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 |