**My 5YP Personal Tutoring Skills Audit**

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NAME: Husnain Ahmed, 21308666 Tutor: Ellaine Duffin

The following questionnaire will help you to identify areas of strength and areas where you may wish to spend time developing. Ideally, you will complete this skills audit multiple times as part of the My5YP programme, to identify those areas where you have made progress in improving your level of competence, and where you still have some work to do. Please keep all completed copies safe to help track your personal development. To get the most out of the exercise, please answer the audit as honestly and openly as possible.

***You do not need to share your skills audit with anyone else, but you can do so at your own discretion.***

INSTRUCTIONS

1. For each skill listed below you have a list of traits related to that skill. Add a X to the rating (1 to 3) that you feel represents your level of competence, with 3 indicating full competence.
2. For each skill, give yourself an overall rating by adding an X to the box you believe reflects your current level of competence. The boxes are colour coordinated as follows.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Purple |  | Orange |
| I do not feel competent in my skills in this area. | | I have begun to develop some competence in this area, but still need to improve. | |
|  | Green |  | Blue |
| I feel competent in this area but am not sure what examples I could give as evidence. | | I feel competent in this area and have a range of examples to evidence my skills. | |

1. For each skill, think about what evidence you could give to demonstrate that you have practiced and become competent in that skill. For example, you may have developed good teamwork skills through taking part in hackathons, game jams, or other team-based events.

**Time & Self-Management**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | 3 |
| I am always able to organise my time so that I comfortably meet all my assignment deadlines. | | | | |  | X |  |
| I keep a diary or calendar so that I always know when I have to attend lectures, seminars, and other key activities e.g., employer events and submit my assessments. | | | | | X |  |  |
| I always arrive in good time for classes, appointments, and meetings. | | | | |  | X |  |
| I am aware of things that cause me to waste time and I am able to avoid them when I have work to complete. | | | | | X |  |  |
| I have future targets in mind regarding my education /career and use these to help me focus on current tasks. | | | | | X |  |  |
| I always attend my timetabled classes. | | | | |  |  | X |
| **How I rate myself for this skill** |  |  | X |  |  | | |
| Evidence:  I am quite good at managing time as I always meet my deadlines for assigned work but could improve by doing work straight away instead of some of it at the last minute. | | | | | | | |

**Critical Thinking & Problem Solving**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | 3 |
| I am able to use different methods for exploring a problem (academic and non-academic), such as considering different points of view or options. | | | | |  |  | X |
| I am able to consider a range of alternative solutions to a problem. | | | | |  | X |  |
| I am able to break down a complex problem (e.g., an assignment, a seminar question or where to live) into simple parts. | | | | |  |  | X |
| I am able to work productively with others to solve problems. | | | | |  |  | X |
| **How I rate myself for this skill** |  |  | X |  |  | | |
| Evidence:  I have learnt computational thinking and use it in my coursework. | | | | | | | |

**Commercial Awareness**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | 3 |
| I have a good understanding of the industry/sector I want to work in. | | | | |  | X |  |
| I follow industry news to keep up to date with changes in the sector. | | | | | X |  |  |
| I understand the importance of knowing the culture and values of an organisation. | | | | |  |  | X |
| I know how to research an organisation and its competitors to identify likely changes in the future. | | | | | X |  |  |
| **How I rate myself for this skill** |  | X |  |  |  | | |
| Evidence:  I am not very commercially aware of the software dev field, I need to fix this by studying it. | | | | | | | |

**Confidence**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | 3 |
| I know how to access support for my course and career ideas. | | | | |  |  | X |
| I can deliver presentations (academic/job related). | | | | |  | X |  |
| I like meeting new people and make the most of every opportunity to do so. | | | | |  | X |  |
| **How I rate myself for this skill** |  | X |  |  |  | | |
| Evidence: I am very confident in regards to interpersonal skills and conversations but not so much in a professional environment due to my lack of experience in it. | | | | | | | |

**Numeracy**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | | 3 |
| I have the numerical and statistical skills needed to succeed on my course. | | | | | X |  |  | |
| I am able to interpret information presented in graphs, charts, tables, and diagrams. | | | | | X |  |  | |
| **How I rate myself for this skill** | **X** |  |  |  |  | | | |
| Evidence:  I do not have particularly good numerical skills and need to practice them; without a calculator I am slow at calculations. | | | | | | | | |

**Oral Communication**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | | 3 |
| In group discussions, I listen to others, and I value and respond to their contribution even if I do not agree. | | | | |  |  | X | |
| I am confident that I can contribute ideas and opinions in a group discussion. | | | | |  |  | X | |
| I think of relevant follow-up questions as people are speaking and ask them once they have finished. | | | | |  | X |  | |
| I am confident explaining new concepts to other people. | | | | | X |  |  | |
| I would be confident in giving a new presentation to my peers. | | | | |  | X |  | |
| **How I rate myself for this skill** |  | X |  |  |  | | | |
| Evidence: My oral communication skills are not the beast for large projects such as speaking or presenting to a large audience, but they are fine for interpersonal conversations. I could improve my explanatory skills though as I am lacking in that area. | | | | | | | | |

