
Staff IT Skills Audit

Name _____ (Department, if applicable _____)

Applications

Please circle the description that most accurately describes your skills in each of the following areas. Please do not be unduly modest!

Word processing*	Very good	Good	Fair	Poor	Very poor
Databases	Very good	Good	Fair	Poor	Very poor
Spreadsheets	Very good	Good	Fair	Poor	Very poor
Desktop publishing	Very good	Good	Fair	Poor	Very poor
Control/programming	Very good	Good	Fair	Poor	Very poor
Data-logging	Very good	Good	Fair	Poor	Very poor
Other (please specify)	Very good	Good	Fair	Poor	Very poor

**You may prefer to substitute actual program names.*

What do you feel is
your general level of
competence in using
ICT?

Very good Good Fair Poor Very poor

If you have any qualifications in IT, please list them here, and the approximate dates you gained them:

Do you use computers in your lessons? Very often Often Sometimes Rarely

How confident are you in using computers in lessons? Very Fairly Not very

How easy do you find using computers in lessons? Very Fairly Not very

Any other comments/your requests?

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