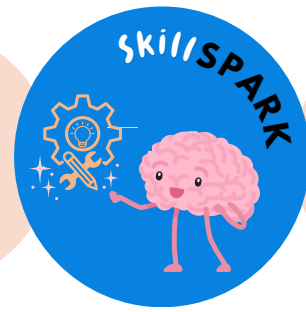


HOW TO USE THE TOOL

For teachers and students



1

Familiarise Yourself

Understand what it means to be an Engaged Citizen and Tenacious Learner.

As the assessment tool focuses on these two areas of attributes, it's a good idea to understand what those mean and look like before you start.

2

What Do You Bring to the Table?

Identify one big thing or a few small things you do outside of the classroom. This can include things like:

Being a carer for a family member

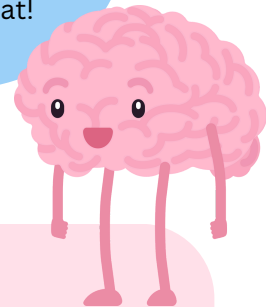
Working a part-time job

Being a member of a sporting team

Bentley's Hot Tips

You are not limited to these examples!

Whatever is relevant to you will work great!



3

Rate Yourself

To what level do you think you demonstrate being an Engaged Citizen?

Next you will rate yourself as to how you think you demonstrate the attributes of an Engaged Citizen. You will need to place yourself on the scale as either 'working towards', 'proficient', 'advanced' or 'excelling' in relation to the attributes of

1) Personal responsibility, 2) Community connection and 3) Courage and empathy.

Working towards

Proficient

Advanced

Excelling

4

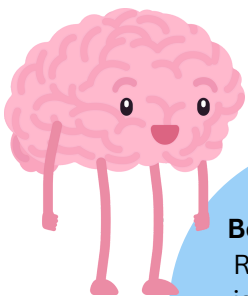
Expand and Explain

How do you demonstrate the attributes of an Engaged Citizen?

Write a short **150 word description** of a specific example that relates to the thing you wrote about in the very first question. Your example can be a particular aspect, role, or responsibility of the one big thing or few small things you described. When filling out this step, keep what it means to be an Engaged Citizen and demonstrate how you are exercising some of the attributes listed.

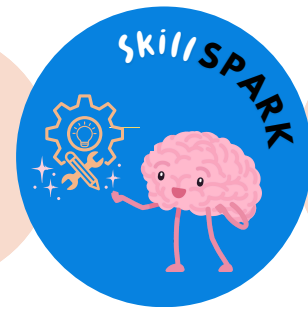
Bentley's Hot Tips

Remember that it is supposed to be jagged. You do not need to be perfect in all areas.



HOW TO USE THE TOOL

For teachers and students



5 Repeat Steps 3 & 4

In relation to being a Tenacious Learner.

You will rate yourself in regards to the attributes of **1) vision and strategy, 2) determination, and 3) resilience**. As you just did with Engaged Citizen, you will then write a 150 word description of an example that shows how you practise and demonstrate some of the aspects of being a Tenacious Learner.

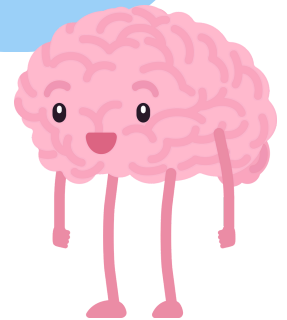
6 Choose Your Responsible Person

Choose someone you trust and who has been a part of your journey.

Next you will need to identify a responsible person. They will need to review the pages you've filled out and the ratings you gave yourself in the previous sections. If you need help understanding what a responsible person is, there's an additional information sheet available.

Bentley's Hot Tips

It doesn't matter if your Responsible Person works at your school or is external. But it is helpful if they relate to your one big thing or few small things you wrote about.



7 Validate Your Ratings

Ask your Responsible Person to review your ratings.

They may provide a brief explanation if their assessment is different to yours.

8 Submit By following the instructions on the assessment tool.

Now you are ready to give everything to the appropriate person at your school. Either your school or you will need to send all completed documents with **your full name in the subject/title of the email provided**.



9 All Finished Congratulations!

If you would like more help with understanding this process, or about examples of what examples you can write about you can watch the instructional videos or refer to the other information sheets.

Bentley's Hot Tips
Don't be afraid to ask for help. This a new process and may be the first time you have thought about your attributes in this way!

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