Professional Skills Programme Report

Cohort	Running Dates
PSP-6	6th September to 12th November 2021

Trainee Code	Trainee Name
PSP-6-9	Hassan Jalloh

Lead Trainer	Lead Trainer	Trainer
Alusine Barrie	Rebecca Williams	Conrad Webber

Introduction

Grow Salone's Professional Skills Programme aims to provide trainees with a broad and practical understanding of key competencies, knowledge, attitudes and behaviours to enable them to flourish in the workplace. Our curriculum seeks to address the capacity gaps that our employment market research has identified as lacking amongst entry and mid-level staff.

At Grow Salone we are acutely aware that learning a skill is not the same as practicing a skill and, therefore, not enough to ensure productivity and efficiency in the workplace. Our training methodology, blend of assessments and our regular trainer observations all go into compiling this skills report; these inputs enable us to better identify the strengths and weaknesses of a Grow Salone trainee as the graduate from the Professional Skills Programme. Throughout this report we make references to our modules and the types of observations that we make of trainees. More information on our method of observations and the grading and weighting of assessments can be found in Appendices 1 and 2.

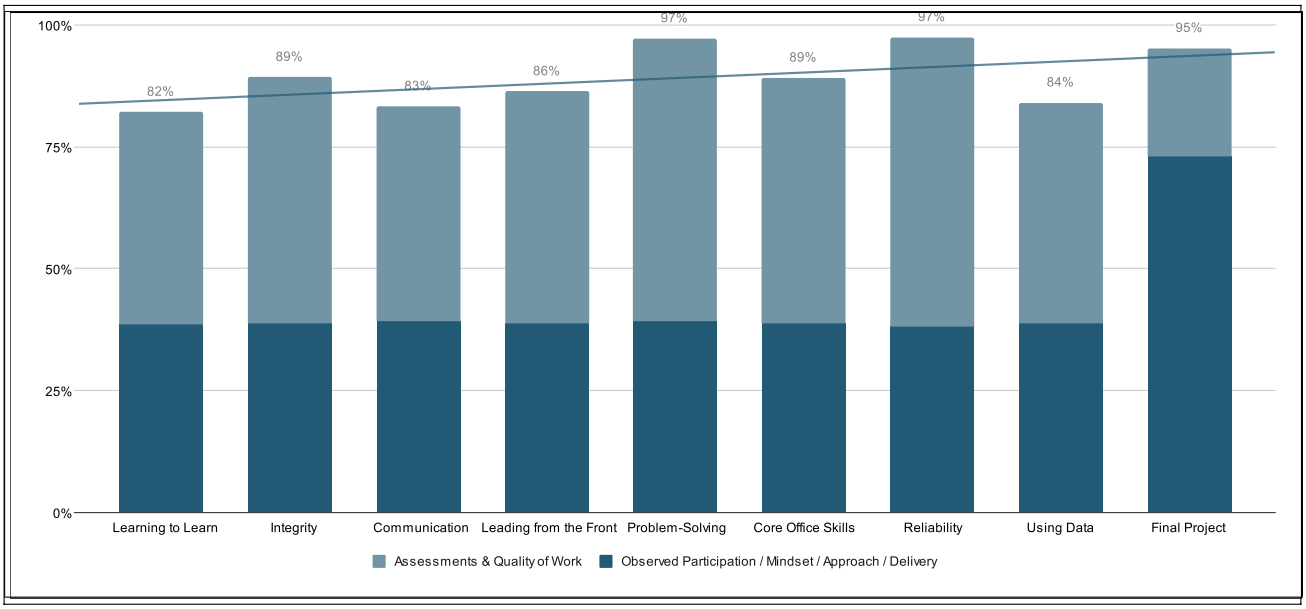
Hassan Jalloh's Final Grade

All Criteria	Unweighted		Weighted	
	Assessments & Submitted Work	Observations	Final Grade	Outcome
Hassan Jalloh's Final Grade	84%	97%	90%	Very Strong Performance
PSP-6 Cohort Average	71%	84%	75%	Satisfactory Performance

Trainer Comments

Hassan Jalloh graduates top of his cohort with an outstanding performance. Throughout the programme Hassan displayed a strong desire for learning and was often observed conducting additional research after class and learning from his peers. Hassan was always eager to receive feedback from the Trainers and regularly sought clarifications in class on topics he had researched for further insight and learning. Hassan will be remembered for his punctuality and display of integrity; he was a reliable team member in group tasks and in the final project where he was observed commiting extra time after class to complete deliverables. Although quiet in demeanour, Hassan displays strong leadership, problem-solving and computer skills. We recommend that future employers encourage Hassan to speak up more frequently and to engage in public speaking.

Hassan Jalloh's Key Grades: Assessments, Observations and Quality of Work across the PSP



Trainer Observations of Hassan Jalloh: Behaviours, Competencies & Attitudes

At Grow Salone, we understand that academic performance does not directly translate to performance in the workplace. An individual's mindset, approach to, and delivery of their work is a significant factor in determining the potential of any professional.

Throughout the Professional Skills Programme our trainers observe trainees axcrpss 75 key areas of approach, outlined below. Our trainers actively observe the trainees and track their application of these approaches a minimum of 3 times per module. Through this method, we collect more than 2,500 data points on every trainee through observations alone.

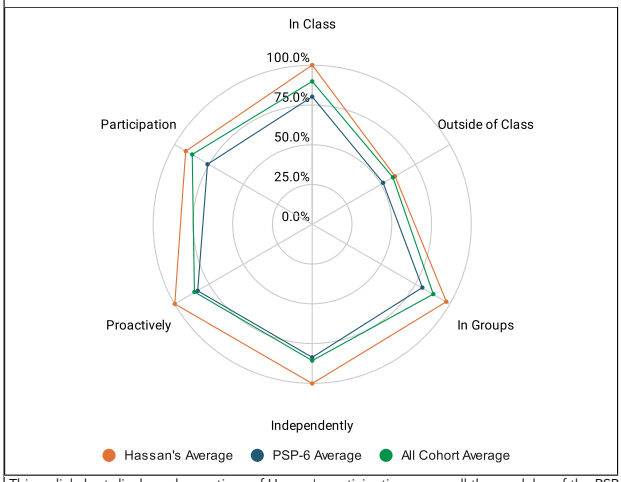
Participation:	almost all the time
In Class:	all the time
Outside of Class:	occasionally
In Groups:	almost all the time
Independently:	all the time

Approach:	almost all the time
Examining Information:	almost all the time
Exploring Possibilities:	almost all the time
Adopting Practical Approaches:	almost all the time
Checking Things:	almost all the time
Following Procedures:	almost all the time

Mindset:	almost all the time
Teamworking:	almost all the time
Developing Expertise:	almost all the time
Inviting Feedback:	almost all the time
Embracing Change:	almost all the time
Thinking Positively:	almost all the time

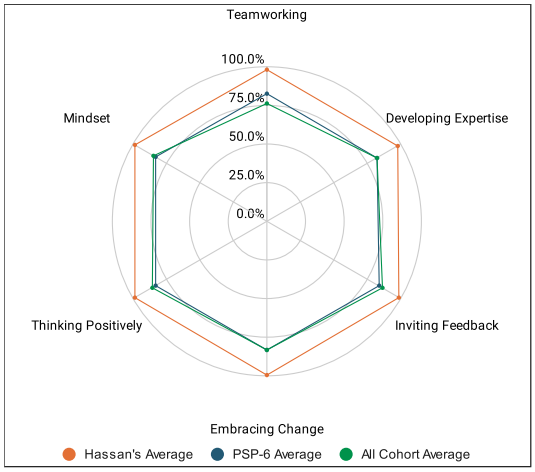
Delivery:	almost all the time
Convincing People:	almost all the time
Making Decisions:	almost all the time
Meeting Timescales:	almost all the time
Articulating Information:	almost all the time
Taking Action:	almost all the time

Hassan's participation across the PSP, versus cohort



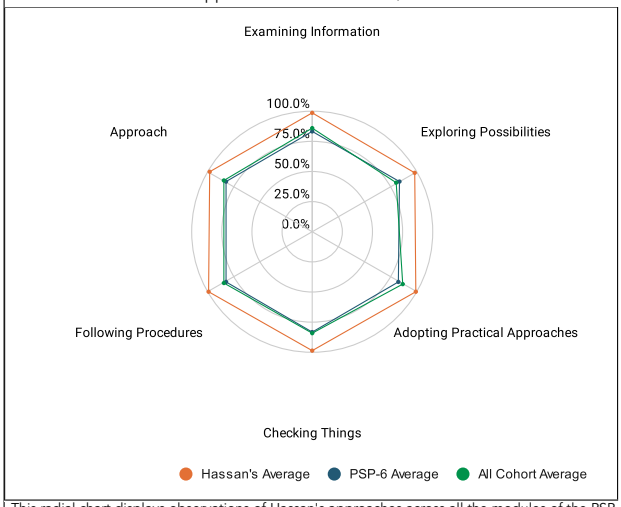
This radial chart displays observations of Hassan's participation across all the modules of the PSP, compared with the rest of the cohort.

