

Evidence 1.7 – Open Event (Pass Exemplar)

PASS The evidence and your commentary show that you can...	DISTINCTION The evidence and your commentary show that you can...
EXPLAIN how you have acted professionally, by demonstrating resilience, adaptability, focus, and self-control, to build and maintain positive relationships with colleagues, students, and stakeholders.	N/A

Trainee Commentary

- *Trainees must explain exactly how the evidence meets either the Pass or the Distinction Grading Criteria above.*
- *Trainees can update or amend this evidence and commentary until the end of the year when the portfolio is submitted.*

As a further education lecturer, participating in open events is a crucial part of engaging prospective students and stakeholders. During our recent open event, I demonstrated professionalism through resilience, adaptability, focus, and self-control to ensure its success and foster positive relationships.

Preparing for the event required extensive collaboration with colleagues across departments. Despite unexpected logistical challenges, such as last-minute room changes and technical issues, I remained calm, and solution focused. By coordinating effectively with the IT team and adapting the schedule, I ensured that our sessions ran smoothly without compromising the visitor experience.

Throughout the event, my resilience was tested during a particularly busy period when large groups arrived simultaneously. Maintaining self-control, I greeted every student and parent warmly, addressed individual questions attentively, and managed time effectively to ensure everyone felt valued. My focus allowed me to balance delivering presentations, facilitating interactive activities, and responding to queries about curriculum and progression.

Building and maintaining relationships was at the heart of the day. For prospective students and their families, I created a welcoming environment by actively listening to their aspirations and addressing their concerns with empathy and clarity. With colleagues, I fostered teamwork by supporting those new to open events, ensuring they felt confident and included. I also liaised professionally with external stakeholders, such as local employers and community representatives, emphasizing our shared commitment to student success.

By the end of the event, feedback highlighted the enthusiasm and professionalism of the staff, as well as the engaging atmosphere we collectively created. This experience reinforced the importance of adaptability and resilience in overcoming challenges, as well as the role of focus and self-control in maintaining positive relationships that benefit both the institution and its wider community.

Subject Mentor Feedback

- *Mentors **must** provide formative feedback below on the trainee's evidence and commentary.*
- *Mentors **must** indicate if sufficient evidence is provided, as well as if it meets the criteria for a Pass or Distinction grade.*
- *Mentors can encourage the trainee to resubmit evidence or rewrite their commentary.*
- *Mentors can also give feedback on each piece of evidence more than once by adding to the text box below.*

Well done; this evidence clearly shows that you have achieved criterion 1.7. You showed real professionalism in dealing with a busy open event and having to respond to the IT problem didn't fluster you at all.

Evidence Grade

- *Mentors **must** identify the grade for this evidence, based on the Pass and Distinction criteria above.*
- ***NOTE:** The trainee's PAT will verify grades awarded as part of the end of the year discussion*

Pass