**SWOT analysis**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year of study** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Strengths**  E.g. Advanced IT skills | **Weaknesses**  E.g. Watch too much TV |
| **Opportunities**  E.g. In house training | **Threats**  E.g. Boredom |

**Skills Audit**

Complete the skills audit below

Current skills level, where 1 = very good and 4 = not good at all.

Priority for improvement, where 1 = high priority and 4 = less important

| **Skill** | **Your estimate of your current level of skills**  **1 2 3 4** | **Evidence and examples** | **Priority for improvement**  **1 2 3 4** |
| --- | --- | --- | --- |
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| **Action planning** |  |  |  |
| **Coping with pressure** |  |  |  |
| **Critical Analysis** |  |  |  |
| **Essay Writing** |  |  |  |
| **Retrieving and managing Information** |  |  |  |
| **Improving your Learning** |  |  |  |
| **Negotiating and Assertiveness** |  |  |  |
| **Note taking** |  |  |  |
| **Oral presentation** |  |  |  |
| **Organising yourself and your time** |  |  |  |
| **Reflecting on your experience** |  |  |  |
| **Report Writing** |  |  |  |
| **Revising and Examination technique** |  |  |  |
| **Solving Problems** |  |  |  |
| **Others (please specify)** |  |  |  |
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Write a short evaluation of your SWOT and Skills analysis and how it will impact your CV

What areas have you identified for improvement ?