

Diagnostic Tool - Reflective Audit of Professional Duties

The Audit

Tick the box that best describes your perception of your ability in each area. This is not a test, it is purely a tool to help you to ascertain where your own professional development needs might lie. Some of the areas may not be relevant to your particular role at this time; in which case write N/A in the box. The comments box is for you to explain, for yourself, your response to each area of activity and to note where you might wish to focus your professional development activities.

Area of activity/awareness as a developer.	Novice	Unsure	Competent	Confident	Expert	Comments
1) Carrying out a needs analysis				✓		The importance of conducting learning needs diagnosis was drilled into me during my teacher training, became part of my regular practice over the years and has carried over into my work as an educational developer. I feel pretty confident about a range of ways to gather information prior to planning any kind of intervention or facilitation.
2) Setting goals				✓		I hope that my goal setting, whether just for myself or more broadly, has become smarter and better informed over the years. Looking back, any progress that I have made is more the result of learning from mistakes rather than actively studying how to set goals, so still more for me to do.
3) Planning events		✓				I feel confident to arrange smaller scale events such as writing retreats or themed series of development sessions, but have no experience of planning anything grander, e.g. an educational symposium or conference.
4) Running events			✓			Although I have not planned major events, I have supported more senior colleagues by aiding their implementation. I do feel confident to deal with issues practically and sensibly as they arise, however, during the running of events.

5) Consultancy in educational development					✓	Prior to my current role I was an independent consultant for quite a few years and, as such, was surviving off my wits, competing for and completing development projects. The main skills that I acquired: tuning into new educational environments quickly, developing good rapport with the academic staff involved and actively listening to their concerns.
6) Monitoring and evaluating staff and educational development					✓	I do this as a tutor and assessor of early career academics. Previously, I have line managed colleagues and mentored less experienced teacher developers.
7) Educational development through ICT					✓	I have a familiarity with and curiosity to utilise and integrate ICT into my work as an educational developer in a principled fashion. A higher degree in learning technologies is the basis of my confidence.
8) Working on educational development projects					✓	Although I believe that I have gained from considerable experience of working on projects, I still feel the need to enhance project management skills and, in particular, how to work successfully on larger scale projects in my current employment context.
9) Development in the disciplines			✓			My experience to date has been quite uneven in this respect. I have worked closely with particular academic Schools, e.g. Engineering, but not so much with others. My own academic background gives me insights into a couple of other disciplines but I need a broader outlook.

Area of activity/awareness as a developer.	Novice	Unsure	Competent	Confident	Expert	Comments
10) Working with institutional agendas			✓			I am now actively involved in supporting two institution-wide educational development initiatives. Sometimes, however, I find this work confusing and

						difficult to measure any impact.
11) Working with national agendas		✓				Having recently returned to the UK after many years working in other countries, I am conscious that it is going to take me more time to really understand the key perceived priorities.
12) Strategies for coping			✓			I guess I am about average in this respect. It is really easy to say yes to many tempting projects in educational development, so I need to watch that I don't become swamped. On the emotional side, it can be a rollercoaster ride with some great days and some awful. I try to keep it in perspective.
13) Working with diversity					✓	This has been an area of interest for me. I have investigated and helped others to implement approaches to cater for diversity such as differentiated instruction and universal design for learning.
14) Evidence informed practice				✓		Well, I had better be doing this or I can't call myself an educational developer! :) During my time as a consultant, it was vital to back up everything with evidence from research, so that got me into the habit.
15) Disseminating good practice				✓		This has been improving for me as I have been managing a blog which is a platform for presentation of case studies and project reports. Now gaining confidence...
16) Accessing/providing sources of educational development materials			✓			I do recommend such sources but, perhaps because there are so many good resources out there, I sometimes feel like I should be aware of more.