

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:

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

• 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		*			

• 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. Performance Skills					
	1	2	3	4	5
• Performing accurately and in time as a soloist		*			
• Performing accurately and in time as a group		*			
• Performing in front of a small audience (n/a if not applicable)			*		
• Performing in front of a large audience (n/a if not applicable)				*	
• Performing showing dynamics and expression (e.g. lounds and quietes)		*			
• Perform on a keyboard using two hands	*				
• Playing chords (3 notes at once)	*				
• Knowing how to warm up appropriately and structure a rehearsal			*		
• Being able to perform in a range of styles e.g. hip-hop, Reggae, Classical		*			
• Read musical notation	*				
• Perform at least one piece from memory	*				
• Hear when I make a mistake and correct it myself	*				

13. Composition Skills					
	1	2	3	4	5
• Composing a basic, short idea like a set of chords or beat	*				
• Creating and fitting more than 3 layers together	*				
• Composing for different instruments	*				
• Writing lyrics			*		
• Structuring a song				*	
• Composing within different styles e.g. Pop, Rap, RnB		*			
• Using music technology (e.g. Sibelius/logic)	*				

14. Listening Skills					
	1	2	3	4	5
• Working out a melody by ear		*			
• Using technical language to describe what music sounds like, such as dynamics and tempo				*	
• Know a range of genres and what they sound like e.g. Rock, Classical and World Music		*			
• Read and write using musical notation	*				
• Compare and contrast different pieces of music			*		
• Know what different instruments sound like	*				