

# CASTLEHEAD HIGH SCHOOL

## **PERSONAL DEVELOPMENT**

*Developing Skills for Life, Learning and Work*



# SELF-AWARENESS

Pupil name \_\_\_\_\_ Class \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

## Self-awareness – Unit Aim

The aim of this unit is to use the topic of careers to help you identify your skills and qualities. Then, by working through a number of different activities you will be able to include relevant information in your S3 Pupil Profile, which will in turn help you choose relevant subjects as you move into the senior phase at Castlehead High School. Ultimately this will allow you to prepare for and achieve the goal of a career that suits your skills, qualities, aptitudes and interests.

This unit is assessed by SQA and successful completion will lead to a national 4 or 5 unit award. There are three additional units that you will complete over the duration of S3 – S4 and successful completion of these will result in you receiving a national 4 or 5 course award.

## **Introduction**

### **Career Related Skills and Qualities**

You will be working in groups of 4 to complete this activity.

Collect a copy of one of the Job Descriptions Cards from your teacher.

Individually read the information. Discuss as a group and complete the required information below.

Job Title: \_\_\_\_\_

#### **Skills**

- 1.
- 2.
- 3.

#### **Qualities**

- 1.
- 2.
- 3.

You will now work in a minimum of three other groups. Record their findings on the pages that follow.

Job Title: \_\_\_\_\_

**Skills**

- 1.
- 2.
- 3.

**Qualities**

- 1.
- 2.
- 3.

Job Title: \_\_\_\_\_

**Skills**

- 1.
- 2.
- 3.

**Qualities**

- 1.
- 2.
- 3.

Job Title: \_\_\_\_\_

**Skills**

- 1.
- 2.
- 3.

**Qualities**

- 1.
- 2.
- 3.

Before considering any future careers it is important to think about what your skills, qualities and interests are.

Complete the self assessment questionnaire on the following pages by circling the correct response in the initial analysis section.

## Outcome 1

### Self Assessment Questionnaire

#### **My Qualities**

Think about the qualities you have. From the list of qualities below rate yourself 1 to 4:

- 1 – I am not like this
- 2 – I am sometimes like this
- 3 – I am like this more often than not
- 4 – I am like this

Add any qualities you have which are not mentioned below.

		Initial Analysis Date completed				Final Analysis Date completed			
1	I am helpful	1	2	3	4	1	2	3	4
2	I am friendly	1	2	3	4	1	2	3	4
3	I am easy to get on with	1	2	3	4	1	2	3	4
4	I am independent	1	2	3	4	1	2	3	4
5	I am confident	1	2	3	4	1	2	3	4
6	I am hard working	1	2	3	4	1	2	3	4
7	I am careful	1	2	3	4	1	2	3	4
8	I am flexible	1	2	3	4	1	2	3	4
9	I am considerate	1	2	3	4	1	2	3	4
10	I am enthusiastic	1	2	3	4	1	2	3	4
11	I am punctual	1	2	3	4	1	2	3	4
12	I am even tempered	1	2	3	4	1	2	3	4
13	I am responsible	1	2	3	4	1	2	3	4
14	I am energetic	1	2	3	4	1	2	3	4
15	I can see the good side of things	1	2	3	4	1	2	3	4
16	I am patient	1	2	3	4	1	2	3	4
17	I am reliable	1	2	3	4	1	2	3	4
18	I am honest	1	2	3	4	1	2	3	4
19	I am trustworthy	1	2	3	4	1	2	3	4
20	I am considerate of others	1	2	3	4	1	2	3	4
21		1	2	3	4	1	2	3	4
22		1	2	3	4	1	2	3	4

## My Skills

Think about the skills you have. From the list of skills below rate yourself 1 to 4:

- 1 – I am not like this
- 2 – I am sometimes like this
- 3 – I am like this more often than not
- 4 – I am like this

Add any skills you have which are not mentioned below.

		Initial Analysis Date completed				Final Analysis Date completed			
1	I am good at cooking	1	2	3	4	1	2	3	4
2	I am good at sports	1	2	3	4	1	2	3	4
3	I can use computers	1	2	3	4	1	2	3	4
4	I can explain what I mean	1	2	3	4	1	2	3	4
5	I ask for help when I need it	1	2	3	4	1	2	3	4
6	I can use a telephone to get and give information	1	2	3	4	1	2	3	4
7	I can follow instructions	1	2	3	4	1	2	3	4
8	I am a good listener	1	2	3	4	1	2	3	4
9	I can cope with being bored now and then	1	2	3	4	1	2	3	4
10	I am good at working on my own	1	2	3	4	1	2	3	4
11	I can work with other people	1	2	3	4	1	2	3	4
12	I can express my opinion clearly	1	2	3	4	1	2	3	4
13	I can work to a deadline	1	2	3	4	1	2	3	4
14	I pick up new ideas quickly	1	2	3	4	1	2	3	4
15	I am a good communicator	1	2	3	4	1	2	3	4
16	I am organised	1	2	3	4	1	2	3	4
17	I can be trusted to take responsibility	1	2	3	4	1	2	3	4
18	I have a good memory	1	2	3	4	1	2	3	4
19	I am self driven	1	2	3	4	1	2	3	4
20	I like to learn new information	1	2	3	4	1	2	3	4
21		1	2	3	4	1	2	3	4
22		1	2	3	4	1	2	3	4

## My Interests / Activities

Think about the things you enjoy doing in or out of school. From the list of activities below rate yourself 1 to 4:

- 1 – I do not like doing this
- 2 – I occasionally like doing this
- 3 – I more often than not like doing this
- 4 – I do this a lot

Add anything that you do that is not listed at the end.

