

Assessing individual prospects against potential opportunities

- It's always good practice to assess whether or not you can meet the requirements of a job vacancy, by assessing your skills and experience against the job specification.
- In doing this you can also consider what further study or learning is required

Key points to consider

- Look at the vacancy or training opportunity in detail
- Make a list of the essential requirements
- Make a list of the desirable's
- Make a list of the skills required
- Make a note of the training or further learning offered or required
- Make a note of the Knowledge, Skills and attitude required

Area	Essential	Desirable
Knowledge		Equal Opportunities and Diversity and some knowledge of employment Law.
Skills	Communication	Problem Solving and Analytical skills
Attitude	Self Motivated Flexible	
Qualifications	GCSE Grade A to C in English and Maths	
Experience	None required	