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# Skills Audit Method

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## What is Skills Audit Method and why version 2.0?

The Skills Audit Method (SAM) is used to identify, describe and document competences (learning outcomes) and to prepare development plans for further educational and career paths.

It can be applied in various contexts:

- in validation on non-formal and informal skills – including transversal competences
- in the counselling process
- in HR

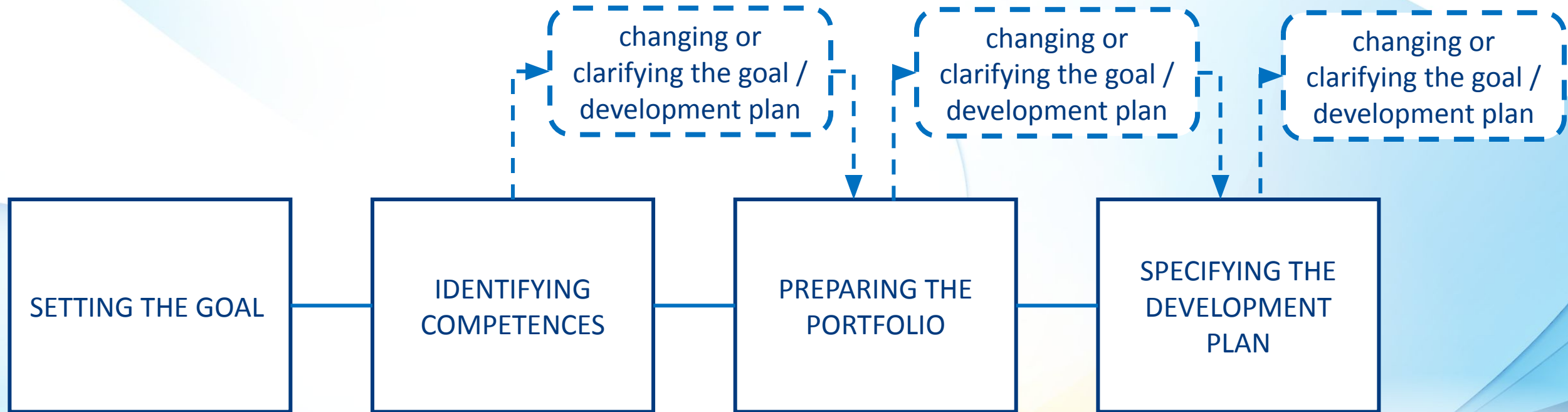
## What is Skills Audit Method and why version 2.0?

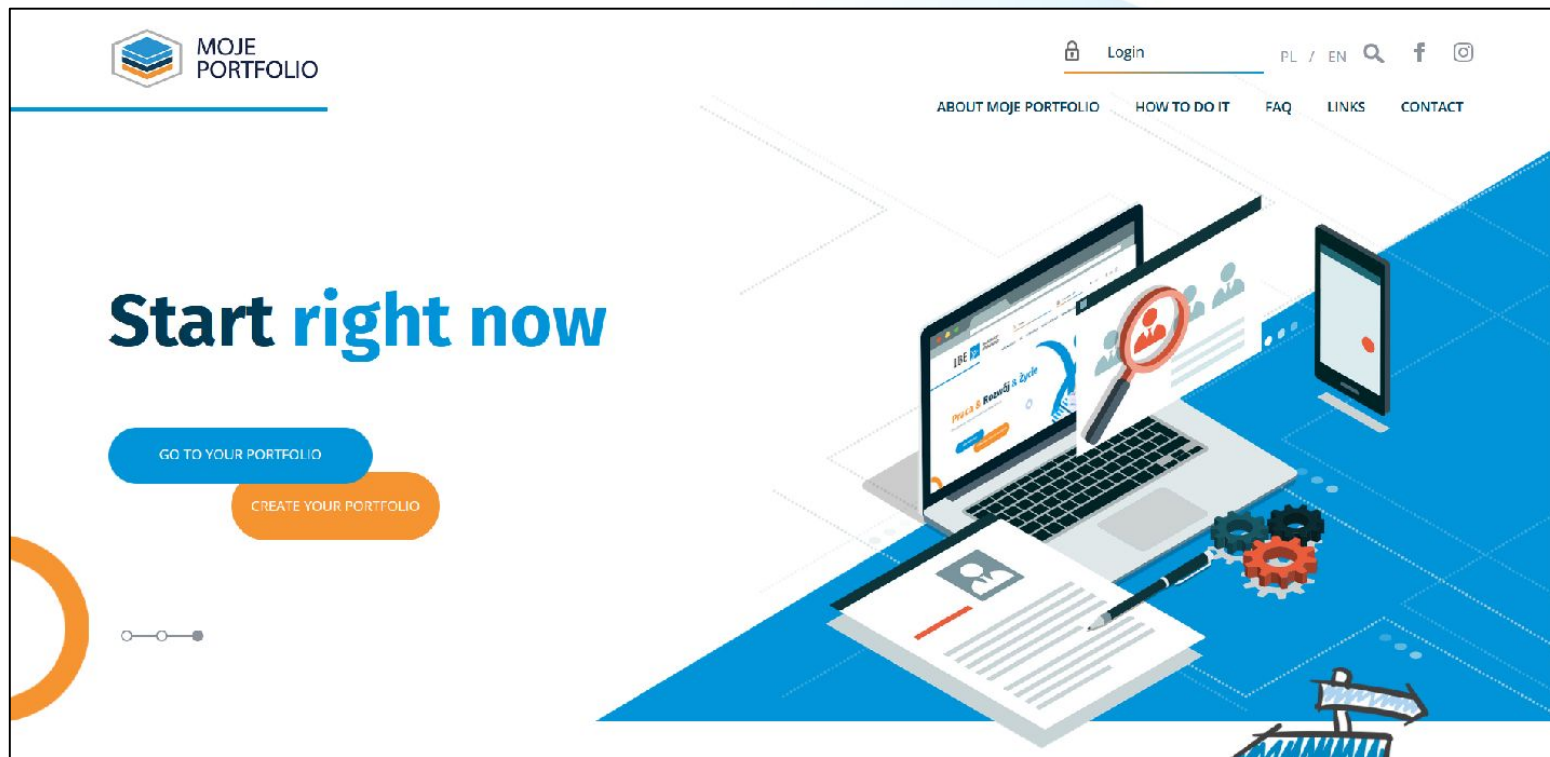
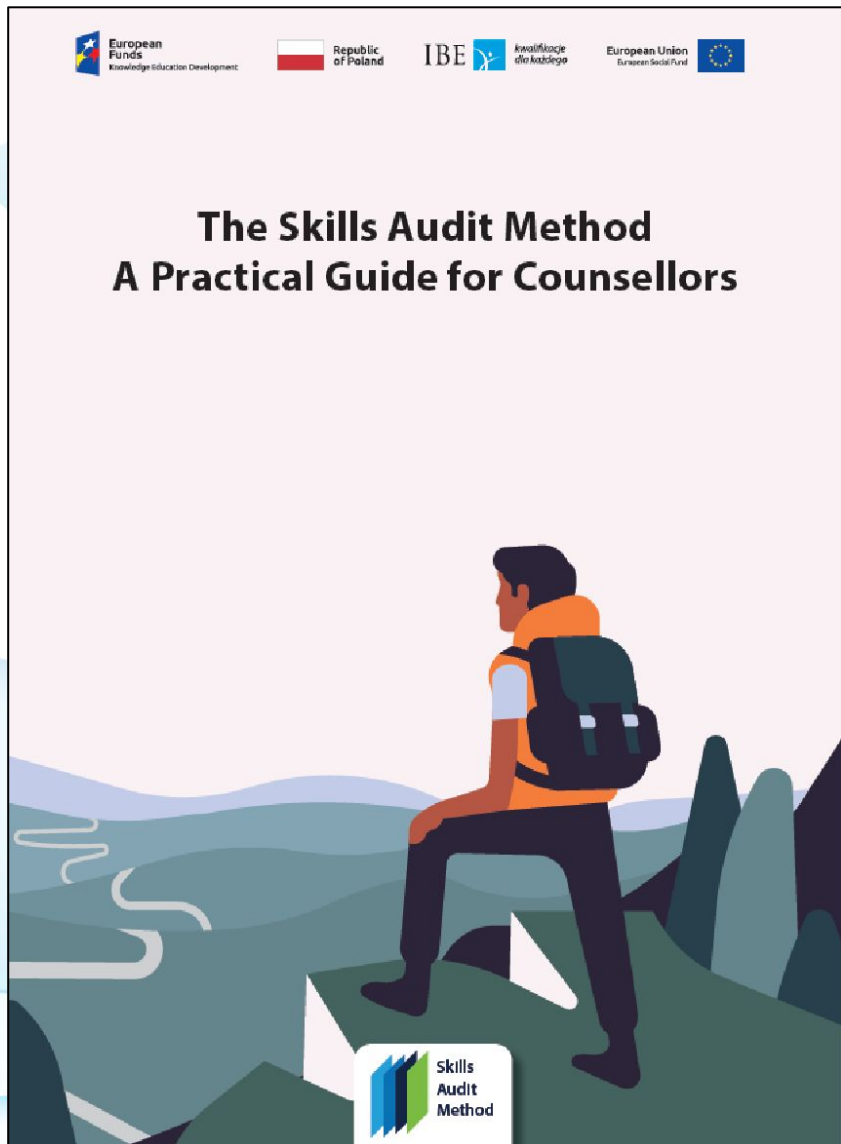
SAM was developed in 2015 in cooperation with the Regional Labour Office in Kraków, where it is used to this day.

