

Skills Matrix

Department/Section:

Date:

Employee	Skill 1	Skill 2	Skill 3	Skill 4	Skill 5	Skill 6	Skill 7	Skill 8	Skill 9
Mr Jack Spratt		L	└	□					

Legend

|
Novice

L
**Basic
competence**

└
**Fully
competent**

□
**Fully competent &
able to instruct
others**