



How to use the Competencies Tool

The Benefits

✓ **Easy recording**

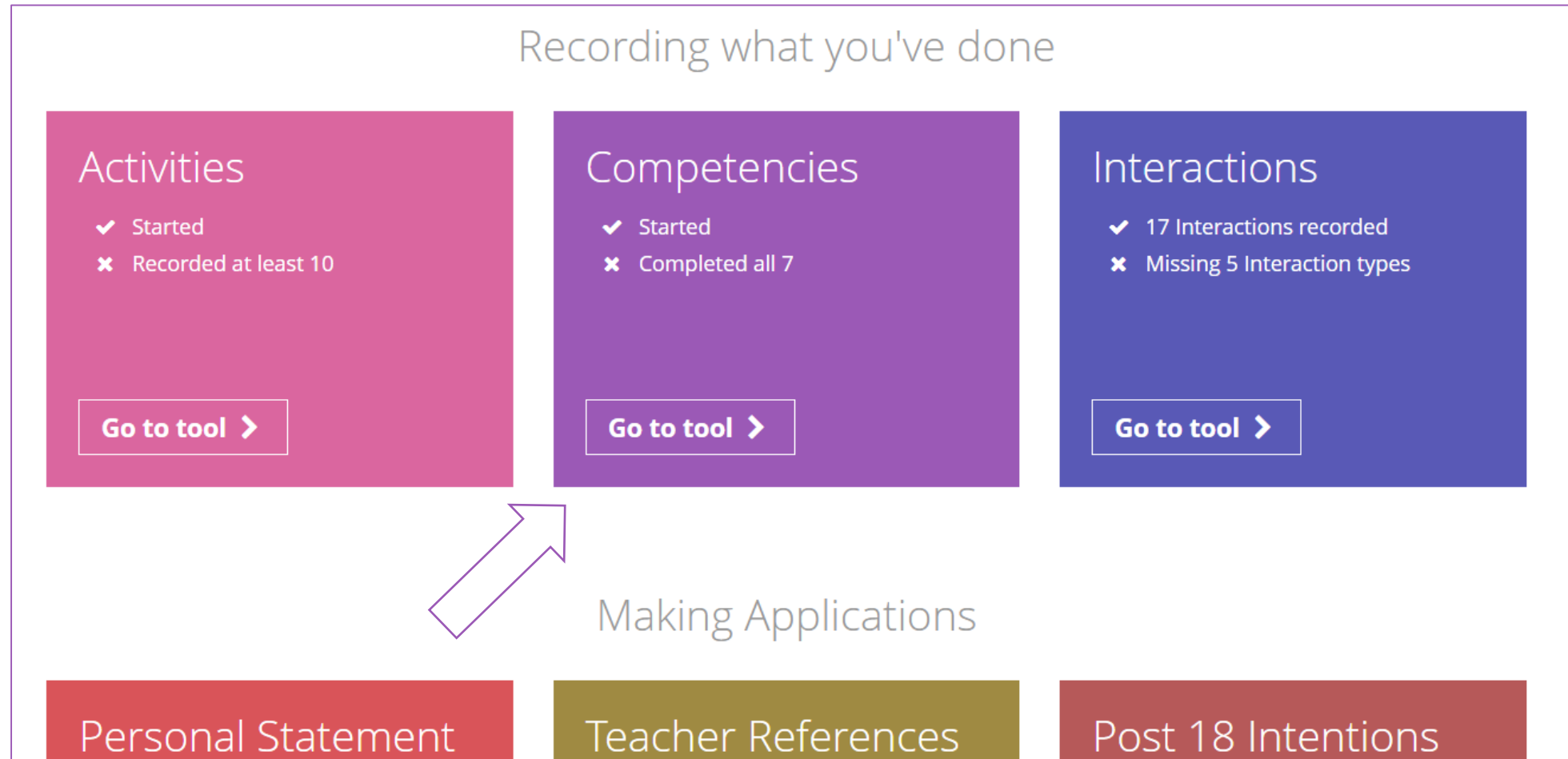
An easy template for recognising and recording solid examples that underline your personal experience, abilities and accomplishments.

✓ **Enhanced applications**

Explores the Competencies used by employers in graduate recruitment.

✓ **Heightened employability/ career prospects**

Boosts your ability to prepare strong personal statements, CVs and applications for potential employers.



From the main dashboard, click the go to tool button on the Competencies box.



Missing competencies

Universities and employers look for seven star competencies. Add examples of the competencies you're missing using the buttons below.

There is no record for you for the following competencies:

- **Independence**

When have you had to work on your own to achieve something?

[+ Add now](#)

- **Leadership**

When have you motivated people to do something positive?

[+ Add now](#)

- **Teamworking**

When have you worked with others to get something done?

