Skills Audit

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**Please tick the work abilities that you have and are currently able to perform.**

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| **Construction & Labouring**  ❑ Use of power tools and chainsaws  ❑ Trades assistant  ❑ Labouring  ❑ Concrete finisher  ❑ Formwork  ❑ Concrete edging and paving  ❑ Builders labourer  ❑ Knowledge of the building trade  ❑ Knowledge of the plumbing industry  ❑ Brickies labourer  ❑ Carpentry skills  ❑ Paving  ❑ Construction site  ❑ Scaffolder  ❑ Dogger  ❑ Scrubbers  ❑ Jackhammer | ❑ Rigger  ❑ Assembly  ❑ Factory hand  ❑ Roofing / plumbing repairs  ❑ Trench digging  ❑ Subdivisional work  ❑ Screed hand  ❑ Steel fixing  ❑ Crane chaser  ❑ Reading plans  ❑ Carpet cleaning  ❑ Work to levels  ❑ Pumps  ❑ Industrial and domestic pump repairs  ❑ Knowledge of paints  ❑ Sand blasting  ❑ Polishers  ❑ Sawmill hand |
| **Trades**  ❑ TQ Builder  ❑ TQ Painter and decorator  ❑ TQ Plasterer  ❑ TQ Mechanic  ❑ TQ Carpenter | ❑ TQ Electrician  ❑ Qualified Chef  ❑ Cabinet making  ❑ Electrical licence  ❑ Fitting and machining  ❑ Auto electrical work  ❑ TQ Plumber |
| **Machine Operators and Licences**  ❑ Drivers licence – Auto  ❑ Licences - C Class  ❑ Licences — LR class  ❑ Licences — HR class  ❑ Licences — MC class  ❑ Licences — MR class  ❑ Licences — UD class  ❑ Licences — R class  ❑ Tractor operation  ❑ Loader operation  ❑ Scraper operation  ❑ Excavator operation | ❑ Dozer operation  ❑ Pilot vehicle  ❑ Final trim grader operation  ❑ Crane operation  ❑ Backhoe operation  ❑ Roller operation  ❑ Bobcat operation  ❑ Elevating platform operation  ❑ Grader operation  ❑ Boat licence  ❑ CFC licence  ❑ Truck driving |
| **Transport & Logistics/ Mechanical**  ❑ Refrigerated truck  ❑ Taxi driving  ❑ Interstate haulage  ❑ B Double experience  ❑ Livestock transportation  ❑ Forklift operation  ❑ Bus driving  ❑ Road rangers gears  ❑ Dangerous goods ticket  ❑ Front end experience  ❑ Automatic transmission  ❑ Car accessory fitting  ❑ Diesel engine experience  ❑ Operation of machinery | ❑ Picking and packing  ❑ Purchasing  ❑ Stocktake  ❑ Process work  ❑ Computerised stock control  ❑ Freight inwards and outwards  ❑ Goods receipt and dispatch  ❑ Ordering & restocking  ❑ Obtaining best price  ❑ Liaison with freight companies/clients  ❑ Loading and unloading trucks  ❑ Deliver / courier driving  ❑Tying and strapping  ❑ Traffic controllers ticket  ❑ 2-way radio experience |
| **Mechanical & Vehicle repairs**  ❑ Hydraulic controls  ❑ Hydraulic valves  ❑ Hydraulic bench work  ❑ Hydraulic actuators  ❑ Brake repair  ❑ Petrol engine experience  ❑ Engine reconditioning  ❑ Knowledge of mechanics  ❑ Tyre fitting  ❑ Diesel engine experience  ❑ EFI  ❑ Small engine experience  ❑ Steering system knowledge  ❑ General hose repairs  ❑ After market spares  ❑ Heavy equipment spares | ❑ Electrical spare parts  ❑ Radiator repairs  ❑ Lawn mowers  ❑ Tuning  ❑ Vehicle parts and accessories knowledge  ❑ Motor cycle experience  ❑ Rust repairs  ❑ Spray painting  ❑ Wheel alignment  ❑ Windscreen repair and fitting  ❑ Muffler fitting  ❑ Exhaust system  ❑ Automotive spares  ❑ Welding spare parts  ❑ Panel beating  ❑ Car detailing  ❑ Knowledge of paints |
| **Farming and Field Work**  ❑ Grounds person / lawns and gardens  ❑ Experienced handyperson / yard person  ❑ Nursery hand  ❑ Slasher operation  ❑ Knowledge of fertilisers and usage  ❑ Knowledge of irrigation systems and repair | ❑ Farmhand  ❑ Knowledge of insecticides and sprays  ❑ Fencing and yard building  ❑ Fruit and vegetable  ❑ Brush cutter operation  ❑ Poly vac  ❑ Knowledge of agricultural/horticultural practices |
| **Manufacturing and Mining**  ❑ Sheet metal fabrication  ❑ Scaffolder  ❑ Dogger  ❑ Pipe laying  ❑ Welding — general  ❑ Oxy welding  ❑ Pressure welding  ❑ X-ray welding  ❑ Underwater welding  ❑ Mig. Welding | ❑ Tig welding  ❑ Stainless steel welding  ❑ General workshop duties  ❑ Thermit welding  ❑ Metal lathe  ❑ Metal press operation  ❑ Grinders  ❑ Bending press  ❑ Electric welding  ❑ Welding — downhand |
