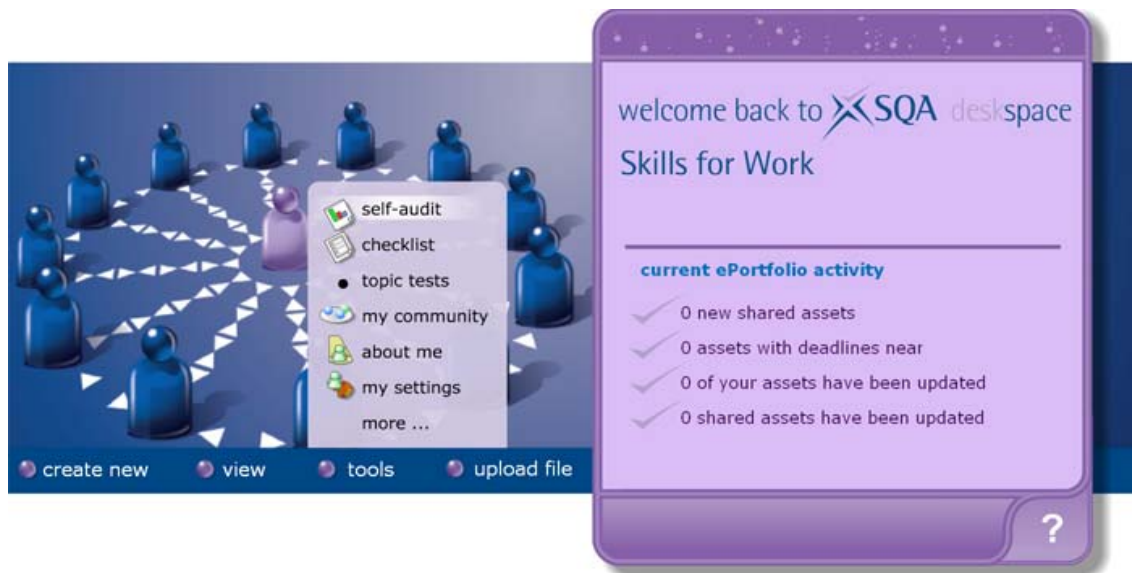


# Self-audit

Self-audits are self-evaluation questionnaires that allow you to audit your current knowledge, skills and abilities. Self-audits can be created based on subject knowledge, skills or they may be based on professional standards from external organisations. When you complete a self-audit you respond to questions and ability statements with scales ranging from 1-2 through 1-9 and with short text and long-text answers. Once you have completed a self-audit if appropriate you may be able to link evidence to highlight your abilities or create action plans which help you develop new skills.

Click the **tools** button and choose **Self-audit** from the menu.



Click on **self-audit**, this will open up a new pad listing all the self-audits available to you.

Select the **self-audit** you wish to complete and click the green tick.

In the pad that opens there are areas to add a **Title**, select a **Tag** and add a **Description** for your self-audit.

The title and description will already be added but you can choose to edit these.

When you are satisfied with the details on the first pad, click the Start self-audit icon. This will open up the self-audit in a new window.

The first page of the self-audit will give you a description of the self-audit you are about to complete.

Once you have read the statement click the link or arrow to begin the self-audit. If you wish to open a specific part of a self-audit you can click the **tree** icon that is positioned in the top right corner of the window. This will open a list of **subheadings** for the self-audit on the far left of the window. You now can move to different parts of the self-audit by clicking on these subheadings.

Once you have clicked on a subheading or clicked on the **click here to begin** icon you will start completing the self-audit.

The self-audit may include a variety of question types:

- True/False
- Yes/No
- Confident/Not Confident
- Scale questions for you to rate yourself. (For example 1 to 10 skill level)
- Text fields.

Work through the questions and fill in the answers as honestly as possible. You don't have to complete all the questions straightaway, you can go back at a later time to complete a self-audit. To return to a self-audit open it from your asset store in the view menu.



# Self Audit

## Employability Skills


[Back to profile description](#)
[Next](#) [Finish & Evidence](#)

### Attitudes and behaviours

Essential attitudes and behaviours

How do you rate yourself at the following skills...

<p><b>I have high standards which conform with an organisation's expectations of personal presentation</b> Being responsible</p>	<p>Not Skilled</p> <p>1 2 3 4 5 6 7 8 9</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>	<p>Very Skilled</p>
<p><b>I have high standards which conform with an organisation's expectations of attendance</b> Being responsible</p>	<p>Not Skilled</p> <p>1 2 3 4 5 6 7 8 9</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Very Skilled</p>
<p><b>I have high standards which conform with an organisation's expectations of timekeeping</b> Being responsible</p>	<p>Not Skilled</p> <p>1 2 3 4 5 6 7 8 9</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Very Skilled</p>
<p><b>I am honest, trustworthy and reliable</b> Integrity</p>	<p>Not Skilled</p> <p>1 2 3 4 5 6 7 8 9</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Very Skilled</p>
<p><b>I am continuously willing to learn</b> Learning</p>	<p>Not Skilled</p> <p>1 2 3 4 5 6 7 8 9</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Very Skilled</p>
<p><b>I am open to new ideas</b> Learning</p>	<p>Not Skilled</p> <p>1 2 3 4 5 6 7 8 9</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Very Skilled</p>

Once you have filled in the questions or are at the end of the self-audit, you can click on **Finish**. Depending on the type of self-audit you are completing you will either see Finish & Evidence or Finish and see results. This will take you to a new window, where you can see the response you made for each question. If appropriate you will also be given the opportunity to **add evidence** to the answer.

The icons that are placed to the right of the answers, will allow you to add evidence, view the question and answer with the evidence attached to it, view any comments that have been made and view the status of that particular question.