

MAS302: Pre- and Post-Placement Personal Audit of Competence

Student Number: _____

Date: _____

For each of the **Learning Criteria** below, try to assess your capability using the following system:

3	I know that I am capable of doing this well in most situations most of the time
2	I consider that I am capable of doing this adequately in some situations some of the time
1	I am aware that, in general, I am not very good at doing this
0	I consider that I have not had the opportunity to evaluate my performance in this area

You should interpret the statements as they apply to you in general rather than simply in relation to tutoring. Complete this audit before your placement begins and at the end of the course. Use the results of this audit to help you to identify your own strengths and weaknesses and to help you when reviewing your **progress against the criteria**.

3 2 1 0 1) Know how to use Effective Communication Skills

				1a) Use a style and content of spoken language which is appropriate for the context
				1b) Listen actively, ask questions and clarify points to check mutual understanding
				1c) Produce and use written material effectively
				1d) Produce and use visual and media images effectively

3 2 1 0 2) Know how to Work Effectively with Others

				2a) Clarify role, negotiate arrangements, agree targets, balance own views + others'
				2b) Establish and maintain effective working relationships with teachers and pupils
				2c) Identify and recognise organisational features and personal characteristics
				2d) Review progress in working towards targets and receive and offer feedback

3 2 1 0 3) Know how to be Organised, Reliable and Manage one-self effectively

				3a) Plan, organise and prepare thoroughly for tutoring and complete all necessary evaluation
				3b) Manage time effectively
				3c) Take personal responsibility for completing agreed actions competently and confidently

				3d) Take personal responsibility for identifying and meeting own learning and skills needs
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3 2 1 0 4) Know how to use your Initiative and think Creatively

				4a) Take independent action where and when appropriate.
				4b) Develop innovative and creative solutions to problems and challenges
				4c) Provide or guide pupils towards innovative resources
				4d) Suggest improvements to practice as appropriate

3 2 1 0 5) Know how to Identify and Understand the Educational Needs of Others

				5a) Provide or guide the pupil towards basic resources
				5b) Evaluate and assess the work of the pupil and give feedback designed to help improve
				5c) Identify attitudes, values and motivations that may inhibit pupils' education
				5d) Discuss own educational aspirations and achievements with pupils, inc university

3 2 1 0 6) Know how to Analyse and Critically Evaluate your own work

				6a) Identify and evaluate your own levels of competence in each learning criteria
				6b) Demonstrate ability to analyse problems and identify possible resolutions
				6c) Demonstrate ability to focus activity on areas of strength and plan improvements
				6d) Critically evaluate overall progress against initial targets and action plan