



# ADVANCE

@VALE



Name

Form

# Welcome to **Advance@Vale**

The Advance@VALE Bronze Award is part of a programme that is designed to make sure you are ready for work when you leave Darwen Vale. Key skills have been highlighted for you to work on, as well as a number of challenges and opportunities to get involved in the world of work. If you complete all of the challenges in this handbook, then you will qualify for the Bronze award. In doing this you will be a big step closer to being ready for work, you will also be ready to begin the Silver award.

The best thing about this award is that once you achieve the Gold standard you will qualify for a period of work experience. Without these awards then you will not be able to do a work placement.

It's a challenging programme to follow but the process is quite straightforward...


## 5 steps to Bronze:

**Meet all the skill levels in each of the attributes by completing each checklist**

**Make sure you have the evidence to support you**

**Complete the extra challenges**

**Complete an interview with a senior member of staff. Discuss why and how you feel you have achieved Bronze.**

  
**Receive your Bronze award and your Silver handbook**

# What is **Advance @Vale?**

So what is Advance@Vale, I hear you ask? Well quite simply it's a way for you to develop and improve some vital life skills, which are...

- Team work
- Problem solving
- Creativity
- Determination
- Passion
- Risk taking

## **What do we call these skills?**

As they are very important skills we give them an important name. We call them **entrepreneurial attributes**.

## **How will these attributes help me?**

They will help you in everything you do, whether it's preparing for GCSEs, playing in the basketball team or even setting up your own business. They will help you achieve your life goals.

## **What's the Bee all about then?**

The Bee represents all of these attributes and is a symbol of entrepreneurship at Darwen Vale.

**I think I know why a Bee was chosen, the reason is because:**

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OK then it's about the following skills...  
Sorry, I meant entrepreneurial attributes.

- Team work
- Problem solving
- Creativity
- Determination
- Passion
- Risk taking

And it's about me learning and developing these attributes to help me in everything that I do. I get that now.

## **How am I going to do this then?**

Now that's the exciting bit. This handbook will guide you through the process, and once you have completed all of the challenges you will have reached the Bronze standard. You will be rewarded with a Bronze badge, and you will then be ready for the road to silver.

## **Great I want to be Bronze! So what do I need to do?**

You have to achieve a certain level in all of the attributes. It's all in this handbook.

## **Sounds easy enough.**

### **When can I start?**

You start right here and now, but be careful it's not that easy. Each of the attributes is broken down into a number of skills. For example, to be a Bronze team worker then you need to master 5 different skills.

### **How do I show that I have completed the Bronze award?**

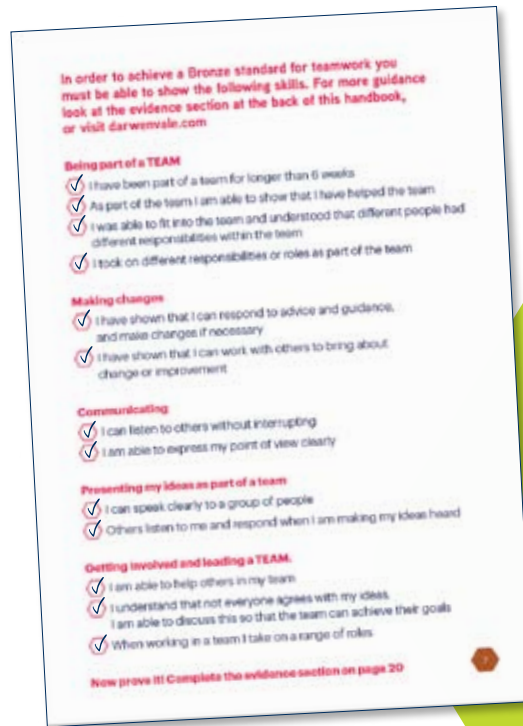
To do that you must have completed all of the attributes, by ticking each one, getting it signed and then writing in when and how you did it. Look at the example on the next page to help. You fill in the handbook yourself. You need evidence for each of the attributes.

### **One last question for now, can I only complete these attributes in my lessons in school?**

Great question, of course we would love you to demonstrate these attributes in lesson time, but you can also do it during extra-curricular activities, enrichment time or even in out of school clubs and organisations you are involved with.

# How to fill in the **checklists**

Simply go to the checklist pages in each of our six sections, and tick off the tasks as you complete them. You can then use the evidence section at the back of this booklet to give evidence of your work.



## **Ok, I think I understand that?**

Don't worry if it's a bit confusing, any teacher will be able to help you work through this. You can always ask Mr. Smalley, now he is an expert! Make sure you use the evidence section to help you.

## **So that's it, I tick off all my attributes as I achieve them and then I am Bronze?**

Tickng your attributes is not quite all you need to do. You need to provide evidence for each of the 6 attributes. There are also some challenges that need to be completed, then you need to pass an interview where you can prove you have achieved everything you say you have.

## **Sounds quite hard?**

Of course it is, but it is achievable. Once you get a Bronze award there are Silver and Gold awards to get as well, and they are a bit harder. Once you get gold you can then do some work experience.

## **Just remind me of those attributes again?**

Here goes:

- Team work
- Problem solving
- Creativity
- Determination
- Passion
- Risk taking

**Are  
You  
Ready?  
Your career  
begins here...**

# Task 1



# Teamwork

A co-ordinated effort on the part of a team or in the interests of a common cause

In order to achieve a **Bronze** standard for teamwork you must be able to show the following skills. For more guidance look at the evidence section at the back of this handbook, or visit [darwenvale.com](http://darwenvale.com)

## Being part of a TEAM

- I have been part of a team for longer than 6 weeks
- As part of the team I am able to show that I have helped the team
- I was able to fit into the team and understood that different people had different responsibilities within the team
- I took on different responsibilities or roles as part of the team

## Making changes

- I have shown that I can respond to advice and guidance, and make changes if necessary
- I have shown that I can work with others to bring about change or improvement

## Communicating

- I can listen to others without interrupting
- I am able to express my point of view clearly

## Presenting my ideas as part of a team

- I can speak clearly to a group of people
- Others listen to me and respond when I am making my ideas heard

## Getting involved and leading a TEAM.

- I am able to help others in my team
- I understand that not everyone agrees with my ideas, I am able to discuss this so that the team can achieve their goals
- When working in a team I take on a range of roles

**Now prove it! Complete the evidence section on page 20**

# Task 2

# Creativity

The ability to look  
at things in a new way,  
and seek different solutions

In order to achieve a **Bronze** standard for creativity you must be able to show the following skills. For more guidance look at the evidence section at the back of this handbook, or visit [darwenvale.com](http://darwenvale.com)

## Imagination and Innovation

- I have created something new or different to what I usually do, (this can be something written, a piece of artwork or technology design, can be food you have made or just a new way of doing something that you haven't tried before)
- I know that it is good to have different ideas from other people
- I understand that there are different ways of being creative and also that creative ideas make for exciting learning
- I know that it is important that I ask questions to develop my thinking and to develop my ideas

## Communicating Ideas

- I can accept the ideas of others and learn from them
- I am able to listen to someone else's ideas and I can then make appropriate comments which show that I am trying to understand

## Adaptation & Negotiation


- I can amend my ideas and explore alternatives

**Now prove it! Complete the evidence section on page 21**



# Task 3

## Determination



The movement towards a goal, and resilience to difficulties along the way

In order to achieve a Bronze standard for determination you must be able to show the following skills. For more guidance look at the evidence section at the back of this handbook, or visit [darwenvale.com](http://darwenvale.com)

### Confidence and independence

- I have stuck to a task and not given up despite lots of difficulties
- I don't just give into others all of the time. I stick to my own ideas, whilst recognising that others have a view
- I can communicate my ideas in a number of different ways
- I can work through tasks on my own and not just rely on others always

### Resilience and discipline

- I am determined to be the best I can be
- I am able to meet deadlines
- Have a can do attitude, and I know that my attitude will affect my performance and ability to cope with difficulties

### Leadership

- I am willing to take on leadership roles

**Now prove it! Complete the evidence section on page 22**

# Task 4

# Problem Solving

The ability to express and interpret challenges, concepts, thoughts, feelings, facts and opinions

In order to achieve a Bronze standard for problem solving you must be able to show the following skills. For more guidance look at the evidence section at the back of this handbook, or visit [darwenvale.com](http://darwenvale.com)

## Communication

- I can recognise when there might be a problem
- I can develop my understanding of any problems or situations by asking questions
- I can deal positively with both praise and criticism
- I am able to identify what outcomes or solutions will be

## Planning and organisation

- I can take responsibility and will do things without being told

## Identify solutions

- Look for more information when faced with a problem
- Be able to select relevant information that will help solve a problem
- I can begin to see what the solution is

## Reflection

- I can identify other information that might help me solve other problems

**Now prove it! Complete the evidence section on page 23**





# Task 5

# Risk Taking

Not being afraid to do something new or do something differently

In order to achieve a Bronze standard for risk taking you must be able to show the following skills. For more guidance look at the evidence section at the back of this handbook, or visit [darwenvale.com](http://darwenvale.com)

