

Skill Acquisition

Scholar Name

Please tick the appropriate box according to your skill level at the end of the business support programme. Please refer to your original skill needs analysis as a basis for this form.

	Adequate with few problems (1)	Could be improved (2)	Strong need for improvement (3)	Urgent need for improvement (4)
Personal Skills				
Numeracy				
Literacy				
Attitude				
Confidence				
Motivation				
Communication				
Working with others				
Others				
Business Skills				
Technical skills				
Market research				
Selling and marketing				
Customer care/quality				
Profit/cash flow forecasting				
Budgeting				
Assessing competition				
Legal/tax/NI				
Location/premises				
Contingencies				
Employment issues				
IT and computers				
Business planning				

Signed by scholar

Signed by RP/tutor

Date completed

If any of the above areas have scored a 3 or 4, please state how the scholar's continuing needs are to be

Scholar destination:

Continue to ongoing support - yet to start in business

Continue to ongoing support - already started in business

Leave the programme - return to employment

Leave the programme - return to education

Leave the programme - other reasons. Please specify _____

Other comments from tutor/mentor

Tutor name

Tutor signature

Scholar signature

Date