

# Capture and promote your skills

SkillsProfile allows you to easily build and maintain an independently verified online record of your skills, qualifications and achievements.

Leading UK employers, with the support of the Government and training providers, are rolling out SkillsProfile schemes across the UK. Designed to help you unleash your true potential, your SkillsProfile not only captures your achievements but it also promotes your progress to your line manager and shows your commitment to your career and personal development.

Your SkillsProfile is your passport to success!

**skillsprofile** Sign out My Account Help

Dashboard My SkillsProfile My Personal Development My Organisations

**Trevor Rushman**  
 ID: 3220 D.O.B: 07/10/1978  
 ID Verified by: Unverified Linked to: PurplePassport Ltd  
 Job Title: Sports Coach Department: Sports Hall Division: Training

powered by **iProfile**

**Skills & attainments**

**Key Employability Skills**

Skill Name	Grade	Hours	Achieved	Status	By	Awarded by
CIEH Foundation Certificate in Food Hygiene	Pass	120	01/01/2008	Verified	Skills Active Demo	National Institute of Food Hygiene
Basic Coaching Swimming Course Level 1	Pass	120	01/01/2008	Unverified		St. Johns Swimming Club
NVQ/SVQ in Housekeeping NQF Level 2 SQF Level 5	Pass	120	01/01/2008	Verified	Purple Passport Ltd	CSBA

**General Skills**

Skill Name	Grade	Hours	Achieved	Status	By	Awarded by
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Basic Coaching Swimming Course Level 1	Pass	120	01/01/2008	Unverified		St. Johns Swimming Club
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[Add skill](#)

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## More credible than a CV:

- Endorsed by leading employers
- Skills and qualifications independently verified
- Easy to build
- Effortless to share
- You retain control
- Simple to update
- Latest version visible
- Always accessible
- Impossible to lose
- Transferrable between different employers

## Important: Keep a record of your skills and achievements

In a recent report, 60% of people failed to recall work achievements more than 18 months old, showing how easily they are forgotten, and 73% of employers were shown to reject candidates for interview due to a lack of specific achievements on their CV.

Your SkillsProfile allows you to capture your achievements as you go, ensuring you never forget them at your next appraisal or job interview.

\* Research taken from "Underselling in CVs", 2008 report based on interviews with 1,000 jobseekers and 200 employers.

"The development planner is great! It's helped me stay on track with achieving both my career and personal goals!"

## Record your skills and achievements

Keep an up-to-date record of your skills, qualifications and achievements in a format that is transferrable between employers.

## Get your skills independently verified

You can request for your skills, qualifications, training and references to be verified by an independent verifier, making your SkillsProfile more credible than a CV.

### General Skills

#### CIEH Foundation Certificate in Food Hygiene

Grade: Pass Hours: 120 Achieved: 01/01/2008 Verified 01/01/2008 by: Skills Active Demo Awarded by: National Institute of Food Hygiene

[Show details](#) [Edit](#)

#### Basic Coaching Swimming Course Level 1

Grade: Pass Hours: 120 Achieved: 01/01/2008 Unverified Awarded by: St. Johns Swimming Club

[Show details](#) [Edit](#)

## Convert your SkillsProfile into a CV

At the click of a button you can convert your SkillsProfile into an iProfile – the dynamic online CV that is rapidly replacing the traditional CV.

### Online and CV details

These details will be shown in your SkillsProfile

Date of Birth  show  hide

Address  show  hide

Photograph  show  hide

Linked to  show  hide

## Prove your continual personal development

You can prove that you are investing in your personal development by scheduling training and then getting an accredited provider to verify it on completion.

### View Scheduled CPD

Select job role:

Scheduled CPD	Units	Date	
CPC training	7	12/12/2008	Overdue
Flight basics	1	11/11/2009	Due
Crash landing	1	11/11/2009	Completed

## Share your Skills Profile

You can share your SkillsProfile with future and existing employers to highlight your practical abilities as well as formal qualifications.

### My Organisations

Link to an organisation

Unlink to an organisation

Nearest registered verifier

Training resource centre

Introduce an organisation

## Plan your career and personal goals

Use the personal development planner to plot your career path and then set up alerts to help you meet your goals.

### Edit Goal

Description:

Target Date:

*“ It’s great to have an up-to-date CV at my fingertips.”*