

Tutor's Guide

Activity 4. Skills Audit

Aim

The aim of this exercise is to encourage students to reflect on their own abilities in relation to some of the key skills required by employers.

Activity a

The audit covers the skills of oral and written communication, team working and problem solving. The students should, individually, work their way through the audit and answer each question. As the skills they are asked to consider are all developed by activities in the resource pack, they will have the chance to develop these further. In addition, they are asked to consider what other opportunities they may have to maximise these skills, either during their course or whilst undertaking work experience or club/society commitments. After completing the audit they should keep a copy and reflect on this later in their course. It is useful to carry out the audit again at a later date to see how differently they evaluate their strengths and weaknesses, having had the opportunity to practice and develop these skills. This activity also works well alongside other forms of personal development planning (PDP). For more information on PDPs see the enclosed toolkit and briefing paper at the end of the pack.

Activity b

This is an opportunity for students to reflect on a problem situation they have encountered and the skills they needed to resolve it. The students should be divided into groups of 4-6 and one person should begin to recollect their experience. As the other group members listen, they should make a list of the key skills that they consider the person recounting the experience showed evidence of. This exercise gives the group experience of identifying the key skills used in different situations, something they may have to do at interview or on application forms.

Example

Roger, Steve and Gary share a house. Roger feels it's unfair that Steve makes frequent long distance calls and yet all three of them share the bill equally. At a house meeting to discuss the bills, the situation becomes heated and Roger and Steve begin to argue. Gary is able to calm the situation by suggesting that although they had agreed to split all of the bills equally when they first moved into the house clearly Steve is making almost all of the expensive calls. Gary suggests that as Steve doesn't make any local calls he shouldn't pay towards this part of the bill, instead he should pay only for his for his long distance calls and a third share of the line rental. The extra cost of having itemised billing will be shared equally between the three of them. Gary asks Roger if he agrees with the compromise, to which he does agree.

Some of the skills Gary demonstrated in this situation were:

- Keeping calm in difficult circumstances
- Effective mediating
- Good listening skills
- Logical thinking
- Problem solving
- Being able to appreciate other peoples' views

This exercise is useful in providing a boost to the students as they often lack the confidence needed to answer the 'give an example of how you did' section on application forms / interviews.

Activity marking scheme

This activity is developmental and not designed to be assessed.

Meta data

The following table describes information about this resource (meta data) which is also used to locate the resource using search tools. Please note the terms and conditions of use under the Creative Commons licence associated with the use of this resource.

Author (s)	Della Grice, UK Physical Sciences Centre
Owner (s)	University of Hull
Title	Skills audit exercise – tutor guide
Classification	F900 X220
Keywords	ukoer, sfsoer, employability, quiz, career progression
Description	This resource is the tutor guide for student activity 4 as part of a broader resource called the Employability Resource Pack.
Creative Commons license (url)	http://creativecommons.org/licenses/by-nc-sa/2.0/uk/
Language	English
File size	84Kb
File format	Word 2007



This work is licensed under the Creative Commons Attribution-Non-Commercial-Share Alike 2.0 UK: England & Wales License. To view a copy of this licence, visit <http://creativecommons.org/licenses/by-nc-sa/2.0/uk/> or send a letter to Creative Commons, 171 Second Street, Suite 300, San Francisco, California 94105, USA.