

Skills Audit Toolkit

Guidelines for use

Background

When a client wishes to apply for a specific job, it is an important part of the process to determine if the client has the necessary *qualifications, skills* and *experience* to be successful in the application.

Qualifications

Qualifications are the easiest part to deal with – the client will have certificates for all qualifications and these can be referenced to a national system, if appropriate (*for UK example, see box below*). Not all qualifications will be recognised by the system and organisations should use other means to find out if and how the qualifications can be recognised and used in the host country.

<http://www.naric.org.uk>

The National Recognition Information Centre for the United Kingdom (UK NARIC), is the National Agency providing the only official source of comparison information and advice on international education and training systems and overseas skills and qualifications.

We are part of a wider network of information centres (ENICs) across Europe, including also Australia, Canada, New Zealand and the USA. Our services help individuals and organisations understand qualifications and skills from across the globe enabling pursuit of employment and education opportunities in the UK.

Using the Checklists – skills and experience

Using the checklists from the VLE, clients can identify skills and levels of experience and areas where they might need training or more practice. The checklists can be used in a one-to-one situation where a case-worker can meet with a client and work through the checklist or if IT facilities are available, clients can work alone and use the toolkit online. In both cases, a final score is produced to help clients see if they have the necessary skills and experience to apply for a job.

If clients score less than 70%, this is a good indication that s/he is not ready to apply for the job because they do not have the necessary skills and experience for the main tasks involved in the job. If the client scores over 80%, they probably have the necessary skills to apply and therefore can continue with the application process.

Building the toolkit

There are 3 Administrative jobs and 4 Engineering jobs with skills and tasks detailed in the questionnaires. As this project progresses, these questionnaires can be adapted to list the most common tasks involved in the jobs in each partner country. Further questionnaires for other types of jobs must also be added.



Task

Partners are required to produce 2 questionnaires for 2 different jobs to add to the toolkit which can then be adapted/translated by others, as required. Each questionnaire should have approximately 15-20 detailed questions with explanations and details to enable clients to access it without help or further explanation.

Questionnaires should be sent to Linda McFall (linda.mcfall@anniesland.ac.uk) for inclusion into the toolkit and uploading onto the VLE.