

**SCHOOL NAME:** \_\_\_\_\_

**YEAR LEVEL:** \_\_\_\_\_

## RETAIL - 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			
- Numerical			
• Operate retail equipment			
- Point-of-sale terminal			
- Calculators			
- Pricing & gun equipment for lifting and moving merchandise			
- Scanners/EFTPOS			
- Security equipment			
• Customer service skills			
• Perform stock control and procedures			
• Perform routine housekeeping duties			

Completed relevant HSC VET course OH&S units

Satisfactorily participated in work readiness preparation for work placement

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_