

## Self-Assessed Skills Audit for Students

### Introduction

Students are asked to self assess their skills on a five-point scale:

1 = wide experience

3 = a little experience

5 = don't know

2 = some experience

4 = no experience

### Self Assessed Skills Audit Form

Name :

Date:

<b>1. a critical, analytical and creative thinker</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• relate and compare data from different sources, identify issues and obtain relevant information					
• reason and apply decision making processes and consider how to find solutions to problems					
• identify appropriate data sources					
• review a range of different points of view and select the most appropriate conclusion					
• distinguish between different types of information to inform conclusions					
• capture key information from written or verbal sources					
• identify significant opportunities and be pro-active in putting forward ideas for problem solving.					

<b>2. a flexible team worker</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• build and develop working relationships with staff and peers					
• work effectively with others to complete tasks and achieve results					
• empower others to work together as part of a team or group					
• recognise and understand when compromise and accommodating others is necessary					
• interact well with others and work co-operatively as a team member					
• understand how to gain the attention of others in a team or group when required					
• understand how to contribute effectively and co operatively with others even if they do not share the same ideas and ways of working					
• express self effectively in a group and in one to one situations					
• have an understanding of team roles					

<b>3. a problem solver</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• use an appropriate approach to questioning in order to gain information from which to draw conclusions					
• use an objective approach to relate to others in order to achieve goals					
• make good use of verbal reasoning skills, able to handle complex data and make selective use of information					
• explore more than one solution in order to solve a problem					
• consider the ideas of others to help solve problems					
• manage the process of problem solving over a period of time					
• demonstrate resilience and lateral thinking abilities when applied to problem solving					

<b>4. an accomplished communicator</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• check written work for errors before submission					
• use a range of ICT packages to support work					
• express and convey ideas appropriately and accurately in writing					
• successfully give a presentation or demonstration					
• demonstrate that information being received is understood by using a range of verbal and non-verbal signals					
• understand when people have taken account of your views and you of theirs					

<b>5. professional and adaptable</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• recognise and develop skills and competencies required for learning and future employment					
• develop opportunities for learning activities through current and future roles					
• identify when extra support and help may be useful					
• understand the importance of actively reviewing and maintaining your own development plan in order to set appropriate learning targets					
• maintain positive attitudes to work and understand when a task has not been completed well and identify changes for the future					
• understand how to gain feedback on work or performance					

<b>6. an efficient planner and time manager</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

• plan day in order to manage time more effectively					
• apply suitable approaches and put in extra effort if required in order to meet tight deadlines					
• prioritise own and others' work					
• identify resources required to complete a set task					
• harness motivation and hard work to assist in the completion of work objectives					

<b>7. an independent learner and researcher</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• work without supervision and use own initiative					
• maintain effectiveness in changing environments					
• make appropriate adjustments when undertaking tasks					
• keep track of work schedules and deadlines by applying multi-tasking abilities					
• able to devise own approaches to projects					
• able to set own questions and work alongside colleagues in different environments					

<b>8. reflective, self aware and self motivated</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• establish a course of action for self and evaluate own performance					
• recognise personal successes					
• set own goals and review these systematically					
• review any gaps in understanding and knowledge					
• find opportunities to enhance and develop transferable skills within and outside of the curriculum					
• adjust to meet different work styles					

<b>9. knowledgeable in their subject area</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• generate and recognise best practice and apply imaginative ideas to different situations					
• work out a preferred course of action					
• think laterally and encourage others to do so and consider how they approach an unconventional task					
• present complex and unusual ideas to friends and colleagues					

<b>10. information literate and IT literate</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
• comfortable using computers, including different applications in context					
• knowing where to use information and how to cite and reference					

<ul style="list-style-type: none"> <li>• understanding how to use different software effectively</li> </ul>					
<ul style="list-style-type: none"> <li>• able to keep up to date with current IT applications and how they can be used to enhance work within and outside college</li> </ul>					
<ul style="list-style-type: none"> <li>• able to evaluate the effectiveness of different information sources</li> </ul>					
<ul style="list-style-type: none"> <li>• able to make effective use of the library and internet resources</li> </ul>					

<b>11. competent in applying their knowledge and skills</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• able to apply their knowledge in everyday situations</li> </ul>					
<ul style="list-style-type: none"> <li>• develop key communication skills to help apply knowledge</li> </ul>					
<ul style="list-style-type: none"> <li>• able to apply theory to practice where appropriate</li> </ul>					

<b>12. Art Skills</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Create art related to a media format (games, film, animation)</li> </ul>					
<ul style="list-style-type: none"> <li>• Develop initial ideas to create a finished graphic product</li> </ul>					
<ul style="list-style-type: none"> <li>• Produce a professional quality image using graphic software</li> </ul>					
<ul style="list-style-type: none"> <li>• Create a 2D image to a professional standard</li> </ul>					
<ul style="list-style-type: none"> <li>• Create a 3D image to a professional standard</li> </ul>					
<ul style="list-style-type: none"> <li>• Use effective research to develop techniques in design</li> </ul>					

<b>13. Filming/Editing/Sound Skills</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Create realistic and effective foley, using effective recording techniques.</li> </ul>					
<ul style="list-style-type: none"> <li>• Use software to create synchronised audio SFX and music.</li> </ul>					
<ul style="list-style-type: none"> <li>• Use a range of effects to create interesting SFX.</li> </ul>					
<ul style="list-style-type: none"> <li>• Use camera equipment effectively to create high quality footage.</li> </ul>					
<ul style="list-style-type: none"> <li>• Understand aperture, shutter speed, ISO, resolution, focal lengths, application of different lenses.</li> </ul>					
<ul style="list-style-type: none"> <li>• Use a range of different camera angles/shots to create interesting shots.</li> </ul>					
<ul style="list-style-type: none"> <li>• Use film editing software to edit footage to create interesting edits.</li> </ul>					
<ul style="list-style-type: none"> <li>• Understand and apply colour correction to footage to enhance quality.</li> </ul>					
<ul style="list-style-type: none"> <li>• Export video footage in a range of formats with an understanding of the quality, resolution, size and</li> </ul>					

appropriate destination media format.					
<ul style="list-style-type: none"> <li>Edit photos to enhance the overall quality suitable to end use requirements.</li> </ul>					
<ul style="list-style-type: none"> <li>Use photo editing software to create new pieces of art.</li> </ul>					
<ul style="list-style-type: none"> <li>Export photos using correct formats for destination media requirements.</li> </ul>					

<b>14. Programming Skills</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>Use a coding language to create a game.</li> </ul>					
<ul style="list-style-type: none"> <li>Design assets effectively in the development of a game.</li> </ul>					
<ul style="list-style-type: none"> <li>Create a fully functioning game with no errors.</li> </ul>					
<ul style="list-style-type: none"> <li>Use a range of coding languages effectively .</li> </ul>					