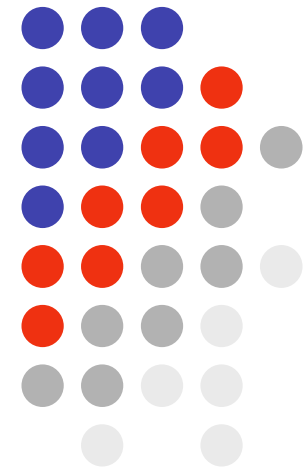
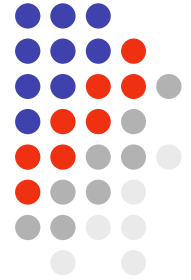

Skills Assessment Tool

Liz Bavidge OBE



EUROPEAN UNION
European Social Fund
Article 6 Innovative Measures

The Skills Assessment Tool



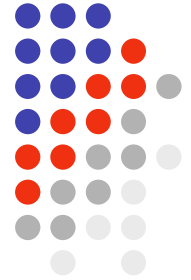
Based on

the skills assessment tool developed by the
Fair Play Partnership

DJI and KAB in Germany

VanDoorneHuiskes in the Netherlands

Older Workers

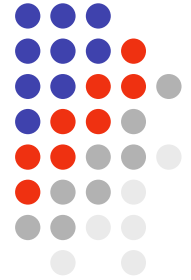


Developed to support older – 50+ workers to gain or change employment

Input from Career Change Centre – Medway

Encore Recruitment

Skills Tool



Piloted and used currently in the partner countries

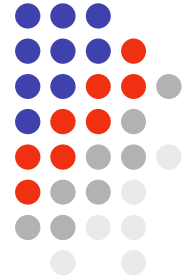
Netherlands

Greece

Spain

Hungary

Skills Tool – Overview



What is it?

- It is a reflective self- assessment tool

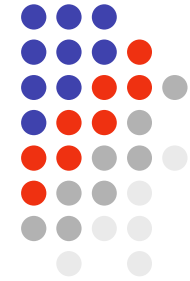
Who should use it?

- Individuals
- Learning providers
- Groups
- Supported unemployed

What will the outcomes be?

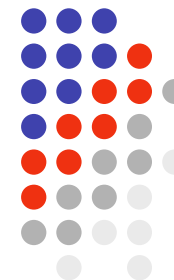
- Clear action plan for gaining employment/more skills
- A portfolio of evidence to support an application
- A clear idea of skills on offer
- Improved confidence

Skills tool – How It Works



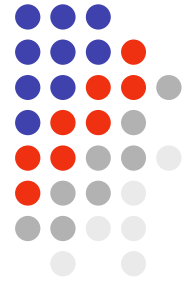
- Starts with a self- assessment of skills identified in all aspects of life and experience
- Works through core skills , identifying and recording evidence in support
- Links the core skills to employment and job specifications
- Re-assesses skills to offer
- Explores work options sought
- Analyses further action needed
- Gives sample cv/application form/covering letter with hints and tips
- Suggests further support

Skills Assessment – Options for Use



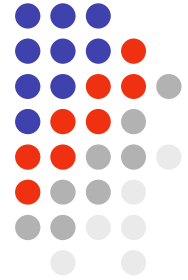
- **As an Individual** – can be used by individuals with little or no support. Could be used with a friend, partner or mentor.
- **As an employment/support agency/voluntary sector organisation** – to support clients who might need time to develop ideas and possible actions, which will then set the scene for future interviews.
- **As an employer** – to understand the skills of employees or as a career management tool.

Options for use by a provider



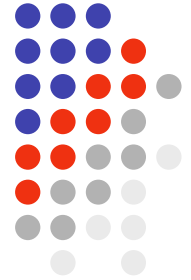
- Trained advisers can run small group sessions
- One - to - one work
- Self- study with a follow up
- Customised to the organisation/local need

Format 8 Sections

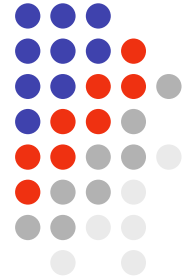


- Section 1 – Knowing yourself
- Section 2 – Identifying the Skills You Have Developed
- Section 3 – Summary
- Section 4 – Identifying the Roles You Can Do or Wish To Do
- Section 5 – Putting Together Your Personal Action Plan
- Section 6 – CV Writing
- Section 7 – Competency Based Interviews
- Section 8 – Further Development / Resources

Strengths



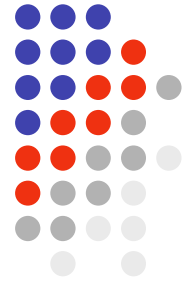
- Allows time for reflection and lateral thinking
- Can be used in a variety of ways – pick and mix/group work/supported/unsupported
- Although developed for older workers our feedback suggests it could be used by all age groups with some minor amendments



Limitations

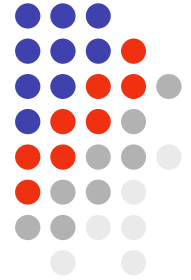
- May not suit everyone with specific needs – literacy/language etc – though used in the pilot with key worker support
- Some people are resistant to thinking differently
- It might be helpful to introduce the tool in a group situation – both methods piloted

Key Points



- It develops confidence in the user
- It helps people see themselves as a bundle of skills rather than a list of their previous jobs
- It is user friendly and straightforward
- It can be approached piecemeal
- It develops a clarity about what to offer and what is suitable

AVAILABLE FROM:



http://taen.org.uk/esf/resources/seminar_materials_view/118