Hassan's mindset across the PSP, versus cohort



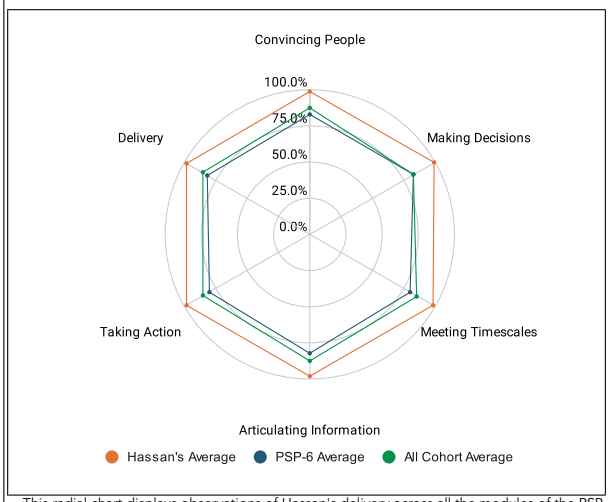
This radial chart displays observations of Hassan's mindset across all the modules of the PSP, compared with the rest of the cohort.

Hassan's approaches across the PSP, versus cohort



This radial chart displays observations of Hassan's approaches across all the modules of the PSP, compared with the rest of the cohort.

Hassan's delivery across the PSP, versus cohort

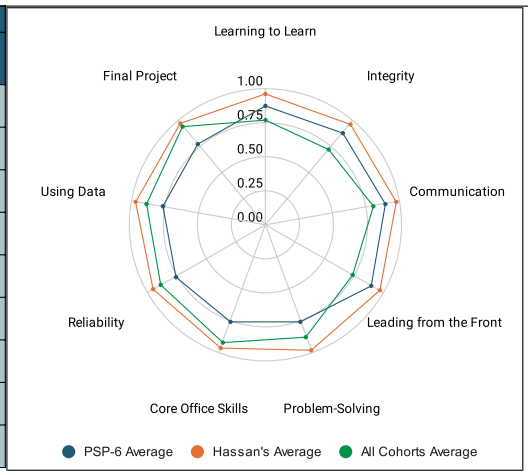


This radial chart displays observations of Hassan's delivery across all the modules of the PSP, compared with the rest of the cohort.

Detailed Summary of the Assessment and Observational Data

Trainer Observations of Hassan Jalloh: Behaviours, Competencies & Attitudes - Detailed by Module

Behaviours, Competencies & Attitudes		Hassan Jalloh				
		Participation	Mindset	Approach	Delivery	Average by Module
Learning to Learn	Module 1	92.0%	95.3%	98.9%	99.6%	96%
Integrity	Module 2	92.0%	99.3%	98.9%	96.9%	97%
Communication	Module 3	92.0%	100.0%	100.0%	100.0%	98%
Leading from the Front	Module 4	92.0%	99.3%	98.9%	96.9%	97%
Problem-Solving	Module 5	92.0%	100.0%	100.0%	100.0%	98%
Core Office Skills	Module 6	92.0%	98.3%	98.4%	98.5%	97%
Reliability	Module 7	89.6%	97.8%	96.5%	96.6%	95%
Using Data	Module 8	91.0%	99.5%	98.9%	99.3%	97%
Final Project	FP	92.0%	99.5%	98.9%	99.3%	97%
Hassan's Observations Summary		91.6%	98.8%	98.8%	98.6%	97%

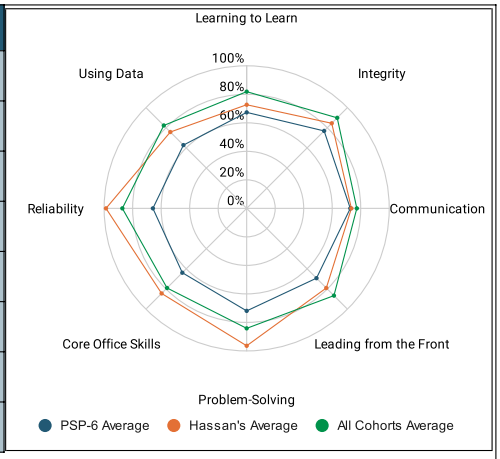


This radial chart shows observations of Hassan in each module compared with the whole cohort.

Hassan Jalloh's Assessment Summary

The Professional Skills Programme incorporates a number of assessments throughout each module which seeks to ensure that learning is understood and retained.

Assessments	Hassan's Average	Hassan's Outcomes	PSP-6 Average	All Cohorts Average
Learning to Learn	73%	Satisfactory Performance	68%	82%
Integrity	84%	Strong Performance	77%	90%
Communication	73%	Satisfactory Performance	73%	77%
Leading from the Front	79%	Satisfactory Performance	70%	86%
Problem-Solving	97%	Outstanding Performance	71.86%	85%
Core Office Skills	84%	Strong Performance	64%	79%
Reliability	99%	Outstanding Performance	66%	87%
Using Data	75%	Satisfactory Performance	62%	83%
Hassan's Assessment Summary	83%	Strong Performance	69%	84%

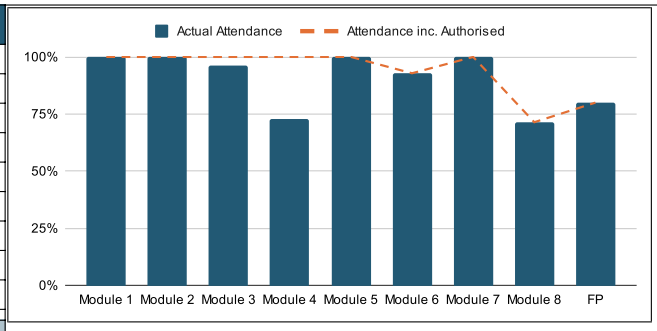


This radial chart shows Hassan's assessments in each module compared with the whole cohort.

Hassan Jalloh's Attendance Summary

Attendance is a key consideration in our recommendation of a trainee to an employer; not only does attendance demonstrate a commitment to the trainee's self-development, but because our training days are packed with critical learning that is essential to becoming a value-adding employee.

Attendance*		Actual Attendance	Authorised Absence	Attendance-Based Recommendation
Learning to Learn	Module 1	100%	0%	Yes
Integrity	Module 2	100%	0%	Yes
Communication	Module 3	96%	4%	Yes
Leading from the Front	Module 4	73%	27%	Yes
Problem-Solving	Module 5	100%	0%	Yes
Core Office Skills	Module 6	93%	0%	Yes
Reliability	Module 7	100%	0%	Yes
Using Data	Module 8	71%	0%	No
Final Project	FP	80%	0%	Yes
Hassan's Attendance Summary		90%	3%	Yes



This chart shows Hassan's attendance over the PSP.

*Attendance is calculated on a session-by-session basis, and the minimum requirement for each module is 80% to consider it complete. Absences are only authorised in events of sickness, incapacity and bereavement. Trainees are permitted to miss the attendance criteria in only one module as long as their overall attendance remains above 80%.

Hassan Jalloh's Key Grades: Assessments, Observations and Quality of Work across the PSP

Modular Criteria		Unweighted		Weighted	Weighted Modular Grades		Final Grading	
					60%	40%	Weighted Modular Grading	Weighted Modular Outcomes
		Assessments	Observations		Assessments	Observations		
Learning to Learn	Module 1	73%	96%		44%	39%	82%	Strong Performance
Integrity	Module 2	84%	97%		51%	39%	89%	Very Strong Performance
Communication	Module 3	73%	98%		44%	39%	83%	Strong Performance
Leading from the Front	Module 4	79%	97%		48%	39%	86%	Very Strong Performance
Problem-Solving	Module 5	97%	98%		58%	39%	97%	Outstanding Performance
Core Office Skills	Module 6	84%	97%		50%	39%	89%	Very Strong Performance
Reliability	Module 7	99%	95%		59%	38%	97%	Outstanding Performance
Using Data	Module 8	75%	97%		45%	39%	84%	Strong Performance
Hassan's Average	Ms 1-8	83%	97%		50%	39%	89%	Very Strong Performance
PSP-6 Average	Ms 1-8	69%	82%		41%	33%	74%	Satisfactory Performance

Final Project Criteria		Unweighted		Weighted	Weighted Final Project Grades		Final Grading	
					25%	75%	Weighted Final Project Grading	Weighted Final Project Outcomes
		Submitted Work	Observations		Submitted Work	Observations		
Hassan's Average	FP	89%	97%		22%	73%	95%	Outstanding Performance
PSP-6 Average	FP	91%	77%		23%	58%	81%	Strong Performance

Hassan Jalloh's Final Weighted Grades: Assessments, Observations and Quality of Work across the PSP

All Criteria		Weighted Module & Final Project Grades		Weighting	Professional Skills Programme Weighting			
		Assessments & Submitted Work	Observations		Assessments & Submitted Work	Observations	Grading	Outcomes
Modules	Ms 1-8	50%	39%	80%	40%	31%	71%	Very Strong Performance
Final Project	FP	22%	73%	20%	4%	15%	19%	Outstanding Performance
Hassan Jalloh's Final Grade					44%	46%	90%	Very Strong Performance

*Find more information on the rationale and method behind our grade weighting in Appendix 2.

