

## **Knowledge and Skills Evaluation Introduction**

### **The BIELT Knowledge and Skills Evaluation: Introduction**

Inevitably, some CPD will always be opportunistic: undertaken simply because it is readily available and seems somehow relevant. However, to be effective, a good proportion of CPD should be planned. The objective of the plan is to formulate effective ways to maintain, improve and broaden the knowledge and skills you need for your professional life. But how do you identify what knowledge and which skills you need to develop?

Start by writing down your chosen Career Route (The target post(s), responsibilities, role(s) or level(s) of effectiveness that you are aiming for).

Then you may find it useful to draw up three lists:

1. General interpersonal and personal skills (I)
2. Present professional knowledge and skills (P)
3. Future career knowledge and skills (F)

### **What are general interpersonal and personal skills?**

1. They can exist in a person because of aptitude, personality trait, culture or upbringing.
2. They can also be developed through training and practice.
3. Examples:
  - Stress tolerance
  - Sensitivity
  - Motivating others
  - Team building
  - Participative decision making
  - Confidence to discuss classroom practice with colleagues
  - Conflict management
  - Counselling skills
  - Time management

### **What are present professional knowledge and skills?**

1. For those newly trained and new to their posts.
2. Specific to the particular specialist area(s) in which you work.
3. Related to the courses you teach on, or the methods or standards which you use.
4. Frequently updated as you progress through your career, and as employers' and students' expectations develop.
5. Examples:
  - Assessment
  - Classroom control and discipline
  - Learning environment
  - Lesson organisation
  - Planning and preparation
  - Teaching and learning styles
  - Materials writing and evaluation skills
  - Methodology update knowledge
  - Report writing skills
  - Skill in adapting and creating resources
  - Use of CALL resources

### **What are future career knowledge and skills?**

1. For ambitions which are not currently applicable in your present post or role.
2. Knowledge and skills in fields parallel to your own, which would enable you to move into another job should the need or opportunity arise.
3. Knowledge and skills which would prepare you to assume wider or greater responsibilities.
4. Examples:
  - Information technology
  - Health and safety
  - Financial management
  - Marketing
  - Goal setting
  - Job applications
  - Job interviews
  - Knowledge of international ESOL exams
  - Knowledge of ESOL exam resources
  - Mentoring skills
  - Knowledge and skills for teaching one-to-one at home

## Knowledge and Skills Evaluation Activity

Now write down all the knowledge and skills that you consider important for your chosen Career Route.

Rate your current ability against each one e.g.

0 = No knowledge at all

1 = Some awareness but not sufficient to use

2 = Familiar with and able to use the knowledge or skill yourself

3 = Proficient in the knowledge or skill and able to show others how to use it

4 = Expert with a high degree of skill and/or comprehensive knowledge.

**Target Career Route (The target post(s), responsibilities, role(s) or level(s) of effectiveness that you are aiming for):** \_\_\_\_\_

<b>Prioritised relevant skills and knowledge needed to do this successfully (e.g. from job description, job ad)</b>	<b>Present ability 0-4</b>	<b>Required ability 0-4</b>
<b>General interpersonal and personal skills</b>		
<b>Present professional knowledge and skills</b>		
<b>Future career knowledge and skills</b>		

Ask people who know you to review your list: your manager, colleagues or your mentor if you have one.

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