## Awareness

- I know the difference between right and wrong
- I am aware that ideas must be thought through before starting
- I am prepared to identify different options that are available

## Taking Responsibility

- I am prepared to have a go
- I can explore a problem from one angle
- I am aware that things will not always go smoothly
- I know that some projects cost money

## Learn from failure

- I can respond positively to failure and am prepared to try again

**Now prove it! Complete the evidence section on page 24**



# Task 6

# Passion

The drive to achieve  
and succeed

In order to achieve a Bronze standard for passion you must be able to show the following skills. For more guidance look at the evidence section at the back of this handbook, or visit [darwenvale.com](http://darwenvale.com)

## Enthusiasm and a desire to succeed

- I can show that I can work hard to achieve my goals
- I understand that not everything will be done for me

## Self-Belief

- I believe that I can be successful and I am aware that my attitude will affect my performance

## Empathy

- I know it is important to consider others and how they feel
- I can talk about how others feel

## Enthusiasm and Self-Motivation

- I have a positive attitude
- I am happy to have a go at any activity

**Now prove it! Complete the evidence section on page 25**



# Now prove it!

## So what is this bit of the handbook about?

This is a really important part, where you provide evidence that you have reached the Bronze standard in all of these attributes:

- Team work
- Problem solving
- Creativity
- Determination
- Passion
- Risk taking

## How exactly do I do this?

It's not that difficult, you can provide a number of things as evidence.

## Can't I just say that I've reached the standard?

Not quite. You can write what you have done, and get someone to sign it as proof. Or even better you can produce a certificate, a photograph or any other piece of evidence that proves you have done it.

## What do I do with all of this evidence?

First of all you need to write in this handbook what evidence you have. All of your certificates or photographs should be gathered together in a folder or wallet so they can be checked.

## OK, I have completed the checklist and provided the evidence then what next?

Then it's time for the extra challenges. But let's get the evidence completed first. Look at the next page and you will see an example of how to fill in the evidence sheets.

## That looks pretty straightforward?

It is! You don't actually have to write that much. One tip though is to make sure that you fill in your evidence at the same time as you are ticking the boxes. So as you complete all the ticks on one particular skill, make sure you then fill in the evidence too.

## Have you any other advice or tips?

Remember that you can also achieve the standard through activities that you do out of school. Maybe you have an interest or hobby, or are involved in a club or organisation; as long as you have the evidence then you are fine.

## What if I just make things up?

Well I hope you won't do that because you will get caught out during the interview, where you have to provide your proof and talk about how you achieved it.

So get the evidence together and fill in the details. Remember if you get stuck, ask someone!

## All of your evidence, which might include certificates or written evidence from someone, should be kept separately.

Visit the Darwen Vale school website for information.

## How to fill in your evidence

Teamwork 	
<b>The Team I have been part of is...</b> Junior Prefect team in school	<b>I got my ideas across to the team because I...</b> Went to meetings with teachers and the other junior prefects. We talked about what our responsibilities should be and I said we should look at the litter. Others agreed with me so then we all came up with a plan.
<b>I was part of this team from...</b> September 2016 when I was in year 7	<b>My strengths as a team player were...</b> Are that I have good ideas and then I work hard to make these ideas work. Others can rely on me and I will always give every task my best effort.
<b>The roles I have had in the team include...</b> I had to set an example to other students in the way I behaved. I also had responsibilities that I had to carry out, this include mentoring and helping year 7 pupils.	<b>An area I need to improve on is...</b> Is that I need to listen more to others in the team. Sometimes I think I am right when others try to speak.
<b>As a team our goals included...</b> Making a difference to the school, making it a better place. We worked hard to make sure Darwen Vale was a tidy school and we tried to keep the dining room clean at lunchtime.	
<b>My contribution to the team was...</b> That I created a poster that was displayed in the dining room that told others to keep the school litter free.	