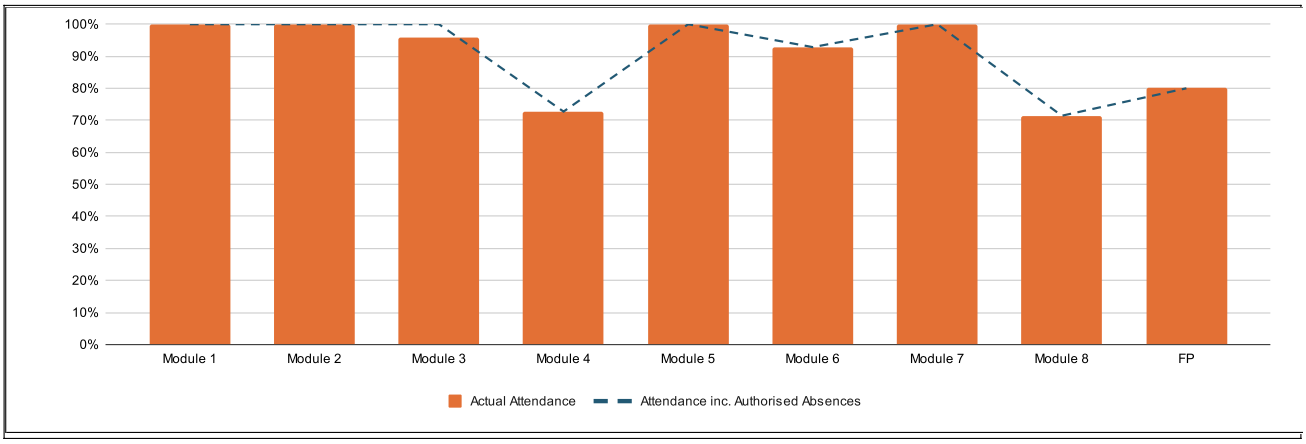
Hassan Jalloh's Attendance Summary

Attendance is a key consideration in our recommendation of a trainee to an employer; not only does attendance demonstrate a commitment to the trainee's self-development, but because our training days are packed with critical learning that is essential to becoming a value-adding employee.

We track attendance, absence, authorisations and lateness on a session-by-session basis, 4 times per day. The minimum attendance threshold for each module and the whole programme is 80%; only trainees with attendance levels above 80% in 8 modules and the PSP overall will receive a certificate of completion.

PSP Summary	Minimum Criteria Met in Modules			Minimum Criteria Met across the PSP			
	Yes	No	Min. Criteria %	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late Attendance
Hassan Jalloh	8	1	89%	93%	2%	5%	0%

PSP Completion:	Yes	Minimum attendance criteria met in all modules and across the PSP.



Professional Writing Skills

Alongside the academic components of the professional skills programme, trainees are encouraged to complete an online professional writing skills course and to submit end of module self-assessment essays with which we are able to provide feedback and assessment on the professional writing skills.

These assessments are not comprehensive, but they provide a good guidance as to the competence and confidence of our trainees' writing abilities.

End of Module Self-Assessment Essays

At the end of each module our trainees are required to submit self-reflection essays. Trainees are instructed to address the following key items:

- Key takeaways from the module.
- How they plan to implement new learning from the module in the workplace.
- Challenges envisaged when implementing these skills in the workplace; ideas and approaches they could take to address these challenges.

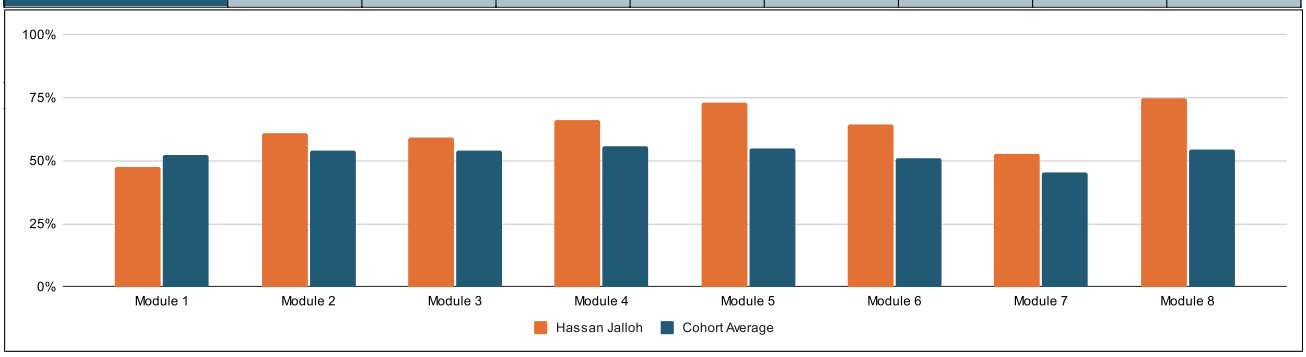
The purpose of these essays is twofold:

1. To assess the comprehension of the instruction, and the learning in a professional workplace.
2. To assess the quality of written English.

Comprehension	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7	Module 8
Key Takeaways	3	3	3	3	3	3	3	3
Implementation Plan	0	2	2	2	3	3	2	3
Challenges Envisaged	0	2	1	2	3	3	2	3
Comprehension total	3	7	6	7	9	9	7	9
	33%	78%	67%	78%	100%	100%	78%	100%

Writing Skill	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7	Module 8
Organization	5	5	5	6	7	6	6	7
Language Mechanics	5	7	7	7	8	6	6	8
Syntax Fluency	5	6	6	6	7	6	6	7
Tone of Voice	5	6	6	7	6	6	6	7
Critical Thinking	5	5	5	6	6	5		6
Writing Skill Total	25	29	29	32	34	29	24	35
	50%	58%	58%	64%	68%	58%	48%	70%

Grand Total	28	36	35	39	43	38	31	44
	47%	61%	59%	66%	73%	64%	53%	75%
Rank in Cohort	10	5	6	5	7	8	5	7

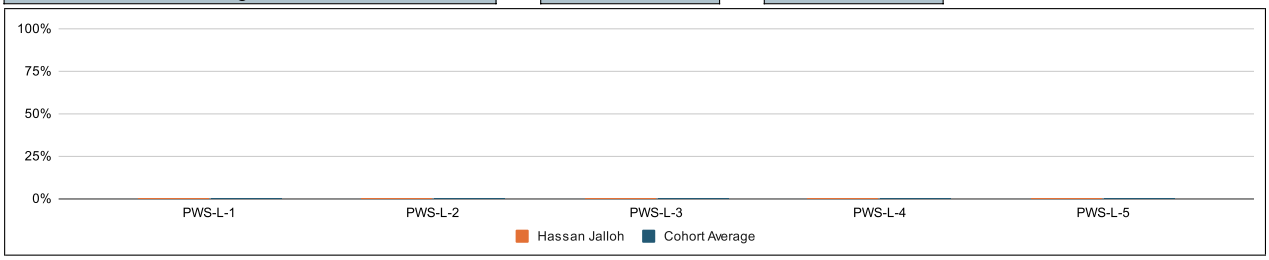


PWS from Write it Well

Our professional writing skills module is designed by Write it Well, an online training academy providing video tutorials and online assessments. For more information, visit www.writeitwell.com.

Trainees were encouraged to complete PWS however it was not mandatory.

Module Information		Marks Available	Hassan Jalloh Marks Achieved	Hassan Jalloh %	Cohort Average Marks Achieved	Cohort Average %
PWS-L-1	Develop a writing plan in five steps	11		0%	0.00	0%
PWS-L-2	Write the First Draft	4		0%	0.00	0%
PWS-L-3	Use Concise Language	5		0%	0.00	0%
PWS-L-4	Use Clear Language	3		0%	0.00	0%
PWS-L-5	Writing Effective Emails	4		0%	0.00	0%
PWS	Professional Writing Skills	27	0	0%	0	0%



Hassan Jalloh's Modular Performance

Learning to Learn — PSP-M-1

Learning does not only take place within the walls of the training centre; high-performing professionals are learning all the time. Trainees should come to see each new professional or workplace challenge as an opportunity to develop themselves.

