

INDUSTRY MENTORSHIP: MENTEE SKILLS & STRENGTHS AUDIT

Mentee Name:

Mentor Name:

Date:

Step 1: Core Skills Self-Assessment

Rate your current confidence level for each skill area on a scale of 1 to 5 (1 = Needs Development, 5 = Highly Confident). Use your scores to pinpoint where you need the most support from your mentor.

Skill Area	Rating (1–5)	What does this skill look like in practice?
1. Communication & Presentation		Explaining design ideas clearly, public speaking, and active listening.
Key Focus / Notes		
2. Creative & Technical Skills		Hand sketching, model making, architectural software, or spatial planning.
Key Focus / Notes		
3. Industry & Career Awareness		Understanding roles within the built environment, routes into the sector, and professional pathways.
Key Focus / Notes		

Skill Area	Rating (1–5)	What does this skill look like in practice?
4. Academic & Portfolio Preparation		Structuring a CV, curating work for a portfolio, or preparing university/apprenticeship applications.
Key Focus / Notes		
5. Professionalism & Networking		Reaching out to professionals, workplace etiquette, and asking constructive questions.
Key Focus / Notes		

Step 2: Strengths & Development Needs Analysis

Reflect on your ratings above to complete the analysis below:

Top 3 Core Strengths:

What skills or qualities do you feel most comfortable using right now?

1.

2.

3.

Top 3 Priority Growth Areas:

Which two areas from Step 1 do you want to develop most during this programme?

1.

2.

3.