



Legal and Other Requirements Factsheet 6

SKILLS AUDIT & ACTION PLANNER

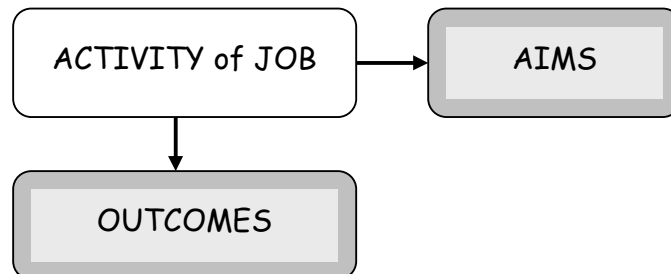
This audit is best done by the worker doing the job and a helper who has an understanding of what the job involves.

By going through the following six stages you will be able to identify:

- which skills are needed to do a specific job;
- whether the person doing the job has these skills;
- identify areas where it may be beneficial either to develop these skills or change aspects of the work;
- draw up an action plan to develop skills through training activity.

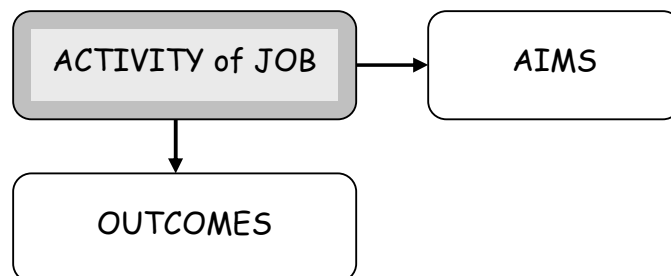
STAGE 1 – DESCRIPTION

The worker describes their job and considers what are the aims and intended outcomes.



STAGE 2 – JOB ANALYSIS

List all the tasks/activities that the worker needs to undertake. It may be helpful to use the actual job description as a starting point.



Look back at the **aims/intended** outcomes of the job. Are there other activities that **should** be included?

STAGE 3 – SKILLS ANALYSIS

On **FORM A** list the skills, knowledge and personal characteristics needed to perform the tasks/activities.

In the second column on FORM A score how **needed** that skill/knowledge/personal characteristics is in doing the job.

Score 10 = vital to job to Score 1 = not important to job

In the third column on FORM A score the worker's opinion on the **current ability** in each area of skill/knowledge/personal characteristics.

Score 10 = expert to Score 1 = no good at all

The person helping the work through this process may need to help the worker accurately decide their level of skill.

STAGE 4 – COMPLETING THE JOB/SKILLS GRID

Plot the position of each **skill/knowledge area** onto the grid.

STAGE 5 – INTERPRETING THE GRID

- **Chores**

The worker has a low ability in this area and (fortunately) does not have to use it often. We cannot enjoy every aspect of our work but it might be worth exploring the possibility of delegating tasks in this area to someone more enthusiastic or skilled in them.

- **Confidence**

Here the worker has a high level of skill but it is not used enough. The more skills that are located in or near this area, the greater the career development need indicated.

- **Effectiveness**

It is in this area that the worker is likely to find a lot of their job satisfaction.

- **Action Needed**

Here there is a gap between what the worker feels able to do and the demands the job makes on them. This indicates a need for action either to change the demands of the job and provide the worker with additional support or for the worker to improve their skill level by training or some other means.

STAGE 6 – ACTION PLAN

Those skills in the shaded area of the grid are those where a ‘training’ need is indicated.

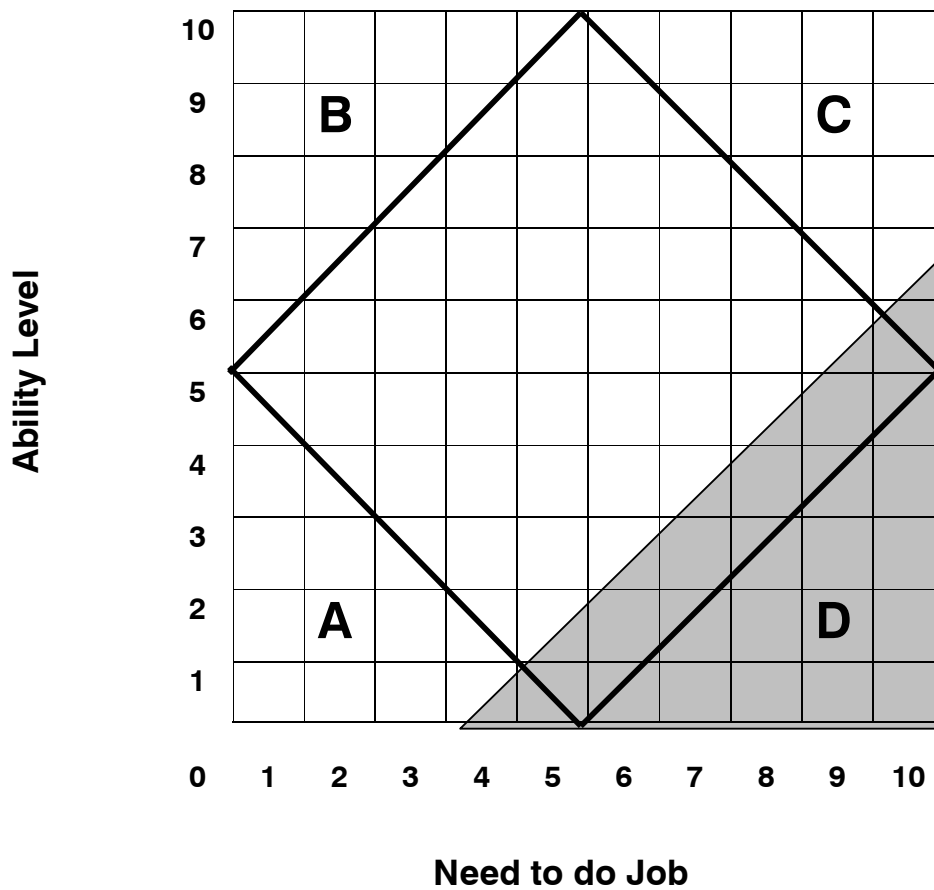
‘Training’ may be a training course but it does not have to be. There are actions you can take yourself. Sometimes reading around the subject or talking to someone with the skill can make a difference.

Discuss possible tactics and note strategies on the action planner **FORM B**.

FORM A

	SKILL/ KNOWLEDGE/ PERSONAL CHARACTERISTIC	NEED LEVEL (1 – 10)	ABILITY LEVEL (1 – 10)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

NEEDS / ABILITY GRID



A = Chores

B = Confidence

C = Effectiveness

D = Action needed

■ = Area of Training Need