# Teamwork



# Creativity



<b>The Team I have been part of is...</b>	<b>I got my ideas across to the team because I...</b>	<b>My best example of being creative is...</b>	<b>Things I learned from others and developed into my own ideas were...</b>
<b>I was part of this team from...</b>			
<b>The roles I have had in the team include...</b>			
	<b>My strengths as a team player were...</b>	<b>The reason I see this as being creative is because...</b>	<b>I think being creative is important because...</b>
<b>As a team our goals included...</b>			
	<b>An area I need to improve on is...</b>	<b>Ideas that I had include...</b>	<b>Being creative will help me because...</b>
<b>My contribution to the team was...</b>			



# Risk taking



# Passion



**My definition of taking a risk is...**

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**The main risk involved was...**

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**My best example of when I worked hard to achieve my goal is when...**

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**I have shown that I understand others and how they feel. I did this when I...**

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**An example of a risk I took is...**

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**An example of a time that I failed is when...**

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**I have proven that I can work independently because I...**

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**I was really positive when I...**

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**The reason it was a risk is because...**

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**What I learned from this failure is...**

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**I am confident that I can achieve my goals because...**

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**The thing I am most passionate about is...**

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# Bronze Award Extra Challenges

## Why do I have to do these challenges?

In order to qualify for the Bronze Award you must also complete a series of extra challenges, they are part of the programme. These must be separate from your school lessons and school work and must be related to developing you as a person and preparing you for work.

## Now I know why, what exactly are these challenges?

There are 3 challenges that you need to complete for the Bronze Award, which are split into 3 different areas. The first challenge is a 'careers challenge' and is about your future choices. The second challenge is a school or community challenge, and this has to be something that involves school or the local community. Finally the third challenge is a personal challenge, which is about you and your goals. Some of the challenges tell you what to do, but the other challenges are your choice.

## I can't decide what to do for challenges 2 & 3?

Then discuss it with someone, your tutor, your friends, your family or anyone in school. They can offer guidance, but it's up to YOU to decide.

## When can I begin these challenges?

As soon as you begin the Bronze programme. You don't have to wait until you have completed all of the attributes. These challenges can be ongoing projects. They can even be things that you are already doing.

## Is there anything else I need to know?

Well yes actually, a couple of things. You need to tell us about the challenges and what you did. Again you must prove what you did, it's all in the handbook. Also remember that the Silver and Gold challenges will be expected to be even more challenging and will require a further commitment. Good Luck!

## Challenge 1 Careers Challenge



Your first challenge is to complete the careers booklet and have a completed action plan that includes long and short term goals.

My evidence that shows I have completed this challenge will be...

In completing this challenge I have learned that...

Signed:

## Challenge 2 School/Community Challenge



Your second challenge is to do something either in school or out of school that will benefit the local community.

### Examples:

- Organise some fundraising for a charity.  
You can do this either on your own or in your form group.
- Start a campaign to 'Keep Vale Tidy.'
- Do an assembly in school to raise awareness of an issue.

My evidence that shows I have completed this challenge will be...

In completing this challenge I have learned that...

Signed:

## Challenge 3 Personal Challenge



Your final challenge is to doing something a little more personal, that YOU will benefit from most of all.

### Examples:

- Doing something that you have never done before, maybe go camping.
- Set up your own business.
- Join a club or do an activity that will develop your skills.

My evidence that shows I have completed this challenge will be...

In completing this challenge I have learned that...

Signed:



# Well I think I have done everything. So, what next?

The first thing you need to do is to check through your handbook carefully and get a teacher to check it with you. If you are satisfied that it is done, then you are ready for the final step.

## So what is this final step?

It is an interview with a senior teacher, and is perhaps the most daunting part of the process.

## An interview, what exactly do you mean by that?

It's a bit like a college or a job interview. You will meet one-to-one and you will need to explain how you have completed your bronze challenge. You must be able to talk about what you have done and what you have learned.

## Will I need to do anything to prepare for this?

Yes, lots! Some advice is provided on the next page. Make sure you have answers to each of the questions ready, and of course you may be asked to provide evidence that you have done what you have said.

## This sounds difficult... I don't think I have the confidence to do it?

Please don't worry, it's not that hard and of course you need to get interview experience for when you go to college or apply for a job.

## What if I mess it up?

You won't! If you struggle to answer some questions you may be given some advice so that you can re-sit the interview at another time. It is a learning experience and you may not get everything right first time. Just don't give up, be RESILIENT.

## Ok, I think I'm ready for this. How do I arrange the interview?

Easy, just go and see Mr. Smalley with your handbook and he will arrange it.

# Interview Preparation

## Make sure you are ready:

Do I know when and where my interview is?

Is my handbook complete?

Do I have all the evidence that I may be asked for?

## Some questions you may be asked:

Which of the skills was the hardest to complete?

Out of all of the skills which do I think is my strongest?

Why did I choose these particular challenges?

What have I learned about myself when working through this booklet?

How might this Bronze award help me in the future?

Am I ready for the Silver award?





# DARWEN VALE

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