

SkillCheck Assessments - including Behavioural & Cognitive

SOFTWARE SKILLS

Microsoft Office Titles – 65 tests

Word 2016 – Intermediate ***NEW**
Word 2013 – Beginner, Intermediate¹ & Advanced, **PLUS** Table Module
Word 2010 – Basic, Standard & Advanced
Word 2007 – Basic, Standard & Advanced
Excel 2016 – Beginner & Intermediate¹ ***NEW**
Excel 2013 – Beginner, Intermediate¹ & Advanced, **PLUS** Formula & Functions Model **PLUS** Pivot Module
Excel 2010 – Basic, Standard & Advanced
Excel 2007 – Basic, Standard & Advanced
PowerPoint 2016 – Intermediate¹ ***NEW**
PowerPoint 2013 – Beginner, Intermediate¹ & Advanced
PowerPoint 2010 – Basic, Standard & Advanced
PowerPoint 2007 – Basic, Standard & Advanced

Access 2013 – Beginner, Intermediate¹ & Advanced **PLUS** Table Module
Access 2010 – Basic, Standard & Advanced
Access 2007 – Basic, Standard & Advanced
Outlook 2016 – Intermediate¹ ***NEW**
Outlook 2013 – Intermediate¹
Outlook 2010 – Standard
Outlook 2007 – Standard
Windows 10 – Intermediate¹
Windows 8 – Intermediate¹
Windows 7 – Intermediate¹
Windows Vista – Standard
Internet Explorer 11 – Intermediate¹
Internet Explorer 10 – Intermediate¹
Internet Explorer 9 – Standard
Internet Explorer 8 – Standard
Internet Explorer 7 – Standard
Chrome 2014

Lotus & Peachtree Titles

Lotus Notes 8.5
Lotus Notes Admin
Lotus Notes End-User
Peachtree 9
Peachtree 8

Other Titles

MS Office Productivity Project 2007
QuickBooks 2010

Digital Literacy

Basic Computer Literacy
Digital Literacy 2014 – Computing
Digital Literacy 2014 – Essentials
Digital Literacy 2014 – Internet
Digital Literacy 2014 – Software Skills

¹ Microsoft “Standard” assessments were re-named “Intermediate” from versions 2013 forward. The Intermediate assessment continues to assess Beginner, Intermediate & Advanced levels of competency as the “Standard” assessments do.

CLERICAL & OFFICE SKILLS – 43 tests

AU Data Entry – Alphanumeric
NZ Data Entry – Alphanumeric
AU Typing Test – Banking & Finance, Medical, Technical
Typing Test – Standard, Accounting, Banking & Finance, Legal, Medical, Technical
Data Entry Test – Alphanumeric
Data Entry Test – Numeric
Data Entry Test – Accounting: Decimals
Data Entry – 10 key
Letter Setup – 4 formats
Proofreading – Error detection

Reading Comprehension – Basic, General, Industrial
Transcription – Business, Accounting, Legal, Medical
Shorthand (Audio) – Business, Accounting, Legal, Medical
Spelling – Business, General, Accounting, Geography (AU), Legal, Medical
Spelling (Audio) – Standard, Geography (US & Aust)
Grammar – Business & General
Vocabulary – Business, General, Accounting/Bookkeeping, Legal, Medical
Math – General, Accounting

Checking – Names, Numbers & Standard
Coding – Letters, Numbers & Standard
Filing – Names, Numbers & Standard (AU)
Basic Customer Service Skills
Telephone Message Taking – General & AU
Receptionist Skills
Secretarial Skills
Telephone Skills*
Basic Office Manager Skills

Innovations that Give You the Competitive Edge

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SPECIALIST SKILL TESTS

Accounting & Finance (20 tests) Including:

Accounting – Accountant (Aust)
Accounting – Bookkeeper Knowledge
Accounting – Accounts Payable (Aust)
Accounting – Accounts Receivable (Aust)
Accounting – Business Documents (Aust)
Accounting – Cost Accounting (Aust)
Accounting – Terminology (Aust)
Bank Teller – Money Handling
Bank Teller – Teller Knowledge

Food Services

Bar Manager/Bartender
 Food Safety
 General Knowledge
 Food Services Preparation
 Wait Staff
 Wine Terminology

Gaming

Blackjack
 Chip Counting

Retail Sales

Customer Service
 Employee Teamwork
 Inventory Coding & Sorting
 Learning Products
 Retail Math
 Retail Reading
 Sales and Promotion
 Store Security

CALL CENTRE SKILLS

Audio Data Entry
Customer Service Scenarios (Interactive Audio)
Sales Scenarios (Interactive Audio)
Call Centre - Coding
Call Centre – Data Analysis
Call Centre – Inbound & Outbound Sales
Call Centre – Service Skills
Call Centre – Sales*
Call Centre – Telephone Skills
Data Entry – Sales Leads & Sales Orders
Data Entry (Audio) - Standard
Postal Codes
Postal Codes – Audio
Spelling – Audio (Aust & US)
Spelling – Geography (Aust & US) (Audio)
Spelling – Int'l Geography (Audio)

MEDICAL OFFICE & KNOWLEDGE

Medical Secretary Test
Medical – Abbreviations
Medical – Cardiovascular
Medical – Dental
Medical – Endocrine
Medical – Gastrointestinal
Medical – Integumentary
Medical – Musculoskeletal
Medical – Neurological
Medical – Oncological
Medical – Ophthalmological
Medical – Otolaryngology
Medical – Paediatric
Medical – Psychiatric
Medical – Respiratory
Medical – Urogenital
Medical - Pharmacological

INDUSTRIAL

Safety – Fire/Personnel Standard (Aust)
Safety – Warehouse/Vehicles Standard (Aust)
Skills – Automotive
Skills – Basic Machine
Skills – Construction
Skills – Industrial Math
Skills – Woodworking

Light Industrial – Basic Math Skills
Light Industrial – Count and Stack
Light Industrial – Language Skills
Light Industrial - Pick and Pack
Light Industrial – Ruler – English Units
Light Industrial – Ruler – Metric Units
Light Industrial – Safety
Light Industrial – Shop Math
Light Industrial – Units and Conversion

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BEHAVIOURAL PROFILES

Customer Service Success
Customer Service Success + Sales
Customer Service Success + Turnover Risk
Employee Retention
Employee Risk
Global Competency
Guest Service
Healthcare Service – Clinical Roles
Healthcare Service – Support Roles
Industrial Success
Management Success
Management Success + Applied Reasoning
Professional Sales
Professional Sales + Applied Reasoning
Professional Success
Professional Success + Applied Reasoning
Workplace Success Profile

COGNITIVE ASSESSMENTS

Core Abilities
Management Success + Applied Reasoning (proctored)
Professional Sales + Applied Reasoning (proctored)
Professional Success + Applied Reasoning (proctored)
Workplace Reasoning

Testing Innovations that Give You the Competitive Edge

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