SKILLS AUDIT

This skills audit has been designed both to help you to identify your strengths, weaknesses and areas for development within various skills areas and to work out how your group will operate.

If you find there are some areas in which you need support, there is a range of provision available at the University to help you e.g. http://library.northumbria.ac.uk/develop-learning-skills/learning-skills

How to complete this audit – each member of the group individually

Part 1 – Key Skills

Read the SKILLS AREA, place a tick in the column that best suits your ability and then in the final column decide the priority for YOU in the development of this skill.

If you have skills that are marked as 'I can't do this' or OK but I need more practice' AND are identified as 'very important' or 'quite important' then they are skills you should focus on gaining or improving.

Some of these skills are about study in general and could be useful to keep for future reference as you develop your skills. Some are more directly relevant to this module (such as working in groups) and should be a good way for you to decide how you will set up your group.
✓✓✓✓✓✓
Part 2 Technical Skills

This area has been left deliberately blank to allow you and your group to think of skills that are specifically relevant to your course or pathway. AS a group agree a list of skills then complete in the same way as part A.

How to use this audit

- Compare the results with the rest of your group. You can use it to identify roles that you could fulfil within the group or tasks that you may be able to perform. For example, if you have someone in your group who professes to having strong writing skills, use this to your group's advantage. If you have someone who is strong at organizing groups, they might work best as a group leader or chair.

- For the technical skills, identify where your group's strengths lie and where there are obvious gaps.

- If there are skill gaps in your group you may find that these roles and tasks are better shared within the group rather than giving to some poor unfortunate person to struggle with.

- As mentioned above, you can use this audit as an individual to help you develop personally both at University and in the future. Many of these skills will be equally relevant when you are working.

- Using this skills audit may help to improve your CV if you already have one, or form the basis for one if you have not yet created one.

- In this module you will later be asked to reflect on your group and individual performance. This should be helpful as a starting point.

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		✓		1
I am able to effectively prioritise my tasks and activities		✓		1
I am able to work to deadlines	✓			2
I am aware of what makes my learning more effective (e.g. place to study, time to study etc)	✓			2

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		✓		2
I am able to use a variety of different sources to find information (e.g. journals. books, electronic resources)	✓			2
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)		✓		2
I am able to use search gateways on the Internet to find information	✓			2
I am able to evaluate the information I find	✓			1
READING AND NOTEMAKING				
I can decide which parts of a book I need to read	✓			1
I have a system for recording where I find information (e.g. book, author, date)		✓		1
I can select and use different reading strategies (e.g. skim, scan, in-depth)		✓		2
I can make effective notes when reading		✓		2
I can make effective notes when listening (e.g. during lectures)	✓			3
I have a system for recording and storing my notes			✓	2

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	✓			1
I understand the difference between an essay and report		✓		1
I can produce a written plan to answer an assignment question		✓		1
I can punctuate, use grammar and spelling correctly		✓		1
I am confident I can express my ideas clearly in written form		✓		2
I am able to adapt my writing styles to suit the appropriate media/audience		✓		2
I understand the need to reference my work to avoid plagiarism	✓			1

SPOKEN COMMUNICATION				
I am able to express my views verbally	✓			2
I am confident speaking in front of a group of people		✓		1
I can prepare, plan and deliver a presentation		✓		1
I can use visual aids to support a presentation		✓		3
I am able to listen to and appreciate the views of others	✓			1

WORKING WITH NUMBERS				
I am competent in making simple calculations	✓			2
I can present numerical information accurately		✓		1
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)	✓			2
I can interpret and present information in graphs and illustrations	✓			2

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

STRESS MANAGEMENT				
I know what causes stress	✓			3
I am aware of my personal symptoms of stress	✓			3
I can use strategies to help me cope with my stress or other people's stress	✓			2

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

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
Ability to use python packages relevant to machine learning		✓		1
Ability to correctly evaluate the models		✓		1
understanding of pre-processing data		✓		1
Familiarity with model selection		✓		1
Github/version control knowledge			✓	1
Regularly check in with team members to report progress	✓			2
Keeping work organised		✓		1