**Written Communication**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | 3 |
| I can structure an assignment in paragraphs and using signposting language in order to communicate my ideas effectively. | | | | |  | X |  |
| I can write in an appropriate academic style for my subject. | | | | |  |  | X |
| My written work has no grammatical, punctuation or spelling errors before I submit it. | | | | |  |  | X |
| I have an effective method for organising and planning the information that I want to put into a written assignment such as an outline plan or a ‘mind map.’ | | | | | X |  |  |
| I can use sources effectively to make my argument convincing and show that I am well informed about the topic. | | | | |  | X |  |
| I am able to produce useful and meaningful written notes from a lecture, presentation or demonstration that capture the key points. | | | | |  | X |  |
| **How I rate myself for this skill** |  |  | X |  |  | | |
| Evidence: I have written a report for his subject and a few in the past for high school and college to train my skills in written communication, I can also create a formal email for study/work purposes. | | | | | | | |

**Leadership**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | 3 |
| I inspire confidence in others. | | | | |  | X |  |
| I can give constructive feedback to support others. | | | | |  | X |  |
| I am confident making decisions. | | | | |  | X |  |
| I am confident delegating tasks to others. | | | | |  |  | X |
| **How I rate myself for this skill** |  | X |  |  |  | | |
| Evidence: I have a high confidence in myself and my skills, I do not have much experience with leadership roles however and must work on this in future group presentations by volunteering for the role. | | | | | | | |

**Teamwork**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | 1 | 2 | 3 |
| I work well with others in a variety of teams (academic/work). | | | | |  |  | X |
| I understand how I can contribute to different team tasks. | | | | |  |  | X |
| I feel confident when working in teams with new people. | | | | |  |  | X |
| **How I rate myself for this skill** |  |  |  | X |  | | |
| Evidence: I have no problem with talking to new people and am confident in doing so, I have done this in university as I can help others who are sitting near me with their help even if I am not familiar with them or have talked to them before at all. | | | | | | | |

Reflection will be below on a new page

**Reflection on the skills audit**

I am quite confident in most of the skills that the skills audit has touched upon.

I developed the skills of Time & Self-Management through doing my homework and revision in high school and college.

I developed the skills of Critical Thinking & Problem Solving naturally due to being curious about many subjects such as computer science and asking a lot of questions, this led to me needing to consider many opinions that may not coincide with my own. My skills of problem-solving mostly grew in college due to learning about computational thinking and how to split large problems into many smaller ones and solving them in order of the highest priority first.

I could develop my skills of Commercial Awareness by doing more research into the computing and software development industry, a few ways I can do this besides independent research is subscribing to some computing news youtubers such as ‘linustechtips’ who cover all of the latest things to do with software and hardware, I could also subscribe to an online email list for a newsletter such as ‘morning brew’ that sends you an email every few days on recent happenings in the industry

I developed my confidence skills by putting myself out there and talking to new people but I do not have much experience with formal presentations so I may not be very good at that yet, but I expect to improve in this regard with group presentations in university. I also don’t spend as much time as I could socialising and meeting new people but when I am put into those kinds of situations, I do my best to talk to new people.

I could develop my numeracy skills by studying maths more, especially computational and discrete maths as that directly pertains to my course. I do not have much experience with graphs, charts, tables, and diagrams so I could do some work on those in a personal project to improve my skills with those.

I have developed my Oral Communication skills by being a good listener and attempting to give well thought, structured responses to people that are helpful to them or pertain to the subject at hand. I am not, however, good at explaining new concepts to people as I stumble over my words a lot if I am not well informed and fully confident on the subject I am explaining.

I have developed my Written Communication skills by doing lots of assignments and reports in college and I intend to perfect this skill in university through using it as I have in the assignment, I did on GitHub Copilot for the first half of this assessment. I could have done the report better if I mapped it out though so I should work on planning some more in future assignments.

I have not properly developed my Leadership skills and do not have much experience with it which I could change by volunteering for leadership roles in group projects or classwork.

I am very confident in my Teamwork skills and have developed them all my life through my education where I have done a lot of group work, even when meeting new people and doing work with them I do not fell as if I am at a disadvantage and attempt to contribute as best as I can.

I have added the goal of learning a new language to my 5-year plan, I may pick between Italian, Spanish, Korean or Arabic. I have chosen this goal because I am looking into studying abroad for either 1 summer or an entire year, it would also be useful for many other cases such as getting a job or going on holiday.