

What is a skills audit and why is it helpful?

A skills audit is a tool to help you assess your skills level against a framework. This audit suggests some commonly sought after skills and gives you space to add further skills which relate to a job role/type of interest to you. You can use the results of your skills audit to add strength to your CV to ensure you are evidencing your skills. You can also use your skills audit to identify gaps to inform your career and skills development planning. Knowing the gaps can be helpful in completing the 'weaknesses' part of the [SWOT Analysis](#) tool.

How do I use the skills audit tool?

Explanations are provided on this page to introduce you to each of the columns you are asked to complete in the skills audit. The following pages provide space for you to audit your current skills levels and evidence. It is good to review your skills audit as and when you accumulate more experience and evidence of your skills. Once you have identified areas to develop further, you can use the [SMART Goal Setting](#) tool to make a plan to take this forward.

Skills to audit

We have provided a list of skills commonly sought after by employers, but would encourage you to update these for your purpose and to add further skills important to you on the final page.

- ◆ When choosing skills, consider those which are transferable, those which you know are needed for your career interests and those which you think are personal strengths.
- ◆ For ideas on skills which are important to your career interests, browse the [Prospects Profiles](#) by sector and view the required skills section.

Below are some prompts for each of the columns you will complete to help you:

Evidence demonstrating successful use of the skill	Current Evidence Rating (1=weak 2=reasonable 3=strong)	Importance for development 1=low 2=medium 3=high	Notes: actions and timescales to develop skill
<p>Try to include examples from across your education, work experience and interests.</p> <p>To consider how robust your evidence is, it would be worth trying to structure your example(s) using the STARR structure.</p>	<p>1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/></p> <p>Note: Do you have three varied examples to showcase the skill?</p>	<p>1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/></p> <p>Note: how relevant is this skill to your career interests?</p>	<p>Prioritise the skills you have rated as of high importance and weak or reasonable for the evidence rating.</p> <p>Use these notes to set some SMART goals for your skills development.</p>

TO COMPLETE: Skills Audit

Part 1

Skill	Evidence demonstrating successful use of the skill (include examples from your education, work experience and interests)	Current Evidence Rating (1=weak 2=reasonable 3=strong)	Importance for development 1=low 2=medium 3=high	Notes: actions and timescales to develop skill (Add these to your SMART goal plans)
Communication		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Leadership		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Problem solving		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Planning and organisation		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Digital		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	

TO COMPLETE: Skills Audit

Part 2

Skill	Evidence demonstrating successful use of the skill (include examples from your education, work experience and interests)	Current Evidence Rating (1=weak 2=reasonable 3=strong)	Importance for development 1=low 2=medium 3=high	Notes: actions and timescales to develop skill (Add these to your SMART goal plans)
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	