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| **Transferable Skills Audit Form**  |
| **Competency**  | **Rating** (Please refer to the scale below) | **An example of when I have demonstrated this competency, which supports my rating.** (Please give an overview in the following format: Situation, Task, Action, Results) |
| **Communication:** Communicates effectively to individuals and groups using appropriate means to achieve understanding |  |  |
| **Teamworking:** Works collaboratively with others to achieve group goals and objectives |  |  |
| **Leadership & Supervising:** Leads, inspires and develops others providing a vision, shared purpose and co-ordinates their actions |  |  |
| **Researching & analysing**: Examines data to grasp issues and draw conclusions |  |  |
| **Problem solving & decision making:** Gathers information from a range of sources. Analyses information to identify problems and issues and makes effective decisions |  |  |
| **Planning & Organising:** Ability to establish or support an efficient course of action for self and others to follow in order to accomplish goals |  |  |
| **Learning, improving & achieving:** Ability to recognise own capability and the commitment to grow and develop, underpinned by a drive to get things done in an appropriate manner. |  |  |
| **Resilience, adaptability & drive:** Is consistently motivated, committed and able to maintain performance in difficult or ambiguous circumstances |  |  |
| **Digital Skills:** Able to competently use a range of on line resources and packages to support their work and improve the presentation of their work |  |  |
| **Rating system****1 –** **Needs considerable attention** (I struggle with this competency and need to put in considerable work to develop it), **2 – Needs some attention** (My ability to use this competency needs to improve)**3 – Satisfactory** (I am able to use this competency well, but my ability could be improved), **4 – Very well** (I feel confident in my ability to use this competency)**5 – Excellent** (I feel very confident in my ability to use this competency. I feel I exceed the requirements at the core level and am operating at an advanced level) |