

Reflective Self-Assessment Report Form Part 1 – Skills audit (50% weighting)

Self-Assessment requires you to undertake a critical skills audit of your skills and capabilities in the workplace, to reflect and analyse those moments and incidents that occur on a day to day basis as well as the way you approach bigger one off events and experiences to identify your strengths and weaknesses in these areas, to articulate a coherent strategy for closing any skills gaps and to critically evaluate the relative success of this strategy post-placement.

Please rate your level of ability/proficiency in each of the following key skills areas.

Skills	5	4	3	2	1	N/A
Performance:						
Ability to apply technical knowledge		✓				
Taking Responsibility for tasks and behaviour		✓				
Interest in tasks (Proactive vs Reactive)			✓			
Motivation to complete tasks	✓					
Commercial/Sector awareness			✓			
Social/cultural sensitivity, ethical awareness (where applicable)		✓				
Quality of work produced		✓				

Initiative:						
Ability to grasp new ideas and concepts		✓				
Ability to contribute to team/task with own ideas			✓			
Ability to learn from experience		✓				
Ability to work with minimum supervision		✓				
Ability to prioritise workloads		✓				
Judgement and decision making		✓				

Interpersonal Skills:						
Written communication		✓				
Oral communication		✓				
Formal presentations				✓		
Ability to relate to co-workers		✓				
Performance as a team worker		✓				
Ability to lead a team (where applicable)						
Time Management/Prioritising workloads		✓				
Confidence at work		✓				

Discipline:						
Appearance (professional/suitable for work)		✓				
Timekeeping		✓				
Attendance	✓					

5 = I am adept at effectively and efficiently utilising this skill in the workplace and would be confident to provide guidance and training to another member of staff.

4 = I have a strong understanding of the benefits of applying this skill/discipline in the workplace and have received positive feedback on the contribution I've made in this area from my manager/supervisor/mentor.

3 = I understand the benefits of this skill and I'm utilising it in the workplace to positive effect but understand that it needs further development to be more effective.

2 = I have a small level of experience/ability/understanding in this area but it needs developing/improving through training and/or personal development.

1 = Needs lots of development as I am not currently adept in this area and don't have much experience of this in the workplace.

Overall, December was a quiet month as I took annual leave from 19th until the new year. Before the Christmas holiday, I had just completed the mass balance, so I was actively seeking for more jobs. However, as this was a Christmas month, we had several team days, so the workload wasn't too heavy. I am happy to report that I am getting on really well with the new team and learning key mechanical engineering skills. Hence, I am very glad that I was proactive and managed to move to the design team.

2 main skills chosen for the month:

Technical Skills:

I had developed few technical skills. One of the technical skills that I upskilled was conducting pump calculations in order to determine the required pumping power, hence deciding the required pump. I had several one to one with the Senior Mechanical engineer who helped me understand the process for pump calculation according to the company's standard. He also helped me with the required data for example the fluid type ,pipe details; weather it is the suction or delivery side, the dimensions of the piping and the surface roughness , Fitting details in order to calculate all of the fitting losses and then the total losses of the system by adding the fitting and pipe losses.

Action plan:

- Conduct pump calculation on behalf of the senior mechanical engineer on actual projects.

Teamwork:

I have been working with a graduate on several tasks that was assigned by our manager. We were tasked to update the notice board with the key health and safety standards and also create several spreadsheets for tracking the team wellbeing, monthly leg video. It was an enjoyable experience collaborating with them. So far, I have been working on most of my tasks independently, getting periodic feedback/review from the senior designers. However, this was more of a collaborative work, where I could bounce off ideas as we were completing the tasks.

I found this really useful as you get instant feedback on your ideas which speeds up the process of completing the tasks. It also helps you realise and expand your thinking capacity.

Action Plan:

- Actively seek to collaborate with other team members.