

SKILLS SCAN FORM

Your company are offering staff the opportunity to undertake accredited training programmes as part of their investment in continuous improvement, which also supports supply chain customer requirements.

To ensure we deliver the most appropriate training programme to meet the company's needs it is important that we are aware of your previous qualifications, job role and identified skills needs. As part of this process we would be grateful if you could help us by completing and returning this form to Personnel asap.

FIRST NAMES	_____	SURNAME	_____
DATE OF BIRTH	____/____/____	N.I. NUMBER	_____
NATIONALITY	_____	TIME IN THE UK	_____
HOME ADDRESS	_____		
JOB DEPARTMENT	_____		
YOUR JOB TITLE	_____		



NATIONALLY ACCREDITED QUALIFICATIONS ACHIEVED:

Please tick box

<input type="checkbox"/>	No qualifications (nationally accredited)
<input type="checkbox"/>	Less than 4 GCSEs
<input type="checkbox"/>	Up to 4 GCSEs and over (A-C grades, or an NVQ Level 2).
<input type="checkbox"/>	5 or more GCSEs or an NVQ Level 2 or equivalent
<input type="checkbox"/>	A Levels, NVQ L3 or equivalent
<input type="checkbox"/>	Degree Level, HND, HNC, NVQ L4
<input type="checkbox"/>	Post Graduate Level, NVQ L5 or above

VOCATIONAL TRAINING COURSES UNDERTAKEN

Please tick box to indicate what training you have previously completed (and the level) and for which you have a certificate.

Achieved	Programme Title	NVQ	Apprenticeship	LEVEL
<input type="checkbox"/>	Business Improvement Techniques			
<input type="checkbox"/>	Performing Manufacturing Operations			
<input type="checkbox"/>	Team Leading			
<input type="checkbox"/>	Management			
<input type="checkbox"/>	Customer Service			
<input type="checkbox"/>	Business Administration			
<input type="checkbox"/>	Warehousing & Storage			
<input type="checkbox"/>	Other (Please Specify)			