**INITIAL ASSESSMENT**

Candidate name:.......................................................................................................................................

Candidate signature:.......................................................... Date:.........................................................

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| **Skill** | **Percentage score**  *(Target score = 75%)* | **Comments** |
| **A. Communication:** |  |  |
| Speaking and listening |  |
| *1. Appropriate body language* |  |
| *2. Appropriate tone* |  |
| Reading |  |
| *3. Read for facts* |  |
| *4. Read instructions/ directions* |  |
| **B. Application of numbers:** |  |
| Interpreting information |  |
| *5. Read a table/ chart* |  |
| *6. Obtain information* |  |

Support plan for candidate:

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