

Transferable skills evidence workbook

Choose one real task from employment volunteering study or independent practice. Describe your contribution accurately then connect the example with a target responsibility. Use fictional or authorised information.

Describe the example

Example title and context

My responsibility and limits

Problem or responsibility

Who needed a change and the constraints

Three actions I personally took

Decisions I made and decisions requiring approval

Review the evidence

Other contributors and their role

Observable result and supporting evidence

Target role responsibility and connection

Limitations and development needed

My short evidence paragraph

Reviewer questions and next practice activity

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