

# Standard Skills Test List

Below is a summary list of the standard skills tests that are available as at 1<sup>st</sup> February, 2014. Please note that up to four tests can be combined into one test and fully customised tests can be developed to satisfy your particular needs.

## GENERAL TESTS

### Abilities and Aptitudes

- Attention to Detail
- Email Etiquette
- Logical Thinking
- Office Filing
- Technical Writing Skills
- Numerical Reasoning
- Data Checking
- Spatial Reasoning
- Verbal Reasoning
- Attitudes (Empathy)
- Training Skills

### Language and Communication

- Business Communication
- English Language
- English Proofreading
- English Spelling and Vocabulary

### Management

- Leadership Skills
- Management Skills
- Project Management
- Time Management
- Interview Questions – Free Response
- Property Management

### Primary Work Skills

- Basic Arithmetic
- Basic Computer Knowledge for Windows
- IT Industry Acronyms
- Quantitative Analysis

### Typing & Data Entry

- 10-Key Data Entry
- Typing Business Text
- Typing Contact Data Entry
- Fill-in Form Typing
- General Typing
- General Typing (audio)
- Typing News Text

### Microsoft Office Software Simulations

- MS Office Word 2007 Simulation
- MS Office Excel 2007 Simulation
- MS Office Outlook 2007 Simulation

## Microsoft Office Software

- MS Office Excel (2000, 2003, 2007, 2010, XP, 2013)
- MS Office Powerpoint (2000, 2003, 2007, 2010, XP, 2013)
- MS Office Outlook (2000, 2003, 2007, 2010, XP, 2013)
- MS Office Word (2000, 2003, 2007, 2010, XP, 2013)
- MS Office Excel Functions (2003, 2010)
- MS Office 2003 VBA
- MS Office Visio (2003, 2007)
- MS Office 2007 One Note
- MS Office Project 2007
- MS Office Publisher 2007, 2010

## OCCUPATIONAL TESTS

### Call Centre

- Call Centre
- Customer Service
- Retail Call Centre
- Inbound Call Centre Simulation (US Vocals)
- Outbound Call Centre Simulation (US Vocals)

### Retail

- General Retail Knowledge
- Retail Marketing Skills
- Sales Clerk Skills
- Warehouse Pick and Pack Skills
- Warehousing Skills
- Web Merchant Skills

## NEW TESTS

### Recently Added

- MS Excel 2013
- MS Word 2013
- Civil Engineering Skills
- Basic Industrial Maths
- Oracle PL/SQL 11
- Adobe Photoshop CS6

### Tests Coming Soon

- Child Care
- Building Administration
- Internet Explorer 10
- Macintosh OS X 10.8 for General Use
- Adobe Dreamweaver CS6
- Adobe Flash Professional CS6
- Internet Explorer 10
- Mac OS X 10.8 for General Use
- IBM FileNet
- Design Patterns



# Standard Skills Test List

## Sales & Marketing

- Marketing Concepts
- Retail Maths
- Sales Concepts
- Salesforce.com CRM
- Search Engine Marketing
- Social Media Marketing
- Web Search Skills

## Hospitality Industry

- Event Planning Skills
- Food and Beverage Serving Skills
- Front Desk Skills
- Guide and Tour Operator Skills
- Room Service Management Skills

## Health

- Medical Transcription
- Nursing Skills
- First Aid
- Registered Nursing Skills
- Workplace Safety
- Environmental Health & Safety

## Engineering, Industrial and Design

- Basic Electronics
- Civil Engineering Skills
- Basic Industrial Maths
- Telecommunications
- AutoCAD for General Use
- Mechanical Engineering Skills
- Electrical Engineering Skills
- Units and Conversions Skills
- Forklift Skills

## Accounting and Financial

- Accounting and Bookkeeping Principles
- Accounting – Payroll
- Accounting – Accounts Receivable
- Accounting – Accounts Payable
- Bank Teller Skills
- Debt Collection
- Intuit QuickBooks Enterprise Solutions (2012)
- Intuit Quickbooks Pro (2004, 2006, 2008, 2010, 2011)
- MS Dynamics AX 2009 – Financials
- MS Dynamics GP 2010 – Financials
- MYOB AccountRight Plus 19
- NetSuite 12.1 - Financials
- Peachtree Complete Accounting (2003, 2005, 2009)

