

# Your BIG-CAT Assessment Report

The 'Breakdown of Independence Goals - Comprehensive Assessment Tool' (BIG-CAT) is an assessment tool, consisting of 240 comprehensive daily living skills, allowing all persons over the age of 10 to assess their independence skills and prioritise which skills they would like to develop.

## Participant Details

Date of Completion	25 August 2025
Full name	Megan King
Date of Birth	01 January 1990 (35 years old)
Next Recommended Assessment	February 2026

## How to Read Your Report

This report uses several key terms and visuals. Here's a quick guide to help you understand them.

### Key Terms

#### Independence Score

A total score based on your answers. The higher the score, the more independence skills you have demonstrated. The maximum possible score is 960.

#### Developmental Age

The typical age at which a person can be expected to learn a specific skill independently.

#### Developmental Gap

The difference in years between your actual age and the skill's Developmental Age.

#### Proficiency (%)

The percentage of skills you have mastered within a specific skill category.

### About the Graphs

- **Radar Chart (Snapshot):** Gives a quick overview of your proficiency across all skill categories.
- **Bubble Chart (Skills Map):** Shows which skills are still developing. Larger bubbles indicate more skills to learn in that group.
- **Bar Charts (Detailed Breakdown):** Compare your developmental age for a specific skill (pink bar) to your actual age (blue line).

