



Specialist Skill Packages

These packages are available only as "composite" packages

Accounting Knowledge Pack – Professional **Plus** Edition (20 tests)

Accounting – Bookkeeper*	Accounting – QuickBooks 2003	Accounting – Forms & Journals*
Accounting – Accountant*	Accounting – QuickBooks 2005	Accounting – Inventory/Depreciation*
Accounting – Accounts Payable*	Accounting – QuickBooks 2006	Accounting – Terminology*
Accounting – Accounts Receivable*	Accounting – QuickBooks 2010	Accounting – Math Skills (Advanced)*
Accounting – Peachtree 8.0	Accounting – Business Documents*	Accounting – Math Skills (Standard)*
Accounting – Peachtree 9.0	Accounting – Cost Accounting*	Accounting – Math Skills (Basic)*
Accounting – QuickBooks 2001	Accounting – Financial Statements*	

Accounting/Bookkeeping Secretary Pack (Available singly)

Typing Test – Accounting*	Shorthand – Accounting (Audio)	Vocabulary – Accounting
Audio Transcription – Accounting	Spelling – Accounting	Read Response – Accounting (Audio)

Call Centre Pack – Professional **Plus** Edition* (17 tests) – **New Content**

Audio Data Entry – Call Centre	Call Centre – Customer Service Scenarios (Interactive Audio) New!	Postal Codes
Audio Data Entry – 5 minutes	Call Centre – Sales Scenarios (Interactive Audio) New!	Postal Codes – Audio
Call Centre – Coding*	Data Entry – Sales (Leads)*	Spelling – Audio
Call Centre – Customer Service*	Data Entry – Sales (Orders)*	Spelling – Geography*
Call Centre – Data Analysis*		Spelling – Int'l Geography (Audio)
Call Centre – Sales*		Spelling – US Geography (Audio)
Call Centre – Telephone Skills*		

Digital Literacy Pack – Professional **Plus** Edition*

Digital Literacy – Computing*	Internet Explorer 6.0 – Standard*
Digital Literacy – Internet*	Netscape Navigator 4.5 – Standard*
Digital Literacy – Software Skills*	Outlook 2002 – Standard*

Digital Literacy 2010, 2008, 2006

Digital Literacy 2010 – Computing	Digital Literacy 2008 – Computing	Digital Literacy 2006 – Computing
Digital Literacy 2010 – Internet	Digital Literacy 2008 – Internet	Digital Literacy 2006 – Internet
Digital Literacy 2010 – Software Skills	Digital Literacy 2008 – Software Skills	Digital Literacy 2006 – Software Skills

Excel 2002 Formulae & Functions Pack – Professional **Plus** Edition*

Function – Financial (15 questions)	Function – Statistical (20 questions)	Drawing Object – Insert
Function – Math & Trig (24 questions)	Function – Database (11 questions)	Sort – Columns
Function – Date & Time (13 questions)	Function – Text (24 questions)	Comment – Edit
Function – Logical (6 questions)	Function – Lookup & Reference (18 questions)	Discussion Comments – Create
Function – Information (15 questions)	Chart – Change Location	Help – Display Document
		Help – Browse

Food Service Skills – Professional **Plus** Edition*

Food Services – Sanitation*	Food Services – Preparation*	Food Services – Nutrition*
Food Services – General Knowledge*	Food Services – Waitstaff*	Food Services – Wine Terminology*
Food Services – Bar Manager/ Bartender*		

Additional test item bank may be used to customise tests. Full test customisation available by default. Adding TestMaker/ItemWriter title will enable users to create their own questions to supplement test item bank.

Industrial Skills Tests – Professional **Plus** Edition*

Light Industrial – Basic Math Skills*	Light Industrial – Forklift*
Light Industrial – Shop Math*	Light Industrial – Shipping & Receiving*
Light Industrial – Units & Conversion*	Light Industrial – Language Skills*
Light Industrial – Pick & Pack*	Light Industrial – Count & Stack*
Light Industrial – Ruler (English Units)*	Light Industrial – Ruler (Metric Units)*
Light Industrial – Safety (Multiple Choice)*	

Full test customisation available by default. Adding ItemWriter (extra cost) will enable users to create their own questions.

*User controlled test making available with this title

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Specialist Skill Packages

Behaviour Profiling – Identity Series (Not available singly)

Identity – Cognitive
Identity – Risk Free
Identity – Management
Identity – Productivity

Identity – Sales
Identity – Service
Identity – Supervision
Identity – Industrial

Identity – Workplace Skills
Identity – Workplace Personality
Identity – Health Care

Identity – Cognitive: Verbal Reasoning, Logical & Mathematical Reasoning

Test Description – Cognitive ability or general aptitude has consistently proven to be a valid predictor of performance and training success, across most, if not all, job functions.

SkillCheck's Identity-Cognitive test provides a general indication of a job candidate's abilities with problem solving, comprehension and communication. It is also a valid gauge of an individual's training potential. This test serves as a valuable tool for screening individuals based on cognitive abilities needed to be successful on the job.

Identity – HealthCare: Compassion/ Service, Patient Relations, Tolerance, Team Relations

Test Description – In the specialist healthcare industry, special qualities are required to meet the demands of inter-personal relationships in what is often a stressful and difficult situation. SkillCheck's Identity-HealthCare assessment assesses vital attributes to give an accurate profile of those best suited to the healthcare industry.

Identity – Risk Free: Trustworthiness, Rules Compliance, Drug Free Attitude, Non-Violent Attitude, Reliability, Candidness

Test Description – Workplace violence, substance abuse and theft result in substantial annual corporate financial losses, making sound hiring decisions a critical bottom-line issue. Fortunately, the degree of risk an individual brings to the workplace can be determined by measuring that person's attitudes and behavioural tendencies along five key dimensions including drug-free and non-violent attitudes, trustworthiness, reliability, and a willingness to follow the rules.

SkillCheck's Identity-Risk Free assessment reveals an individual's propensity to engage in inappropriate workplace behaviours while offering insights into specific behavioural tendencies. The test's built-in candidness scale also provides insight into how honestly the questions are being answered.

Identity – Sales: Ambition, Self-Confidence, Assertiveness, Stress Management, Helping Disposition, Reliability, Candidness

Test Description – Your bottom line depends on the ability of your salespeople to persuade customers and prospects to buy your product or service. And in today's competitive environment, sales ability is critical for a wide variety jobs, not just those with direct-sales responsibility.

SkillCheck's Identity-Sales assessment measures an individual's sales ability along six critical dimensions including Ambition, Self-Confidence, Assertiveness, Helping Disposition, Stress Management, and Reliability. The test also includes a built-in candidness scale to ensure that questions are being answered honestly.

Identity – Service: Helping Disposition, Team Player, Stress Management, Reliability, Candidness

Test Description – In today's highly competitive marketplace, most businesses are able to provide quality products at competitive prices. This makes excellent customer service a critical success factor in today's organizations. Your employees' service orientation and customer service skills can mean the difference between success and failure in your organization.

SkillCheck's Identity-Service assessment measures an individual's ability to engage in service-oriented behaviours. Covering skills and behavioural orientation in areas including Helping Disposition, Team Player, Stress Management and Reliability, the test also includes a built-in candidness scale to ensure that questions are being answered honestly. This assessment can be used for job screening, or as a selection tool or to determine where additional training may be needed.

Identity – Workplace Personality: Ambition, Assertiveness, Self-Confidence, Flexibility, Helping Disposition, Reliability, Team Player, Trustworthiness, Stress Management, Candidness

Test Description – Finding the right fit between people and jobs is essential for employee satisfaction and organizational productivity. If the job requires frequent contact with customers and co-workers in a service environment, a helping disposition and team-player attitude are critical. If the job is fast-paced with frequently changing roles, then flexibility is important.

SkillCheck's Identity-Workplace Personality assessment measures an individual's strengths and weakness on nine personality scales. The test can be used to select candidates, develop existing employees, or determine the managerial style that works best with an individual. The test also includes a built-in candidness scale to ensure that questions are being answered honestly.

Identity – Workplace Skills: Mathematical & Verbal Reasoning, Grammar Skills, Attention to Detail, Analysing Skills

Test Description – In today's fast-paced, dynamic work environment, employees must possess an array of basic skills that can be readily transferred from assignment to assignment. Employers who hire individuals with these skills and abilities will have the competitive advantage.

SkillCheck's Identity-Workplace Skills assessment measures an individual's competencies with the basic skills required for most jobs, from entry-level through supervisory positions. These include reasoning, language, observation and analysis, and basic math skills. This test can be used as a selection tool or to determine whether additional training is needed.

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Identity – Supervision: Helping Disposition, Problem Solving, Self-Confidence, Supervision, Candidness

Test Description – To be an effective supervisor and manager one has to have the following characteristics; the ability to motivate employees, the ability to relate well with employees, team building abilities and the ability and interest in maintaining high levels of employee satisfaction. The *Identity* Supervision Scale includes behavioural items that focus on these abilities and dispositions. This scale has proven to be a reliable and valid predictor of key job-related work behaviours essential for supervisory and management success. The test also includes a built-in candidness scale to ensure that questions are being answered honestly.

Identity – Management: Ambition, Assertiveness, Leadership, Problem Solving, Stress Management, Candidness

Test Description – To be an effective manager the following characteristics are desirable; the ability to be competitively driven, the ability to demonstrate patience and stress tolerance, the ability to be assertive and take control (when appropriate) in group situations, to coordinate and motivate teams, and the ability to engage and creatively solve mentally challenging tasks.

The *Identity* Management Scale includes behavioural items that focus on these abilities and includes a built-in candidness scale to ensure that questions are being answered honestly.

Identity – Productivity: Attendance, Reliability, Rules Compliance, Self-confidence, Candidness

Test Description – In the fast-paced and competitive work environment of the 21st century, employees need to perform at peak productivity.

The *Identity* Productivity scales are indicative the degree to which the person is likely to be dependable, stable and take responsibility for his/ her own actions including satisfactory attendance, dependability and conscientiousness, pride in work quality, compliance with established policies and procedures, and self-assurance to work within defined job parameters.

The test includes a built-in candidness scale to ensure that questions are being answered honestly.

Identity – Industrial: Assembly, Inspection, Light Industrial Math, Drug Free Attitude, Reliability, Trustworthiness, Candidness

Test Description – The ability of employees to meet the needs of the manufacturing, skilled and semi-skilled trades sectors requires skills, attributes and characteristics that meet a range of parameters.

The *Identity* Industrial Scale measures an individual's conceptual ability to complete assembly tasks, to detect manufacturing defects and to accurately complete industrial-related mathematical computations. An individual's attitude to substance abuse, reliability and trustworthiness are also measured. The test includes a built-in candidness scale to ensure that questions are being answered honestly.

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Lotus SmartSuite – Professional **Plus** Edition* (9 titles; 19 tests) (Available singly)

WordPro 97 – Standard*	Windows XP – Standard*	Windows 98 – Standard*
WordPro ME – Standard	Windows XP – Advanced*	Windows 98 – Advanced*
Lotus 1-2-3 97 – Standard*	Windows XP – Basic*	Windows 98 – Basic*
Lotus 1-2-3 97 – Advanced*	Windows 2000 – Standard*	Windows ME – Standard*
Lotus 1-2-3 97 – Basic*	Windows 2000 – Advanced*	Windows ME – Advanced*
Lotus ME – Standard	Windows 2000 – Basic*	Windows ME – Basic*
Lotus Freelance 97 – Standard		

Legal Secretary Pack (18 Separate Tests)* Test customisation available

Typing Test – Legal*	Legal - Commercial Law*
Audio Transcription – Legal	Legal - Criminal Law*
Shorthand – Legal (Audio)	Legal – Documents*
Spelling – Legal	Legal - General Law*
Vocabulary – Legal	Legal - Labour Law*
Shorthand Read Response – Legal (Audio)	Legal – Litigation*
DeltaView 2.81 – Advanced Admin	Legal - Medical Law*
DeltaView 2.81 – Express	Legal - Property Law*
	Legal – Research*
	Legal – Terminology*

Medical Secretary Pack (Available singly)

Typing Test – Medical*	Shorthand – Medical (Audio)	Vocabulary – Medical
Audio Transcription – Medical	Spelling – Medical	Shorthand Read Response – Medical (Audio)

Medical Knowledge Pack* (19 tests)

Medical Secretary*	Medical – Gastrointestinal*	Medical – Otolaryngology*
Medical – Insurance*	Medical – Integumentary*	Medical – Paediatric*
Medical – Abbreviations*	Medical – Musculoskeletal*	Medical – Pharmacological*
Medical – Cardiovascular*	Medical – Neurological*	Medical – Prefixes/Suffixes*
Medical – Dental*	Medical – Oncological*	Medical – Psychiatric*
Medical – Endocrine*	Medical – Ophthalmological*	Medical – Respiratory*
		Medical – Urogenital*

Microsoft Certification Review – Office 97, 2000 & XP (Available singly or in packs)

Word 97 - Proficient	Word 2000 - Proficient	Word 2002 - Proficient
Word 97 – Expert	Word 2000 – Expert	Word 2002 – Expert
Excel 97 – Proficient	Excel 2000 – Proficient	Excel 2002 – Proficient
Excel 97 – Expert	Excel 2000 – Expert	Excel 2002 – Expert
PowerPoint 97 – Expert	PowerPoint 2000 – Expert	PowerPoint 2002 – Expert
Access 97 – Expert	Access 2000 – Expert	Access 2002 – Expert
	Outlook 2000 - Proficient	

MYOB Accounting testing (Based upon MYOB Ver. 10.x)

MYOB – Standard	MYOB – Intermediate quick assessment
MYOB – Beginning quick assessment	MYOB – Advanced quick assessment

Programmer IT Entry Level Pack (Available Singly or as a pack)

Lotus Notes – End User	JAVA Programming – Standard
Lotus Notes – Administrator	PERL Programming – Standard
C Programming – Standard	HTML Programming – Standard
C++ Programming – Standard	

Retail Sales Pack – Professional **Plus** Edition* (9 tests) plus TestMaker Utility

Retail Sales – Inventory Coding*	Retail Sales – Retail Math*	Retail Sales – Inventory Sorting*
Retail Sales – Customer Service*	Retail Sales – Retail Reading*	Retail Sales – Employee Teamwork*
Retail Sales – Learning Products*	Retail Sales – Store Security*	TestMaker Test Authoring Utility*
	Retail Sales – Sales & Promotion*	

*User controlled test making available with this title

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SkillCheck TalentScout – Computer Adaptive Tests

Accounting/ Bookkeeping –

Accounting Knowledge; Spreadsheet skills; Verbal & Maths Reasoning

Computer & Internet User – Computer Concepts; Operating Systems & Software; Electronic Communication

Office 2000 – Office 2000 Common Functions; Word 2000; Excel 2000; PowerPoint 2000

Office 2000 Power User – Office 2000 Common Functions; Word 2000; Excel 2000; PowerPoint 2000; Access 2000

Call Centre – Customer Service

Orientation; Audio Data Entry; Customer Service Scenarios (Audio)

Legal Admin – Legal Office Spelling; Legal Office Grammar; Legal Office Knowledge; Legal Office Typing; Word Processing

Clerical – Spelling; Grammar; Typing;

Word Processing; Verbal & Maths Reasoning

Medical Admin – Medical Office Knowledge; Medical Office Typing; Word Processing; Medical Office Service Orientation

Office XP – Office XP Common Functions; Word 2002; Excel 2002; PowerPoint 2002

Office XP Power User – Office XP Common Functions; Word 2002; Excel 2002; PowerPoint 2002; Access 2002

TimeSolver Computer Adaptive Tests – Office XP, Office 2000 and Office 97 (Available singly or in packs)

Word 2002 – TimeSolver

Excel 2002 – TimeSolver

PowerPoint 2002 – TimeSolver

Access 2002 – TimeSolver

Word 2000 – TimeSolver

Excel 2000 – TimeSolver

PowerPoint 2000 – TimeSolver

Access 2000 – TimeSolver

Word 97 – TimeSolver

Excel 97 – TimeSolver

PowerPoint 97 – TimeSolver

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