



Preview Assessment: Skills Audit - complete prior to initial visit (University of Newcastle, UK)

Name	Skills Audit - complete prior to initial visit
Instructions	<p>For each of the statements, assess your own estimation of your competence by choosing 0, 1, 2 or 3. Try to avoid using 0 as the other options provide feedback that is more specific.</p> <p>3 = I know that I am capable of doing this well in most situations most of the time.</p> <p>2 = I consider that I am capable of doing this adequately in some situations some of the time.</p> <p>1 = I am aware that, in general, I am not very good at doing this.</p> <p>0 = I consider that I have not had the opportunity to evaluate my performance in this area.</p> <p>The outcomes of this test, which appear as a printable sheet, should be used to feed into your Action Planning which you can discuss with your placement supervisor and your module leader at your tutorial. The brief suggestions give examples of further research and development that can be undertaken. 'X' in the feedback indicates a potential area for development, otherwise you should ignore the references to 'Correct' and 'Incorrect' answers.</p>
Multiple Attempts	This Test allows multiple attempts.
Force Completion	This Test can be saved and resumed later.
Self Assessment	Student answers and score are not visible to the instructor.

Question Completion Status:

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#)

Question 1

0 points [Save](#)

Self-Awareness and Reflection:

I regularly engage in reflective activities that enable me to understand my own knowledge, values, qualities and skills in order to inform and guide personal and professional development.

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- 1 = I am aware that, in general, I am not very good at doing this.
- 0 = I consider that I have not had the opportunity to evaluate my performance in this area.

Question 2

0 points [Save](#)

Planning & Organising - Goal Setting and Action Planning:

I can set objectives, schedule resources and manage time.

- 3 = I know that I am capable of doing this well in most situations most of the time.
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- 1 = I am aware that, in general, I am not very good at doing this.
- 0 = I consider that I have not had the opportunity to evaluate my performance in this area.

Question 3

0 points [Save](#)

Planning & Organising - Decision Making:

I am aware of and can choose between opportunities/solutions that achieve goals, having gathered and evaluated relevant information.

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- 0 = I consider that I have not had the opportunity to evaluate my performance in this area.

Question 4

0 points [Save](#)

Personal Enterprise - Innovation & Creativity:

I can generate and visualise novel ideas and concepts.

- 3 = I know that I am capable of doing this well in most situations most of the time.
- 2 = I consider that I am capable of doing this adequately in some situations some of the time.
- 1 = I am aware that, in general, I am not very good at doing this.
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Question 5**0 points** [Save](#)**Personal Enterprise - Initiative:**

I can identify and make effective use of material, financial and human resources and can initiate activities and ideas and bring to completion.

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Question 6**0 points** [Save](#)**Personal Enterprise - Adaptability:**

I can respond readily to changing situations and priorities.

- 3 = I know that I am capable of doing this well in most situations most of the time.
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Question 7**0 points** [Save](#)**Personal Enterprise - Problem Solving:**

I can critically evaluate complex information and identify key issues for action.

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- 0 = I consider that I have not had the opportunity to evaluate my performance in this area.

Question 8**0 points** [Save](#)**Communication - Oral Communication:**

I can use styles and content of spoken language that are appropriate for the context and the purpose.

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Question 9**0 points** [Save](#)**Communication - Interpersonal Communication:**

I can use and respond to non-verbal behaviour, including active listening techniques.

- 3 = I know that I am capable of doing this well in most situations most of the time.
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Question 10**0 points** [Save](#)**Communication - Written/other Communication:**

I can use written and other appropriate tools and resources to support and enhance other forms of communication.

- 3 = I know that I am capable of doing this well in most situations most of the time.
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- 1 = I am aware that, in general, I am not very good at doing this.
- 0 = I consider that I have not had the opportunity to evaluate my performance in this area.

Question 11**0 points** [Save](#)

Team working - Collaboration:

I can recognise and make best use of the knowledge, values, qualities and skills of individuals.

- 3 = I know that I am capable of doing this well in most situations most of the time.
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- 0 = I consider that I have not had the opportunity to evaluate my performance in this area.

Question 12

0 points [Save](#)

Team Working - Relationships:

I can create and maintain an environment in which risks and rewards are shared by all.

- 3 = I know that I am capable of doing this well in most situations most of the time.
- 2 = I consider that I am capable of doing this adequately in some situations some of the time.
- 1 = I am aware that, in general, I am not very good at doing this.
- 0 = I consider that I have not had the opportunity to evaluate my performance in this area.

Question 13

0 points [Save](#)

Team Working - Leadership:

I can set direction, win the commitment of others and take responsibility for actions and decisions.

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