



Skills Audit Diagnostic Tool

Introduction

'Skills' is often a word used to describe many different things. The definition is simply that a skill is *"the ability to do something well; an area of expertise"*.

When looking at skills in a work context, they are often divided into general and specific skills. For example, some general skills would include time management, team working and even leadership, whereas specific skills might be use of a role specific tool or completion of a job specific procedure.

It can be useful to understand what your personal skills are in helping to inform future career decisions as well as any applications for specific roles.

Skills Areas Diagnostic Tool

There are a number of different approaches to identify key skills that people have. As with other areas of personality or tools designed to enhance self-awareness, the real value in gaining this understanding is how you then use this to inform considerations and decisions around future career planning.

The link below will take you to an free on-line Skills Health Check assessment provided by the National Careers Service. There are a number of available tools as part of this including a specific skills audit assessment. After completing the tool it will then generate a personalised assessment report.

<https://nationalcareersservice.direct.gov.uk/tools/skillshealthcheck/assessments/skillsareas/Pages/default.aspx>

Next Steps

Using the computer generated assessment report, it is important to recognise that this doesn't provide any evaluation of what skills you actually have only your personal assessment of them!

The report lists the different skill areas in **rank order** of the ones you felt you were most able to do through to those skills you felt less able to do well. As a result, there may be skills areas towards the end of the list that you still feel able to perform effectively but this will just be because there are other skills you feel more confident in your ability around.

Once you have worked through this information, it can be used to inform future career thinking such as:

- What careers would make best use of my current skills?
- Are these skills I enjoy using?
- How could I develop those areas where I feel less confident in my skills?
- Are these other areas important to my next career move?
- How does this information fit with learning from other tools/sources?

You may also find this tool beneficial at a later stage in your career transition journey as a means of evaluating and recording the skills that you possess to help inform and develop your CV or to help refine specific roles that you may be most suited to.