E | ENTERPRISES
University of Pretoria

Workplace Skills Audit

Change is the norm throughout all facets of the modern world, and a workforce that possesses the requisite skills and know-how is essential for proactively preparing for a change in the future as well as the optimal functioning and success of any organisation. To gauge the skills currently within an organisation and future skills that will be required, organisations must evaluate staff and generate a skills index.

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Enterprises University of Pretoria (Pty) Ltd (Enterprises UP) has leading-edge insights and a technology platform to facilitate a timeous and comprehensive Workplace Skills Assessment that can address and support your strategic priorities and unique challenges.

The ultimate objective of a skills assessment is to bring about targeted training interventions. This is achieved by determining the current skills of the employees and comparing them with the envisaged competency framework as derived from the current and future skills needed by the organisation. Such an analysis identifies the skills gaps that may be addressed through various skills development initiatives such as formal training, on-the-job training, internal training, and mentoring and coaching.

Talent-driven innovation is the number-one determinant of competitive advantage

Current skills > **Skills gaps** < **Envisaged competency framework**

**Formal training
Internal training
Mentoring and coaching**

There are primarily two types of Skills Indexing methodologies available: the 180 degree and the 360 degree methodology. The most suitable approach depends on the size and complexity of an organisation as well as the available timeframe wherein such an exercise must be completed.

180 DEGREE SKILLS INDEX

- The employee assessing him/herself, and
- The employee's direct manager assessing his/her subordinates.

It is essential to include the employee's direct line manager or supervisor as this provides for a more holistic and balanced viewpoint beyond just the employees' interpretation of his/her perception of his/her abilities. Accuracy is also improved when the direct manager or supervisor becomes part of the exercise.

360 DEGREE SKILLS INDEX

- The employee assessing him/herself
- The employee's direct manager assessing his/her subordinates
- The employee's colleagues and subordinates (if applicable) assessing him/her.

The inclusion of additional people in the rating process provides a more balanced view of the employee's skills level. It should be noted that the employee's self-rating and the manager's rating of the employee will always carry a higher weight than the rating of colleagues/subordinates.

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THE KEY OUTCOMES

Targeted training that addresses organisational needs

Increased return on investment from a training and productivity viewpoint

Employees becoming involved in their development, creating a learning culture of excellence and continuous improvement

Establishing the information required to complete Workplace Skills Plans

An online platform providing easy access to data and analytics

Our technology platform can be customised to meet the unique needs of your organisation and is combined with a fieldwork approach to ensure that diverse job categories and skill levels can be accommodated.

The costing for a Skills Indexing project is dependent on several variables, more specifically the number of employees involved, timeframe for completion, type of methodology to be used as well as whether a competency framework is already in place or needs to be developed at the onset of the project.

Why partner with us?

- Customised, innovative and real-world relevant research and advisory services driven by scientific evidence.
- Access to comprehensive knowledge resources from the University of Pretoria.
- Personalised services to achieve unique business and professional development goals.
- Innovative solutions for targeted training and business decisions support insights.
- An extensive international footprint spanning six continents.
- Leading domestic and international industry experts and thought leaders.

For more information, contact us today.

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