**Skills Audit Template**

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This template is designed to help you evaluate your own skills, identify what strengths you have, and what areas you may need to develop.

How do I start?

There are many reasons why you might want to review your skills: to prepare for an appraisal or review meeting; or positively present your skills, knowledge and experience on paper.

Firstly, think of the purpose for doing your review.

You might wish to think about skills developed through the following:

* Projects, tasks, objectives and goals you have completed.
* What you specifically did and/or what your role was in an activity.
* What you achieved and the impact of your work.
* What has gone well, what has gone not so well and what you’d like to change?

**For Skill Description**: Use the Skills Guide and/or your supporting information to define each specific skill that you need in your job, and/or to support your career progress. Add as many skills in each area as is applicable.

**For Evidence of Skill**: Record activities, experiences or events you played a part in that shows your ability in each particular skill. It may be you have already lots of experience in an area. It may be you have just a small amount of experience or none at all (i.e. for those areas you wish to develop in future).

That is OK. It is important that you think honestly and widely, and don’t just focus on skills you already have and do well.

**How I’m doing:** Try to define what level you think you’re at (i.e. doing really well, good basic understanding/competence, needs improvement, etc.)

**Training:** Is there any training, either formal or informal you would like to undertake to improve your knowledge, skills and confidence? Include these in this section. You can also include any training you have already completed.

After you’re done

Hopefully, if you’ve taken some time doing this, you’ll have a good written overview of skills you’ve developed and of the real breadth of skills you hold. We hope you’ll find this a useful record to have.

You may also find it useful to highlight areas that you would like to work on and develop. Skills that you feel you need to improve in and are important to you and your job/career should be prioritised for action.

 Blank template for completion:

Skills, knowledge and training audit for [insert topic here e.g. Food drink and oral health, Physical Activity, Emotional Health and Wellbeing, PSHE]

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| **Teaching skill/ knowledge area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** | **Training** |
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