

SCHOOL NAME: _____

YEAR LEVEL: _____

BUSINESS SERVICES - SKILLS AUDIT

This audit is to be completed by the student's classroom teacher and indicates the level of skills and experience the student/s may have demonstrated in the course to date.

SKILLS	NOT YET ATTEMPTED	STARTING TO DEVELOP	BECOMING COMPETENT
• Communication			
- Oral			
- Written			
- Numeracy eg. petty cash			
• Operate office equipment			
- Telephone			
- Computer			
- Photocopier			
- Facsimile			
- Other			
• Handle mail			
• Record keeping			
• Teamwork			
• Other:			

Completed relevant HSC VET course OH&S units

Satisfactorily participated in work readiness preparation for work placement

Teacher's Name: _____ Date: _____

Teacher's Signature: _____