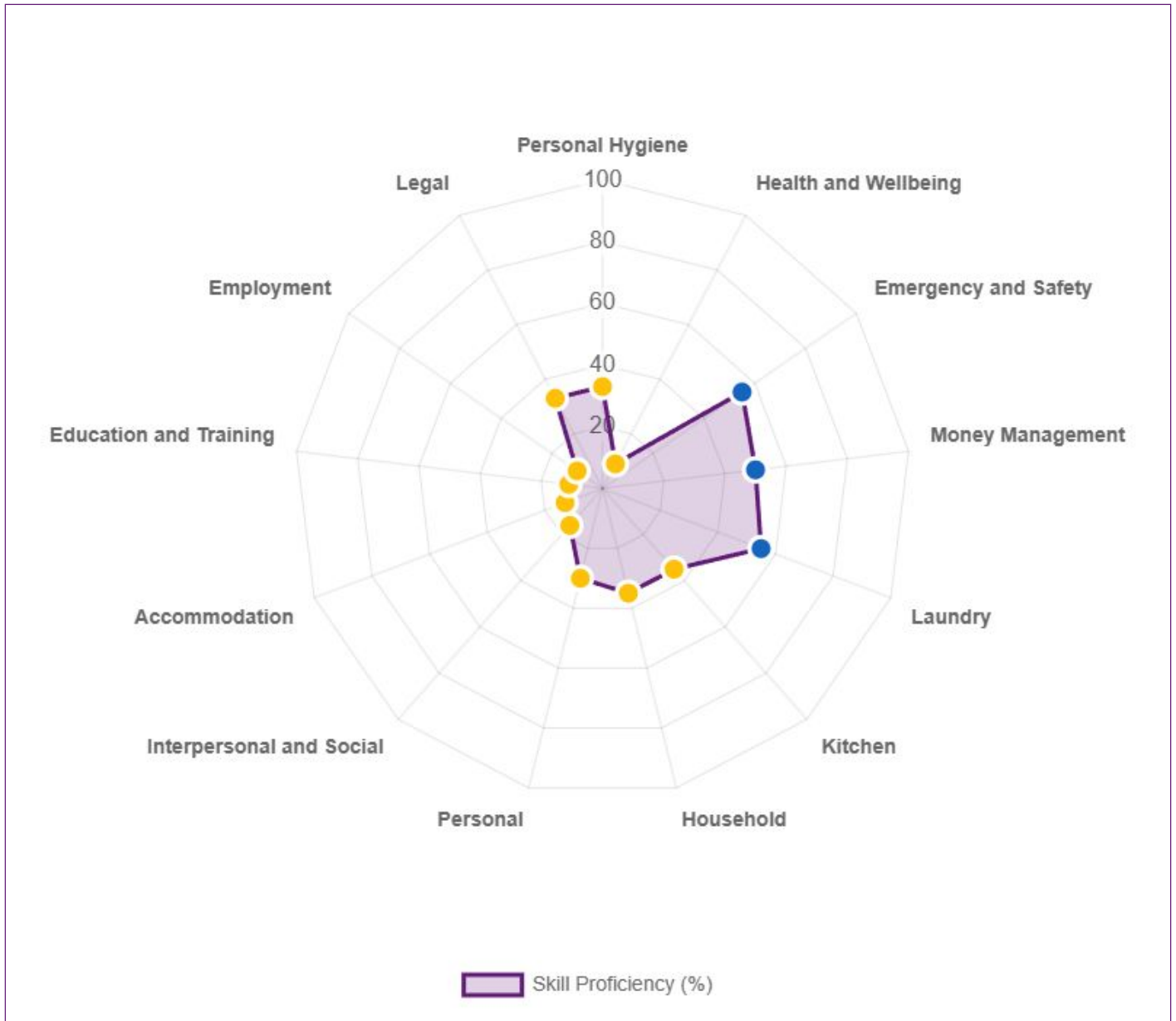
### Working with a Professional

You can use this report to guide your own learning and track your progress. However, for the best results, we strongly recommend reviewing it with a qualified professional, such as an **Occupational Therapist (OT)**.

An OT can help you interpret the results, set meaningful goals, and develop effective strategies to build your independence skills.

## Your Independence Snapshot

Hello, Megan! This snapshot gives you a quick look at your life skills. Think of it as a map of your unique strengths. It celebrates the skills you already have and helps point the way toward new ones you can explore on your independence journey.



### What This Snapshot Shows

Each point on the chart represents a different skill area. The further a point is from the center, the more established your skills are in that area. The next chart provides an instant visual profile of your skills.

## Journey

### Areas You Excel In

Based on your assessment, these are the skill categories where you demonstrate the most independence:

- **Emergency and Safety** (55% Proficiency)
- **Laundry** (55% Proficiency)
- **Money Management** (50% Proficiency)

### Areas for Growth

To continue building your independence, you could focus on these skill categories, which have the largest opportunities for development:

- **Health and Wellbeing** (9% Proficiency)
- **Employment** (10% Proficiency)
- **Education and Training** (11% Proficiency)

### Using This Report for NDIS Support

This BIG-CAT report is a valuable tool that you can share with your support network, including Occupational Therapists and other allied health professionals. The detailed breakdown of your skills can help them understand your strengths and identify the most effective strategies to support your independence goals.

If you are an NDIS participant, you can use this report to assist in planning and accessing the right supports. To find registered NDIS providers, such as Occupational Therapists who can help you work on the skills identified in this report, visit the official NDIS website.

**Find Allied Health Providers on the NDIS Website:**

<https://www.ndis.gov.au/providers/working-provider/allied-health-providers>

## Your Priority Goals

During the assessment, you identified the following skills as your top priorities. Think of this as your personal starting line for building new habits and increasing your independence. Use the checkboxes to track your progress as you master each new skill.

	I can choose clean, and appropriate clothing for myself based on the weather and/or occasion
	I know how to check a bank statement
	Completed First Aid Training (including CPR)
	I know how to properly store hazardous household materials, petrol, and gas bottles
	I know where to get help with domestic violence or sexual assault
	I understand the common causes of electrocution
	I know how to create, use, and manage a budget
	I know how to report abuse, neglect, or danger
	I know how to get a prescription filled
	I understand the difference between luxuries and necessities

## My Next Steps: Turning Insights into Action

Use this space with your support team to set clear, achievable goals based on your report. Choose a few skills from your "Areas for Growth" or your "Priorities" list to start with.

### Goal 1:

**Skill I will work on:**

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**What does success look like? (e.g., "I can do this on my own")**

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**Who can help me?**

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**Target Date:**

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### Goal 2:

**Skill I will work on:**

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**What does success look like?**

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### Goal 3:

**Skill I will work on:**

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**What does success look like?**

