# Task 5: Key Generic Skills

## Skills Confidence Level Indicator 5 Very Confident

4 Quite Confident

3 OK

2 Little Confidence

1 Not Confident

NA Not applicable

|  |  |
| --- | --- |
| **Name** |  |
| **Programme** |  |
| **Level/Year** |  |

**Don’t forget to save and/or print this document as part of your Personal Development Planning**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Section A – Start of year | | Section B – End of year | |
|  |  |  | **Rank your skill confidence level**  **(1-5)** | **Which skills do you aim to develop this year?** | **Rank your skill confidence level**  **(1-5)** | **Which skills will need particular attention next year?** |
| **Communication** | Written | Essays |  |  |  |  |
| Technical reports |  |  |  |  |
| Project reports |  |  |  |  |
| Verbal | One to one |  |  |  |  |
| Within a group |  |  |  |  |
| In front of a group |  |  |  |  |
| Listening | Note taking |  |  |  |  |
| Visual | Drawing |  |  |  |  |
| Layout |  |  |  |  |
| Presentation skills |  |  |  |  |  |
| **Numeracy** | General Maths skills |  |  |  |  |  |
| Collecting and recording data |  |  |  |  |  |
| Analysis of data |  |  |  |  |  |
| Presentation of results |  |  |  |  |  |
| **IT Skills** | Word Processing |  |  |  |  |  |
| Spreadsheets (e.g. Excel) |  |  |  |  |  |
| Graphics |  |  |  |  |  |
| CAD / CAM |  |  |  |  |  |
| Email |  |  |  |  |  |
| **Learning to learn** | Researching material |  |  |  |  |  |
| Evaluating source materials |  |  |  |  |  |
| Summarising information |  |  |  |  |  |
| Time Management |  |  |  |  |  |
| Reflecting on Practice |  |  |  |  |  |
| Working to deadlines |  |  |  |  |  |
| Problem Solving |  |  |  |  |  |
| **Working with others** | As a team player | With peers |  |  |  |  |
| With staff |  |  |  |  |
| Collaborating and negotiation |  |  |  |  |  |
| Leadership skills |  |  |  |  |  |
| Motivating others |  |  |  |  |  |
| Flexibility of approach |  |  |  |  |  |