

**TO COMPLETE: Skills Audit Part 1**

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| **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** | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| **Leadership** | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| **Problem solving** | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| **Planning and organisation** | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| **Digital** | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |

**TO COMPLETE: Skills Audit Part 2**

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| **Skill** (add skills important to you) | **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) |
| Click or tap here to enter text. | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **1  2  3** | **1  2  3** | Click or tap here to enter text. |