



EMPLOYMENT – SKILLS AUDIT QUESTIONNAIRE : PRINCE ALBERT MUNICIPAL AREA

1. PERSONAL INFORMATION:

Name and Surname	
Identification Number	
Gender	
Contact Number	
Alternative Contact Number	
E-mail Address	
Physical Address	
Town	

2. QUALIFICATIONS AND SKILLS

Highest Completed School Grade	
Highest Completed School Year	
School Name	
Highest Level of education completed	
Area of study (if any)	
Current Studies (if any)	
Work Experience	
Computer Literacy (please specify computer experience or proficiency)	



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3. OTHER

When Last Did You Take Any Drug?	
Driver's License	
Driver's License Code	

4. INTEREST (PLEASE INDICATE)

1	Administration (Office Work)	
2	Agriculture (Medical Plants)	
3	Agriculture (Olives)	
4	Agriculture (Vegetables)	
5	Construction (please select)	
	1. Residential Construction: Involves building private residences, such as single-family homes, multi-family building, and residential communities	
	2. Commercial Construction: Focuses on building structures for business purposes, like offices, retail stores, and shopping centres	
	3. Industrial Construction: Encompasses the creation of facilities for manufacturing, processing, and storing goods, including factories and warehouses	
	4. Institutional Construction: Builds public and communal facilities like schools, hospitals, and governmental building	
	5. Heavy Civil Construction (Infrastructure): Involves large-scale projects that form the foundation of public infrastructure, such as roads, bridges and dams	
	6. Mixed-Use Construction; Combine elements of different types, such as residential and commercial spaces, within a single complex	
6	Counter Sales (involve assisting customers at a physical counter to sell goods services)	
7	Courier Services	
8	Entrepreneurial (Medical Plants)	
9	Food Preparation	
10	Forklift Driver	
11	Crane Operator	
12	Fuel Attendant	
13	General Worker	
14	Heavy / Very Heavy Vehicle Driver	



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15	Hospitality (Guest Management)	
16	Human Resource Management	
17	Labour Relations	
18	Laborer	
19	Logistics (Warehouse Management)	
20	Machine Operator (Static)	
21	Machine Operator (Mobile)	
22	Machine Operator (Mobile)	
23	Manufacturing (please select)	
	1. Technical & Trades: Courses for specific trades like boiler making, carpentry, diesel fitting, and electrical work.	
	2. Management & Operations: Diplomas and advanced certificates in Supply Chain, Operations, and Production Management.	
	3. Engineering: Programs in Mechanical Engineering, Electrical Engineering, and related design fields.	
	4. Specialized Technologies: Courses covering modern manufacturing technologies like Smart Manufacturing, Additive Manufacturing, and computer-aided design (CAD).	
	5. Safety & Compliance: Short courses on Good Manufacturing Practices (GMP), risk management, and other safety regulations within the industry.	
24	Marketing	
25	Mechanic	
26	Mechanical (Diesel)	
27	Mechanical (Petrol)	
28	Medical Plant Logistics	
29	Medical Plan Packaging	
30	Medical Plant Processing	
31	Tire Fitment	
32	Vehicle Recovery	
33	Nature Conservation	
34	Hospitality	
35	Food Preparation	
36	Tourism (please select)	
	Vocational Training: Programs like the NC(V) at NQF Level 2-4 provide hands-on training for careers such as tourist receptionists, tour operators, and tourism information assistants.	
	National N Diploma: This qualification involves a significant practical component, requiring 18 months of in-service training to gain work experience after completing theoretical N4-N6 modules	



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	Certificates: Online and in-person certificate courses provide foundational and specialised skills for the tourism industry, with some options available for those without a Grade 12 certificate.	
	Specialized Training: Courses focus on specific areas like becoming a registered tourist guide, sustainable tourism practices, or developing tourism for local government.	
37	Home-Based Care	
38	Nursing	
39	Early Childhood Development	
40	Teaching (please select)	
	1. Foundation Phase Teacher (Grades R - 3)	
	2. Intermediate Phase Teacher (Grades 4 - 6)	
	3. Senior Phase Teacher (Grades 7 - 9)	
	4. Further Education and Training (FET) Teacher (Grades 10 – 12)	
41	Plumbing	
42	Electrician	
43	Security	
	1. Level 1 (Perimeter): Fences, boundary alarms	
	2. Level 2 (Inside Boundaries): Access control within a facility	
	3. Level 3 (Interior): Protection for specific rooms or assets	
44	Armed Response (please select)	
	1. Firearm Handling: Basic safety, tactical handling, marksmanship, and operation of a firearm.	
	2. Tactical Skills: Defensive and offensive driving, tactical firearm tactics, and advanced shooting skills.	
	3. Self-Defense: Techniques for protecting individuals and property.	
	4. Legal Aspects: Training on the legal framework surrounding the use of force and providing evidence in court.	
	5. Emergency Procedures: How to respond to emergencies, manage victims, and coordinate with law enforcement.	
	6. Situational Awareness: Developing the ability to recognize and assess threats in various scenarios.	
	7. Report Writing: Skills in documenting incidents and statements for legal purposes.	
45	Furniture Manufacturing	



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46	Renewable Energy	
47	Other (please specify)	



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To be completed by Participant:

I,

Hereby declare that the above information is truthful and complete.

Signature of Participant: _____

Date: _____

FOR OFFICIAL USE ONLY:

Form completed by: _____

Signature: _____

Date: _____

MUNICIPAL STAMP