**MY LIFE SKILLS PORTFOLIO**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name & IC** |  |
| **Name of Institution** |  |
| **Programme** |  |
| **Programme Code** |  |
| **Duration****From…..To** |  |
| **Areas of Interest** |  |
| **Current Objective(s)/Goal of My Life** |  |

**Life Skills Self-Assessment**

|  |
| --- |
| **Instructions: Use the following scale for self-assessment and put the Level number (1, 2, 3, or 4) in the given columns.** |
| **Level-1:**  | I have no exposure or knowledge of the skill. I need to learn and develop it. |
| **Level-2 Introductory:**  | I am familiar with this skill but do not perform at a regular basis. Need additional practice/training. |
| **Level-3 Intermediate:** | I can perform tasks in some situations but need additional practice/training. |
| **Level-4 Advanced:**  | I am able to perform well independently in most of the situations.  |
| **Note: If required, please attach relevant evidence to support your claim for competence over Life Skill (s).** |
| **Life Skills** | **Self-Assessment**(To be filled in at the beginning of the programme) | **Progress Made**(To be filled in at the end of the programme) |
| **1. SELF-MANAGEMENT** |   |  |
| **2.** **PLANNING & ORGANISING**  |  |  |
| **3. COMMUNICATING** |  |  |
| **4.WORKING WITH OTHERS** |   |  |
| **5. PROBLEM SOLVING** |  |  |
| **6. INITIATIVE AND ENTERPRISE** |  |  |
| **7. APPLYING NUMERACY, DESIGN AND** **TECHNOLOGY SKILLS** |  |  |
| **8. LEARNING** |  |  |

**My Life Skills Progress Record[[1]](#footnote-2) (Based on Units of Study)**

***Instructions:***

***1. Enter the Units of Study you have undertaken for your course.***

***2. Mention skills you believe you have developed in each Unit after your topic is completed. Give a brief note how the activity, assignment, or project has***

***contributed to your skill development.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Units****of Study****Life Skills** | **Ugama** | MIB | **Lang. & Comm.** | Maths | ComputerStudies | **Economics** | **Marketing** | **Project** |
| 1. **SELF-MANAGEMENT**
 |  |  |  |  |  |  |  |  |
| 1. **PLANNING & ORGANISING**
 |  |  |  |  |  |  |  |  |

**My Life Skills Progress Record (Based on Units of Study)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Units of**  **Study****Life Skills** | **Ugama** | MIB | **Lang. &****Comm.** | Maths | ComputerStudies | **Economics** | **Marketing** | **Project** |
| 1. **COMMUNICATING**
 |  |  |  |  |  |  |  |  |
| 1. **WORKING WITH OTHERS**
 |  |  |  |  |  |  |  |  |

**My Life Skills Progress Record (Based on Units of Study)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Units of**  **Study****Life Skills** | **Ugama** | MIB | **Lang. &****Comm.** | Maths | ComputerStudies | **Economics** | **Marketing** | **Project** |
| 1. **PROBLEM SOLVING**
 |  |  |  |  |  |  |  |  |
| 1. **INITIATIVE AND ENTERPRISE**
 |  |  |  |  |  |  |  |  |

**My Life Skills Progress Record (Based on Units of Study)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Units of**  **Study****Life Skills** | **Ugama** | MIB | **Lang. &****Comm.** | Maths | ComputerStudies | **Economics** | **Marketing** | **Project** |
| 1. **APPLYING**

 **NUMERACY, DESIGN AND** **TECHNOLOGY SKILLS** |  |  |  |  |  |  |  |  |
| 1. **LEARNING**
 |  |  |  |  |  |  |  |  |

**My Life Skills Progress Record (Based on Other Activities)[[2]](#footnote-3)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Other Activities****Life Skills** | Training Courses/Activities Undertaken  | Extra Curricular Activities(ECA)  | **SWE/Work-based Activities** | **Informal Activities** | **Maintaining****Electronic Portfolio** |
| 1. **SELF**

 **MANAGEMENT** |  |  |  |  |  |
| 1. **PLANNING & ORGANISING**
 |  |  |  |  |  |
| **3. COMMUNICATING** |  |  |  |  |  |
| **4.WORKING WITH OTHERS** |  |  |  |  |  |

**My Life Skills Progress Record (Based on Other Activities)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Other Activities****Life Skills** | Training Courses/Activities Undertaken  | Extra Curricular Activities(ECA) | **SWE/Work-based Activities** |  **Informal Activities** | **Maintaining****Electronic Portfolio** |
| **5. PROBLEM SOLVING** |  |  |  |  |  |
| **6. INITIATIVE AND ENTERPRISE** |  |  |  |  |  |
| **7. APPLYING NUMERACY, DESIGN AND** **TECHNOLOGY SKILLS** |  |  |  |  |  |
| **8. LEARNING** |  |  |  |  |  |

**A Summary of My Life Skills Learning (Optional)**

Please give a summary of your Life Skills learning and achievements. You will not be judged for mistakes in your language, so feel easy to express yourself.

1. Please attach evidence of your learning, if available. [↑](#footnote-ref-2)
2. Please attach evidence of your learning, if available. [↑](#footnote-ref-3)