[+ Add now](#)

- **Analysis**

When have you displayed strong critical reasoning skills?

[+ Add now](#)

- **Literacy**

When have you shown particularly strong skills in reading and/or writing?

[+ Add now](#)

There are seven key competencies that Unifrog have identified as being key. You can add an example for each of these competencies.

To start to complete your competency list, click the green “ + Add now” button.

You can also add additional competencies of your own. Click “ + Add example” to create an additional competency to add to your list.



Add an example of a competency

Record in detail how you've demonstrated a competency.

What type of competency was it?

Each of your examples can only be associated with one competency.

Check [how to define and write about the different types](#) ▾

* Competency type

Independence



* Situation

---- select a situation ----



* Date started

--- select month ---



--- select year ---



* Description

Independence: when have you had to work on your own to achieve something?

What to include:

- ✓ Situation: Set the scene
- ✓ Task: What was the task?
- ✓ Action: What did you do?
- ✓ Result: What was the outcome?



Add example

or cancel changes

To complete a competency select a situation and start date from the drop down menus.

Explain how you demonstrated this competency in detail.

If you need a structure to follow, use the star technique which is summarised on the page.



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| Type | Definition | Example situation | Example description |
|---------------------|---|---------------------------|--|
| Independence | When have you had to work on your own to achieve something? | Independent academic work | I decided to do an Extended Project Qualification (EPQ), to develop my ability to work independently, and to grow my interests in English Literature. I examined how Coleridge's and Byron's works 'Kubla Khan' and 'Don Juan' respectively contribute to our understanding of the 'Romantic' movement in literature and the arts. These are two of my favourite works by two of my favourite authors, so it was easy for me to immerse myself in studying the poems. One thing I particularly enjoyed was the space I had to read around the subject - as well as the primary texts, I studied how these works were received by the authors' contemporaries. To source material I travelled on my own to a nearby town to a specialist library. |
| Leadership | When have you motivated people to do something positive? | Duke of Edinburgh | I began working at a local restaurant, 'The Klondike', as a washer-upper. I am now a front office manager, which entails planning how many people we need on the floor, ensuring that we have enough staff booked for the shift, and managing the staffs' performance. Leadership is necessary in my role because the waiting staff are often doing the job on a temporary basis, and as they are not particularly well paid, they are at risk of not taking the job very seriously. To ensure that staff deliver an excellent service, I have to motivate my team to want to work together to do the job well. |
| Teamworking | When have you worked with others to get something done? | Sports | With a few friends, and the encouragement of one of the music teachers, we decided to start a school choir. We've never had a choir at the school before, and a lot of my fellow students laughed at us for trying. It was also hard to fit in time to practice because of people's busy schedules. Some people wanted to quit the choir before we had really started, so I persuaded everyone that we should aim for one performance at an assembly - if it wasn't a success we could give up. I got the headteacher to agree to let us perform. This event gave us the focus we needed to bring us all together. We really impressed the students and teachers at the assembly, and now the choir is going strong - |

If you need help on what the competencies are or how to write about them then look at this handy table which you can expand by clicking on the green text.

Do not try to use these as templates; the entries need to be personal to you



Examples for 3 of 7 star competencies recorded so far

What you've done isn't as important as the skills you've developed. Give examples of you demonstrating each of the 7 star competencies.

[+ Add example](#)



Independence: when have you had to work on your own to achieve something?

March 2015

I have been working part-time at the local library, learning about how a business operates and taking in French literature.

Situation: Drama



Resilience: when have you overcome a set back?

January 2015

When playing as part of the Hockey 1st team for the school, we managed to qualify for the school's cup final's. It was the first time a team from my school had qualified for the final and we were really riding on a high. The whole school came to watch and we really thought we would win, we really believed it. The other team ended up beating us and the whole team felt really down. However after a few days of feeling low we came back, started training hard, and ended up winning a school's tournament the next month!

Situation: Sports

Repeat this process for each competency you want to add. You should try to do at least one for each category.



You have an unread comment from your teacher

Comment from Ms Farquharson

on 21 Aug 2017 at 8:12

Great start!

✓ Mark as read



Examples for 1 of 7 star competencies recorded so far

What you've done isn't as important as the skills you've developed. Give examples of you demonstrating each of the 7 star competencies.

+ Add example

Your teachers are able to give you feedback on your competencies.

If you have received a comment you will be notified via your email and on your competencies page.

You are able to mark these comments as read to ensure you keep up-to-date.

Email the completed competencies to your form teacher:

hayley@unifrog.org >

Or email it to:

An email address

Email my competencies

Or download it:

As a [PDF Document](#)

If you would like to share what you have written you can email it straight to your form tutor...

...or anyone else by typing their email in.

You can also download what you have written.

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