

Appendix 3:

Employability Skills Audit Tool

STAGE: _____ TEACHER: _____ DATE: _____

Communication		1 Weakness	2	3	4	5 Strength
C1	Listening and understanding					
C1a	Awareness of when to talk and when to listen	1	2	3	4	5
C1	Listening and understanding					
C1b	Can ask questions to develop my understanding	1	2	3	4	5
C2	Speaking clearly and directly					
C2a	Can express my feelings and can talk about them	1	2	3	4	5
C2	Speaking clearly and directly					
C2b	Looking at the person you are speaking to. (Eye contact) Use person's name. Clear speech.	1	2	3	4	5
C2	Speaking clearly and directly					
C2c	Take turns to speak and understand the other person might think differently to you.	1	2	3	4	5
C2	Speaking clearly and directly					
C2d	Show respect for the rights and opinions of others	1	2	3	4	5
C2	Speaking clearly and directly					
C2e	Can explain your reasoning and ensure you are listened to	1	2	3	4	5

C3	Writing to the needs of the audience	1	2	3	4	5
C3a	Use appropriate vocabulary, grammar and tone					
C3	Writing to the needs of the audience	1	2	3	4	5
C3b	Awareness and ability to select appropriate genre					
C4	Negotiating responsively/Persuading effectively	1	2	3	4	5
C4a	Express your views, opinions and knowledge and that of others					
C5	Reading independently	1	2	3	4	5
C5a	Can read without support					
C6	Empathising	1	2	3	4	5
C6a	Accepting/ giving practical and emotional support from/to peers and people at all levels					
C7	Speaking and writing in languages other than English	1	2	3	4	5
C7a	Ability to communicate in a language other than English eg. Braille, sign language, modern languages					
C8	Using numeracy	1	2	3	4	5
C8a	Ability to apply appropriate skills to a given task eg. graphs, measurements, money					
C9	Being assertive	1	2	3	4	5
C9a	Can express your own opinion without being passive or aggressive					
C10	Sharing information	1	2	3	4	5
C10a	Can communicate information including your views and opinions as appropriate					

STAGE:

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Team Work		1 Weakness	2	3	4	5 Strength
TW1	Working with others of different ages irrespective of gender, race, religion or political persuasion	1	2	3	4	5
TW1a	Develop understanding of what is fair and unfair and the importance of caring for, sharing and co-operating with others					
TW1	Working with others of different ages irrespective of gender, race, religion or political persuasion	1	2	3	4	5
TW1b	Demonstrates the ability to negotiate and agree on a joint course of action					
TW2	Working as an individual and as a member of a team	1	2	3	4	5
TW2a	Can follow instructions and complete tasks as both an individual and a group. Understand that feelings and reactions can change depending on what is happening around me and others					
TW3	Demonstrate the ability to perform different roles as part of the team	1	2	3	4	5
TW3a	Can contribute by taking on a role in group task e.g. leader, scribe, reporter (Treasurer, secretary etc)					
TW4	Applying team work to a range of situations eg futures planning, crisis problem solving	1	2	3	4	5
TW4a	Ability to judge when it is appropriate to work as a member of a team to complete a task/project/etc					
TW5	Identifying the strengths of the team members	1	2	3	4	5
TW5a	Use peer assessment strategies effectively					
TW5	Identifying the strengths of the team members	1	2	3	4	5
TW5b	Recognise the individual strengths of team members					
TW5	Identifying the strengths of the team members	1	2	3	4	5
TW5c	Use coaching and mentoring skills to develop the team					

STAGE:

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Problem Solving		1 Weakness	2	3	4	5 Strength
PS1 PS1a	Critical, creative, analytical and decision making skills Can develop creative, innovative and practical solutions	1	2	3	4	5
PS1 PS1b	Critical, creative, analytical and decision making skills Show independence and initiative in identifying problems and solving them	1	2	3	4	5
PS1 PS1c	Critical, creative, analytical and decision making skills Solve problems in teams	1	2	3	4	5
PS1 PS1d	Critical, creative, analytical and decision making skills Apply a range of strategies	1	2	3	4	5
PS1 PS1e	Critical, creative, analytical and decision making skills Use numeracy to solve problems eg. Budgeting	1	2	3	4	5
PS1 PS1f	Critical, creative, analytical and decision making skills Apply problem solving strategies across a range of areas	1	2	3	4	5

