**Employability Skills Audit and Action Plan Name:** Oli Legg

**Student ID:** 201244658

Tasks: For each of the skills listed in the table below

1. Record your level of confidence or level to which you believe to possess that skill.
2. State what evidence you have for each skill from your academic work, extracurricular activities work placements, or jobs. Use the **STAR** format(*Situation* – What was the recent situation, *Task* – What did you have to achieve*, Action* – What did you do, *Result* – What was the outcome of the action) to present your evidence.
3. If your level of confidence/skill is not high, devise an action that would be suitable to improve that skill and state a deadline by which you will have completed that action, and specify a deadline for it. You must devise at least four actions. Aim at actions that involve co-curricular or extra-curricular activities rather than actions that involve only curricular activities.

Example:

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| --- | --- | --- | --- |
| Skill/Development Area | Confidence/Skill Level | Evidence | Opportunity and Action for further development |
| (Low, Middle, High) |
| Planning skills | Middle | I was involved with organising the Liverpool Model United Nations Conference 2016 and was responsible for assigning tasks to other students. Unfortunately, two of those students called in sick on the day of the conference. I quickly had to devise a new allocation of tasks and despite two students missing we did manage to successfully deliver the conference. | 1. I will try to become chairperson of the Liverpool Model United Nations Conference 2018. This will provide with a wider range of responsibilities and will require me to devise a plan on a larger scale than in 2016. |

| Skill/Development Area | | Confidence/Skill Level | Evidence | Opportunity and Action for further development |
| --- | --- | --- | --- | --- |
| (Low, Middle, High) |
| Self-Management | I accept professional responsibility for my work | High | In my work experience at Event Marketing Solutions in 2014, 2015, 2016 & 2017. The staff had me working on miscellaneous tasks around the office and on some of the vehicles with co-workers. | Next work experience in summer of 2018 |
| I carry out my professional responsibilities as required or instructed | Middle | In my work experience at Event Marketing Solutions in 2014, 2015, 2016 & 2017. The staff had me working on miscellaneous tasks around the office and on some of the vehicles with co-workers. | I will improve in interpreting my advisors suggestion. |
| I am able to manage my time in order to accomplish tasks / carry out my responsibilities | Low | Working against time kitchen porting at pubs and restaurants. | I will plan my deadlines by understanding my given timeframe. |
| I am resilient and flexible when it comes to accomplishing tasks / carrying out my responsibilities | High | I meet all my deadlines on time. For example, with Computer Science assignments. | I will keep up the good work. |
| I am always trying to improve my own performance based on feedback and reflective learning | Middle | Receiving grades back from examinations and assignments. | Based on the grades I received, I will focus on learning in this area. |
| I am able to develop my professional knowledge, skill and competence on a continuing basis | Middle | In work experience, I begin to learn more technical jargon. | Researching more about the specific subject, increasing my knowledge. |
| Positive Attitude | I have a `can-do’ approach to problems (enthusiasm, perseverance, self-confidence) | High | Revising difficult modules in Computer Science. Persisting with difficulty | I will keep up the good work. |
| I am always ready to take part and to contribute, I am open to new ideas and have a drive to make ideas happen | Middle | The numerous project I have started and completed in my own time. | I should put more time into my own ideas and personal projects. |
| I am creative, can bring fresh knowledge and ideas to a task and challenge assumptions previously made by others | High | The innovative project I have created. | I will continue coming up with fresh ideas. |
| Team Working | I am aware of the interdependencies of members of a team, I am respecting other team members and I am able to co-operate, discuss, negotiate, and persuade other team members | High | In comp 107, we had a group assignment. We each carried out our task fairly. | More suggestions to other students. |
| I am able to work (not study) in a multi-cultural environment | High | In comp 107, we had a group assignment. | I am accepting of all cultures. |
| Communication & Literacy | I am able to effectively communicate orally (including listening and questioning) | Middle | Speaking to other students about our group assignment relevant to the work. | I will speak more to all team members. |
| I am able to effectively communicate in writing and orally in a Modern Language other than my native language | Low | I only speak my native language- English. | I will continue to learn more languages. |
| I am able to convincingly argue a point in a debate | Low | I haven’t had any opportunities to argue a point in debate. | I will see more opportunities to justify my point. |
| I am able to give a presentation | Low | In my group assignment, I was poor at doing this. | I need to prepare and practice my presentations. |
| I am able to produce clear, structured written work | Middle | I created a framework before I plan my work. | I need to study how to improve. |
| Numeracy | I am able to manipulate numbers | Middle | In foundations of Computer Science, we play around with numeracy. | I need to expand my knowledge in the manipulation of numbers. |
| I have a general mathematical awareness and I am able to apply it in practical contexts such as measuring, weighing, estimating and applying mathematical formulae | High | In Foundations of Computer Science we problem solve with Boolean Algebra and probability. | I will expand my knowledge in this area. |
| Problem Solving | I am able to analyse facts and situations and able to apply creative thinking to develop appropriate solutions | High | I use different solving method to solve problems. | I can solve more problems in the future. |
| Business and Customer Awareness, Entrepreneurship | I have a basic understanding of the key drivers for business success, including the importance of innovation and taking calculated risks | Low | I learnt about this in GCSE Business Studies. | I need to study more in this area. |
| I have a basic understanding of the need to provide consumer satisfaction and build customer loyalty | High | I know what the consumer wants by placing myself in their shoes. | I will keep doing my strategy. |
| I am able to demonstrate an innovative approach, creativity, collaboration and risk taking in a business context | High | I don’t have opportunity to create business decisions. | I wish to have opportunities in the future. |
| I have experience of preparing a CV, a job application, and preparation for a job interview | Middle | I have applied for multiple jobs with a CV. | I will continue to upgrade my CV. |
| I understand the need to network and maintain personal and professional contacts | Middle | I keep in contact with my Computer Science high school teacher receiving advice and guidance. | I will continue to get more relations on Computer Science. |
| I understand the range of careers and career destinations for Computer Science graduates | Middle | I understand the number of jobs I can get from this degree. | I will study the different jobs that are relevant to me. |
| Application of Information Technology | I am familiar with word processors, spreadsheets, file mangers and use of internet search engines | High | I use this on a daily basis, regardless of my course and work. | I will continue to explore different software that is available to me. |