



## Skills recognition and training

## Skills Stocktake Activity

Think about the skills or knowledge you have gained in your current role and through other work-related activities (e.g. previous jobs, active participation in social clubs etc), your hobbies and leisure activities (e.g. volunteering or sport) and home-based skills (e.g. organisational skills and managing a budget). Use the checklists below to help you develop some ideas. Tick the boxes of the skills you have and write down other skills and achievements.

<b>Position title, duties and responsibilities</b>			
<b>Qualifications and training</b>	Licences and tickets I hold:	My formal qualifications (e.g. school attainment, certificates or degrees):	On-the-job training I have done:
<b>Job specific and technical skills</b>	<input type="checkbox"/> I have technical skills (e.g. operating computers, machinery or other equipment) <input type="checkbox"/> I have practical or 'doing' skills (e.g. being good with your hands, machines or tools) <input type="checkbox"/> I can implement/follow environmentally sustainable work practices (e.g. workplace waste reduction) <input type="checkbox"/> I can follow Occupational Health and Safety (OHS) procedures <input type="checkbox"/> I can implement and follow quality assurance procedures <input type="checkbox"/> I can maintain tools, equipment and machinery <input type="checkbox"/> I can supervise and/or manage staff		Technical and practical skills I have:
<b>Generic work (employability) skills</b>	<input type="checkbox"/> I know how to participate in and/or manage a team <input type="checkbox"/> I can communicate effectively in the workplace (verbal? written?) <input type="checkbox"/> I can learn in the workplace and make changes to the way I work as a result of this learning <input type="checkbox"/> I can manage myself in the workplace (e.g. I am reliable, courteous, follow instructions and can use my initiative) <input type="checkbox"/> I can solve problems in the workplace <input type="checkbox"/> I can use technology in the workplace <input type="checkbox"/> I can plan and organise in the workplace, meet deadlines and turn up on time		Other generic work (employability) skills I have:
<b>My achievements</b>			