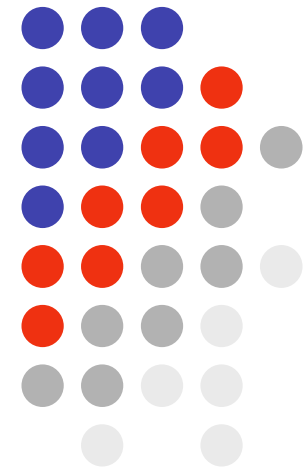


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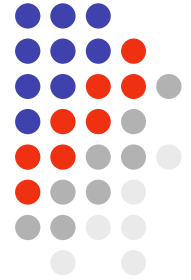
# Skills Assessment Tool

Liz Bavidge OBE



EUROPEAN UNION  
European Social Fund  
Article 6 Innovative Measures

# The Skills Assessment Tool



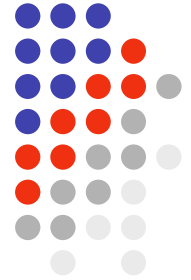
Based on

the skills assessment tool developed by the  
Fair Play Partnership

DJI and KAB in Germany

VanDoorneHuiskes in the Netherlands

# Older Workers

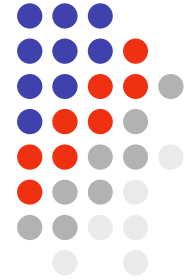


Developed to support older – 50+ workers to gain or change employment

Input from Career Change Centre – Medway

Encore Recruitment

# Skills Tool



Piloted and used currently in the partner countries

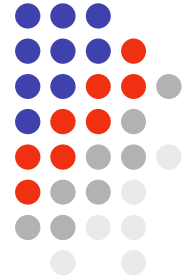
Netherlands

Greece

Spain

Hungary

# Skills Tool – Overview



## **What is it?**

- It is a reflective self- assessment tool

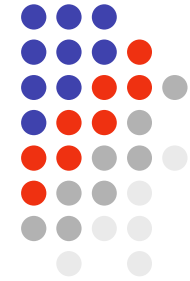
## **Who should use it?**

- Individuals
- Learning providers
- Groups
- Supported unemployed

## **What will the outcomes be?**

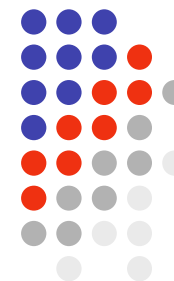
- Clear action plan for gaining employment/more skills
- A portfolio of evidence to support an application
- A clear idea of skills on offer
- Improved confidence

# Skills tool – How It Works



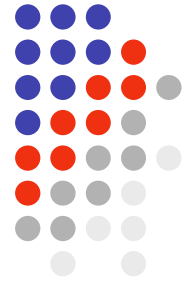
- Starts with a self- assessment of skills identified in all aspects of life and experience
- Works through core skills , identifying and recording evidence in support
- Links the core skills to employment and job specifications
- Re-assesses skills to offer
- Explores work options sought
- Analyses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

# Skills Assessment – Options for Use



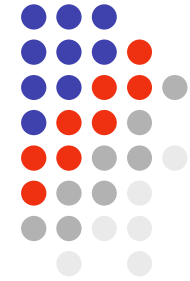
- **As an Individual** – can be used by individuals with little or no support. Could be used with a friend, partner or mentor.
- **As an employment/support agency/voluntary sector organisation** – to support clients who might need time to develop ideas and possible actions, which will then set the scene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

# Options for use by a provider



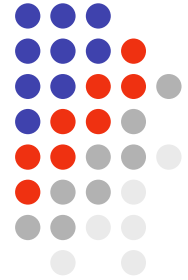
- Trained advisers can run small group sessions
- One - to - one work
- Self- study with a follow up
- Customised to the organisation/local need

# Format 8 Sections

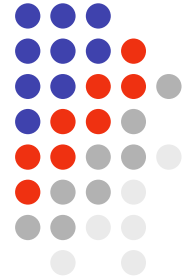


- Section 1 – Knowing yourself
- Section 2 – Identifying the Skills You Have Developed
- Section 3 – Summary
- Section 4 – Identifying the Roles You Can Do or Wish To Do
- Section 5 – Putting Together Your Personal Action Plan
- Section 6 – CV Writing
- Section 7 – Competency Based Interviews
- Section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

# Strengths



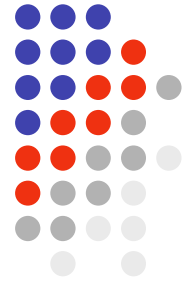
- Allows time for reflection and lateral thinking
- Can be used in a variety of ways – pick and mix/group work/supported/unsupported
- Although developed for older workers our feedback suggests it could be used by all age groups with some minor amendments



# Limitations

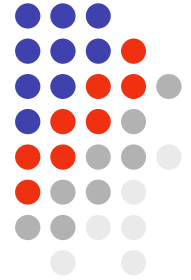
- May not suit everyone with specific needs – literacy/language etc – though used in the pilot with key worker support
- Some people are resistant to thinking differently
- It might be helpful to introduce the tool in a group situation – both methods piloted

# 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](http://taen.org.uk/esf/resources/seminar_materials_view/118)