In this module trainees will come to understand that their brain should be treated like a muscle, and that the only barrier to their self-development is their own ambition. Trainees will also begin to develop their approach to problem-solving, addressed more fully in the 'PSP-M-5 Problem-Solving' module, and learn how to create an environment that encourages self-development amongst their peers. The module also develops the idea that, if trainees are not making mistakes, they are not trying new things and developing themselves. Mistakes are inevitable and resolvable; it's the how they analyse and respond to a mistake that will make trainees a valuable member of staff.

Trainees will take away that they should not be afraid to make mistakes, but that mistakes should not be repeated. We provide the tools for trainees to analyse and respond to mistakes and to learn from them so that they are not repeated.

Module Outcomes

At the end of the module trainees should be able to:

- Confidently introduce themselves in a group
- Understand the importance of learning how to learn
- Learn more independently and motivate others
- Understand the different stages of Kolb's learning cycle
- Understand the importance of approaching their own learning process positively
- Be confident in identifying what a Growth vs. Fixed Mindset is
- Recommend practices to continue their Growth Mindset development
- Understand differences in their responses to mistakes, and are prepared to approach their mistakes as learning experiences

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M1-SP-4	A Positive Learning Attitudes (Quiz)	5	5.0	4.8	4.3
PSP-M1-SP-6	A Kolb's Learning Cycle (Quiz)	5	3.3	2.9	2.8
PSP-M1-SP-10	Growth vs Fixed Mindset (Quiz)	5	5.0	4.1	4.8
PSP-M1	Learning to Learn Module Assessment	15	14.4	11.7	12.8
PSP-M1-E	Learning to Learn Self-Evaluation Essay - Comprehension	15	5.0	6.9	9.0
Module 1	Hassan's Average Score	73%		68%	75%
	Hassan's Outcome	Satisfactory Performance			

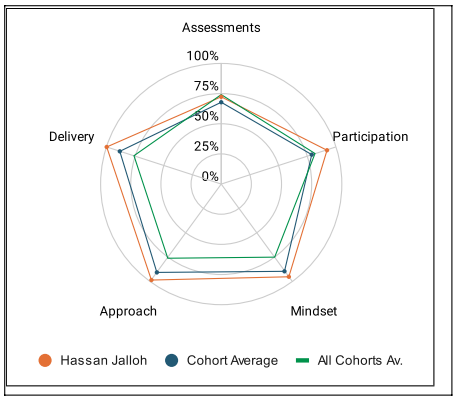
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	100%
Independently	100%
Proactively	100%
Class Participation Average	92%

Approach	%
Adopting Practical Approaches	100%
Examining Information	100%
Exploring Possibilities	97%
Checking Things	98%
Following Procedures	100%
Approach Average	99%

Mindset	%
Teamworking	96%
Developing Expertise	95%
Inviting Feedback	94%
Embracing Change	97%
Thinking Positively	95%
Mindset Average	95%

Delivery	%
Convincing People	100%
Making Decisions	100%
Meeting Timescales	98%
Articulating Information	100%
Taking Action	100%
Delivery Average	100%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	100%	0%	0%	0%

Organisations should be able to rely on their staff members to do their work efficiently and to uphold corporate and professional values. Organisations where mistrust permeates show lower productivity and lower morale, both of which severely impact operations.

In an environment where the boundaries of integrity are not entirely clear, and employees may have not had positive role models to follow, our training approaches integrity from the ground floor. We do not only focus on single instances of right and wrong; we challenge our trainees to consider how poor integrity reflects on and impacts them, their business and their colleagues. We also provide strategies for employees to avoid situations where their integrity will be tested and provide solutions to tackle instances poor integrity they observe.

Trainees will take away an understanding of what constitutes integrity in the workplace, how to actively practise it, and how to raise awareness of challenges to integrity that may be faced by employees. The module will also give help and guidance on how they can choose to "do the right thing" when put in a position of needing to make difficult choices in the workplace.

Module Outcomes

At the end of the module trainees should be able to:

- Determine what integrity means in the workplace, based on a clear sense of values.
- Identify the challenges to demonstrating integrity and have tools on how to overcome them.
- Describe the importance of integrity in respecting colleagues and employees and upholding the values and code of conduct of their company.
- Describe the positive and negative consequences of maintaining integrity.
- Learn the tools they need to maintain integrity in the workplace.
- Build and maintain a culture of integrity for themselves in professional and personal settings.

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M2-SP-3	Defining Integrity (Quiz)	5	3.8	3.4	3.9
PSP-M2-SP-6	Hurdles to Integrity (Quiz)	5	3.8	3.8	3.9
PSP-M2-SP-6	Hurdles to Integrity (Quiz)	5	3.8	3.8	3.9
PSP-M2	Integrity Module Assessment	15	15.0	14.5	14.7
PSP-M2-E	Integrity Self-Evaluation Essay - Comprehension	15	11.7	9.1	10.3
Module 2	Hassan's Average Score	84%		77%	82%
	Hassan's Outcome	Strong Performance			

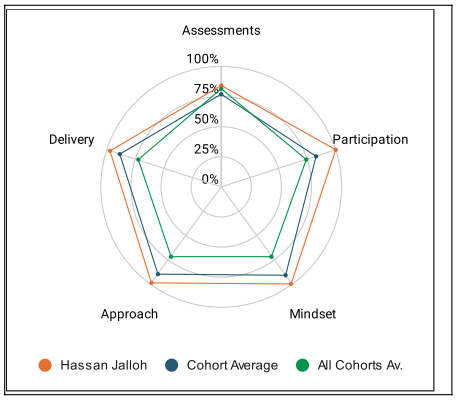
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	100%
Independently	100%
Proactively	100%
Class Participation Average	92%

Approach	%
Adopting Practical Approaches	97%
Examining Information	100%
Exploring Possibilities	100%
Checking Things	100%
Following Procedures	98%
Approach Average	99%

Mindset	%
Teamworking	98%
Developing Expertise	98%
Inviting Feedback	100%
Embracing Change	100%
Thinking Positively	100%
Mindset Average	99%

Delivery	%
Convincing People	100%
Making Decisions	99%
Meeting Timescales	92%
Articulating Information	100%
Taking Action	93%
Delivery Average	97%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	100%	0%	0%	0%

Communication is the underlying skill that pulls all teams together; it acts like the oil in the gearbox. Without good foundational communication skills, information, time and detail are lost and organisations suffer from inefficiencies. Communication also helps teams to work well together, ensuring that high morale can be obtained, and relationships between colleagues and between junior and senior staff is positive.

We address many aspects of communication, including verbal, non-verbal and practical communication skills. These include being specific; asking direct questions; adapting your communication with different parties and communication objectives; using body language to communicate; appropriate formality of communication; email writing; presentation skills; and more.

Trainees will take away the understanding of how important it is to communicate well, and how it reflects on them as an individual and an employee. Trainees will have a better understanding of the myriad of ways that they are communicating all the time, and how to shape their communication to portray the kind of professional they want to be. Trainees will be able deliver more effective communication through presentations, emails and in-person.

Module Outcomes

At the end of the module trainees should be able to:

- Describe the power of communication, and what communication is.
- Use appropriate workplace communication strategies for interacting with colleagues and managers.
- Internalize, and practice principles for effective verbal and non-verbal communication.
- Apply appropriate strategies and skills to achieve various communication goals in different workplace situations and contexts.
- Create and develop appropriate and effective strategies to support their colleagues in a workplace setting.
- Understand the principles of persuasion, negotiation, and influencing others.
- Be positive and supportive of team members by recognizing and adapting to diverse communication styles.
- Deliver quality presentations based on principles of verbal and non-verbal communication.

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M3-SP-5	Effective Communication (Quiz)	5	3.8	3.7	3.1
PSP-M3-SP-7	Workplace Communication (Quiz)	5	3.9	3.2	3.4
PSP-M3-SP-9	Workplace Communication 2 (Quiz)	5	5.0	4.5	4.0
PSP-M3-SP-10	What is Active Listening? (Quiz)	5	3.2	3.5	3.6
PSP-M3-SP-17	Workplace Communication 3 (Quiz)	5	3.3	4.3	3.6
PSP-M3	Communication Module Assessment	15	11.3	12.3	13.1
PSP-M3-E	Communication Self-Evaluation Essay - Comprehension	15	10.0	8.4	10.1
Module 3	Hassan's Average Score	73%		73%	74%
	Hassan's Outcome	Satisfactory Performance			

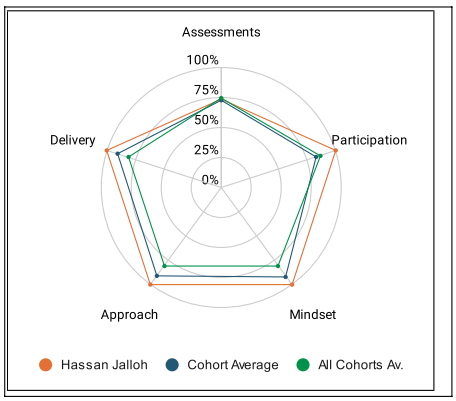
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	100%
Independently	100%
Proactively	100%
Class Participation Average	92%

Approach	%
Adopting Practical Approaches	100%
Examining Information	100%
Exploring Possibilities	100%
Checking Things	100%
Following Procedures	100%
Approach Average	100%

Mindset	%
Teamworking	100%
Developing Expertise	100%
Inviting Feedback	100%
Embracing Change	100%
Thinking Positively	100%
Mindset Average	100%

Delivery	%
Convincing People	100%
Making Decisions	100%
Meeting Timescales	100%
Articulating Information	100%
Taking Action	100%
Delivery Average	100%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	96%	4%	0%	0%

Leading from the Front

PSP-M-4

In today's modern, fast-paced professional world, the expectations that employers have from their employees are very different from what they used to be in the past. Instead of just following instructions, employees are expected to be proactive, taking initiative when appropriate, and work collaboratively in a team. Employees should be motivating as well as being motivated. Employees also have to work well with their manager and find ways to stay motivated, even if the manager's style is not the best fit to their own.