Version 2.0 was created in 2020. It broadens the scope of target groups and introduces an online portfolio.

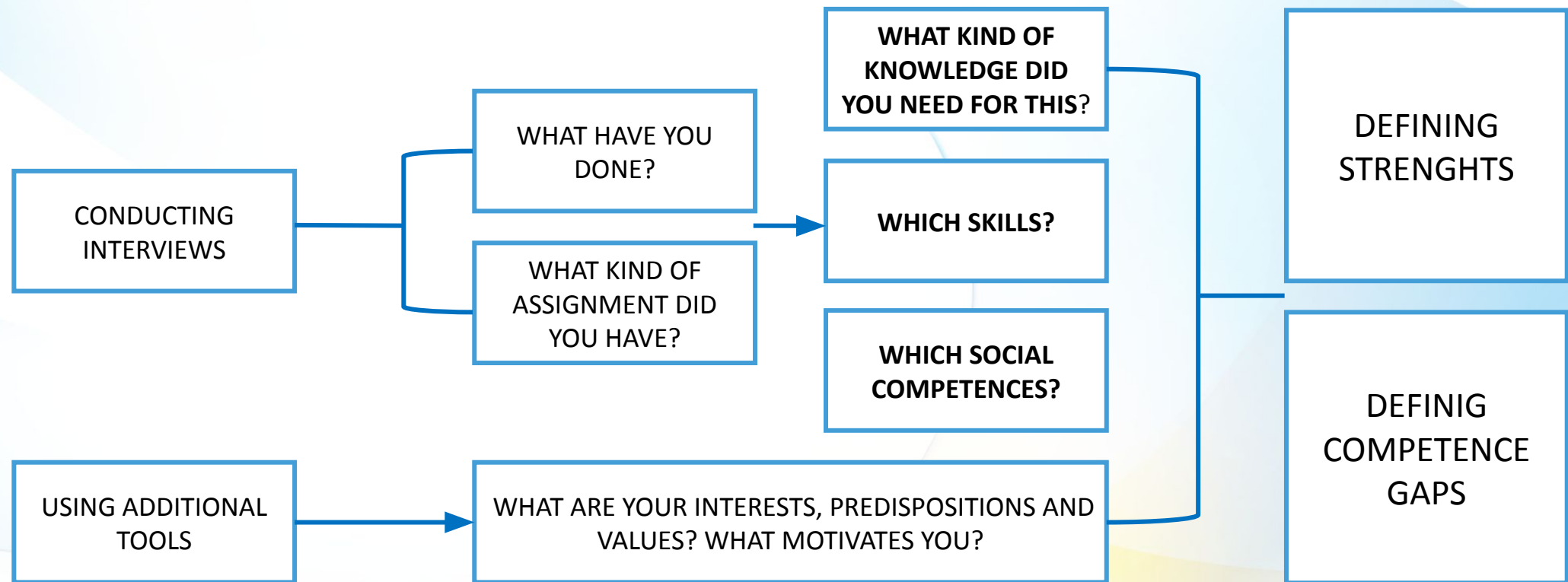
The contents of SAM 2.0 are available in „[The Skills Audit Method A Practical Guide for Counsellors](#)”.

