

Questions to ask

- What are some of the tasks you have done before in your life. REMEMBER – life isn't just WORK!
Think what you do at home, when volunteering, with friends, as a hobby.....

Task	Examples	✓ for yes	What and When
SPOKEN COMMUNICATION			
I can speak in front of a group of people	<ul style="list-style-type: none"> • Giving presentations in class • Making sales pitches • Speaking to a community group/club • Performing a song/play 	<input type="checkbox"/>	
I can prepare, plan and deliver a presentation	<ul style="list-style-type: none"> • Giving a presentation which is pre-prepared in class using notes 	<input type="checkbox"/>	
I can listen to and appreciate the views of others	<ul style="list-style-type: none"> • Participate in meetings with a community group/at work etc • Working on a group project at college 	<input type="checkbox"/>	
I can communicate with people in more than one language	<ul style="list-style-type: none"> • Give examples of languages 	<input type="checkbox"/>	
I can translate/interpret for other people <i>(Mention the level of written/spoken, type of interpreting i.e. simultaneous, consecutive; business, public service, conference, court etc)</i>	<ul style="list-style-type: none"> • Helped a friend/relative with doctors apt/school visit • Helped a foreigner in your country • Worked in a bilingual office • Hold DPSI qualification (mention which parts) 	<input type="checkbox"/>	
I can communicate effectively and clearly in an interesting, engaging manner	<ul style="list-style-type: none"> • Telling stories without reading from a book • Regularly giving presentations or speaking to groups • Motivate a team or group of people 	<input type="checkbox"/>	
I can explain new things to people clearly	<ul style="list-style-type: none"> • Helped children with homework • Mentor at school • Informally helped a friend • Volunteered or worked as a tutor or teacher • Taught friend/child how to ride a 	<input type="checkbox"/>	

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Task	Examples	✓ for yes	What and When
	bike, cook, sew etc		
I can answer the telephone, take messages and make notes from phone calls	<ul style="list-style-type: none"> • Confident making and receiving phone calls in English from people you don't know • Working on switchboard/reception or in a role which requires regularly answering or making calls 	<input type="checkbox"/>	
I am good at persuading people about my point of view	<ul style="list-style-type: none"> • regularly put your ideas forward in meetings • participating in debating society at school/university 	<input type="checkbox"/>	
I am good at selling	<ul style="list-style-type: none"> • worked in a small shop/stall • sold things from my home • worked in sales for a company 	<input type="checkbox"/>	
I can negotiate with people and reach an agreement	<ul style="list-style-type: none"> • negotiating on behalf of colleagues at work with management/vice-versa • negotiating in a dispute between two side • agreed a contract between people • calmed a difficult situation down 	<input type="checkbox"/>	
WRITTEN COMMUNICATION			
I can understand and follow written instructions	<ul style="list-style-type: none"> • Read a recipe • Understand a letter from child's school and respond accordingly • Follow an instruction manual • Answer an assignment question at college/university 	<input type="checkbox"/>	
I can correctly address and write a letter	<ul style="list-style-type: none"> • Sent a formal letter to a solicitor/school etc • Written and sent letters to customers 	<input type="checkbox"/>	
I can write short paragraphs with simple information	<ul style="list-style-type: none"> • keeping a diary • writing school reports for students • writing patient/resident reports in a care home/hospital 	<input type="checkbox"/>	
I can write in a suitable style for different types of readers	<ul style="list-style-type: none"> • writing a suitable letter to a solicitor/school • understand the difference between writing a letter and an email 	<input type="checkbox"/>	

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Task	Examples	✓ for yes	What and When
I can plan and write long reports and documents	<ul style="list-style-type: none"> • Writing a project/dissertation for college/school/work • Writing briefing documents for the manager • Writing articles as part of a union/political organisation 	<input type="checkbox"/>	

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INFORMATION TECHNOLOGY			
I can research for information on internet		<input type="checkbox"/>	
I can use email, facebook, bebo etc		<input type="checkbox"/>	
I can type documents on the computer		<input type="checkbox"/>	
I can do most of these using Word: insert charts, draw tables, set the layout, do mail merges, review documents		<input type="checkbox"/>	
I can open and use a spreadsheet to make lists and calculations		<input type="checkbox"/>	
I can write formulas for making calculations on spreadsheets		<input type="checkbox"/>	
I can enter information onto databases i.e. Access, filemaker		<input type="checkbox"/>	
I can plan my diary, save contacts and plan tasks using Outlook		<input type="checkbox"/>	
I can design Powerpoint presentations		<input type="checkbox"/>	
I can use visual aids when giving a presentation		<input type="checkbox"/>	
I can network computers and install programmes		<input type="checkbox"/>	
I can write scripts and use specialist software for example Visual Basic, C++ (state which)		<input type="checkbox"/>	
I can design and make live a website		<input type="checkbox"/>	
I can fix computers, software/hardware		<input type="checkbox"/>	
Task	Examples	✓ for yes	What and When
WORKING WITH NUMBERS			
I can do basic calculations and arithmetic	<ul style="list-style-type: none"> • kept a family budget • sold things in a shop/stall or from home • helped children with maths homework 	<input type="checkbox"/>	

