

ACADEMIC ACHIEVEMENT SKILLS DEVELOPMENT

Use this questionnaire to identify which skills you have already mastered, and where you can build on your strengths to improve other areas. Remember, this is for your own benefit so be as honest as you can.

Don't worry if you identify many areas for development, we have plenty of support to help you succeed!

KEY	X No – I can definitely improve this	X Not sure/OK – I could improve this	X Yes – I'm really confident I can do this
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SELF MANAGEMENT AND IMPROVING PERFORMANCE (ACADEMIC)

I feel confident that I can assess my own strengths and weaknesses. Webinar: Digital Skills for Study			
I know where to find support and study strategies. Source: Academic Skills Resources Website Webinar: Managing Study Stress			
I know how to calculate what degree classification ('grade') I am working at. Source: Grade Table and GPA			
I have clear goals for my academic achievement and professional development. Webinar: Get Organised for Study Webinar Webinar: Assessment at ACAP: What to expect			
I keep a diary or calendar so that I always know when I have to attend lectures, seminars, and other key dates. I arrive on time for classes and meetings and comfortably meet my deadlines for assignments. Source: Trimester Planner			
I can focus on the task and work productively. I am aware of the things that cause me to waste time and how to avoid them. Source: Keep Motivated & Managing Procrastination			
I have made time for my studies by delegating or removing some tasks from my schedule. Source: Book an individual consultations			

RESEARCH SKILLS (LIBRARY)

I can identify a search topic / question, and define it using key words, synonyms and related terms. Webinar: Library Skills 1: Orientation and Research Skills			
I use databases in my subject area and know how to revise my search strategy to find the most appropriate information source for my assignment or project. Webinar: Library Skills 1: Orientation and Research Skills			
I am confident in gathering information from a wide variety of sources such as books, journals, images, videos, internet sources, dissertations and theses. Webinar: Library Skills 1: Orientation and Research Skills			
I evaluate sources from a critical perspective taking into account factors such as currency, author credibility, bias (including my own), perspective and intended purpose of information Source: Critical Reading			
I understand why certain sources are considered unreliable, especially on the internet. I can spot fake news and identify a paid advert or sponsored links in my search results, or social media news feed. Source: Using Credible and Reliable Sources			

READING AND NOTE-TAKING (ACADEMIC)			
I think about what I need to find out before I start reading (am I reading to verify facts, to understand a subject in general or to analyse a particular argument?).			
I change my reading pace according to the needs of the text (e.g., I scan for specific information and read difficult/dense parts more slowly). Webinar: Smart Reading Strategies			
I make useful, easy to follow and meaningful notes while I am finding information for an assignment or project. Webinar: Understanding and Evaluating a Research Journal Article			
I would be able to write a short summary of a text immediately after reading it and would be able to explain it to someone else.			

REFERENCING AND ACADEMIC INTEGRITY (LIBRARY)			
I understand the importance of submitting my original work and I can interpret my Turnitin originality reports. Webinar: How to Reference and Write with Integrity Webinar: Understanding Turnitin			
I respect and give credit to other people’s original ideas and reference any sources I use. I understand the potential consequences of plagiarism, whether deliberate or accidental. Webinar: How to Reference and Write with Integrity			
I know which reference style I need to use and where to find the specific guide. Webinar: Referencing Starter Pack (APA 7 th)			
I am confident in quoting, summarising and paraphrasing. Webinar: Paraphrase your way to the top			
I know how and when to use in-text citations and how to compile references for different types of information such as books, journal articles and videos for my reference list/bibliography. Webinar: Referencing Starter Pack (APA 7 th)			

COMMUNICATION AND CONTRIBUTION (ACADEMIC)			
I know how to communicate and collaborate with others for personal, academic and professional purposes in person and online. Source: Group Work Skills Webinar: Writing in Academic Style			
I can organise my writing into a clear and logical structure Webinar: Help! What does my assignment question mean? Webinar: Essay Structure Bootcamp Webinar: Paragraphs that pop			
In group discussions I am confident that I can contribute ideas and opinions in a way that others understand. I listen to others and I value and respond to their contribution, even if I don’t agree. Source: Group Work Skills			
I think of relevant follow-up questions as people are speaking and ask them once they are finished. Webinar: Let’s get critical: How to think and write critically			
I am confident explaining new concepts to other people and would be confident in giving a presentation to my peers. Source: Presentation Skills			