



MILTON KEYNES SIXTH FORM
Invest in your future

Milton Keynes Academy
Sixth Form

Employability Pledge

Record Book



Name: _____

Tutor group: _____



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Your details:

What subjects are you studying in Year 12?

1. _____
2. _____
3. _____

What is your expected Post 18 destination?

University

Further Education

Apprenticeship

Employment

Do you have any ideas regarding subject choice at university or career pathway?

Areas to explore:

1. _____
2. _____
3. _____



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What is the MKA Employability Pledge?

Our mission statement is to provide 'Opportunities for Everyone'. Our Employability Pledge allows you to prove how you have used those opportunities and the impact that they have had on you and your community.

The Employability Pledge is a unique feature of the MKA Sixth Form offer. It enables you and others to see what you have achieved beyond your academic study.

The Employability Pledge Record Book allows you to present a complete and professional profile of you and your wider employability and leadership skills.





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The Milton Keynes Academy Sixth Form

Employability Pledge

Achievements

Communication

Problem Solving

Teamwork

Leadership

Planning and organisation

Financial Literacy

Work Experience

Community Service

Sporting Achievement

Cultural Activity

Skill Development

Bronze – Silver – Gold – Platinum

2

4

6

I above
minimum in
9 areas or
more



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Milton Keynes Academy

Employability Pledge

Levels of Excellence

Bronze Award

Achieved minimum requirement in 2 categories

Silver Award

Achieved minimum requirement in 4 categories

Gold Award

Achieved minimum requirement in 6 categories

Platinum Award

Achieved 1 above each minimum requirement in 9 or more areas



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Why should I complete my Employability Pledge?

It shows that you have:

- **Employability Skills**
- **A wide range of experiences**
- **Invested in your future!**

Why do you need a record book?

- **To keep track**
- **To show potential employers or interviewers**
- **To help you with your personal statement**
- **To remind you of your achievements**



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How do I complete the Record Book?

Step 1:

Undertake an appropriate activity.

Step 2:

Obtain evidence of the activity for verification.

Step 3:

Log the activity on the relevant page. Show a supervising person the evidence and ask them to verify by signing the Record Book.

Some activities may be used for more than one Employability Pledge area of excellence.

Suitable evidence might be:

- **Signature from supervisor**
- **Copy of certificates**
- **Supporting statements/references**
- **Photographs, screen shots**
- **Blog or diary of event**

**It is always best to collect as much evidence as possible.
This can be stored in your folder.**



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1. Communication Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Speak in a debating or public speaking competition

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Assisted in a parents' evening or other public event

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Took significant part in a set of assemblies

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of Student Voice or a Student Leadership Group

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



Completed an interview with a business mentor

Details of interview: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of a presentation group in a competition e.g. YE, TMT, CCP

Details of competition: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant communication activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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2. Teamwork Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Taking part in a group assessment

Details of assessment: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Assisted in a parents' evening or other public event

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Took significant part in creating an event

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of Student Voice or a Student Leadership Group

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



Played in a sports team over at least a term

Details of sports team: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of a group in a competition e.g. YE, TMT, CCP

Details of competition: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant teamwork activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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3. Problem-solving Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Taking part in a group assessment

Details of assessment: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Took part in Student Voice, Citizens:mk or other group to push forward a campaign etc

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Took significant part in creating an event

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Helped with and devised resources for revision in your subject

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



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Played in a sports team over at least a term

Details of sports team: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of a group in a competition e.g. YE, TMT, CCP

Details of competition: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant problem – solving activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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4. Leadership Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Lead a group assessment

Details of leadership shown:

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Became a mentor

Details: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Successful application to become a Prefect, a leader in CCF

Your duties: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of Student Voice or a Student Leadership Group

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



Captain of a sports team over at least a term

Details of sports team: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Managing Director or Lead in a competition e.g. YE, TMT, CCP

Details of competition: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant leadership activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



5. Planning and Organising Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Taking part in a group assessment

Details of assessment: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Planning a charity event or other public event

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Organised a social event for the sixth form

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Completing an Extended Project Qualification

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



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Was attached to a year group and arranged activities:

Details of activities: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of a group in a competition e.g. YE, TMT, CCP

Details of competition: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant planning and organising activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



6. Financial Literacy Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 7 areas

Opened a savings account

Type of account : _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Created a budget for independent living

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Understand your pay slip

Your evidence: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



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Successfully applied for student finance

Details of sports team: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

In charge of finances/budgeting in a competition e.g. YE, TMT, CCP

Details of competition: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant financial literacy activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



7. Work Experience Achievement Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Completing a work experience placement equivalent to one week or more

Details of work experience:

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Completing a volunteering placement of at least two hours a week for a period of no less than six weeks or equivalent

Volunteering:

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Successfully applied for a part time job and completed at least three months with the same employer

Your employer: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



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Completing a UCAS application and getting university offers or gaining an apprenticeship

Details of offer:

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant work experience activity

Details of activity:

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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8. Community Service Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 7 areas

Being part of Student Voice, Citizens:mk, Interact or a group that benefits the school or local community

Details of assessment: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Volunteered at a local charity or care home

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Became a Prefect or Student Ambassador

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Part of Anti-Bullying or Eco School groups

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



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Became a mentor for students from younger year groups

Details of mentoring: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Raised money for charity

Details of fundraising: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant community activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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9. Physical Achievement Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Being part of Sports Team for at least a term

Details of assessment: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Completed at least 12 sessions at the gym

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Duke of Edinburgh Award scheme

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



5 kilometre run or 50 lengths of a swimming pool

Your contribution: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Membership of an external sports club for a season

Details of mentoring: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant physical activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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10. Cultural Activity Record

Requirement: Minimum of 1 required

Remember to achieve Platinum = 1 above minimum in at least 9 areas

Took part in a drama, music or dance show

Details of event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Participated in a cultural trip or school visit

Event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Took part in the public speaking, writing or Creative Collaborative Project

The event: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Learn a musical instrument and perform a piece in public

Your instrument and piece played: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



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Took part in a reading group and attended at least 12 sessions

Details of reading group: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Learnt a new language or taught a new language

Details: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant cultural activity

Details of activity: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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11. New Skill Development Record

Food Hygiene Certificate

Details of award: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

First Aid Certificate

Details of award: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

DBS Certificate

Used for : _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Driving License

License achieved: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____



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Other relevant skill:

Skill: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Completed a MOOC:

MOOC: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Other relevant skill:

Skill: _____

Date/s: _____

Evidence verified by PRINT NAME _____

Signature of verifier: _____

Evidence Approved and Category Completed	Yes/No
Tutor signature	
Comment	
Date	



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Employability Pledge

Bronze – **Silver** – **Gold** – **Platinum**

2

4

6

I above
minimum in
9 areas

Employability Pledge	Tick if minimum has been achieved and record final number of achievements	Date completed	Evidence approved (signed by teacher)
Communication			
Teamwork			
Problem-Solving			
Leadership			
Planning and Organising			
Financial Literacy			
Work Experience			
Community Service			
Physical Achievement			
Cultural Achievement			
New Skill			



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The Milton Keynes Academy Employability Pledge

You will require:

• **Record Book**

☐

• **Evidence**



Statements

☐

Certificate/s

☐

References

☐

Photographs

☐

Blog/diary

☐

• **Portfolio folder**

☐

Collect as much evidence as possible and place it in your portfolio folder.

Add your CV, your personal statement and academic achievement summary to complete your profile.



BRONZE



SILVER



GOLD



PLATINUM