

TRANSVAL-EU research conference: Transversal Skills for Work and Life - Strengthening Guidance and Validation (Paris, 18th-19th April 2023)

SKILLS AUDIT METHOD

workshop materials

List of transversal competences

As a “candidate” choose 2 competences from the list below you believe you possess:

- 1) using written communication in one or several languages,
- 2) using oral communication in one or several languages,
- 3) developing one’s competences and profile,
- 4) cooperating and fostering cooperation,
- 5) self-reflection.

Interviews

As a “counsellor” conduct a biographical interview and a behavioural interview to check if your “candidate” has the chosen transversal competences.

biographical interview	behavioural interview
<ul style="list-style-type: none"> ● allows the counsellor to learn about the client’s history as well as past and present experiences in different fields of life (professional, non-professional and personal); ● allows the counsellor to learn about potential areas in which to search for the knowledge, skills and social competence of the client 	<ul style="list-style-type: none"> ● enables competences to be identified through an analysis of specific events and situations from the past; ● we recommend the use of the STAR (Situation, Task, Action, Result) model, proposing the following modifications proposed using it for SAM: <ul style="list-style-type: none"> ○ when discussing the client’s activities, ask about the competences required to perform the task and ask the client to assess each competence on a scale from “lacking” to “fully developed”; ○ when discussing the results of the activities, ask the client what they learned from performing that given function or being in the given situation.

Model STAR recommended for the use with Skills Audit Method¹

You can use the following questions while conducting a behavioural interview.

SITUATION - what was the situation / role?

1. Please tell me about the last time you were in this situation / role (time, place, context).
2. What was this situation / role about?

TASK - what was your task in this situation / role?

3. What was the scope of your duties / responsibilities in this task / project?
4. What was expected of you in this task / project?
5. What did this task require of you?
6. What was easy for you?
7. What was difficult for you?

ACTION - what actions did you take?

8. How did you behave during this task?
9. What knowledge was required for this task?
10. What skills were required for this task?
11. How would you rate your knowledge needed for this task?

SCALE from 0 to 100% (from “lacking” to “fully developed”)

NOTE: evaluate each area of knowledge separately

12. How would you rate skills you have demonstrated in this task?

SCALE from 0 to 100% (from “lacking” to “fully developed”)

NOTE: evaluate each skill separately

13. Which of the competences you needed to perform this task do you consider to be your strong point (ie. fully developed)?

¹ Bodzińska-Guzik, E., Gmaj, I., Grzeszczak, J., Leyk, A. (2015). *Metoda Bilansu Kompetencji [Skills Audit Method]*. Warsaw: Instytut Badań Edukacyjnych. Pages 38-39. https://kwalifikacje.edu.pl/wp-content/uploads/publikacje/PDF/METODA_BILANSU_KOMPETENCJI.pdf

14. Which competence would you need to develop to be even more effective in this task?

RESULT - what was the result of your actions?

When discussing results, ask the client what they learned from performing that given function or being in the given situation

15. What was the result of your activities?
16. What kind of feedback did you receive from the person(s) that asked you to perform this task?
17. What kind of feedback did you receive from the people you cooperated with on this task?
18. What kind of feedback did you receive from customers / recipients for whom you performed this task?
19. What did you think about that situation?
20. What did you feel in that situation?
21. What would you do differently if you found yourself in this situation / role again?
22. What did you learn while performing this function / role / being in this situation?
23. To what extent do you consider this role / situation to be easy / difficult for you?
24. What challenges did you face in this role / situation?
25. How do you assess your effectiveness in fulfilling this role / being in this situation?

SCALE from 0 to 100% (from “lacking” to “fully developed”)

NOTE: if the candidate is talking about effectiveness in different areas - evaluate each of them separately on a scale

Scheme 1. How to use Skills Audit Method to identify and document transversal competences