This module focuses on developing the skills that employees need to take initiative, support their colleagues and work within a healthy environment with their manager and employer. The module provides trainees with ways to better identify the boundary between taking initiative and being too independent, and how to use proactive communication to ensure that, as employees, they are working within the management structure and corporate culture of an organisation.

Trainees will take away the understanding of how valuable taking the initiative is within an organisation, and how it can have real benefits to them in the mid to long-term. The module develops the mindset that problems should not be left unresolved, that employees should feel a sense of commitment and pride to their work beyond their job title and job description, and gives trainees the tools to both take initiative in the workplace and to inform their managers about projects and progress being undertaken.

Module Outcomes

At the end of the module trainees should be able to:

- Understand what taking initiative is and when they should take initiative
- Understand and describe the most common management styles in the workplace
- Work with different communication styles
- Understand and internalize strategies about how to work with different management styles
- Have a deeper understanding of what feedback is and how to work with different feedback they receive

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M4-SP-3	Taking the Initiative (Quiz)	5	4.2	4.1	3.7
PSP-M4-SP-7	Management Styles (Quiz)	5	3.6	4.8	4.4
PSP-M4-SP-10	Receiving Feedback (Quiz)	5	5.0	3.9	4.2
PSP-M4	Leading from the Front Module Assessment	15	11.3	10.2	13.5
PSP-M4-E	Leading from the Front Self-Evaluation Essay - Comprehension	15	11.7	8.4	11.3
Module 4	Hassan's Average Score	79%		70%	83%
	Hassan's Outcome	Satisfactory Performance			

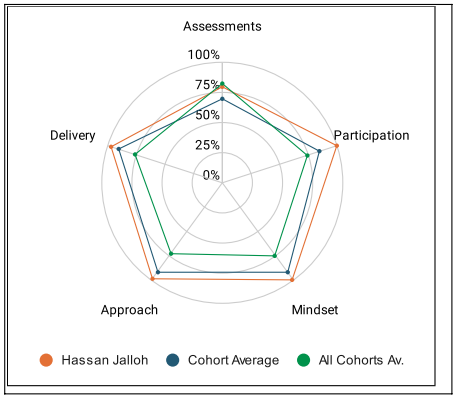
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	100%
Independently	100%
Proactively	100%
Class Participation Average	92%

Approach	%
Adopting Practical Approaches	97%
Examining Information	100%
Exploring Possibilities	100%
Checking Things	100%
Following Procedures	98%
Approach Average	99%

Mindset	%
Teamworking	98%
Developing Expertise	98%
Inviting Feedback	100%
Embracing Change	100%
Thinking Positively	100%
Mindset Average	99%

Delivery	%
Convincing People	100%
Making Decisions	99%
Meeting Timescales	92%
Articulating Information	100%
Taking Action	93%
Delivery Average	97%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	73%	27%	0%	0%

Problem-Solving

PSP-M-5

In any workplace, challenges inevitably arise. Some problems can be simple and can be solved on the spot. Others will be more complex and will require using a process to help find the best solution, often with the help of other colleagues. Ensuring that your staff are able to think on their feet and identify possible solutions is essential to any high-functioning business. Often, when these skills are not available – often along with the lack of initiative, addressed in 'PSP-M-4 – Leading from the Front' - tasks are left incomplete and problems are left unsolved.

This module is designed to take the trainees through understanding the 5-step problem-solving process and, as they go through it, adopt the attitudes and acquire the skills required to achieve the best outcome. The module builds on skills practised in previous modules, including communication, learning from the front, and integrity. The capacity to efficiently solve problems enables efficient and in-time completion of tasks and projects. This module also provides a further opportunity to practise presentation skills when presenting the best solution.

Trainees will take away a practical, repeatable method for problem-solving. Trainees will understand that the problem-solving method can be applied in both resolving current issues and in strategic planning.

Module Outcomes

At the end of the module trainees should be able to:

- Demonstrate and internalize positive attitudes towards problem solving
- Understand and can apply all the stages of the problem-solving process to challenges
- Creatively come up with solutions to a range of problems
- Clearly communicate their solutions and understand how to deal with resistance to their solutions
- Evaluate their solutions during and post implementation to measure their success

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M5-SP-3	Problem-Solving Method (Quiz)	5	5.0	4.3	4.1
PSP-M5-SP-4	Problem Tree (Quiz)	5	3.6	3.7	3.8
PSP-M5-SP-7	Feasibility Mapping (Quiz)	5	4.7	3.2	3.7
PSP-M5-SP-10	Evaluation (Quiz)	5	5.0	3.9	4.4
PSP-M5	Problem-Solving Module Assessment	15	15.0	11.8	13.6
PSP-M5-E	Problem-Solving Self-Evaluation Essay - Comprehension	15	15.0	9.1	11.8
Module 5	Hassan's Average Score	97%		71.86%	83%
	Hassan's Outcome	Outstanding Performance			

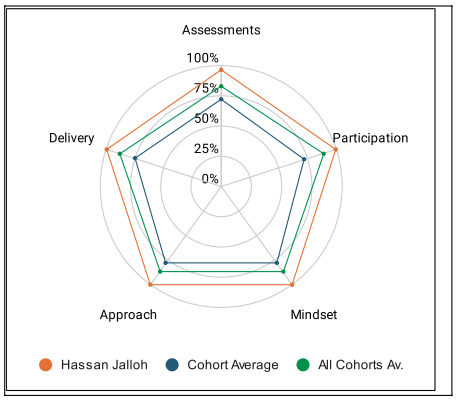
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	100%
Independently	100%
Proactively	100%
Class Participation Average	92%

Approach	%
Adopting Practical Approaches	100%
Examining Information	100%
Exploring Possibilities	100%
Checking Things	100%
Following Procedures	100%
Approach Average	100%

Mindset	%
Teamworking	100%
Developing Expertise	100%
Inviting Feedback	100%
Embracing Change	100%
Thinking Positively	100%
Mindset Average	100%

Delivery	%
Convincing People	100%
Making Decisions	100%
Meeting Timescales	100%
Articulating Information	100%
Taking Action	100%
Delivery Average	100%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	100%	0%	0%	0%

Core Office Skills

PSP-M-6

In today's workplace, Core Office Skills are the foundation of a productive and efficient employee. Our module defines Core Office Skills as computer-based competencies which range from turning computers on and off correctly to implementing intermediate Excel formulae. This module is designed to provide base-level understanding across a wide range of common application functions, and to provide the self-development and research skills to improve upon those skills to attain proficiency and above.

Rather than going in-depth into anyone one skill, the module aims to provide trainees with the foundation to improve themselves with a greater understanding of the technology they use each day. The module includes the importance of file naming conventions and file structures; researching the internet; avoiding malware and malicious links online; using email and online tools to improve productivity; the importance of formatting documents; file types and their appropriate uses; Microsoft Windows navigation, Microsoft Word formatting tools, and much more.

Trainees will take away a broader knowledge of what is possible when using a computer, and how these tools can improve their productivity and efficiency. Becoming proficient in these skills enhance an employee's ability to conduct and present high-quality, complex work in a format that others can easily understand. Sound knowledge of time-saving tools and shortcuts will enable employees to work smarter and faster, increasing productivity and the value they bring to a workplace.

