

SCHOOL NAME: _____

YEAR LEVEL: _____

INFORMATION TECHNOLOGY - 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
• Using a word processing software package			
• Using a spreadsheet software package			
• Database			
• Design a web page			
• Integrate software packages			
• Design a PowerPoint presentation			
• Install software			
• Connect local hardware devices			
• Maintain equipment			
• Carry out file maintenance			
• Using email			
• Internet eg using search engines, locating resources			
• Identify and replace computer components eg RAM, HDD, Video Cards etc.			
• 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: _____