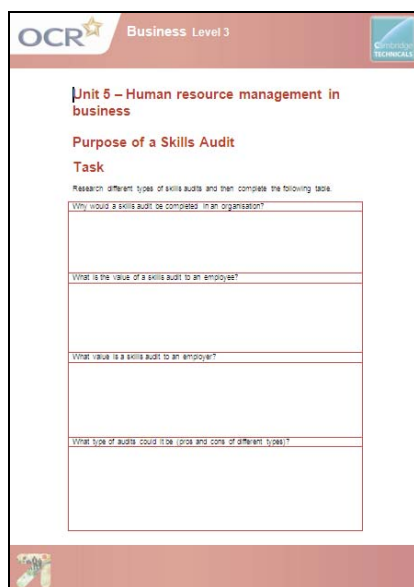


Unit 5 – Human resource management in business

Purpose of a Skills Audit

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Purpose of a Skills Audit' which supports the OCR Level 3 Cambridge Technicals in Business Unit 5 – Human resource management in business.



OCR Business Level 3 Cambridge TECHNICALS

Unit 5 – Human resource management in business

Purpose of a Skills Audit

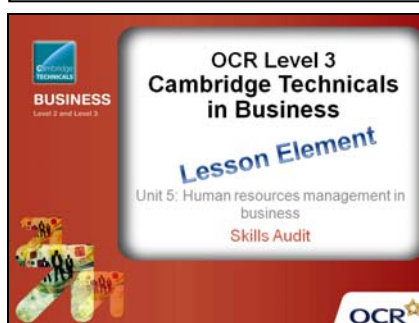
Task

Research different types of skills audits and then complete the following table.

Why would a skills audit be completed in an organisation?
What is the value of a skills audit to an employee?
What value is a skills audit to an employer?
What type of audits could fit the jobs and core of different types?

Associated Files:
Skills Audit presentation
Purpose of a Skills Audit

Expected Duration:
Task – 1 hour



Skills Audits are a useful tool for both individuals and businesses. This task will enable learners to gain an understanding of audits and they can focus employers/employees on the skills required to create a successful department or organisation.

Learners could be shown the presentation 'Skills Audit' to develop their knowledge and understanding of this area of Human Resources Management. Learners could then complete the lesson element 'Purpose of a Skills Audit' to support their understanding.



Task

Research different types of skills audits and then complete the following table.

Why would a skills audit be completed in an organisation?

A Skills Audit would be completed to identify the strengths, weaknesses and deficits within an organisation in order for management to act upon the outcomes.

What is the value of a skills audit to an employee?

A Skills Audit will enable the employee to identify their own skills within a business and focus on how to improve certain areas which are highlighted from the audits for the good of the organisation.

What value is a skills audit to an employer?

A Skills Audit will help an employer find areas that may need developing in a team and also show where strengths lie within the department or business as a whole.

What type of audits could it be (pros and cons of different types)?

Individual Skills Audit:

Pros: Can be used as an evaluation tool for skills for a particular job, could be used by others in the organisation, could have a positive impact on an employee who lacked in confidence, could identify new skills that an employee has but the employers were not aware of these skills, often used as part of an induction for new staff.

Cons: If completed properly this can take a considerable amount of time within work hours to complete, it could have a negative impact on staff members or employees may not take the audit seriously so the results may not be realistic.



Group Skills Audit:

Pros: Employers may use the audit to identify new areas of skills in terms of teams to enable promotions to occur, could benefit the businesses economies of scale eg if training was identified as a need by several member of a team then they could be trained a group rather than individually. A Group Skills audit could also assist if there was a merger or takeover from two businesses to ensure that duplicate job roles do not appear in the new formed business.

Cons: This will take time to complete as well as evaluate (depending on the size of the groups) before the audits results can be published so the business will need to be sure that they will act upon the results. Employees will need to be kept informed of any changes that may impact upon them directly.



This activity offers an opportunity for English skills development.

LESSON *Elements*

The building blocks you need to construct informative and engaging lessons

To give us feedback on, or ideas about, the OCR resources you have used email resourcesfeedback@ocr.org.uk

© OCR 2012 - This resource may be freely distributed, as long as the OCR logo and this message remain intact and OCR is acknowledged as the originator of this work.

