

Personal and key skills: self-assessment

Personal and key skills can be seen as the building blocks that underpin your learning in different situations and that allow you to adapt and apply what you've learned to other contexts. We all possess such skills – but it's inevitable that some will be more in evidence than others.

Have a go at this audit to identify where your strengths and weaknesses lie, and to help you identify where you give to justify your rating?

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|---|-------------------------------------|---|---|---|--------------------------------------|
| 1 Started but need more practice | 2 Able to do this with some help | | | | |
| 3 Competent without help | 4 Competent and able to help others | | | | |
| | 1 | 2 | 3 | 4 | Evidence /justify your rating |
| SELF MANAGEMENT <ul style="list-style-type: none"> • Use, evaluate and adapt a range of academic skills (analysis, synthesis, evaluation, argument) • Manage your time effectively (meet deadlines, get to appointments/classes on time) • Set realistic objectives, priorities and standards • Monitor, evaluate and adapt own performance • Clarify personal values • Evaluate your own potential for employment • Show intellectual flexibility (be willing to see that there may be more than one way to solve a problem) • Take responsibility for acting in a professional/ ethical manner • Deal with criticism constructively | | | | | |
| MANAGING YOUR LEARNING <ul style="list-style-type: none"> • Take responsibility for your own learning and personal growth (monitor, evaluate and adapt your own performance; work towards long term aims and goals) • Demonstrate an awareness of learning processes • Set realistic objectives, priorities and standards • Develop, evaluate and adapt learning strategies • Use learning in new or different situations/contexts • Learn through collaboration • Purposefully reflect on own learning and progress | | | | | |
| PROBLEM SOLVING <ul style="list-style-type: none"> • Identify the key features of the problem • Think laterally about the problem • Conceptualise the issues • Identify the options • Identify solutions • Plan and implement a course of action • Carry out solutions • Monitor evaluate and adapt solutions and outcomes | | | | | |

| 1.2 Personal and key skills (cont:) | 1 | 2 | 3 | 4 | Evidence /justify your rating |
|---|---|---|---|---|-------------------------------|
| <p>COMMUNICATION</p> <ul style="list-style-type: none"> • Present oral/visual information competently • Use appropriate language in a range of activities (essays, reports, presentations, interviews) • Listen actively and effectively • Offer constructive criticism • Verbal communication (speak fluently and confidently to a variety of audiences) • Produce a variety of written documents (using appropriate formats, accurate information, spelling, punctuation and grammar) • Use charts, diagrams and other illustrations to support verbal and written communication • Evaluate and adapt strategies for communication | | | | | |
| <p>WORKING WITH OTHERS</p> <ul style="list-style-type: none"> • Plan with others (ensure clear goals, take responsibility and carry out appropriate tasks) • Respect the views and values of others • Adapt to the needs of the group/ team (take initiative, lead, delegate, stand back, negotiate etc) • Assist and support others in learning • Delegate and stand back • Negotiate with individuals/groups • Work to collective goals (work to agreed plans, within agreed resources) • Monitor, evaluate and assess processes of group/ team work | | | | | |
| <p>DATA HANDLING</p> <ul style="list-style-type: none"> • Use appropriate sources of information (library, retrieval systems, IT, people etc) • Use appropriate technology and media including IT • Handle large amounts of information and data effectively • Record and interpret results / data • Interpret a variety of information forms • Use appropriate numerical information • Use information critically and innovatively • Use data as a tool in support of argument • Translate data into words, visual images, concepts • Evaluate and adopt strategies for handling data and information | | | | | |