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Initiative and Enterprise		1 Weakness	2	3	4	5 Strength
IE1 IE1a	Adapting to new situations Can accept and deal with change eg environment, personnel, etc	1	2	3	4	5
IE2 IE2a	Developing a plan for change/improvement Can set targets and identify tasks	1	2	3	4	5
IE3 IE3a	Translating ideas into action Make progress towards achieving the targets set in the plan	1	2	3	4	5
IE4 IE4a	Be creative Initiate innovative solutions	1	2	3	4	5
IE4 IE4b	Be creative Can apply creative thought or solution	1	2	3	4	5
IE4 IE4c	Be creative Can identify opportunities not obvious to others	1	2	3	4	5
IE4 IE4d	Be creative Can produce more than one solution	1	2	3	4	5
IE5 IE5a	Understanding basic business systems and their relationships Understanding key aspects of business planning: marketing, budget, product design etc	1	2	3	4	5
IE6 IE6a	Understanding of business success and customer satisfaction Listens and learns from customer feedback	1	2	3	4	5
IE6 IE6b	Understanding of business success and customer satisfaction Appreciates customer viewpoint and can provide a level of service to meet their needs	1	2	3	4	5

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Planning and Organising		1 Weakness	2	3	4	5 Strength
PO1	Developing a vision and a proactive plan to accompany it	1	2	3	4	5
PO1a	Establish clear project goals					
PO1	Developing a vision and a proactive plan to accompany it	1	2	3	4	5
PO1b	Set time lines, meeting deadlines, co-ordinating tasks for self and with others					
PO1	Developing a vision and a proactive plan to accompany it	1	2	3	4	5
PO1c	Take on role of leader : Allocate people and other resources to tasks					
PO2	Planning the use of resources including time management to address priorities	1	2	3	4	5
PO2a	Collect, analyse and organise information					
PO2	Planning the use of resources including time management to address priorities	1	2	3	4	5
PO2b	Predict – weighing up risk, evaluate alternatives and apply evaluation criteria eg. organising an event					
PO3	Being Resourceful	1	2	3	4	5
PO3a	Take initiative on making decisions					
PO3	Being Resourceful	1	2	3	4	5
PO3b	Adapt resource allocations to cope with contingencies					

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Self Management		1 Weakness	2	3	4	5 Strength
SM1	Having a personal vision and goal	1	2	3	4	5
SM1a	Can set, plan and achieve personal targets					
SM1	Having a personal vision and goal	1	2	3	4	5
SM1b	Have knowledge and confidence in own ideas and visions					
SM1	Having a personal vision and goal	1	2	3	4	5
SM1c	Articulate own ideas and Visions					
SM1	Having a personal vision and goal	1	2	3	4	5
SM1d	Demonstrates leadership skills					
SM2	Evaluating and monitoring own performance	1	2	3	4	5
SM2a	Can reflect, understand and talk about strengths and weaknesses					
SM3	Taking responsibility	1	2	3	4	5
SM3a	Accepts and acts on support and advice					
SM3	Taking responsibility	1	2	3	4	5
SM3b	Motivated to learn					
SM3	Taking responsibility	1	2	3	4	5
SM3c	Flexible					
SM3	Taking responsibility	1	2	3	4	5
SM3d	Good timekeeper					

SM3 Taking responsibility SM3e Seek tasks	1	2	3	4	5
SM3 Taking responsibility SM3f Can resist distraction	1	2	3	4	5
SM3 Taking responsibility SM3g Recognises risk and can safeguard self and others	1	2	3	4	5
SM3 Taking responsibility SM3h Keeps calm and is assertive	1	2	3	4	5



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Learning		1 Weakness	2	3	4	5 Strength
L1 L1a	Managing own learning Have enthusiasm for learning	1	2	3	4	5
L1 L1b	Managing own learning Being open to new ideas and techniques	1	2	3	4	5
L1 L1c	Managing own learning Learns from others	1	2	3	4	5
L1 L1d	Managing own learning Learns from their own mistakes and handles setbacks	1	2	3	4	5
L1 L1e	Managing own learning Considers better /alternative ways of doing things and put them into practice	1	2	3	4	5
L1 L1f	Managing own learning Reflects on learning	1	2	3	4	5
L1 L1g	Managing own learning Accepts and acts on feedback	1	2	3	4	5
L1 L1h	Managing own learning Asks for help	1	2	3	4	5
L1 L1i	Managing own learning Has awareness of how they learn best	1	2	3	4	5

L1	Managing own learning	1	2	3	4	5
L1j	Prepared to invest time and effort in learning new skills					
L2	Using a range of mediums to learn and being willing to learn in any setting	1	2	3	4	5
L2a	Uses mentoring, peer support and networking, IT, courses and life experiences					
L2	Using a range of mediums to learn and being willing to learn in any setting	1	2	3	4	5
L2b	Acknowledge the need to learn in order to accommodate change					



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Technology	1 Weakness	2	3	4	5 Strength
T1 T1a	1	2	3	4	5
T1 T1b	1	2	3	4	5
T2 T2a	1	2	3	4	5
T3 T3a	1	2	3	4	5
T4 T4a	1	2	3	4	5