

Template for reflecting on skills development

The Royal Society of Chemistry offer a freely available online Undergraduate Skills Record which you can use to record and reflect on your skills. It can be found at <https://www.rsc.org/cpd/undergraduates/section>

If you want something a bit simpler to use or something to use in the short term you might like to use this simple template. The number of skills that you could reflect on is large so to simplify the task the skills we identify here are broad areas covered by the RSC Undergraduate Skills Record.

Rate yourself	1	I've not had chance to do this/I'm very bad at this
	2	I've not done this very much/I need to improve
	3	I'm OK at this but could improve
	4	I'm quite good at this
	5	I am really competent in this

Skill	Rate yourself				
Planning and organisation	1	2	3	4	5
Give an example of when you used this skill					
How did you do?					
How do you need to improve?					
What opportunities can you identify to practice this skill again?					

Skill	Rate yourself
Study skills	1 2 3 4 5
Give an example of when you used this skill	
How did you do?	
How do you need to improve?	
What opportunities can you identify to practice this skill again?	

Skill	Rate yourself
Handling information	1 2 3 4 5
Give an example of when you used this skill	
How did you do?	
How do you need to improve?	
What opportunities can you identify to practice this skill again?	

Skill	Rate yourself
Communication skills	1 2 3 4 5
Give an example of when you used this skill	
How did you do?	
How do you need to improve?	
What opportunities can you identify to practice this skill again?	

Skill	Rate yourself
Working with others	1 2 3 4 5
Give an example of when you used this skill	
How did you do?	
How do you need to improve?	
What opportunities can you identify to practice this skill again?	

Skill	Rate yourself				
Scientific or practical skills	1	2	3	4	5
Give an example of when you used this skill					
How did you do?					
How do you need to improve?					
What opportunities can you identify to practice this skill again?					

Skill	Rate yourself
Improving learning and performance	1 2 3 4 5
Give an example of when you used this skill	
How did you do?	
How do you need to improve?	
What opportunities can you identify to practice this skill again?	

Skill	Rate yourself
Information communication and technology	1 2 3 4 5
Give an example of when you used this skill	
How did you do?	
How do you need to improve?	
What opportunities can you identify to practice this skill again?	

Skill	Rate yourself
Problem solving	1 2 3 4 5
Give an example of when you used this skill	
How did you do?	
How do you need to improve?	
What opportunities can you identify to practice this skill again?	