Module Outcomes

At the end of the module trainees should be able to:

- Demonstrate computer and IT literacy, with transferable IT skills needed for the workplace
- Use a wide range of IT and core office skills to make their workplaces more efficient
- Conduct internet research and navigate web browsers
- Take initiative to self-motivate themselves to learn new IT skills as needed by their roles
- Demonstrate basic to proficient command of Microsoft Windows and core professional tools and applications including Word and Excel
- Take their learning to improve their own skills
- Utilise shortcuts and tools to improve efficiency
- Stay safe online and identify sources of good and bad information

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M6-SP-7	Introduction to Windows (Quiz)	5	3.0	3.0	3.7
PSP-M6-SP-12	Google Suite (Quiz)	5	5.0	2.7	4.0
PSP-M6-SP-19	Word Documents (Quiz)	5	4.6	3.6	4.2
PSP-M6-SP-24	Business Email (Quiz)	5	5.0	3.6	4.1
PSP-M6-SP-28	Web Browsers & Online Safety (Quiz)	5	5.0	4.1	4.6
PSP-M6-SP-30	Research Methods (Quiz)	5	1.7	1.9	2.3
PSP-M6-SP-34	Excel Fundamentals (Quiz)	5	4.6	3.3	4.0
PSP-M6-SP-37	Excel Formulae (Quiz)	5	5.0	3.3	3.9
PSP-M6-SP-40	Excel Formulas and Formatting (Quiz)	5	2.5	3.3	4.1
PSP-M6	Core Office Skills Module Assessment	15	11.6	10.2	12.6
PSP-M6-E	Core Office Skills Self-Evaluation Essay - Comprehension	15	15.0	9.1	12.5
Module 6	Hassan's Average Score	84%		64%	80%
	Hassan's Outcome	Strong Performance			

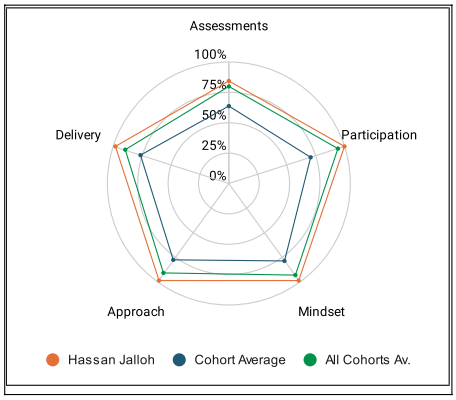
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	100%
Independently	100%
Proactively	100%
Class Participation Average	92%

Approach	%
Adopting Practical Approaches	100%
Examining Information	97%
Exploring Possibilities	97%
Checking Things	98%
Following Procedures	100%
Approach Average	98%

Mindset	%
Teamworking	97%
Developing Expertise	96%
Inviting Feedback	100%
Embracing Change	100%
Thinking Positively	98%
Mindset Average	98%

Delivery	%
Convincing People	99%
Making Decisions	100%
Meeting Timescales	99%
Articulating Information	97%
Taking Action	98%
Delivery Average	98%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	93%	0%	7%	0%

Reliability

PSP-M-7

To be successful at work, it is essential that managers are able to trust and rely upon their employees. Organizations want to know that employees can be depended upon to carry out their duties to the required standards, within the stipulated times, at all times. If tasks are incomplete, finished late or completed poorly, trust begins to disappear, and relationships become difficult.

This module is designed to equip trainees with the skills to manage themselves, their time and projects to ensure they consistently deliver and meet deadlines. The objective is for them to become a reliable person in all situations they work in. The module starts with the concept of be in 'unchaseable'; simple steps an employee can take to ensure that their manager will never have to chase them for work again. The module then moves into a highly practical element: trainees are tasked with launching the product of a fictional company and are guided through the stages of any project design: scoping, planning, delivery and review, including all the stakeholder analysis and reporting that goes with it.

The trainees will take away not only a checklist of how to be 'unchaseable', but also a toolkit of how to manage a complex project with stakeholders, suppliers, delays and issues to deal with. The module provides a practical experience in how to deliver a project well.

Module Outcomes

At the end of the module trainees should be able to:

- Use simple project management tools and communication skills to effectively plan and deliver
- Improve their efficiency and productivity at the workplace
- Build a reputation for being an efficient, productive, trusted, and reliable colleague
- Maintain their reputation for being reliable in a team
- Self-evaluate their reliability in the workplace and work to improve it

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M7-SP-4	Becoming Unchaseable (Quiz)	5	5.0	3.6	4.6
PSP-M7-SP-14	Project Planning (Quiz)	5	4.7	4.0	4.1
PSP-M7-SP-15	Managing Projects (Quiz)	5	5.0	3.7	4.0
PSP-M7	Reliability Module Assessment	15	15.0	8.6	13.4
PSP-M7-E	Reliability Self-Evaluation Essay - Comprehension	15	11.7	9.7	12.2
Module 7	Hassan's Average Score	99%		66%	85%
	Hassan's Outcome	Outstanding Performance			

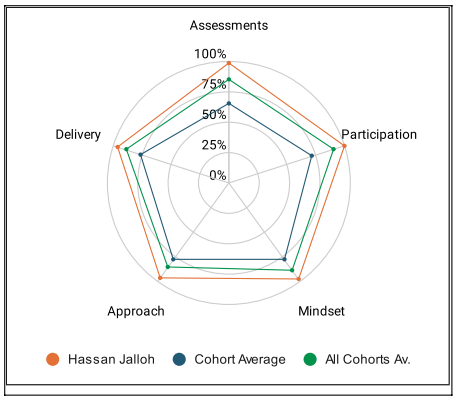
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	88%
Independently	100%
Proactively	100%
Class Participation Average	90%

Approach	%
Adopting Practical Approaches	99%
Examining Information	95%
Exploring Possibilities	98%
Checking Things	96%
Following Procedures	95%
Approach Average	97%

Mindset	%
Teamworking	98%
Developing Expertise	97%
Inviting Feedback	97%
Embracing Change	100%
Thinking Positively	98%
Mindset Average	98%

Delivery	%
Convincing People	93%
Making Decisions	97%
Meeting Timescales	100%
Articulating Information	93%
Taking Action	100%
Delivery Average	97%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	100%	0%	0%	0%

Using Data

PSP-M-8

In a modern workplace data is used for everything: tracking KPIs, evaluating staff performance, analysing impact. Companies that use data are more efficient, better at identifying opportunities and generally more resilient.

Collecting and analysing data requires a very particular blend of skills, and requires the ability to conceptualise objectives, indicators and markers before a project has begun. Using data draws on Core Office Skills to create impact-oriented goals and tools to assess an organisation's progress towards those goals.

The trainees will take away an understanding of the fundamentals of data collection, as well as the potential of using data for business and organisational strategy as well as evaluating impact. The module also looks practically at how to set up data collection and analysis.

Module Outcomes

At the end of the module trainees should be able to:

- Demonstrate an understanding of how data can demonstrate performance
- Set up basic data collection templates to capture information in a controlled manner
- Set up basic logical frameworks to establish progress towards an organisational goal

Assessments - Hassan Jalloh Performance

Code	Assessment Title	Marks Available	Marks Achieved	Cohort Av.	All Cohorts Av.
PSP-M8-SP-4	An Introduction to Data (Quiz)	5	3.9	3.9	4.4
PSP-M8-SP-8	Data Logic (Quiz)	5	5.0	4.2	4.5
PSP-M8-SP-15	Data Collection (Quiz)	5	5.0	4.3	4.1
PSP-M8-SP-20	Data Analysis (Quiz)	5	5.0	4.1	4.4
PSP-M8	Using Data Module Assessment	15	3.8	5.7	11.6
PSP-M8-E	Using Data Self-Evaluation Essay - Comprehension	15	15.0	9.0	12.2
Module 8	Hassan's Average Score	75%		62%	82%
	Hassan's Outcome	Satisfactory Performance			

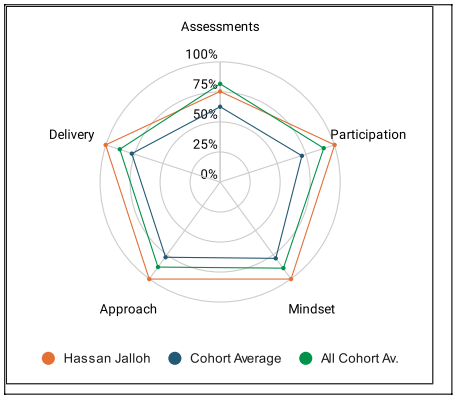
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	95%
Independently	100%
Proactively	100%
Class Participation Average	91%

Approach	%
Adopting Practical Approaches	100%
Examining Information	98%
Exploring Possibilities	99%
Checking Things	98%
Following Procedures	100%
Approach Average	99%

Mindset	%
Teamworking	99%
Developing Expertise	99%
Inviting Feedback	100%
Embracing Change	100%
Thinking Positively	100%
Mindset Average	99%

Delivery	%
Convincing People	99%
Making Decisions	100%
Meeting Timescales	100%
Articulating Information	98%
Taking Action	100%
Delivery Average	99%



Attendance - Hassan Jalloh Performance

Attendance	Actual (inc. Late)	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	71%	0%	29%	0%

At Grow Salone, we recognise that our observations and assessments do not always replicate the demands of the workplace. In order to replicate the working environment, and as a way for our trainees to apply the skills we cover in the Professional Skills Programme, we have introduced the Final Project.

The Final Project is a 1-week, real-world consultancy where we invite a business to pose our trainees a problem which they have to solve. Throughout this period we observe how trainees apply their skills, attitudes and behaviours within their teams, when dealing with clients, and with members of the public. We also assess the application of the learning contained within the PSP, and how effectively trainees utilise it in a project-based environment.

Module Outcomes

At the end of the module trainees should be able to:

- Demonstrate the application of learning from throughout the Professional Skills Programme
- Demonstrate the positive, professional attitudes required in a workplace
- Deliver high-quality, professional-grade projects

Team Performance

Final Project Totals	Marks			Outcomes
	Available	Achieved	%	
Tools	50	45	90%	Outstanding Performance
Quality of Planning	37.5	35	93%	Outstanding Performance
Coordination	37.5	35	93%	Outstanding Performance
Communication	37.5	33.75	90%	Outstanding Performance
Results Achieved	87.5	72.5	83%	Strong Performance
Hassan's Group Totals	250	221.25	89%	Very Strong Performance

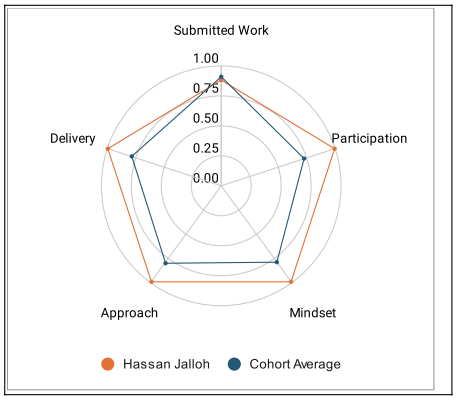
Observations - Hassan Jalloh Performance

Participation	%
In Class	100%
Outside of Class	60%
In Groups	100%
Independently	100%
Proactively	100%
Class Participation Average	92%

Approach	%
Adopting Practical Approaches	100%
Examining Information	98%
Exploring Possibilities	99%
Checking Things	98%
Following Procedures	100%
Approach Average	99%

Mindset	%
Teamworking	99%
Developing Expertise	99%
Inviting Feedback	100%
Embracing Change	100%
Thinking Positively	100%
Mindset Average	99%

Delivery	%
Convincing People	99%
Making Decisions	100%
Meeting Timescales	100%
Articulating Information	98%
Taking Action	100%
Delivery Average	99%



Attendance - Hassan Jalloh Performance

Attendance	Present	Authorised Absence	Unathorised Absence	Late
Hassan Jalloh	80%	0%	20%	0%

Appendix

Appendix 1: Grading & Weighting of Grades in the Professional Skills Programme

Observational Grading

Using our weighted and processed behavioural observations, we rate the frequency with which trainees demonstrate the key areas of Participation, Mindset, Approach and Delivery that we expect to see.

We place our trainees on the scale you see below, determined by the average calculated observations throughout the programme.

100%	all the time
90%	almost all the time
80%	very frequently
70%	frequently
60%	occasionally
50%	rarely
40%	very rarely
0%	never

Assessment Grading

Throughout the Professional Skills Programme our trainees are assessed for their understanding of key learned concepts. These assessments, within modules, are graded on the scale shown below left.

When compiling the final grade, across all modules, we reduce the thresholds for each band to reflect the importance of consistency and multi-disciplinary skills.

Modular Grading	
95%	Outstanding Performance
90%	Very Strong Performance
80%	Strong Performance
70%	Satisfactory Performance
60%	Needs Improvement
50%	Needs Significant Improvement
0%	Not Yet Competent

PSP Grading	
90%	Outstanding Performance
85%	Very Strong Performance
75%	Strong Performance
65%	Satisfactory Performance
55%	Needs Improvement
50%	Needs Significant Improvement
0%	Not Yet Competent

Stage	Weighting	Weighting		
		Observation	Learning / Quality of Work	Attendance
Within Each Module:	The weighting accounts for the relative importance of assessment methods when grading each module and the final project individually.	40%	60%	#REF!
Within the Final Project:		75%	25%	-

Calculating Final Grading	When calculating the final grade, accounting for the relative importance of achievements within and across individual modules against the performance within the Final Project .	Modules 1-8	Final Project
		75%	25%

Weighting Rationale: Within Each Module:

We have opted to weigh the modular criteria in the manner shown in the table above for the following reasons:

- Understanding of, and critical engagement with the key concepts within the PSP is the primary objective of our training sessions and to achieve the intended outcomes of our programme, thus weighted the highest.
- Observations are given a high weighting since they are the metric most closely associated with the workplace, and give us a strong indication of a trainee's preparedness for that experience.
- Attendance is only a small portion of the grading, however it also is a minimum criteria for making our final recommendations, both on modular level and across the whole of the Professional Skills Programme and therefore it is not given a heavy weighting here.

Weighting Rationale: Within the Final Project:

We have opted to weigh the final project criteria in the manner shown in the table above for the following reasons:

- The quality of work is a strong indicator that the group of trainees have understood, and been able to apply, the content of the PSP course. It is also the best indicator of the quality of work that the trainee will produce in the workplace, however, we are not able to aportion the completed work to individual trainees so we are limiting the weighting to 25%.
- The criteria assessed through observations is a key in driving our final recommendations to employers about the future performance of indivuals in the workplace and thus we have weighted it at 75% of the overall Final Project weighting.
- No trainee will be certified through Grow Salone without at least minimum criteria attendance in the Final Project and thus we do not consider this worthwhile grading.

Weighting Rationale: Between the Training and the Final Project

We have opted to weigh the training criteris against the final project criteria in the manner shown in the table above for the following reasons:

- The Training Programme is a learning environment where we expect, and indeed encourage, mistakes. Whilst the assessments, observations and attendance within these 8 1/2 weeks is crucial in our profiling of the trainee, we also see that the Final Project is the part of the training programme which is most-akin to the workplace. Therefore, despite it comprising of only 15% of the whole training programme, we allocate it with 25% of the total grading available.

Observations of Hassan Jalloh: Behaviours, Competencies & Attitudes

Approach in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	Hassan's Average
Examining Information	100.0%	100.0%	100.0%	100.0%	100.0%	96.8%	95.2%	97.6%	97.6%	98.2%
Exploring Possibilities	96.7%	100.0%	100.0%	100.0%	100.0%	97.3%	98.0%	98.5%	98.5%	98.6%
Adopting Practical Approaches	100.0%	96.6%	100.0%	96.6%	100.0%	100.0%	98.6%	100.0%	100.0%	99.2%
Checking Things	97.9%	100.0%	100.0%	100.0%	100.0%	97.9%	95.8%	98.4%	98.4%	98.5%
Following Procedures	100.0%	97.8%	100.0%	97.8%	100.0%	100.0%	94.8%	100.0%	100.0%	98.9%
Approach	98.9%	98.9%	100.0%	98.9%	100.0%	98.4%	96.5%	98.9%	98.9%	98.6%

Mindset in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	Hassan's Average
Teamworking	95.8%	98.4%	100.0%	98.4%	100.0%	97.1%	97.8%	98.8%	98.8%	98.3%
Developing Expertise	94.9%	98.1%	100.0%	98.1%	100.0%	95.8%	96.9%	98.6%	98.6%	97.7%
Inviting Feedback	94.3%	100.0%	100.0%	100.0%	100.0%	100.0%	96.6%	100.0%	100.0%	99.0%
Embracing Change	96.9%	100.0%	100.0%	100.0%	100.0%	100.0%	99.5%	100.0%	100.0%	99.7%
Thinking Positively	94.8%	100.0%	100.0%	100.0%	100.0%	98.4%	98.1%	100.0%	100.0%	99.0%
Mindset	95.3%	99.3%	100.0%	99.3%	100.0%	98.3%	97.8%	99.5%	99.5%	98.6%

Delivery in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	Hassan's Average
Convincing People	100.0%	100.0%	100.0%	100.0%	100.0%	98.6%	93.0%	98.9%	98.9%	98.5%
Making Decisions	100.0%	99.2%	100.0%	99.2%	100.0%	100.0%	97.1%	100.0%	100.0%	99.4%
Meeting Timescales	98.1%	92.4%	100.0%	92.4%	100.0%	98.6%	100.0%	100.0%	100.0%	98.3%
Articulating Information	100.0%	100.0%	100.0%	100.0%	100.0%	97.1%	93.0%	97.8%	97.8%	98.0%
Taking Action	100.0%	92.8%	100.0%	92.8%	100.0%	98.2%	100.0%	100.0%	100.0%	98.4%
Delivery	99.6%	96.9%	100.0%	96.9%	100.0%	98.5%	96.6%	99.3%	99.3%	98.6%

