevant ways for different audiences |
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Reflective Learning

Apprentice Comments:

Assessor / Tutor Comments:

Employer / Employer Representative Comments:

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Team Working (TW)

You work confidently with others, adapting to different contexts and taking responsibility for your part. You listen to and take account of different views. You form collaborative relationships, resolving issues to reach agreed outcomes.

Please provide evidence to demonstrate that you can:

- collaborate with others to work towards common goals
- reach agreements, managing discussions to achieve results
- adapt behaviour to suit different roles and situations, including leadership roles
- show fairness and consideration to others
- take responsibility, showing confidence in yourself and your contribution
- provide constructive support and feedback to others

Please enter a date and a description of relevant activities.

| Date | TW1: Collaborate with others to work towards common goals |
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| Date | TW2: Reach agreements, managing discussions to achieve results |
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| Date | TW3: Adapt behaviour to suit different roles and situations, including leadership roles |
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| Date | TW4: Show fairness and consideration to others |
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| Date | TW5: Take responsibility, showing confidence in yourself and your contribution |
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| Date | TW6: Provide constructive support and feedback to others |
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Team Working

Apprentice Comments:



Assessor / Tutor Comments:



Employer / Employer Representative Comments:



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Self-Management (SM)

You organise yourself, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. You actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

Please provide evidence to demonstrate that you can:

- seek out challenges or new responsibilities and show flexibility when priorities change
- work towards goals, showing initiative, commitment and perseverance
- organise time and resources, prioritising actions
- anticipate, take and manage risks
- deal with competing pressures, including personal and work-related demands
- respond positively to change, seeking advice and support when needed
- manage your emotions, and build and maintain relationships

Please enter a date and a description of relevant activities.

| Date | SM1: Seek out challenges or new responsibilities and show flexibility when priorities change |
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| Date | SM2: Work towards goals, showing initiative, commitment and perseverance |
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| Date | SM3: Organise time and resources, prioritising actions |
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| Date | SM4: Anticipate, take and manage risks |
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| Date | SM5: Deal with competing pressures, including personal and work-related demands |
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| Date | SM6: Respond positively to change, seeking advice and support when needed |
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| Date | SM7: Manage your emotions, and build and maintain relationships |
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Self-Management

Apprentice Comments:

Assessor / Tutor Comments:

Employer / Employer Representative Comments:

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Effective Participation (EP)

You actively engage with issues that affect you and those around you. You play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as yourself.

Please provide evidence to demonstrate that you can:

- discuss issues of concern, seeking resolution where needed
- present a persuasive case for action
- propose practical ways forward, breaking these down into manageable steps
- identify improvements that would benefit others as well as yourself
- try to influence others, negotiating and balancing diverse views to reach workable solutions
- act as an advocate for views and beliefs that may differ from your own

Please enter a date and a description of relevant activities.

| Date | EP1: Discuss issues of concern, seeking resolution where needed |
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| Date | EP2: Present a persuasive case for action |
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| Date | EP3: Propose practical ways forward, breaking these down into manageable steps |
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| Date | EP4: Identify improvements that would benefit others as well as yourself |
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| Date | EP5: Try to influence others, negotiating and balancing diverse views to reach workable solutions |
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| Date | EP6: Act as an advocate for views and beliefs that may differ from your own |
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Effective Participation

Apprentice Comments:

Assessor / Tutor Comments:

Employer / Employer Representative Comments: