

Completing the skills audit

^ Table of contents

- ▲ Carry out a skills audit for the first time
- ▲ Repeating a skills audit

The skills module assesses 10 generic employability skills. Each parent skill is made up of 3 sub-attributes, for example, Adaptability/flexibility assesses ‘Managing Change’, ‘Coping with ambiguity’, and ‘Transferable skills’.

The self-assessment allows you to identify your level of competency for each skill and its 3 sub-attributes.

Carry out a skills audit for the first time

1. Click on the Skills menu item
2. The first time the skills menu is loaded a button will be shown to complete a skills audit
3. Select the statement which you feel best describes you just now

Digital Proficiency

Digital tools and software

Definition: Identifying, learning and using digital tools and software to improve existing processes, meet emerging challenges or develop new approaches.

Select the statement that's most relevant to you now

- I am not confident when it comes to technology.
- I know how to use some devices, software, and common websites and applications.
- I know how to use some devices, software, and common websites and applications. I am proficient at Microsoft Office programs.
- I feel very confident with my digital skill set. I feel I can handle any device, software or application. I am proficient at Microsoft Office. I am also familiar with specialist packages e.g. photoshop, SPSS, video editing software's. If I don't know how to use something, I know how to find out.

Next

Note: Each question states which skill and sub-attribute is being evaluated, a definition of the sub-attribute and a series of statements that you can select which you feel best describe you

4. Once all of the questions have been answered the results of the assessment can be reviewed

Repeating a skills audit

To repeat the skills audit click on Skills > Check your progress and then click on the Retake skills assessment button to repeat the evaluation

Search ▾ | Book ▾ | Skills | My Career Passport | Career Discovery

My Skills

Skills profile | Skill statements | [Check your progress](#)

Check your progress

When you're ready, retake the skills assessment and reflect on your progression

[Retake skills assessment](#)