## INFORMATION TECHNOLOGY

### Application and Web Development

- Active Server Pages.NET, (2.0, 3.0, 3.5)
- Active X
- Adobe ColdFusion 8, 9
- Adobe Dreamweaver CS3
- Adobe Flash CS3 Prof – Mac
- Adobe Flash CS3 Prof – Win
- Adobe Flash CS5 Prof – Win
- Adobe Flex 4.0
- Ajax Frameworks & Programming
- Allaire ColdFusion 4.5
- Android 4.0 Programming
- Borland Delphi
- C, C#, C#4.0, C++
- Cascading Style Sheets 2.1, 3.0
- CGI
- CoBOL
- CORBA
- Extended JavaScript 3.0
- HP WinRunner 9.2
- HTML 4.01, 5.0
- IBM CICS
- Java 2 Enterprise Edition 1.4
- Java Enterprise Edition 5, 6
- Java 2 Standard Edition 1.5
- Java Frameworks Hibernate 4
- Java Frameworks Struts 2, Spring 2.5
- Java GUI
- Java Standard Edition 7
- Java Technologies: Hibernate, Spring and Struts
- Javascript (1.4, 1.8.5)
- Joomla 2.5
- JQuery 1.6.2
- Macromedia Authorware
- Macromedia Dreamweaver 4, 8
- Macromedia Flash 4, Flash Professional 8
- MS Dynamics CRM 2011 Development
- MS.NET Framework (1.1, 2.0, 3.5, 4.0)
- MS FrontPage 2000
- MS Sharepoint 2007, 2010 (Dev)
- MS Sharepoint Server 2010 for General Use
- MS Visual Basic (2005, 2010), 6
- MS Visual C++, 2010 Professional
- MS Visual Interdev
- MS Visual Source Safe
- MS Visual Studio 2005



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- MS Visual Studio Professional (2008, 2010)
- Objective C Programming
- OOP Concepts
- Perl 1.0, Perl 5 Version 14
- PHP 5
- Python 2.6
- Quality Assurance
- RubyOnRails 2.1
- Salesforce Summer '12 Administration
- Salesforce Spring '12 Development
- Search Engine Optimisation Fundamentals
- SOA Design & Development Knowledge
- Software Testing
- Sybase Powerbuilder
- Visual Basic Script, Visual Basic.NET
- VRML
- Web Analytics
- WebLogic Server 9.2
- Websphere Application Server 8.0
- Wordpress 3.4.2
- XHTML 1.0, XML

## Databases and Business Intelligence

- Crystal Reports 2008
- IBM DB2
- MS Office Access  
(2000, 2003, 2007, 2010, XP, 2013)
- MS Office Access SQL 2003
- MS SQL Server 2000 & 2012 - Administration
- MS SQL Server 2005
- MS SQL Server 2008 Programming
- MS SQL Server 7
- MS Visual FoxPro (6, 9)
- MySQL 4, 5.5
- Oracle Administration, 10g
- Oracle Developer
- Oracle SQL Developer Data Modeller 3.0
- Oracle PL/SQL, Oracle PL/SQL 11
- Relational Databases
- Seagate Crystal Reports 8.5

## Desktop Publishing Software

- Adobe Acrobat 9.0, Pro 10
- Adobe Fireworks CS3- Windows
- Adobe FrameMaker 8
- Adobe Illustrator 4.0
- Adobe Illustrator CS2 - Windows
- Adobe Illustrator CS3
- Adobe Illustrator CS5 - Windows

- Adobe InDesign CS2 - Windows
- Adobe InDesign CS3 - Windows
- Adobe PageMaker 4.0
- Adobe PageMaker 7.0 - Windows
- Adobe Photoshop 5.5 (Mac, Win)
- Adobe Photoshop CS2 - Windows
- Adobe Photoshop CS3 (Mac, Win)
- Adobe Photoshop CS5 Ext – Windows
- Adobe Photoshop CS6
- Corel Wordperfect 8.0
- QuarkXpress 4.0 (Mac, Win)

## Enterprise Resource Planning

- SAP R3 Basis

## Hardware and Networking

- LAN Switching & Wireless Fundamentals
- MS Exchange Server (2000, 2003, 2010)
- Networking Essentials
- OS-MVS – Job Control Language
- PC Hardware
- Routing Fundamentals
- TCP/IP
- VMware

## Lotus

- Lotus Notes Administration
- Lotus Notes for Users
- Lotus Notes 8.5

## Operating Systems & Internet Browsers

- Firefox 4
- Google Chrome 10
- Linux
- Macintosh OS x 10.6 for General Use
- MS Windows 2000 Professional, 2000 Server
- MS Windows 7, 98
- MS Windows NT 4 Administration
- MS Windows Server 2003, 2008
- MS Windows XP Basic Features
- MS Windows XP for General Use
- MS Windows 2000 Professional
- Solaris
- Sun Solaris System Administration
- System Administration for Windows & Mac OS
- Unix Administration
- Mac OS x 10.6 for General Use
- Oracle Solaris 11 Express Administration
- Windows 8
- Windows Internet Explorer 8
- Windows Vista

