**Employability Skills – SFIA Matrix**

Student Number – C1816377

Complete the matrix below by indicating which skills you have knowledge of, experience in or are competent in using the following guide and upload as supporting evidence to Learning Central:

**Knowledge of** – understands what it is but has little or no experience of applying this knowledge.

**Experience in** – has a little experience and has can evidence at least one example.

**Competent in** – has significant experience in and can evidence several examples.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Examples** | **Knowledge Of** | **Experience In** | **Competent In** |
| Use of tools standards, methods, applications | Understands and uses appropriate methods, tools and applications for a given task. |  |  | I have lots of experience with GitHub and agile development within my group projects |
| Communication Skills | Has sufficient communication skills for effective dialogue with customers, suppliers and partners. |  |  | Two jobs in retail  President of Cardiff Uni Kayakers with 70 members who I have to communicate with every week. |
| Teamworking Skills | Is able to work in a team.  Is able to plan, schedule and monitor own work within short time horizons. |  |  | Currently the A team captain of the University canoe polo team  2 successful group projects within degree |
| Time Management Skills | Demonstrates a rational and organised approach to work. |  | Haven’t missed any deadlines |  |
| Problem Solving Skills | Demonstrates an analytical and systematic approach to issue resolution. |  |  | Lots of times I have used problem solving in both group projects and within the kayaking club |
| Business Awareness | Is fully aware of and complies with essential organisational security practices expected of the individual. |  | Understand that some matters are private and sensitive and shouldn’t be shared |  |
| Personal Development | Identifies and negotiates own development opportunities. |  | Find it hard to point out gaps in skills |  |
| Autonomy | Works under general direction.  Uses discretion in identifying and responding to complex issues and assignments.  Usually receives specific instructions and has work reviewed at frequent milestones.  Determines when issues should be escalated to a higher level. |  |  |  |
| Influence | Interacts with and influences colleagues.  Has working level contact with customers, suppliers and partners.  May supervise others or make decisions which impact the work assigned to individuals or phases of projects. |  |  |  |
| Complexity | Performs a range of work, sometimes complex and non- routine, in a variety of environments.  Applies methodical approach to issue definition and resolution. |  |  |  |

­