**PHYSICAL SKILLS**

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| **PHYSICAL & MOTOR**  Physical and motor skills includes: physical strength and motor tasks required to do their job, e.g. lifting, operating machinery, upper limb function, dexterity, coordination, ability to balance if required, etc. |  |
| **SENSORY & PERCEPTUAL**  Includes the sensory and perceptual ability to do the job.  Includes all sensory functions – eg vision, hearing, touch, and perception of differences between objects.  Also smell/ taste, if these are required for the job |  |
| **MOBILITY & ACCESS**  Access into and around the workplace:  Includes ability to move around in the work environment and access areas, facilities and equipment required for the job. Includes carrying necessary items, opening doors, working in confined spaces, accessing necessary facilities (e.g. toilets, meeting rooms). |  |
| **COMMUNITY MOBILITY**  Moving around the community for work requirements e.g. travelling to and from work, visiting clients, running errands. |  |

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| **STAMINA & PACING**  Pacing and ability to work through a normal day. Includes stamina to work effectively throughout working hours, and ability to manage fatigue effectively to avoid work disruption due to need for breaks or days off. |  |

**THINKING AND COMMUNICATION**

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| **COGNITIVE**  Cognitive skills include the ability to manage memory, attention, concentration, etc. requirements of the job. |  |
| **PLANNING & ORGANISING**  Ability to initiate, plan and organise as required for the job |  |
| **PROBLEM SOLVING**  Ability to deal with non-routine, unexpected events in the workplace |  |
| **COMMUNICATION (VERBAL)**  To communicate verbally and understand verbal communication |  |
| **COMMUNICATION (WRITTEN)**  Reading, writing and understanding written material as required for the job |  |

**SOCIAL/ BEHAVIOURAL**

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| **SELF-PRESENTATION**  Time keeping, appropriate dress and presentation for the particular job role |  |
| **MAINTAINING SAFETY**  Ability to maintain safety of themselves and others in the work environment |  |
| **INTERPERSONAL (CLIENTS)**  Interpersonal skills, professional and social interaction with clients/customers |  |
| **INTERPERSONAL (COLLEAGUES)**  Interpersonal skills, professional and social interaction with work colleagues |  |
| **INTERPERSONAL (MANAGERS)**  Interpersonal skills, professional and social interaction with management |  |
| **INSTRUCTION AND CHANGE**  Appropriate reaction to supervisory instruction and/or correction regarding work activities. |  |