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	

<u>Self Assessed Skills Audit Form</u>

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1. a critical, analytical and creative thinker	1	2	3	4	5
• 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.		■			

2. a flexible team worker	1	2	3	4	5
• 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	■				

3. a problem solver					
	1	2	3	4	5
• 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			▓		

4. an accomplished communicator					
	1	2	3	4	5
• 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	▓				

5. professional and adaptable					
	1	2	3	4	5
• 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	▓				

6. an efficient planner and time manager					
	1	2	3	4	5

	1	2	3	4	5
• 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			■		

7. an independent learner and researcher

	1	2	3	4	5
• 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		■			

8. reflective, self aware and self motivated

	1	2	3	4	5
• 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	■				

9. knowledgeable in their subject area

	1	2	3	4	5
• 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	■				

10. information literate and IT literate

	1	2	3	4	5
• comfortable using computers, including different applications in context		■			
• knowing where to use information and how to cite and reference				■	

	1	2	3	4	5
• understanding how to use different software effectively		■			
• able to keep up to date with current IT applications and how they can be used to enhance work within and outside college		■			
• able to evaluate the effectiveness of different information sources		■			
• able to make effective use of the library and internet resources			■		

11. competent in applying their knowledge and skills					
	1	2	3	4	5
• able to apply their knowledge in everyday situations	■				
• develop key communication skills to help apply knowledge		■			
• able to apply theory to practice where appropriate			■		

12. Art Skills					
	1	2	3	4	5
• Create art related to a media format (games, film, animation)	■				
• Develop initial ideas to create a finished graphic product	■				
• Produce a professional quality image using graphic software	■				
• Create a 2D image to a professional standard		■			
• Create a 3D image to a professional standard				■	
• Use effective research to develop techniques in design			■		

13. Filming/Editing/Sound Skills					
	1	2	3	4	5
• Create realistic and effective foley, using effective recording techniques.			■		
• Use software to create syncronised audio SFX and music.			■		
• Use a range of effects to create interesting SFX.		■			
• Use camera equipment effectively to create high quality footage.	■				
• Understand aperture, shutter speed, ISO, resolution, focal lengths, application of different lenses.			■		
• Use a range of different camera angles/shots to create interesting shots.	■				
• Use film editing software to edit footage to create interesting edits.	■				
• Understand and apply colour correction to footage to enhance quality.	■				
• Export video footage in a range of formats with an understanding of the quality, resolution, size and	■				

	1	2	3	4	5
appropriate destination media format.	■				
• Edit photos to enhance the overall quality suitable to end use requirements.		■			
• Use photo editing software to create new pieces of art.	■				
• Export photos using correct formats for destination media requirements.			■		

14. Programming Skills					
	1	2	3	4	5
• Use a coding language to create a game.					■
• Design assets effectively in the development of a game.					■
• Create a fully functioning game with no errors.					■
• Use a range of coding languages effectively .					■