

SCHOOL NAME: _____

YEAR LEVEL: _____

TOURISM - 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
- Industry knowledge			
- Communicate effectively with colleagues and customers			
- Work in a socially diverse environment			
- Telephone skills			
- Office procedures			
- Financial transactions			
- Local knowledge			
- Destination knowledge			
- Product knowledge			
- Provide on-site information and assistance			

Completed relevant HSC VET course OH&S units

Satisfactorily participated in work readiness preparation for work placement

Teacher's Name: _____ Date: _____

Teacher's Signature: _____