| **Hospitality skills**  ❑ Food Hygiene  ❑ Food handling & prep  ❑ Service/waiter/waitress  ❑ RSA  ❑ OH&S  ❑ Cleaning  ❑ Qualified cook  ❑ Bed making and house keeping skills  ❑ Sweeping, mopping, vacuuming, cleaning  ❑ Hotel / motel reception  ❑ Tour bus operator  ❑ Prepared to work on islands  ❑ Reservations  ❑ Pool maintenance  ❑ Pool attendant  ❑ Janitor  ❑ Chemical handling  ❑ Cleaning — industrial  ❑ Cleaning — hospital | ❑ Kitchenhand  ❑ Able to work under pressure in a noisy and crowded environment  ❑ Room servicing and supplies  ❑ Security procedures  ❑ Changing linen  ❑ Function coordination  ❑ Stock display  ❑ Stock ordering  ❑ Poker machine licence  ❑ Customer service/cash/EFTPOS  ❑ Hotel management  ❑ Public relations  ❑ Tour desk operator  ❑ Motel cleaning  ❑ Public area cleaning  ❑ Cleaning — commercial  ❑ Cleaning — domestic  ❑ Security officer  ❑ Crowd control |
| **Customer Service/ Sales skills**  ❑ Customer service  ❑ Cash handling/card/EFTPOS/checkout  ❑ Ordering stock  ❑ Pricing  ❑ Stock display/ merchandising  ❑ Customer complaints/ Liaison  ❑ Cold canvassing sales  ❑ Direct selling  ❑ Market research  ❑ Real Estate experience/ knowledge  ❑ Close and open store  ❑ Networking  ❑ Service station attendant / driveway attendant  ❑ Stocktake | ❑ Telephone answering/ Admin duties  ❑ Computer knowledge/ Admin duties  ❑ Phone sales  ❑ Door to door sales  ❑ Car sales  ❑ Spare parts knowledge  ❑ Mechanical knowledge  ❑ Fashion knowledge  ❑ Console operation  ❑ Audio, TV and video technician  ❑ Appliance repairs  ❑ Cleaning  ❑ Lotto machine  ❑ Help desk experience |
| **Administration/clerical skills**  ❑ Accurate typing (keyboard skills)  ❑ Switchboard operation  ❑ Knowledge of printing/fax/photocopier  ❑ Stock management/ ordering of supplies  ❑ Financial reports and balance  ❑ Banking  ❑ Budget preparation and submission  ❑ Accounts receivable and payable  ❑ Responding to enquiries  ❑ EFTPOS  ❑ Computer literate - Microsoft  ❑ Microsoft Excel  ❑ Mainframe database  ❑ Outlook Express  ❑ Microsoft Works  ❑ Windows Explorer  ❑ Shorthand  ❑ Graphic design  ❑ Report writing  ❑ Quickbooks  ❑ Reception  ❑ Medical terminology  ❑ Desktop publishing | ❑ Proposals  ❑ Web site design  ❑ Operating systems  ❑ Database maintenance  ❑ Experienced in different formats of letter writing  ❑ Daily balance and reconciliation  ❑ Time sheets  ❑ Payroll  ❑ Preparation and dispatch of correspondence  ❑ Invoicing, typing and mailing accounts  ❑ Petty cash  ❑ Microsoft Word  ❑ Microsoft Project  ❑ Microsoft PowerPoint  ❑ Microsoft Outlook  ❑ Microsoft Publisher  ❑ Windows  ❑ Internet Explorer  ❑ Medical typing  ❑ MYOB  ❑ Project work  ❑ Supervision  ❑ Research and development |
| **Supervision/management/training skills**  ❑ Staff training and development  ❑ Management committee  ❑ Staff rosters  ❑ Responsible for the quality control and presentation  ❑ Monitoring staff movements  ❑ Familiarity with techniques of modern management and organisation  ❑ Training  ❑ Lecturing  ❑ Multilingual  ❑ Continuous improvement experience | ❑ Advertising and hiring staff  ❑ Staff supervision  ❑ Excellent staff / management relations  ❑ Delegation of duties to staff  ❑ Knowledge of psychology of management  ❑ Conducting seminars and workshops  ❑ Planning agendas  ❑ Formulation planning and implementation of projects  ❑ Formulation and management of training  ❑ Foreperson  ❑ Supervision |
| **Other**  ❑ Horse riding  ❑ Weapons handling  ❑ Taxation experience  ❑ Quality assurance experience  ❑ Aged care work  ❑ Support worker  ❑ Nursing assistant  ❑ Wards person | ❑ Welfare worker  ❑ Vegetable and fruit packing  ❑ Electronics knowledge  ❑ Baby sitting  ❑ Youth worker  ❑ First air certificate  ❑ Project work |