My 5YP Personal Tutoring Skills Audit

DATE : 29/09/2021

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** |  |  |  |  |  | | |
| Evidence:  I always attend my lessons, I can focus on urgent tasks at hand, I get distracted a lot when there is not much urgency with the task at hand, I am mostly on time for classes unless there is any problems with public transport, I don’t have a calendar/diary, I always meet my assignment deadlines but if there are multiple I may get some done 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** |  |  |  |  |  | | |
| Evidence: | | | | | | | |

**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** |  |  |  |  |  | | |
| Evidence: | | | | | | | |

**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** |  |  |  |  |  | | |
| Evidence: | | | | | | | |

**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** |  |  |  |  |  | | | |
| Evidence: | | | | | | | | |

**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** |  |  |  |  |  | | | |
| Evidence: | | | | | | | | |

**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** |  |  |  |  |  | | |
| Evidence: | | | | | | | |

**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** |  |  |  |  |  | | |
| Evidence: | | | | | | | |

**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** |  |  |  |  |  | | |
| Evidence: | | | | | | | |