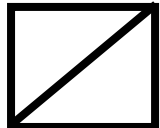


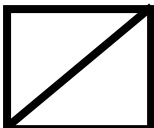
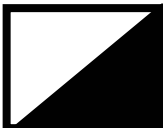
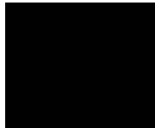


Skills Analysis Grid

For each achievement you have identified, you can now reflect what skills you used.

By doing this for each achievement you can identify those skills you use most and those which are your strongest.

Thinking through your achievements in this way means you will not only be able to talk about **what you have done** but also about **how you did it** and have **evidence to support it**

Step 1	Start by analysing the first achievement – using the skills grid
Step 2	Read the skills and descriptors – and mark as shown – all the skills that you used to make that achievement (If any one descriptor applies – select it, you do not need them all for it to apply) 
Step 3	Now review each of the skills you identified – and mark the three strongest skills – as shown 
Step 4	Now review each of the three skills you identified – and mark the strongest skill that you demonstrated – as shown 
Step 5	Now repeat steps 2,3 & 4 for each of your other key achievements
Step 6	Using the Skills Summary - you can now score your skills as follows: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">=1 </div> <div style="text-align: center;">=2 </div> <div style="text-align: center;">=3 </div> </div>
	Note: It is normal that some categories will not score at all

Skills Analysis Grid

1: Now list the **top 10** skills from the grid in descending order by the totals in each category

	SKILL	TOTAL
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
7 th		
8 th		
9 th		
10 th		

2: Review the list above – select your **top 6 key skills** – from the following points of view

	Level of interest	Ability to perform	Level of enjoyment	Marketability
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				

3: Thinking about the (alternative) rankings above – what is the final level of priority?

1 st	
2 nd	
3 rd	
4 th	
5 th	
6 th	

Skills Analysis Grid

Now take each key skill and support it with 3 brief examples of evidence of their application. This will give you the information you need when answering questions about your skills and experience at interview

	SKILL	Evidence
1 st		1
		2
		3
2 nd		1
		2
		3
3 rd		1
		2
		3
4 th		1
		2
		3
5 th		1
		2
		3
6 th		1
		2
		3