

Skills Competency Framework

The following questionnaire has been designed to help you in completing your action plan. This must be completed prior to starting the Bath Education Trust Award as this helps you analyse your current employment related skills and identify areas that you might consider developing further.

This is to be referred to and must be updated after you have completed the Bath Education Trust Award.

LEVELS	SKILL TO DEVELOP	SKILLS AIMING TO DEVELOP	ACHIEVED ✓
	TEAMWORK		
1	I actively participate in team discussions and decision making		
2	When asked by others to take a role I am happy to do so. I understand that being part of a team requires compromise and am able to give and receive constructive feedback		
3	I volunteer myself for specific roles within the team and ensure that they are carried out to the best of my ability to ensure that the team functions successfully		
4	I actively participate in a team and am happy to take on a variety of roles I actively encourage others to be useful team members. I understand that my behaviour in a team can influence others and take steps to ensure this influence is a positive one.		
WRITTEN COMMUNICATION			
1	I can write in a clear and structured way		
2	I can adapt the style and form of my writing to different audiences and purposes		
3	I can write in a coherent manner, using accurate grammar and well constructed paragraphs		
4	I can plan and produce written work that is fit for the purpose and in a style appropriate to the audience I use specialist vocabulary as necessary in a confident manner		
VERBAL COMMUNICATION			
1	I can hold a conversation in familiar surroundings		
2	I understand how to listen and respond appropriately in conversations with individuals and within groups I am able to phone someone I do not know and request information		
3	I am able to take an active part in the group discussion and put forward my point of view in a clear way. I am able to listen to and take account of other people's points of view		
4	I am able to prepare and present information or an argument to a group of people I am able to respond comfortably to questions		

LEVELS	SKILL TO DEVELOP	SKILLS AIMING TO DEVELOP	ACHIEVED ✓
	LEADERSHIP		
1	I am able to organise myself and my time		
2	I can recognise people's strengths and weaknesses I can set realistic objectives for myself and others in order to achieve a task		
3	I can create a positive working environment I work hard to improve my leadership		
4	I can take risks to achieve goals and inspire other people. I lead by example and build trust and confidence of the people I work with I know how to delegate tasks and allow other people to achieve their goals		
COMMERCIAL AWARENESS			
1	I understand how a business attracts and keeps customers		
2	I am aware of why businesses are concerned with their social responsibility image		
3	I understand the impact the economy and political environment can have on business decisions		
4	Awareness of Globalisation, Competitors – I can research new information and use it to provide practical solutions to issues (Creativity)		
PROBLEM SOLVING			
1	I can identify a problem and a solution		
2	I need help to analyse a problem but am able to plan the way to solve it I can identify a number of different solutions		
3	I can analyse a problem and talk it through, then work through it logically. I can identify the risks involved and choose the most suitable solution		
4	I am very capable of understanding the problem and working out the route through it I can discuss a range of possible solutions to a problem and justify the solution taken. I can evaluate the results and recommend improvements		