



## Personalised Learning

**BA30030E**

### Activity 2 : Reflecting on your key skills

Key Skill	Confidence level 1-5	Confidence level 1-5	Evidence of your competence Plan progress
	<b>Now</b>	<b>Aspire to be by end of year</b>	
<b><u>Writing</u></b> – I have the ability to write a variety of essays and reports clearly, accurately and coherently. I can write these documents with the correct structure and appropriate vocabulary			e.g., through tutor feedback
<b><u>Referencing material</u></b> – I have the ability to correctly reference sources I use.			
<b><u>Oral presentations-</u></b> I have the ability to structure my talk so that it is focussed and well organised. I use effective visual aids and engage with the audience through good eye contact.			
<b><u>Working with others</u></b> – I understand how groups work together and the issues involved in			

successful group work. I am developing my ability to work effectively in groups.			
<b><u>IT</u></b> – I have the ability to use standard Office software effectively and software appropriate for my technical area.			
<b><u>Numeracy</u></b> – I have the ability to carry out simple financial calculations, basic statistical techniques and use mathematics as needed for my course.			
<b><u>Problem Solving</u></b> – I have the ability to solve more complex problems within my subject area.			
<b><u>Improving your own performance</u></b> – I have the ability to reflect on my progress and understand how to improve.			

What skills do you want to improve and why?

What skills are you happy with and why?