Hi everyone, this is Nick with a set of instructions for your regarding the skills audit task. Well done on reaching this far end of the course, you've done extremely well.

The skills audit is designed for you as an easy means to critically assess your knowledge and skills required from any part of your career through linking to the Deakin Professional credentials determining what level your skill is at and providing some brief evidence.

This will be particularly handy as it gives you a thought-out record of your skills, some of which you may not actually realise you have. This task is what we call formative—so there is no submission or formal marking of it, however if you choose to continue on to the closed part of the course after week 2, that's where it will be utilised.

Ok, your next step is to download the template from step 2.8—you'll see the link in the text. So once you've downloaded it, open up the PDF document. You're going to see a set of instructions at the top. Have a read of those and assure you understand all of them before continuing.

The first column is your evidence listing. This is where you provide a short blurb around your particular example of your career. It might be an example where you led a project in your career that had some form of positive impact.

The second column is the skill level. This will let you choose form a pull-down box what level of expertise you feel you're at for this professional skill. One being entry level with the max of 5 being advanced.

The remaining columns there are tick boxes which allow you to select which professional skill you determined is suitable for that piece of evidence. There can be more than 1 in some cases.

That's it, it's as simple as that. Have a go at this and start creating a catalogue of evidence of professional skills. Feel free to ask any questions in the comments box and myself or Guy will be happy to respond as soon as possible. See you in the next step.