

Thomas SKILLS Exercise Portfolio

Accountancy

	Time Taken	Unit Usage
Basic Book Keeping 01 Measures candidates' knowledge of Basic Book Keeping.	5 minutes	2 units
Basic Book Keeping 02 Measures candidates' knowledge of Basic Book Keeping.	30 minutes	2 units
Basic Book Keeping 03 Measures candidates' knowledge of Basic Book Keeping.	30 minutes	2 units
Cash Book and Petty Cash Measures candidates' knowledge and ability to keep a cash book and petty cash book.	5 minutes	2 units
Payroll Measures candidates' knowledge of Payroll.	5 minutes	2 units

Audio Typing – Using audio from PC

	Time Taken	Unit Usage
Legal Audio PC 100wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Legal terminology.	5 minutes	2 units
Legal Audio PC 90wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Legal terminology.	5 minutes	2 units
Legal Audio PC 80wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Legal terminology.	5 minutes	2 units

<p>Medical Audio PC 100wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Medical terminology.</p>	5 minutes	2 units
<p>Medical Audio PC 90wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Medical terminology.</p>	5 minutes	2 units
<p>Medical Audio PC 80wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Medical terminology.</p>	5 minutes	2 units
<p>Standard Audio PC Measures candidates' ability to key information as it is spoken through the headset. The audio is just a standard secretarial audio.</p>	5 minutes	2 units

Audio Typing – Using a tape machine (Tape not supplied)

	Time Taken	Unit Usage
<p>Legal Audio Tape 100wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Legal terminology.</p>	5 minutes	2 units
<p>Legal Audio Tape 90wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Legal terminology.</p>	5 minutes	2 units
<p>Legal Audio Tape 80wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Legal terminology.</p>	5 minutes	2 units
<p>Medical Audio Tape 100wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Medical terminology.</p>	5 minutes	2 units

<p>Medical Audio Tape 90wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Medical terminology.</p>	5 minutes	2 units
<p>Medical Audio Tape 80wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Medical terminology.</p>	5 minutes	2 units
<p>Standard Audio Tape Measures candidates' ability to key information as it is spoken through the headset. The audio is just a standard secretarial audio.</p>	5 minutes	2 units

Basic Skills

	Time Taken	Unit Usage
<p>Literacy Measures basic literacy skills including verbal reasoning, spelling and grammar.</p>	5 minutes	2 units
<p>Numeracy Measures basic mathematical skills.</p>	5 minutes	2 units
<p>Basic IT 01 Measures basic IT skills.</p>	5 minutes	2 units
<p>Basic IT 02 Measures basic IT skills.</p>	5 minutes	2 units
<p>Basic Windows 01 Measures basic knowledge of Microsoft Windows.</p>	5 minutes	2 units
<p>Basic Windows 02 Measures basic knowledge of Microsoft Windows.</p>	5 minutes	2 units
<p>Basic Word 01 Measures basic knowledge of Microsoft Word.</p>	5 minutes	2 units
<p>Basic Word 02 Measures basic knowledge of Microsoft Word.</p>	5 minutes	2 units
<p>Basic PowerPoint 01 Measures basic knowledge of Microsoft PowerPoint.</p>	5 minutes	2 units

Basic PowerPoint 02 Measures basic knowledge of Microsoft PowerPoint.	5 minutes	2 units
Basic Excel 01 Measures basic knowledge of Microsoft Excel.	5 minutes	2 units
Basic Excel 02 Measures basic knowledge of Microsoft Excel.	5 minutes	2 units
Basic Access 01 Measures basic knowledge of Microsoft Access.	5 minutes	2 units
Basic Access 02 Measures basic knowledge of Microsoft Access.	5 minutes	2 units
Basic Web & E-Mail 01 Measures basic knowledge of using the world wide web and an e-mail package such as Microsoft Outlook.	5 minutes	2 units
Basic Web & E-Mail 02 Measures basic knowledge of using the world wide web and an e-mail package such as Microsoft Outlook.	5 minutes	2 units

Call Centre

	Time Taken	Unit Usage
Financial Measures the ability to listen to information through a headset and then key in the name, address and financial data on the screen.	5 minutes	1 unit
Home Shopping Measures the ability to listen to information through a headset and then key in the name and address data on the screen.	5 minutes	1 unit
Retail Measures the ability to listen to information through a headset and then key in the name and address data on the screen.	5 minutes	1 unit
Travel Measures the ability to listen to information through a headset and then key in the name and address data on the screen.	5 minutes	1 unit
Insurance Measures the ability to listen to information through a headset and then key in the name, address insurance data on the screen.	5 minutes	1 unit

<p>French to English Measures the ability to listen to a simulated call in French and then to translate the data into English.</p>	5 minutes	1 unit
<p>German to English Measures the ability to listen to a simulated call in German and then to translate the data into English.</p>	5 minutes	1 unit
<p>Spanish to English Measures the ability to listen to a simulated call in Spanish and then to translate the data into English.</p>	5 minutes	1 unit
<p>Italian to English Measures the ability to listen to a simulated call in Italian and then to translate the data into English.</p>	5 minutes	1 unit
<p>Dutch to English Measures the ability to listen to a simulated call in Dutch and then to translate the data into English.</p>	5 minutes	1 unit
<p>Teamwork This assessment outlines different scenarios relating to teamwork issues. The answers are weighted.</p>	8 minutes	1 unit
<p>Call Handling This assessment outlines different scenarios relating to Call Handling issues. The answers are weighted.</p>	8 minutes	1 unit
<p>Complaining Customers This assessment outlines different scenarios relating to complaining customers issues. The answers are weighted.</p>	8 minutes	1 unit
<p>Phonetic Alphabet Assess knowledge of the Phonetic Alphabet.</p>	8 minutes	1 unit

Data Entry

	Time Taken	Unit Usage
<p>Alpha-Numeric Measures speed and accuracy at keying in both Alpha and Numeric data.</p>	5 minutes	2 units
<p>Numeric Measures speed and accuracy at keying in just Numeric data.</p>	5 minutes	2 units

TenKey Measures speed at keying columns of numbers into a simulated adding machine.	3 minutes	2 units
TenKey (No Decimal Places) Measures speed at keying columns of numbers into a simulated adding machine.	3 minutes	2 units

Driving

	Time Taken	Unit Usage
ADR Assesses knowledge of ADR.	35 minutes	1 unit
Category B Assesses knowledge of Category B.	35 minutes	1 unit
Category C Assesses knowledge of Category C.	35 minutes	1 unit
Category C1 Assesses knowledge of Category C1.	35 minutes	1 unit
Category CE Assesses knowledge of Category CE.	35 minutes	1 unit
Category D Assesses knowledge of Category D.	35 minutes	1 unit
Digital Tachograph Assesses knowledge of Digital Tachograph.	35 minutes	1 unit
Drivers Mates Assesses knowledge of Drivers Mates.	35 minutes	1 unit
Fork Lift Truck Assesses knowledge of Fork Lift Truck.	35 minutes	1 unit
Lorry Loader Assesses knowledge of Lorry Loader.	35 minutes	1 unit

E-Mail/Internet Address Typing

	Time Taken	Unit Usage
E-Mail Addresses Measures ability to listen to information through a headset and then key in the email address on the screen.	5 minutes	1 unit

Web Addresses Measures ability to listen to information through a headset and then key in the web address on the screen.	5 minutes	1 unit
Outlook 2003 Measures basic knowledge of Microsoft Outlook, mainly concentrating on the diary side of Outlook. This is not a fully interactive test.	5 minutes	1 unit

General Assessments

	Time Taken	Unit Usage
Aptitude (Fill in the blanks) Measures general skills including literacy, numeracy and visual comparisons.	15 minutes	1 unit
Numeric (Fill in the blanks) Measures speed at answering basic mathematical questions.	5 minutes	1 unit
Numeric (Multiple Choice) Measures speed at answering basic mathematical questions with a multiple choice answer.	5 minutes	1 unit
Synonyms (Multiple Choice) This assessment asks candidates' to determine the meaning of a word from a number of possible options.	5 minutes	1 unit
Clerical (Multiple Choice) Measures speed at answering basic literacy odd-one-out questions.	5 minutes	1 unit
Numeric Reasoning (Full) Measures numerical reasoning skills by providing information that requires you to interpret it and then apply appropriate logic to answer the question.	60 minutes	1 unit
Numeric Reasoning (Quick) Measures numerical reasoning skills by providing information that requires you to interpret it and then apply appropriate logic to answer the question.	10 minutes	1 unit

IT Testing

	Time Taken	Unit Usage
Windows 2000 Assesses knowledge of Windows 2000.	3 minutes	1 unit

Internet Fundamentals Assesses knowledge of Internet Fundamentals.	3 minutes	1 unit
ASP v3 Assesses knowledge of ASP v3.	3 minutes	1 unit
ASP .net Assesses knowledge of ASP .net.	3 minutes	1 unit
C# Assesses knowledge of C#.	3 minutes	1 unit
PC Support Help Desk Assesses knowledge of PC Support Help Desk.	3 minutes	1 unit
PC Tech Support Assesses knowledge of PC Tech Support.	3 minutes	1 unit
PHP Assesses knowledge of PHP.	5 minutes	1 unit
SQL Assesses knowledge of SQL.	5 minutes	1 unit
XML Assesses knowledge of XML.	5 minutes	1 unit
C++ Assesses knowledge of C++.	5 minutes	1 unit
Visual C++ Assesses knowledge of Visual C++.	5 minutes	1 unit

Lotus Notes Assessments

	Time Taken	Unit Usage
Lotus Notes Basic This is an interactive assessment in a simulation of Lotus Notes 6.5. There is the ability to use all shortcut methods that you can use in Lotus Notes.	10 minutes	1 unit
Lotus Notes Intermediate This is an interactive assessment in a simulation of Lotus Notes 6.5. There is the ability to use all shortcut methods that you can use in Lotus Notes.	10 minutes	1 unit
Lotus Notes Advanced This is an interactive assessment in a simulation of Lotus Notes 6.5. There is the ability to use all shortcut methods that you can use in Lotus Notes.	10 minutes	1 unit

Microsoft Office 2000 Assessments

<p>Word (Basic)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2000. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	2 units
<p>Word (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2000. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	2 units
<p>Word (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2000. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	2 units
<p>Excel (Basic)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2000. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	2 units
<p>Excel (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2000. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	2 units
<p>Excel (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2000. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	2 units
<p>PowerPoint (Basic)</p> <p>This is an interactive assessment in a simulation of Microsoft PowerPoint 2000. There is the ability to use all shortcut methods that you can use in PowerPoint.</p>	10 minutes	2 units
<p>PowerPoint (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft PowerPoint 2000. There is the ability to use all shortcut methods that you can use in PowerPoint.</p>	10 minutes	2 units
<p>PowerPoint (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft PowerPoint 2000. There is the ability to use all shortcut methods that you can use in PowerPoint.</p>	10 minutes	2 units
<p>Access (Basic)</p> <p>This is an interactive assessment in a simulation of Microsoft Access 2000. There is the ability to use all shortcut methods that you can use in Access.</p>	5 minutes	2 units

<p>Access (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft Access 2000. There is the ability to use all shortcut methods that you can use in Access.</p>	10 minutes	2 units
<p>Access (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft Access 2000. There is the ability to use all shortcut methods that you can use in Access.</p>	10 minutes	2 units

Microsoft Office 2003 Assessments

	Time Taken	Unit Usage
<p>Word (Basic) - Levels 1 and 2</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	3 units
<p>Word (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	3 units
<p>Word (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	3 units
<p>Excel (Basic) - Levels 1 and 2</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	3 units
<p>Excel (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	3 units
<p>Excel (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	3 units
<p>PowerPoint (Basic)</p> <p>This is an interactive assessment in a simulation of Microsoft PowerPoint 2003. There is the ability to use all shortcut methods that you can use in PowerPoint.</p>	10 minutes	3 units

<p>PowerPoint (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft PowerPoint 2003. There is the ability to use all shortcut methods that you can use in PowerPoint.</p>	10 minutes	3 units
<p>PowerPoint (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft PowerPoint 2003. There is the ability to use all shortcut methods that you can use in PowerPoint.</p>	10 minutes	3 units

Microsoft Office 2007 Assessments

	Time Taken	Unit Usage
<p>Word (Basic)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2007. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	3 units
<p>Word (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2007. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	3 units
<p>Word (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft Word 2007. There is the ability to use all shortcut methods that you can use in Word.</p>	10 minutes	3 units
<p>Excel (Basic)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2007. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	3 units
<p>Excel (Intermediate)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2007. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	3 units
<p>Excel (Advanced)</p> <p>This is an interactive assessment in a simulation of Microsoft Excel 2007. There is the ability to use all shortcut methods that you can use in Excel.</p>	10 minutes	3 units

Secretarial

	Time Taken	Unit Usage
<p>Advanced Copy Typing</p> <p>Measures the candidates' ability to enter data and lay it out accurately from an advanced script.</p>	5 minutes	2 units
<p>Basic Copy Typing</p> <p>Measures the candidates' ability to enter data and lay it out accurately from a basic script.</p>	5 minutes	2 units
<p>On Screen Basic Copy Typing</p> <p>Measures the candidates' ability to enter data and lay it out accurately from a basic script.</p>	5 minutes	2 units
<p>Letter Layout</p> <p>Measures the candidates' ability to enter data and layout a hand written script into a formal letter layout.</p>	30 minutes	2 units
<p>Tabulation</p> <p>Measures the candidates' ability to enter data and lay it out accurately from a columned script using the tab key between the columns.</p>	5 minutes	2 units

Shorthand

	Time Taken	Unit Usage
<p>Legal Shorthand 100wpm</p> <p>Measures ability to take shorthand notes from a legal piece of audio spoken at 100wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Legal Shorthand 90wpm</p> <p>Measures ability to take shorthand notes from a legal piece of audio spoken at 90wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Legal Shorthand 80wpm</p> <p>Measures ability to take shorthand notes from a legal piece of audio spoken at 80wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Medical Shorthand 100wpm</p> <p>Measures ability to take shorthand notes from a medical piece of audio spoken at 100wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units

<p>Medical Shorthand 90wpm</p> <p>Measures ability to take shorthand notes from a medical piece of audio spoken at 90wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Medical Shorthand 80wpm</p> <p>Measures ability to take shorthand notes from a medical piece of audio spoken at 80wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 120wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 120wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 110wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 110wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 100wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 100wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 90wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 90wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 80wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 80wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 70wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 70wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 60wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 60wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units
<p>Shorthand 50wpm</p> <p>Measures ability to take shorthand notes from a piece of audio spoken at 50wpm and then key in the information from your shorthand onto the screen.</p>	30 minutes	2 units

Spelling

	Time Taken	Unit Usage
Basic 01 Measures spelling ability and consists of ten basic words spoken through the headphones.	5 minutes	1 unit
Basic 02 Measures spelling ability and consists of ten basic words spoken through the headphones.	5 minutes	1 unit
Intermediate Measures spelling ability and consists of ten intermediate words spoken through the headphones.	5 minutes	1 unit
Advanced Measures spelling ability and consists of ten advanced words spoken through the headphones.	5 minutes	1 unit
Geographical Measures spelling ability and consists of fifty geographical place names in the UK spoken through the headphones.	5 minutes	1 unit
Legal Measures spelling ability and consists of ten legal words spoken through the headphones.	5 minutes	1 unit
Medical 01 Measures spelling ability and consists of ten medical words spoken through the headphones.	5 minutes	1 unit
Medical 02 Measures spelling ability and consists of ten medical words spoken through the headphones.	5 minutes	1 unit
Medical 03 Measures spelling ability and consists of ten medical words spoken through the headphones.	5 minutes	1 unit
Medical 04 Measures spelling ability and consists of ten medical words spoken through the headphones.	5 minutes	1 unit

Training Courses

Microsoft Office 2003	Word 2003	10 units
	Excel 2003	10 units
	PowerPoint 2003	10 units
	Access 2003	10 units
Microsoft Windows	Windows XP	10 units
Microsoft Outlook and Internet	Outlook Express and Internet	10 units
Computer Theory	Computer Theory	10 units
Easy Type	EasyType Numeric Training (3 Levels)	2 units per Level
Touch Typing	EasyType Qwerty Keyboard (29 Levels)	2 units per Level
Tutor	EasyType Single Case (26 Levels)	2 units per Level