

Title	Skills Audit – Preparing for the Work Placement
Description	This is a template that facilitates students to reflect on and document their practical, personal and interpersonal skills before going out on their work placement
User	Completed by the student prior to going out on work placement
Goal	To provide the student with an opportunity to explore the practical, personal and interpersonal skills they already have prior to partaking on their work placement
Objective	To facilitate students to examine their practical, personal and interpersonal skills with a view to determining which ones need to be improved while undergoing their work placement activity
Method	This can be completed electronically or in hard copy
Recommended Use	Students should be given the opportunity to reflect on their practical, personal and interpersonal skills prior to going on their work placement. This will allow students to consider what skills they need to focus on for further development while on the work placement
When	Completed by students when preparing for their work placement
Language	English
Further links	

The skills audit identifies the skills learners/students already have before going on work placement.

Learners/students have acquired many skills from work experience, home life and education in the past.

The learners/students are now required to divide up their skills audit into three categories in order to evaluate them:

1. Practical Skills
2. Personal Skills
3. Interpersonal Skills

Completing a skills audit checklist helps will help the learner/students to evaluate their own skills, what categories they fall under and how they can improve on them through completing their work experience/placement.

Skills Audit

Make a list of all the different skills you have learnt and rate yourself on each skill

List Skills	Excellent	Very Good	Moderately Good	Passable	Unskilled

Practical Skills Checklist	
Existing practical skills I hope to improve on from completing my work experience	Where I originally learned these practical skills
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

My practical skills can be broadly defined as ‘doing skill’. These would include my knowledge how to use equipment, e.g. computer skills, telephone, tools, and paperwork

Personal Skills Checklist	
Existing personal skills I hope to improve on from completing my work experience	Where I originally learned these personal skills
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

My personal skills can be broadly defined as ‘individual skill’. These would include my ability to work on my own initiative and meet deadlines, have good timekeeping, speaking clearly and being able to work under pressure.

Interpersonal Skills Checklist	
Existing interpersonal skills I hope to improve on from completing my work experience	Where I originally learned these interpersonal skills
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11	
12	
13	
14	
15	

My interpersonal skills could be broadly defined as ‘people skills’ and how I deal effectively and efficiently with people and how I work as part of a team. There are three types of interactions in the work place:

1. Customer interactions
2. Peer/Colleagues/Partners interactions
3. Employers/Manager/Team Leaders