

Title	Personal Skill Audit Template for Students
Description	This is a template designed to allow students consider their personal skills (including communication, engagement, analytical, planning and organisation and action skills) in a structured way while also providing an opportunity for students to consider how they have evidenced achievement of those skills
User	Completed by the student when preparing for and/or at end of their placement experience.
Goal	To provide the student with a structured way of considering their personal skills, including communication, engagement, analytical, planning and organisation and action skills.
Objective	Facilitate students to document their personal skills in key areas and to document personal evidence of achievement of those skills
Method	This can be completed electronically or in hard-copy
Recommended Use	Students should be given the opportunity to reflect on and discuss their personal skills prior to going on work placement. This will allow students to consider specific areas that they can focus on while on placement. It could also be useful to allow students complete the audit again after completing their work placement to see if any improvements have been achieved.
When	Completed on the students when preparing for work placement and/or on return from work placement.
Language	English
Further links	

## Personal Skills Audit 1

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

<b>COMMUNICATION SKILLS</b> (Understanding others and making myself understood)	<b>Very Skilled</b>	<b>Moderately Skilled</b>	<b>In Need of Training</b>
1. I am aware of the importance of body language			
Evidence provided			
2. I can pass on skills to other people			
Evidence provided			
3. I can find and present information to other people, e.g. to other workers, groups and management			
Evidence provided			
4. I am comfortable speaking in informal groups and meetings			
Evidence provided			
5. I can listen well in one-to-one situations or with larger groups			
Evidence provided			
6. I have interview skills			
Evidence provided			

<b>ENGAGEMENT SKILLS</b> (Working with people skills)	<b>Very Skilled</b>	<b>Moderately Skilled</b>	<b>In Need of Training</b>
1. I am clear about the idea of accountability in work situations			
Evidence provided			
2. I can work well in unstructured situations			
Evidence provided			
3. I am aware of tensions in the workplace when they occur			
Evidence provided			
4. I can respond appropriately in crisis situations			
Evidence provided			
5. I can give support to work colleagues			
Evidence provided			

## Personal Skills Audit 2

Name: \_\_\_\_\_

Class: \_\_\_\_\_

<b>ANALYTICAL SKILLS</b> (Finding out and understanding what is happening)	<b>Very Skilled</b>	<b>Moderately Skilled</b>	<b>In Need of Training</b>
1. I am capable of critically assessing information			
Evidence provided			
2. I am capable of evaluating my own work and of modifying my work ethic accordingly			
Evidence provided			
<b>PLANNING AND ORGANISATION SKILLS</b> (Getting ready to take the steps to get something done/getting things done)	<b>Very Skilled</b>	<b>Moderately Skilled</b>	<b>In Need of Training</b>
1. I can organise my own work			
Evidence provided			
2. I can organise work as part of a team			
Evidence provided			

3. I understand the planning process in work			
Evidence provided			
4. I can prioritise my own work and time			
Evidence provided			
<b>ACTION SKILLS</b> (Getting something done)	<b>Very Skilled</b>	<b>Moderately Skilled</b>	<b>In Need of Training</b>
1. I can set objectives and work systematically towards them			
Evidence provided			
2. I can choose between options and respond strategically to situations			
Evidence provided			
3. I can find new sources of information			
Evidence provided			