		Initial Analysis Date completed				Final Analysis Date completed			
1	Listening to music	1	2	3	4	1	2	3	4
2	Working with computers	1	2	3	4	1	2	3	4
3	Making things	1	2	3	4	1	2	3	4
4	Drawing, painting, sketching etc.	1	2	3	4	1	2	3	4
5	Helping people	1	2	3	4	1	2	3	4
6	Reading	1	2	3	4	1	2	3	4
7	Being with other people	1	2	3	4	1	2	3	4
8	Solving puzzles and problems	1	2	3	4	1	2	3	4
9	Working with old people	1	2	3	4	1	2	3	4
10	Listening to people's problems	1	2	3	4	1	2	3	4
11	Outdoor activities and sports	1	2	3	4	1	2	3	4
12	Working with pre-school children	1	2	3	4	1	2	3	4
13	Repairing things	1	2	3	4	1	2	3	4
14	Working in a group	1	2	3	4	1	2	3	4
15	Preparing food	1	2	3	4	1	2	3	4
16	Serving people	1	2	3	4	1	2	3	4
17	Working with animals	1	2	3	4	1	2	3	4
18	Trying new activities	1	2	3	4	1	2	3	4
19	Working with adults	1	2	3	4	1	2	3	4
20	Singing, dancing or acting	1	2	3	4	1	2	3	4
21		1	2	3	4	1	2	3	4
22		1	2	3	4	1	2	3	4

From the information gathered in the self assessment you are now going to complete a SWOT analysis

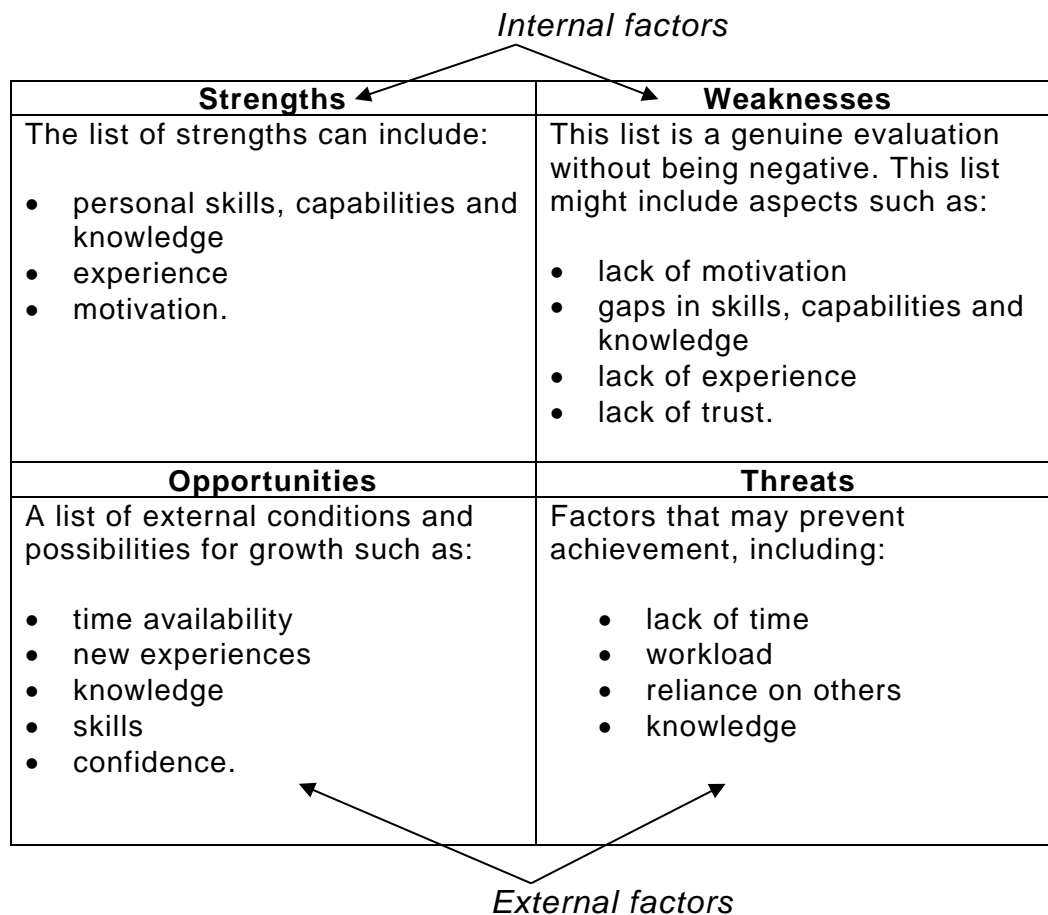
## SWOT Analysis

### Explanation of technique

The initials SWOT stand for:

Strengths  
Weaknesses  
Opportunities  
Threats

The technique is normally presented as a four sectioned grid, one section for each of the SWOT headings.



The process of working through the different sections of the SWOT analysis allows you to organise the self evaluation of your skills, qualities and feelings. A successfully completed SWOT analysis should enable you to:

- analyse situations
- use this analysis to identify areas of potential change
- utilise your identified skills and abilities to manage that change