## How do you conduct skills audit using SAM 2.0?

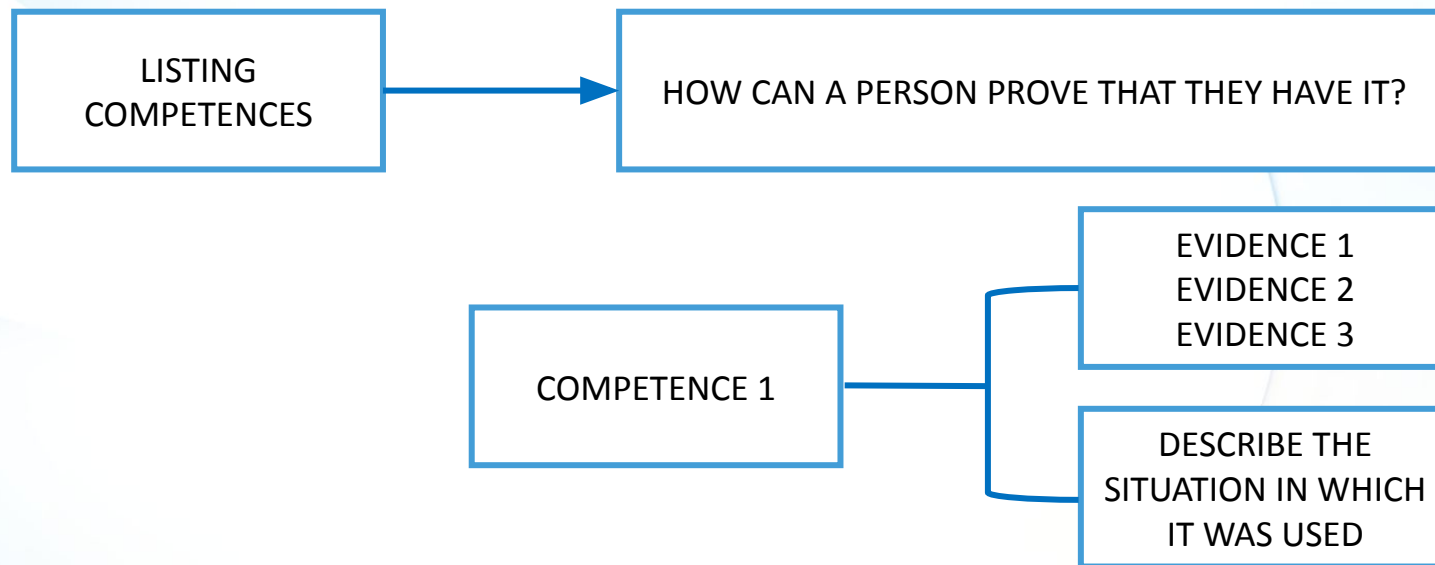




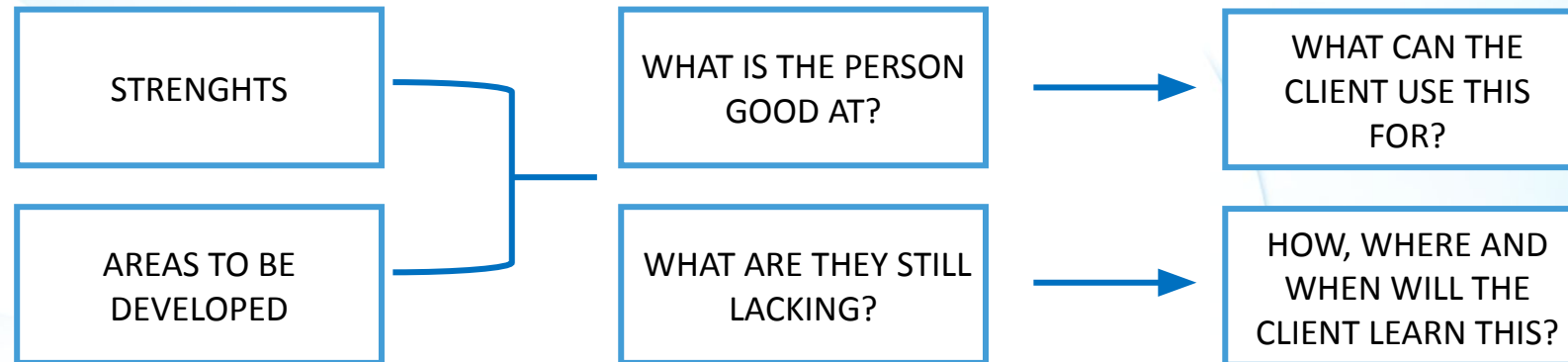
## Identifying competences



## Preparing portfolio



## Preparing the development plan



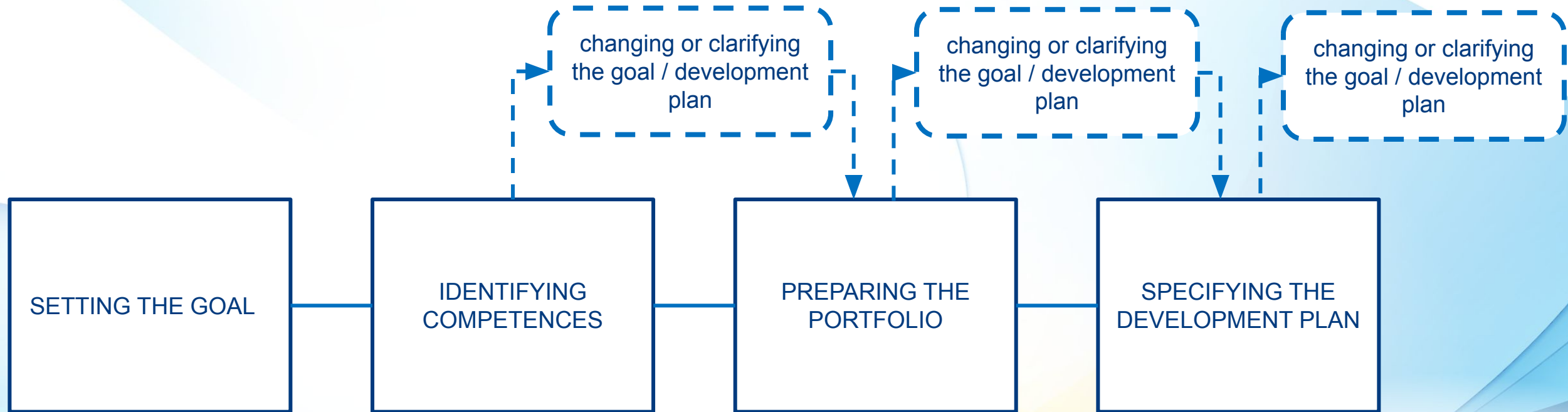


## Links

- [The Skills Audit Method A Practical Guide for Counsellors](#)
- [Forms for identifying competences and for creating portfolio](#)
- [Website app „My Portfolio” \("Moje Portfolio"\)](#)
- [Skills Audit Method 2.0 website](#) (in Polish only)

# Exercise

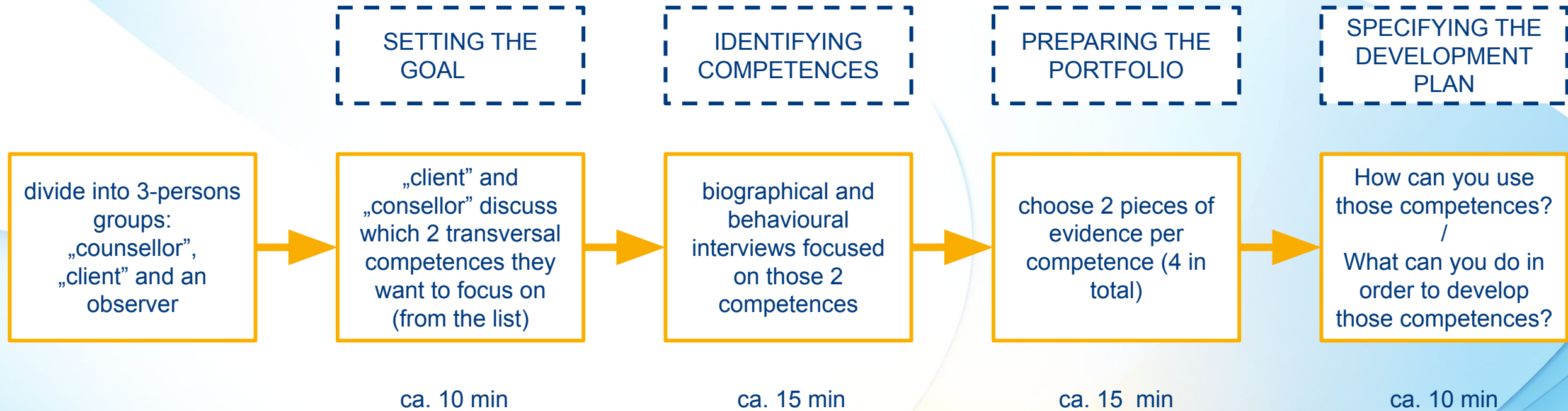
## How do you conduct skills audit using SAM 2.0?



## List of transversal competences

- solving problems and reacting to the unforeseen
- cooperating and fostering cooperation
- using oral communication in one or several languages
- communicating using digital technologies
- building one's career path
- managing and organising activities
- using written communication in one or several languages
- developing one's competence and profile
- self-reflection

## Exercise (ca. 50 min)



Thoughts?

Questions?



# THANK YOU

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