

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Personal Skills Auditing

Unit Reference Number: D/615/6995

Level: One (1)

Credit Value: Three (3)

Minimum Guided Learning Hours: 26

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to identify personal skills, experience, achievements and abilities	1.1 Define the following terms: a) Abilities b) Achievements c) Skills d) Experience
	1.2 Identify own abilities, achievements, skills and experience in the context of professional life
	1.3 Define what is meant by 'transferable skills'
	1.4 Identify own transferable skills from other areas of life
	1.5 Identify personal examples to evidence the following skills: a) Team working Skills b) Prioritisation Skills c) Problem-solving Skills d) Communication Skills
2. Be able to produce a personal profile	2.1 Create a personal profile including: a) Strengths b) Weaknesses c) Likes d) Dislikes e) Work preferences

3. Be able to identify areas for development	3.1 Identify key areas for professional development/training needs
	3.2 List organisations or people that could help identify suitable training needs
4. Be able to identify job opportunities from own skills analysis	4.1 Locate a job specification and identify where own skills, experience, achievements, abilities transferable skills are relevant