

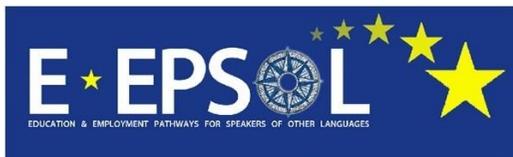
## Template for creating a new tool for the Skills Audit Toolkit

Task (red in the VLE)	Explanation of task (blue in the VLE)	Picture	'Yes' feedback	'No' feedback	Weighting
<i>Example from Administrator</i> <b>General Word Processing</b>	I can open, create, edit and format professional looking documents such as letters, reports and other business documents.		Many software packages are available for Administrators to use to produce professional documents. Make sure you keep up-to-date with the packages.	You will need training to use a variety of software packages to create a range of professional documents. <b>You will need training and experience before you apply for a job.</b>	essential

Task (red in the VLE)	Explanation of task (blue in the VLE)	Picture	'Yes' feedback	'No' feedback	Weighting
Your task 1					
Your task 2					
Your task 3... etc					

## Notes:

Topic	Details
Task	<p>You will research the top 10-15 tasks for each job. You can get this information from a variety of sources including</p> <ul style="list-style-type: none"> <li>• Job adverts</li> <li>• (the equivalent of) 'Sector Skills Councils'</li> <li>• Job centres</li> <li>• Employers</li> <li>•</li> </ul>
Explanation	<p>You will write an explanation of the task. The level of language is important in this part – remember that the client may have experience of the task but may not have the language to explain it. This explanation is to help clients understand the task and provide the first steps in practising the language necessary to build their CV.</p>
Picture	<p>Find a picture that illustrates the task. Remember to follow all copyright rules for copying images.</p>
'yes' feedback	<p>You will write feedback on each task which gives your client positive information that they have this skill or experience.</p>
'no' feedback	<p>You will write feedback on each task which gives your client information that they need to acquire this skill or experience. Where a skill or experience is essential, you should inform clients that they are not ready to apply for this type of job. This feedback also has a guidance role – ie to guide clients to the most appropriate type of work to match their existing skills &amp; experience.</p>
Weighting	<ul style="list-style-type: none"> <li>• Essential - you MUST have this skill or experience (<i>e.g. 'word processing' for an Administrator's job – without this skill, the client is not a suitable candidate for an admin job.</i>)</li> <li>• Desirable –</li> <li>• Preferred –</li> <li>• Bonus – not usually part of a job but would be an advantage on your CV (<i>e.g. handling petty cash in an admin job</i>)</li> </ul> <p>You should select one of the above 4 words to categorise the task. If a task is essential, the 'no' feedback should say that the client is not ready to apply for the job.</p> <p><i>*Linda working with VLE Technologist to make this a numerical system. Information to follow when complete.</i></p>



## What next?

Complete the table above, line by line, and send your table to:

[jakub.poteraj@gmail.com](mailto:jakub.poteraj@gmail.com)

Jakub will upload your information into the VLE and create the Tool for you to use from the VLE system. Please send your tables to Jakub when you have 3 or 4 questions complete for him to begin his work or uploading the information. You can add questions and send them in small batches – THIS IS BETTER THAN KEEPING EVERYTHING UNTIL THE END.