Participation in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	Hassan's Average
In Class	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Outside of Class	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%
In Groups	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	88.0%	95.0%	100.0%	97.7%
Independently	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Proactively	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Participation	92.0%	92.0%	92.0%	92.0%	92.0%	92.0%	89.6%	91.0%	92.0%	91.5%

Appendix 4: Trainer Observations: Whole Cohort Behaviours, Competencies & Attitudes

Approach in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	PSP-6 Average
Examining Information	91.6%	89.9%	91.6%	90.6%	78.4%	78.1%	77.8%	78.2%	79.8%	83.1%
Exploring Possibilities	89.8%	90.2%	91.6%	91.7%	79.1%	78.9%	78.6%	78.0%	79.7%	83.3%
Adopting Practical Approaches	89.7%	91.0%	91.0%	91.4%	76.3%	77.2%	77.7%	77.1%	78.8%	82.4%
Checking Things	90.6%	88.7%	91.2%	90.6%	78.4%	78.1%	78.0%	77.8%	79.7%	82.8%
Following Procedures	91.6%	90.5%	90.7%	92.0%	76.8%	77.3%	77.5%	77.6%	78.8%	82.7%
Approach	90.7%	90.1%	91.2%	91.3%	77.8%	77.9%	77.9%	77.7%	79.3%	82.9%

Mindset in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	PSP-6 Average
Teamworking	89.7%	90.3%	91.5%	91.7%	76.8%	77.6%	77.6%	77.9%	78.8%	82.6%
Developing Expertise	88.5%	89.4%	90.9%	90.8%	76.8%	77.6%	77.4%	76.5%	79.0%	82.1%
Inviting Feedback	90.7%	92.1%	92.5%	92.5%	78.7%	79.0%	77.9%	79.1%	79.5%	83.7%
Embracing Change	90.3%	90.9%	92.1%	92.5%	79.0%	78.7%	79.1%	78.4%	79.5%	83.6%
Thinking Positively	89.9%	92.1%	92.3%	92.7%	78.1%	78.4%	78.6%	78.5%	79.3%	83.5%
Mindset	89.8%	90.9%	91.9%	92.0%	77.9%	78.3%	78.1%	78.1%	79.2%	83.0%

Delivery in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	PSP-6 Average
Convincing People	90.0%	90.2%	91.9%	88.9%	76.2%	77.5%	77.7%	78.6%	79.9%	82.6%
Making Decisions	90.9%	89.1%	91.9%	91.7%	78.0%	78.0%	78.2%	78.5%	79.1%	83.1%
Meeting Timescales	86.7%	87.5%	89.7%	90.3%	72.4%	74.6%	75.6%	74.2%	76.9%	80.0%
Articulating Information	88.8%	89.7%	91.1%	88.0%	76.6%	76.7%	77.5%	78.4%	79.6%	82.1%
Taking Action	87.6%	88.3%	90.3%	90.9%	72.9%	75.4%	75.4%	75.0%	77.1%	80.5%
Delivery	88.8%	89.0%	91.0%	90.0%	75.2%	76.5%	76.9%	77.0%	78.5%	81.5%

Participation in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	PSP-6 Average
In Class	83.1%	87.1%	89.0%	90.7%	77.3%	75.3%	76.0%	76.0%	77.3%	80.5%
Outside of Class	56.0%	56.0%	56.0%	57.3%	48.0%	48.0%	50.7%	48.0%	51.3%	51.8%
In Groups	81.8%	90.7%	89.0%	91.6%	76.0%	75.8%	73.9%	75.3%	74.0%	79.9%
Independently	87.6%	89.3%	92.0%	92.0%	80.0%	78.2%	80.0%	80.0%	80.0%	83.5%
Proactively	87.6%	90.7%	92.0%	90.7%	77.8%	76.9%	80.0%	80.0%	80.0%	83.1%
Participation	79.2%	82.8%	83.6%	84.4%	71.8%	70.8%	72.1%	71.9%	72.5%	75.8%

Appendix 5: Trainer Observations: All Time Cohort Behaviours, Competencies & Attitudes

Approach in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	All Cohort Average
Examining Information	79.3%	73.9%	78.9%	73.1%	87.4%	91.3%	90.7%	89.6%	93.8%	85.8%
Exploring Possibilities	71.8%	69.0%	74.6%	68.6%	77.7%	87.2%	83.2%	86.1%	91.6%	80.9%
Adopting Practical Approaches	79.1%	74.1%	83.4%	76.9%	91.4%	92.3%	88.4%	88.0%	93.8%	86.5%
Checking Things	71.5%	70.1%	78.4%	72.5%	86.9%	92.5%	88.4%	87.3%	93.9%	83.8%
Following Procedures	76.0%	70.5%	80.4%	73.5%	89.1%	92.7%	88.4%	88.6%	94.1%	85.0%
Approach	75.6%	71.5%	79.1%	72.9%	86.5%	91.2%	85.6%	87.9%	93.5%	84.4%

Mindset in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	All Cohort Average
Teamworking	72.7%	77.2%	91.4%	89.4%	82.6%	60.3%	69.7%	84.2%	74.2%	76.4%
Developing Expertise	75.0%	69.8%	75.9%	70.0%	82.0%	89.9%	87.2%	86.6%	92.6%	82.5%
Inviting Feedback	76.0%	71.9%	82.9%	76.6%	89.3%	95.0%	89.2%	88.4%	94.0%	86.1%
Embracing Change	67.8%	70.6%	76.6%	71.7%	85.3%	93.3%	88.5%	89.0%	93.8%	83.3%
Thinking Positively	74.4%	71.4%	81.0%	76.1%	87.9%	92.2%	89.4%	90.5%	94.1%	85.5%
Mindset	75.1%	71.5%	80.2%	74.4%	87.2%	93.0%	88.9%	89.0%	94.0%	85.1%

Delivery in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	All Cohort Average
Convincing People	82.4%	75.4%	82.8%	77.5%	90.3%	93.0%	90.1%	88.9%	95.7%	87.7%
Making Decisions	70.8%	70.0%	77.1%	71.5%	83.3%	92.4%	88.2%	86.5%	93.2%	82.9%
Meeting Timescales	74.0%	71.2%	83.0%	78.0%	89.1%	93.9%	87.5%	88.7%	94.7%	85.7%
Articulating Information	80.9%	74.6%	83.9%	77.9%	91.5%	93.2%	89.7%	87.0%	93.7%	87.1%
Taking Action	73.4%	72.6%	81.2%	75.6%	88.5%	89.8%	88.4%	87.5%	94.1%	85.0%
Delivery	76.3%	72.8%	81.6%	76.1%	88.5%	90.1%	88.8%	87.7%	94.3%	85.6%

Participation in the PSP	M1	M2	M3	M4	M5	M6	M7	M8	FP	All Cohort Average
In Class	84.5%	78.3%	86.3%	78.6%	93.4%	94.7%	91.0%	92.2%	96.9%	89.8%
Outside of Class	60.0%	60.0%	60.0%	60.0%	60.0%	41.1%	73.3%	60.0%	60.0%	58.7%
In Groups	83.1%	75.2%	81.9%	75.7%	91.0%	94.7%	88.8%	91.8%	97.6%	88.0%
Independently	77.0%	74.5%	75.0%	70.5%	85.7%	93.9%	93.3%	90.6%	96.8%	85.8%
Proactively	84.4%	86.7%	86.7%	82.2%	86.7%	66.7%	93.3%	93.3%	93.3%	85.1%
Participation	81.6%	74.7%	80.5%	74.4%	89.0%	94.3%	90.5%	90.8%	96.4%	87.3%

Appendix 6: Attendance Detail

Module 1 — Learning to Learn

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	100%	0%	0%	0%

Minimum Criteria Achieved:	Yes

Module 2 — Integrity

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	100%	0%	0%	0%

Minimum Criteria Achieved:	Yes

Module 3 — Communication

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	96%	4%	0%	0%

Minimum Criteria Achieved:	Yes

Module 4 — Leading from the Front

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	73%	27%	0%	0%

Minimum Criteria Achieved:	Yes

Module 5 — Problem-Solving

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	100%	0%	0%	0%

Minimum Criteria Achieved:	Yes

Module 6 — Core Office Skills

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	93%	0%	7%	0%

Minimum Criteria Achieved:	Yes

Module 7 — Reliability

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	100%	0%	0%	0%

Minimum Criteria Achieved:	Yes

Module 8 — Using Data

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	71%	0%	29%	0%

Minimum Criteria Achieved:	No

Final Project — Final Project

Attendance	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
PSP-6-9	80%	0%	20%	0%

Minimum Criteria Achieved:	Yes

PSP Attendance Performance Summary

	Minimum Criteria Met			Attendance Summary			
PSP Summary	Yes	No	Min. Criteria %	Actual (inc. Late)	Authorised Absence	Unauthorised Absence	Late
Hassan Jalloh	8	1	89%	93%	2%	5%	0%

PSP Completion:	Yes	Minimum attendance criteria met in all modules and across the PSP.