CONSTRUCTING EXCELLENCE

Skills Summary – Administrator

Key

Trained T
Needs training N
Not applicable X

Company/project name

Date

Surname and initials	Occupation	NVQ1 / SVQ1	NVQ2 / SVQ2	NVQ3 / SVQ3	Word processing	Audio typing	Typing	Shorthand	Reception training	Telephone techniques	One-day first aid course	Four-day first aid course	NC	ND	HNC	HND	Degree	Other	Comments