**Skills Audit**

| **1.** | I am confident about my ability to adapt my writing style to a variety of documents (e.g essays, reports, letters). | **Y** |
| --- | --- | --- |
| **2.** | I listen attentively and seek to understand what other people say. | **Y** |
| **3.** | I am confident in giving presentations to small groups. | **Y** |
| **4.** | I have recently worked as part of a team towards a goal or to complete a task. | **Y** |
| **5.** | I consistently meet and/or exceed targets. | **N** |
| **6.** | I am confident about my ability to identify the component parts of a complex problem before tackling the problem as a whole. | **N** |
| **7.** | I regularly analyse my performance and try to learn from it. | **N** |
| **8.** | I actively identify ways of improving my own performance. | **N** |
| **9.** | I am familiar with the functions of a calculator and confident in applying them. | **Y** |
| **10.** | I am confident about using the software packages used on my course | **Y** |
| **11.** | I usually plan an outline or structure before stating an essay or assignment. | **U** |
| **12.** | I am usually able to establish a rapport with people from a range of backgrounds | **Y** |
| **13.** | I use appropriate visual aids when giving a presentation e.g. graphs, charts or pictures included on slides. | **Y** |
| **14.** | I have made a substantial contribution to the planning and coordination of a group’s work. | **Y** |
| **15.** | I plan ahead and work to a schedule to meet deadlines. | **Y** |
| **16.** | I can assimilate, analyse and evaluate large amounts of complex information in order to draw logical conclusions. | **Y** |
| **17.** | I am able to make sound decisions quickly. | **Y** |
| **18.** | I can apply what I learn from one experience to new situations. | **Y** |
| **19.** | I understand statistical data, e.g. as presented in news stories or company reports. | **Y** |
| **20.** | I can usually work out how to complete an unfamiliar task on a computer (by using the software’s Help menu, supporting documents etc). | **Y** |
| **21.** | I can write concise reports, summarising events or situations. | **Y** |
| **22.** | I can give constructive feedback to others. | **Y** |
| **23.** | I am able to capture and hold the audience’s attention when I give a presentation. | **U** |
| **24.** | I understand how other people’s ideas and opinions can enhance the outcome of a team activity. | **Y** |
| **25.** | I prioritise my workload. | **Y** |
| **26.** | I try new ways of approaching problems such as brainstorming or mind mapping. | **Y** |
| **27.** | I set myself challenging yet achievable goals and targets. | **N** |
| **28.** | I respond readily when situations and priorities change. | **Y** |
| **29.** | I can interpret numerical data presented in a graphical form (e.g. pie charts, histograms, etc). | **Y** |
| **30.** | I word-process most of my submitted essays/assignments. | **Y** |
| **31.** | I adapt my writing style according to the needs of the people who will read it. | **Y** |
| **32.** | I can explain a point of view verbally, in a way that others find easy to understand. | **U** |
| **33.** | I know how to use the space and resources available to make my presentations more effective, e.g. by changing seating arrangements, lighting levels etc. | **Y** |
| **34.** | I recognise and respect the values and attitudes of other team members. | **Y** |
| **35.** | I have been responsible for organising activities involving other people. | **N** |
| **36.** | I am able to apply theoretical knowledge to practical situations. | **Y** |
| **37.** | I pursue activities outside my degree course in order to enhance my personal development. | **Y** |
| **38.** | I tend to initiate change before circumstances absolutely demand it. | **N** |
| **39.** | I usually have a good idea of how much my grocery bill will be before I reach the checkout. | **Y** |
| **40.** | I regularly use e-mail | **Y** |
| **41.** | I always check my written documents carefully for grammar and spelling mistakes. | **Y** |
| **42.** | I can negotiate with a group of people to reach a mutually agreeable decision about an important issue. | **Y** |
| **43.** | I can adapt my presentations to suit a variety of audiences. | **Y** |
| **44.** | I have recent experience of motivating, directing and leading others. | **N** |
| **45.** | I can handle a range of activities simultaneously in order to meet deadlines. | **Y** |
| **46.** | I actively assess the consequences of different courses of action. | **Y** |
| **47.** | I normally perform to a standard beyond that of which is demanded of me. | **N** |
| **48.** | I can work effectively under pressure and find ways to manage stress. | **N** |
| **49.** | I can work out how much something will cost if I am offered a discount as a percentage. | **Y** |
| **50.** | I regularly use IT (e.g. new software packages, online resources, social media and databases) to help me research study topics. | **Y** |

**Skills Audit Key:**

Y = Yes

U = Unknown/I don’t know/not all the time

N = No

**Scoring Audit**

| **Key Skill Score** | **Question Number** |
| --- | --- |
| Written Communication  4/5 | 1. 11. 21. 31. 41. |
| Interpersonal Communication  4/5 | 2. 12. 22 32. 42. |
| Oral presentation  4/5 | 3. 13. 23. 33. 43. |
| Teamwork  4/5 | 4. 14. 24. 34. 44. |
| Planning & Organising  3/5 | 5. 15. 25. 35. 45. |
| Problem solving  4/5 | 6. 16. 26. 36. 46. |
| Initiative  2/5 | 7. 17. 27. 37. 47. |
| Adaptability  2/5 | 8. 18. 28. 38. 48. |
| Numeracy  5/5 | 9. 19. 29. 39. 49. |
| Computer literacy  5/5 | 10. 20. 30. 40. 50. |

**Skills Portfolio**

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**Skills Development**

| **Skill** | **Activity / how will you do this?** | **Time** |
| --- | --- | --- |
| Adaptability | I will identify ways of improving my work from previous assignment portfolio feedback | Aug 2021 |
| Planning/  confidence | I will look into ways of captivating an audience’s attention when presenting something. | Aug 2021 |
| Initiative | I will push myself to deliver the best work I possibly could | Aug/Sep 2021 |
| Adaptability | I will focus on more ways help manage my stress and workload when under pressure | Aug/Sep  2021 |