

# Key Skills Audit

For help on how to edit and save this document see the Introductory section of the studentprofile guide.

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 Programme: Electronic & Computer Engineering  
 Level: BEng

Skills Confidence Indicator	
5	Very Confident
4	Quite Confident
3	OK
2	Little Confidence
1	Not Confident

- 1 Complete Section A at the start of each year
- 2 Save the audit to disc
- 3 Complete Section B at the end of each year

			Section A – Start of year		Section B – End of year	
			Rank your skill confidence level (1-5)	Which skills do you aim to develop this year?	Rank your skill confidence level (1-5)	Which skills will need particular attention next year?
Communication	Written	Essays	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		Technical reports	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		Project reports	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	Oral	One to one	3	<input type="checkbox"/>		<input type="checkbox"/>
		Within a group	4	<input type="checkbox"/>		<input type="checkbox"/>
		In front of a group	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		Listening	Note taking	3	<input checked="" type="checkbox"/>	
	Visual	Drawing	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		Layout	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		Presentation skills	4	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Numeracy	General Maths skills	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Collecting and recording data	4	<input type="checkbox"/>		<input type="checkbox"/>	
	Analysis of data	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Presentation of results	3	<input type="checkbox"/>		<input type="checkbox"/>	
IT Skills	Text manipulation	4	<input type="checkbox"/>		<input type="checkbox"/>	
	Graphics manipulation	2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	CAD / CAM	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Email	5	<input type="checkbox"/>		<input type="checkbox"/>	
	Use of the Internet	5	<input type="checkbox"/>		<input type="checkbox"/>	
Learning to learn	Sourcing material quickly	2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Assessing relevance	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Summarising information	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Time Management	4	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Reflective Practice	2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Working to deadlines	4	<input type="checkbox"/>		<input type="checkbox"/>	
	Problem Solving	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Working with others	As a team player	With peers	3	<input type="checkbox"/>		<input type="checkbox"/>
		With staff	3	<input type="checkbox"/>		<input type="checkbox"/>
	Collaboration and negotiation	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Leadership skills	4	<input type="checkbox"/>		<input type="checkbox"/>	
	Motivating others	3	<input type="checkbox"/>		<input type="checkbox"/>	
	Adaptability	3	<input checked="" type="checkbox"/>		<input type="checkbox"/>	