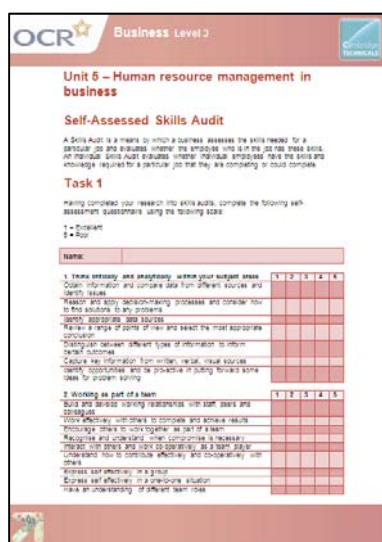


Unit 5 – Human resource management in business

Self-Assessed Skills Audit

Instructions and answers for Teachers

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



Associated Files:
Self-Assessed Skills Audit

Expected Duration:
Task – 1 hour
(20 minutes for completion of Audit, 20 minutes for analysis and 20 minutes for discussion)

A Skills Audit is a means by which a business assesses the skills needed for a particular job and evaluates whether the employee who is in the job has these skills. An individual Skills Audit evaluates whether individual employees have the skills and knowledge required for a particular job that they are completing or could complete.

Task 1

Having completed their research into skills audits, learners complete the following self-assessment questionnaire.



This activity offers an opportunity for English skills development.

LESSON Elements

The building blocks you need to construct informative and engaging lessons

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Task 1

Having completed your research into skills audits, complete the following self-assessment questionnaire using the following scale:

1 = Excellent
5 = Poor

Name:	
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1. Think critically and analytically within your subject areas	1	2	3	4	5
Obtain information and compare data from different sources and identify issues					
Reason and apply decision-making processes and consider how to find solutions to any problems					
Identify appropriate data sources					
Review a range of points of view and select the most appropriate conclusion					
Distinguish between different types of information to inform certain outcomes					
Capture key information from written, verbal, visual sources					
Identify opportunities and be pro-active in putting forward some ideas for problem solving					

2. Working as part of a team	1	2	3	4	5
Build and develop working relationships with staff, peers and colleagues					
Work effectively with others to complete and achieve results					
Encourage others to work together as part of a team					
Recognise and understand when compromise is necessary					
Interact with others and work co-operatively as a team player					
Understand how to contribute effectively and co-operatively with others					
Express self effectively in a group					
Express self effectively in a one-to-one situation					
Have an understanding of different team roles					

3. Use your problem solving skills	1	2	3	4	5
Select an appropriate approach to questioning in order to gain information to draw conclusions					
Use an objective approach to relate to all in order to achieve a team goal					
Make good use of verbal skills, be able to handle complex data and make use of information that you select					
Explore solutions in order to solve a problem					
Consider the ideas of others to solve a problem					
Time manage the process of problem solving					
Demonstrate resilience and lateral thinking abilities when dealing with problem solving					



4. Apply your communication skills – orally and written, and use ICT

	1	2	3	4	5
Understand the different styles of presenting documents, eg reports, essays, dissertations, summaries					
Proof read written work for errors before submission					
Use a range of ICT software packages to support work					
Express ideas appropriately and accurately					
Successfully give a presentation to an audience					
Take into account other people's opinions and how then may differ from your opinions					

5. Reflect and review your own personal and career development

	1	2	3	4	5
Recognise, develop skills and competencies required for learning and potential future employment					
Develop opportunities for learning through actual and future roles					
Recognise the importance and value of extra curricular activities eg work experience, sports, clubs					
Identify when extra support may be useful					
Understand the importance of actively reviewing your own development plan in order to set appropriate targets					
Maintain positive attitudes to work and identify any changes for the future					
Understand how to gain feedback on your performance at work					

6. Work autonomously and set your own goals

	1	2	3	4	5
Aspire to and maintain a results-driven approach					
Focus on results and performance indicators to achieve targets					
Apply suitable approaches and put in extra effort if required to meet given deadlines					
Use own initiative					
Identify resources that are available to complete at task					
Ensure that motivation and hard work will assist you in the completion of work					



7. Plan, monitor and evaluate in order to influence change	1	2	3	4	5
Make use of effective planning and preparation time in order to anticipate and overcome problems					
Maintain effectiveness in the constant changing environments					
Make appropriate adjustments when undertaking any tasks					
Set own goals and review these from time to time					
Adjust style of work to meet deadlines					
Work alongside colleagues in different ways					

8. Develop time management and organisation skills	1	2	3	4	5
Establish a course of action for yourself and others to achieve given goals					
Plan and prepare effectively for assignments					
Plan a day in order to manage time more effectively					
Prioritise own and others' work if working together					
Meet set deadlines and understand the processes required to meet outcomes					
Keep track of work schedules with deadlines by applying multi-tasking abilities					

9. Creatively apply your academic knowledge in work and non-work settings	1	2	3	4	5
Recognise best practice and apply imaginative ideas to different situations					
Work out a course of action					
Think laterally and encourage others to do so					
Present complex ideas to friends and colleagues					

10. Understand business environments and other organisations	1	2	3	4	5
Understand what is required in working in an organisation					
Understand the perspectives and expectations of employers, employees, customers and suppliers					
Appreciate business activities and how these relate with one another					
Have an understanding of business issues, such as profit, productivity, company image					
Have an understanding of own personal budget eg interest rates					
Understand how the impact of an organisation's internal politics and business strategy can affect every-day work					
Keep up to date with current affairs affecting businesses and read relevant materials					

Task 2

Learners should ask a colleague to analyse their answers and discuss where improvements of skills could be required.

