

Skills Audit Guidance

What is a Skills Audit?

A skills audit is a business process that finds out what knowledge and skills current business employees have and where there are gaps. This information is important as it can determine why a business is not meeting its KPIs or goals, how the business can target L&D (Learning and Development) more efficiently or hire people with the skills where the business has current gaps. This will be particularly useful in identifying green, social and digital competencies and gaps.

A skills audit can be a simple table that businesses ask their employees to say if they have a competency or not and note some examples from their personal and professional lives such as in Table 1.

Table 1: Basic Skills Audit Sample

SKILLS	Do I have them?	Examples
Human resources	NO	-
Organisational	YES	For my last year units, I organised that I would complete my core units 1 st and then my other units.
Financial	YES	I managed to keep within my budget when my mum went on holiday and left me with certain amount of money which I had to use to look after myself with.
ICT	YES	I can use databases, create spreadsheets, etc.
Management	YES	I managed to complete all my assignment within a deadline and when I played for the football team, I used to motivate and assign each player to their position.
Leadership	YES	Because I am the oldest in the house out of four boys, I regularly look after my brothers, and tell them what to do and what not to do. Also being the captain of the school and a Sunday league football team, I was able to make sure that I took control regardless of how well we played.
Marketing	NO	-
Customer service	YES	Working for Next, a clothes retailer, I was constantly approached by customers asking for help, etc which I provided in a professional and a polite manner, and always made sure that the customer was happy.

Source: <https://harpreet-c41620.blogspot.com/2010/02/3-human-resources.html>

Skills audits can be a little more sophisticated, asking employees to score themselves according to how well they can demonstrate certain skills such as in the sample in Table 2.

Table 2: Skills Audit with Self-Scoring Sample

Example Skill Audit



Skill/Attribute	Score	Examples/Evidence	Plan for Development
Business Awareness			
Oral Communication			
Written Communication			
Teamworking			
Problem-solving			
Initiative			
Time Management			
Drive/Energy			

- 5 Excellent skills in this area
- 4 Reasonable level of skill in this area, but still scope to develop further
- 3 Some skills but need work on specific areas
- 2 A little experience, need a fair amount of development work
- 1 No experience of this at all

Source: London Metropolitan University
 Source: Solutions Connexions: <https://skills-audit.co.za/about/>