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	<ul style="list-style-type: none"> run petty cash at work run a ménage with friends/savings club/Kameti 		
I can present numerical information accurately in the form of a book or a spreadsheet	<ul style="list-style-type: none"> kept formal daily/weekly accounts and bookkeeping kept audited accounts 	<input type="checkbox"/>	
I can competently use a variety of numerical techniques	<ul style="list-style-type: none"> equations, percentages, fractions, decimals, binary (<i>mention what</i>) 	<input type="checkbox"/>	
I can interpret and present information in graphs and illustrations		<input type="checkbox"/>	
I can use Sage or other accounting programmes - state which /any qualifications you have and the level	<ul style="list-style-type: none"> Trained in accounting programme experience keeping payroll/accounts using a specialist programme 	<input type="checkbox"/>	
I can give advice on debt and financial management	<ul style="list-style-type: none"> Completed CAB debt advisor training 	<input type="checkbox"/>	
I can advise people on tax and the best way of managing money	<ul style="list-style-type: none"> Trained as an accountant Trained financial advisor 	<input type="checkbox"/>	
PEOPLE SKILLS			
I can provide emotional and personal care to other people <i>Mention who and ages</i>	<ul style="list-style-type: none"> Helping a neighbour with daily tasks Caring for an elderly or younger relative Working in a hospital/children's home/care home 	<input type="checkbox"/>	
I have been part of a team or worked with other people <i>Say how many/where</i>	<ul style="list-style-type: none"> at work Played as part of a sports team Been a member of a club Completed a team project as part of a course 	<input type="checkbox"/>	
I understand the needs of vulnerable people	<ul style="list-style-type: none"> Cared for an elderly relative Worked with young people i.e. in a Sunday school Training in 	<input type="checkbox"/>	
Task	Examples	✓ for yes	What and When
LEADERSHIP SKILLS			
I am good at listening to people when they have problems	<ul style="list-style-type: none"> Helped friends/relatives through a difficult time Supported an elderly/ill person 	<input type="checkbox"/>	Move to people skills

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	<ul style="list-style-type: none"> • Counselling people through the community/church 		
I can calm people down when they are angry	<ul style="list-style-type: none"> • Dealing with difficult customers 	<input type="checkbox"/>	
I have been responsible for other people	<ul style="list-style-type: none"> • Helped at a Sunday school • Looked after friends children • Helped with or run a school trip 	<input type="checkbox"/>	
I can lead other people	<ul style="list-style-type: none"> • Managed a team at work (even if only for a short period) • Run a youth group • Been a team leader • Been Office holder in a club or association 	<input type="checkbox"/>	
I can make difficult decisions	<ul style="list-style-type: none"> • Dismissed a member of staff • Made a life changing decision • Had to make a major decision where a lot of money/jobs were at stake 	<input type="checkbox"/>	
I am confident and I believe that I will succeed in whatever I do	<ul style="list-style-type: none"> • Made a goal based plan based on SMART principles (Specific, Measurable, Achievable, Realistic, Time-based) 	<input type="checkbox"/>	
I am flexible and I know what to do when things change	<ul style="list-style-type: none"> • a new boss comes in and changes the way things are done • had to move house without much warning • organised an event / someone cancelled or venue changed late on • settled into a new country 	<input type="checkbox"/>	
I can motivate people and encourage them to do their best	<ul style="list-style-type: none"> • led a group/team/family through a difficult time • encouraged others to complete a difficult task 	<input type="checkbox"/>	
I don't mind when someone criticizes me and I learn from it	<ul style="list-style-type: none"> • received a poor mark at school /college but improved next time • taken part in a peer review or performance evaluation • learnt an important lesson from a friend or relative which had a lasting effect 		
Task	Examples	✓ for yes	What and When

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		PRACTICAL SKILLS	
I can cook for large groups of people	<ul style="list-style-type: none"> • prepare • d food for a community event or wedding 	<input type="checkbox"/>	
I have helped to organise an event	<ul style="list-style-type: none"> • Helped to plan and organise a wedding • Helped organise a community event • Planned a party for friends • Organised an event at work such as a trade fair or marketing day 	<input type="checkbox"/>	
I can make general repairs <i>Say what, who for, paid/unpaid</i>	<ul style="list-style-type: none"> • Clothes • Things around the house 	<input type="checkbox"/>	
I can make things from scratch with my hands <i>Mention what, who for, paid/unpaid</i>	<ul style="list-style-type: none"> • Furniture • Clothes • Sculpture 	<input type="checkbox"/>	
I have drawn a picture or made something which has been admired by other people		<input type="checkbox"/>	
I am trained to use specialist equipment <i>specify what equipment with brief description if necessary</i>	<ul style="list-style-type: none"> • Trained to use a buffering machine • Hold a forklift licence • Trained in using a hoist • Trained to use an interactive whiteboard 	<input type="checkbox"/>	
I can drive <i>Specify what</i>	<ul style="list-style-type: none"> • Holding a UK driving licence 	<input type="checkbox"/>	
OTHER SKILLS			
I can plan my time well	<ul style="list-style-type: none"> • juggled work or college and family, volunteering etc • keeping a diary/timeplan 	<input type="checkbox"/>	
I have had to complete a task to a deadline	<ul style="list-style-type: none"> • coursework/project for college • a construction project 	<input type="checkbox"/>	

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My core skills are:

Communication/literacy

Numeracy

ICT

Problem Solving

Group and Interpersonal

Organisation and Personal

ADDITIONAL NOTES: