



Key Skills Audit

Name:
 Programme:
 Level:

Skills Confidence Level Indicator

- 5 Very Confident
- 4 Quite Confident
- 3 OK
- 2 Little Confidence
- 1 Not Confident

- 1 Complete Section A at the start of each year
- 2 Save the audit to disc
- 3 Complete Section B at the end of each year

			Section A – Start of year		Section B – End of year	
			Rank your skill confidence level (1-5)	Which skills do you aim to develop this year?	Rank your skill confidence level (1-5)	Which skills will need particular attention next year?
Communication	Written	Essays		<input type="checkbox"/>		<input type="checkbox"/>
		Technical reports		<input type="checkbox"/>		<input type="checkbox"/>
		Project reports		<input type="checkbox"/>		<input type="checkbox"/>
	Verbal	One to one		<input type="checkbox"/>		<input type="checkbox"/>
		Within a group		<input type="checkbox"/>		<input type="checkbox"/>
		In front of a group		<input type="checkbox"/>		<input type="checkbox"/>
	Listening	Note taking		<input type="checkbox"/>		<input type="checkbox"/>
	Visual	Drawing		<input type="checkbox"/>		<input type="checkbox"/>
		Layout		<input type="checkbox"/>		<input type="checkbox"/>
		Presentation skills		<input type="checkbox"/>		<input type="checkbox"/>
Numeracy	General Maths skills			<input type="checkbox"/>		<input type="checkbox"/>
	Collecting and recording data			<input type="checkbox"/>		<input type="checkbox"/>
	Analysis of data			<input type="checkbox"/>		<input type="checkbox"/>
	Presentation of results			<input type="checkbox"/>		<input type="checkbox"/>
IT Skills	Text manipulation			<input type="checkbox"/>		<input type="checkbox"/>
	Graphics manipulation			<input type="checkbox"/>		<input type="checkbox"/>
	CAD / CAM			<input type="checkbox"/>		<input type="checkbox"/>
	Email			<input type="checkbox"/>		<input type="checkbox"/>
	Use of the Internet			<input type="checkbox"/>		<input type="checkbox"/>
Learning to learn	Sourcing material quickly			<input type="checkbox"/>		<input type="checkbox"/>
	Assessing relevance			<input type="checkbox"/>		<input type="checkbox"/>
	Summarising information			<input type="checkbox"/>		<input type="checkbox"/>
	Time Management			<input type="checkbox"/>		<input type="checkbox"/>
	Reflective Practice			<input type="checkbox"/>		<input type="checkbox"/>
	Working to deadlines			<input type="checkbox"/>		<input type="checkbox"/>
Working with others	As a team player	With peers		<input type="checkbox"/>		<input type="checkbox"/>
		With staff		<input type="checkbox"/>		<input type="checkbox"/>
	Collaboration and negotiation			<input type="checkbox"/>		<input type="checkbox"/>
	Leadership skills			<input type="checkbox"/>		<input type="checkbox"/>
	Motivating others			<input type="checkbox"/>		<input type="checkbox"/>
	Adaptability			<input type="checkbox"/>		<input type="checkbox"/>