

Skill scan

Apprentice notes and guidance

What is the skill scan?

The skill scan is used during your apprenticeship to:

- assess your knowledge and experience throughout your apprenticeship journey
- identify any training that you need to meet the relevant criteria
- identify any new work areas that you need to get involved in as part of your role.

When is it used?

It can be used:

- at the beginning of your apprenticeship to identify any existing knowledge and experience that you already have.
- at any time during your apprenticeship to review and update your progress.
- at the end of your apprenticeship to check that you are ready for your end-point assessment and you have all the necessary evidence and knowledge for each component of the end-point assessment.

How should I complete it?

1. View the following pages and complete the details about you, your organisation and the key dates related to your apprenticeship.
2. Read each standard that you need to achieve for each topic area and decide if you have the knowledge, skills and behaviours (KSBs) to meet the requirement. Tick 'yes', 'no' or 'not sure' for each.
 - If you tick 'yes': note some examples of your knowledge and experience to support your decision.
 - If you tick 'no': discuss the standard with your employer/training provider to identify the training and development that you will require.
 - If you tick 'not sure': discuss your thoughts with your employer/training provider. There may be some aspects that you do not cover in your current role and you will need to be given opportunities to develop your knowledge and skills in these areas.

Employer:

Training provider (if appropriate):

Candidate name:

Start date:

Candidate job role:

Apprenticeship standard:

Proposed gateway date:

Actual gateway date:

End-point assessment (EPA) organisation:

On-programme qualification (if applicable):

Entry requirements

Have you achieved the following (please tick):

English level 2 Yes No

Maths level 2 Yes No

Completion of this apprenticeship will lead to eligibility to join the Institute of Leadership and Management as an individual member.

It is important that you are prepared for the EPA and it is necessary to ensure your job role will allow you to meet the standards of the apprenticeship. You now need to consider whether:

- 1) your job role allows you to achieve the relevant standard
- 2) you feel you are ready to produce evidence to meet the standard
- 3) you feel you are in need of more training or experience to show competency in the standard.

On the following page, you will find the standards you need to achieve. Using the table, tick the ‘Yes’ or ‘No’ boxes to record your current level.

Knowledge

Module	Standard	Do I have this knowledge?			Examples of knowledge	Further training required
		Yes	No	Not sure		
Awareness of self	1. Evaluate the impact own behaviour can have on others within an organisational context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Evaluate models of emotional intelligence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Explain how the characteristics of emotional intelligence can be applied in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Evaluate different learning styles and their implications for learning and development in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Assess different behaviour styles and their impact in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6. Evaluate the impact own behaviour can have on others within an organisational context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Management of self	1. Assess time management techniques and tools that can be used in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Explain how to prioritise own work activities using relevant tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Evaluate different approaches for planning own workload including managing multiple tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Decision making	1. Evaluate problem solving and decision-making techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Explain how data analysis can aid problem solving and decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Explain organisational values and ethics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Assess how organisational values and ethics can impact on decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Skills

Module	Standard	Do I have this knowledge?			Examples of knowledge	Further training required
		Yes	No	Not sure		
Operational management	1. Provide input into the strategic planning process within an organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Create a strategic plan in line with organisational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Show ability to support and manage change in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Communicate change within the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Identify barriers to change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6. Overcome barriers to change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7. Complete an analysis of the commercial environment in order to demonstrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	commercial awareness.					
	8. Identify new opportunities for an organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	9. Evaluate the new opportunities and produce a business case to take one forward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	10. Create an operational plan including the setting of KPIs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	11. Deliver operational plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	12. Monitor performance against operational plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	13. Produce a management report based on the collation, analysis and interpretation of data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Project management	1. Plan, organise and manage resources to deliver required outcomes for a project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	2. Monitor progress against the project plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Monitor and manage risks and issues arising during the delivery of a project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Demonstrate the mitigation of risks and issues arising during the delivery of a project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Use relevant project management tools during the delivery of a project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Finance	1. Monitor agreed budgets in an organisational context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Report on a budget in a format appropriate to the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Show that the financial implications of business decisions have been considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Adjust an approach or recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	based on the result of the consideration above.					
Leading people	1. Communicate organisational vision and goals to a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Support the development of an individual through the use of coaching and mentoring skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Enable and support high performance working of a team within an organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Support of the management of a change within an organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Managing people	1. Demonstrate an ability to manage talent within an organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Demonstrate an ability to manage performance within a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Develop, build and motivate teams by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	identifying their strengths.					
	4. Enable the development of teams in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Demonstrate the effective delegation of work to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building relationships	1. Demonstrate building trust within a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Demonstrate the effective use of both negotiating and influencing skills when building relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Manage a conflict within the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Identify and share good practice across teams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Work collaboratively with others inside the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6. Work collaboratively with others outside the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	7. Demonstrate use of specialist advice and support to deliver against plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Communication	1. Use all of the following communication methods: verbal, non-verbal, written and digital communication in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Demonstrate flexibility in communication style by adapting the method to suit the message and audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Chair a meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Present information to a team or management using a range of media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Demonstrate the use of active listening with a team member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6. Demonstrate the ability to challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	opinions or views within a team.					
	7. Provide constructive feedback to a team or an individual within an organisational context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Awareness of self	1. Reflect on: <ul style="list-style-type: none"> • own performance • own working style • impact of own style on others • lessons learnt. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Identify strengths and areas for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Management of self	1. Create a personal development plan that enables the effective reflection on personal performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Use the personal development plan for the setting of achievable ongoing goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Demonstrate the use of time management and prioritisation techniques to manage own workload.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Decision making	1. Use a critical analysis to support decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Conduct an evaluation following the critical analysis to support decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Use problem solving techniques following the analysis and evaluation to make a decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Behaviours

Module	Standard	Do I have this knowledge?			Examples of knowledge	Further training required
		Yes	No	Not sure		
Takes responsibility	1. Demonstrate: <ul style="list-style-type: none"> • drive to achieve in all aspects of work • resilience • accountability • determination when managing difficult situations • seek new opportunities. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Inclusive	1. Be able to: <ul style="list-style-type: none"> • be open • be approachable • be authentic • build trust with others • seek views of others. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Agile	1. Be able to be: <ul style="list-style-type: none"> • flexible to the needs of the organisation • creative, innovative and enterprising when seeking 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	solutions to business needs <ul style="list-style-type: none"> • positive • adaptable • responsive to feedback and the need for change • open to new ways of working. 					
Professionalism	1. Demonstrate the ability to: <ul style="list-style-type: none"> • set an example • be fair, consistent and impartial • be open and honest • operate within organisational values. 	□	□	□		

Apprentice/ training provider/ employer comments: