KF5012 SKILLS AUDIT

MATTHEW PRITCHARD

W16037991

Part 1 Key Skills

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
ORGANIZATION OF LEARNING				
I have strategies to help me to plan and manage my time		X		2
I am able to effectively prioritise my tasks and activities	X			3
I am able to work to deadlines	X			3
I am aware of what makes my learning more effective (e.g. place to study, time to study etc)	x			3

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY
INFORMATION SEEKING SKILLS				
I am able to find a specific book or journal in the library using the on-line catalogue			X	1
I am able to use a variety of different sources to find information (e.g. journals. books, electronic resources)		X		1
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)			X	2
I am able to use search gateways on the Internet to find information	X			3
I am able to evaluate the information I find	x			3
READING AND NOTEMAKING				
I can decide which parts of a book I need to read		**X**		**2**
I have a system for recording where I find information (e.g. book, author, date)			**X**	**1**
I can select and use different reading strategies (e.g. skim, scan, in-depth)	**X**			**3**
I can make effective notes when reading	**X**			**3**
I can make effective notes when listening (e.g. during lectures)	**X**			**3**
I have a system for recording and storing my notes	**x**			**3**

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY
WRITING SKILLS				
I can analyse assignment (essay, report etc) questions to determine what is expected	**X**			**3**
I understand the difference between an essay and report		**X**		**2**
I can produce a written plan to answer an assignment question	**X**			**3**
I can punctuate, use grammar and spelling correctly	**X**			**3**
I am confident I can express my ideas clearly in written form	**X**			**3**
I am able to adapt my writing styles to suit the appropriate media/audience	**X**			**3**
I understand the need to reference my work to avoid plagiarism	**x**			**3**

SPOKEN COMMUNICATION				
I am able to express my views verbally	X			3
I am confident speaking in front of a group of people	X			3
I can prepare, plan and deliver a presentation	X			3
I can use visual aids to support a presentation	X			3
I am able to listen to and appreciate the views of others	x			3

WORKING WITH NUMBERS				
I am competent in making simple calculations	X			3
I can present numerical information accurately	X			3
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)	X			3
I can interpret and present information in graphs and illustrations	X			3

WORKING WITH OTHERS				
I am good at working with other people	X			3
I am able to lead or organize a group	X			3
I know how to plan and manage meetings	X			3
I am good at co-ordinating a group such as storing and sharing files and documents	X			3
I am good at supporting other people	X			3
I am able to get the best out of others		X		1
I can motivate others		X		2
I am able to manage conflict or disagreement	X			3
People look at me as a leader		x		2

STRESS MANAGEMENT				
I know what causes stress	X			3
I am aware of my personal symptoms of stress	X			3
I can use strategies to help me cope with my stress or other people's stress	x			3

PERSONAL DEVELOPMENT PLANNING				
I am able to identify my personal goals	X			3
I am a good judge of what my strengths and areas for development are		x		1
I am able to identify opportunities for learning outside my course, e.g. clubs, societies, employment	x			3
I am able to plan for my personal development		x		2

Part 2 Technical Skills directly relevant to your course.

Decide on a list of skills you might need for this module as a group then complete the audit individually.

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
Team work	X			3
Java programming		X		1
Database management		X		1
Presentation skills	X			3
Written skills	X			3
Good communication	X			3
Listening	X			3
Attendance	X			3
Time management	X			3
Workload prioritisation	X			3
Requirements analysis	X			3
Working to specification	X			3
Reading	X			3
Decision making	X			3
Conflict resolution		X		2