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## Developmental Snapshot

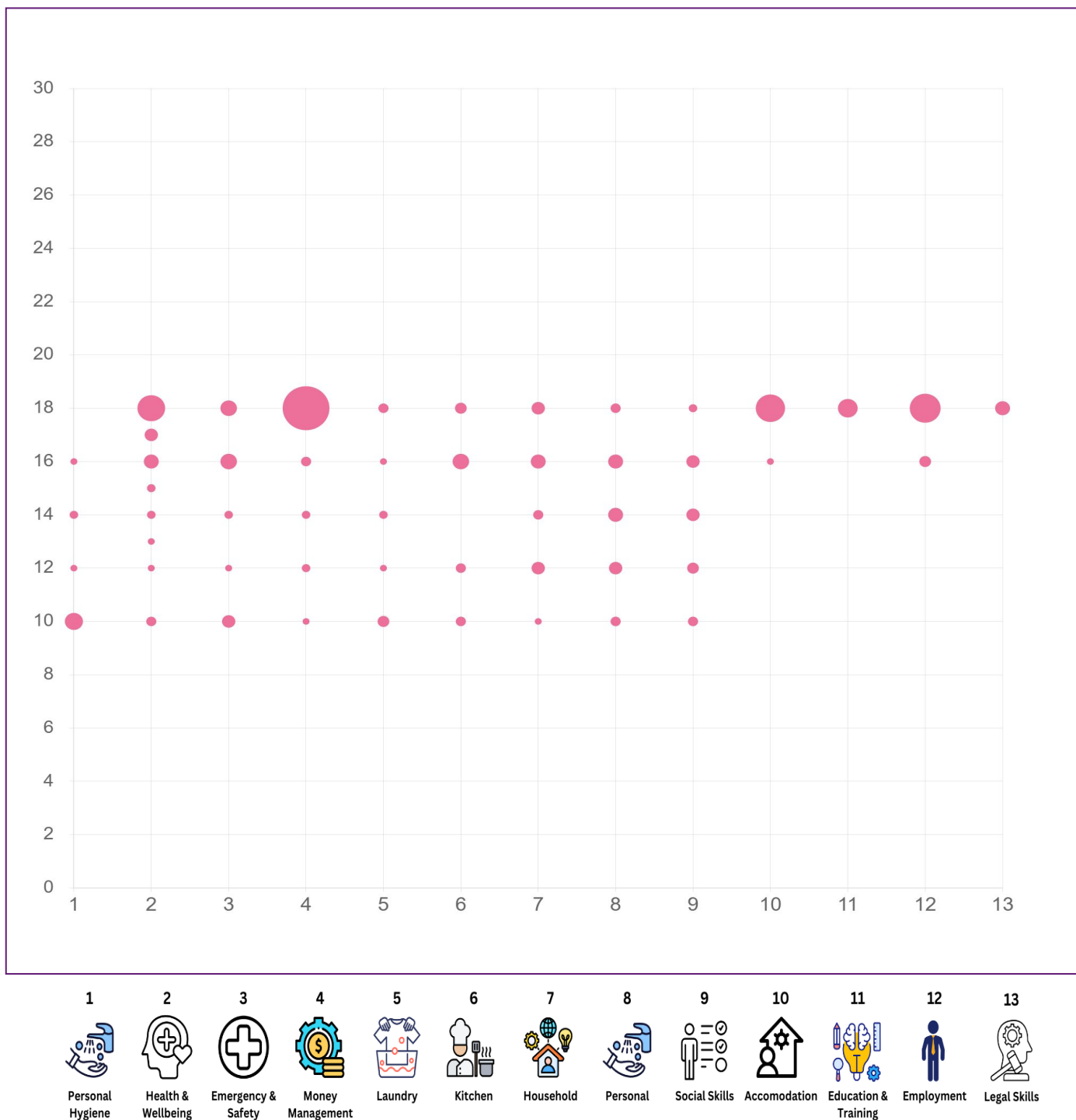
The charts on the following pages help visualize your current skills and identify opportunities for growth on your independence journey.

### Understanding the Skills Map

The next chart maps out the skills that you are still developing. It helps you and your support team see which areas might be a priority.

How to Read the Chart:	What It Means for You:
<ul style="list-style-type: none"><li>• <b>Position on Chart:</b> Each bubble represents one or more skills within a skill group.</li><li>• <b>Bubble Size:</b> The <b>larger</b> the bubble, the more skills there are to learn in that group at that age level.</li><li>• <b>Vertical Position (Age):</b> The higher up the chart a bubble is, the older the typical age of mastery for that skill.</li></ul>	<p>Focus on the <b>largest bubbles</b> first. These represent the biggest opportunities to increase your independence.</p>

## Skills Map

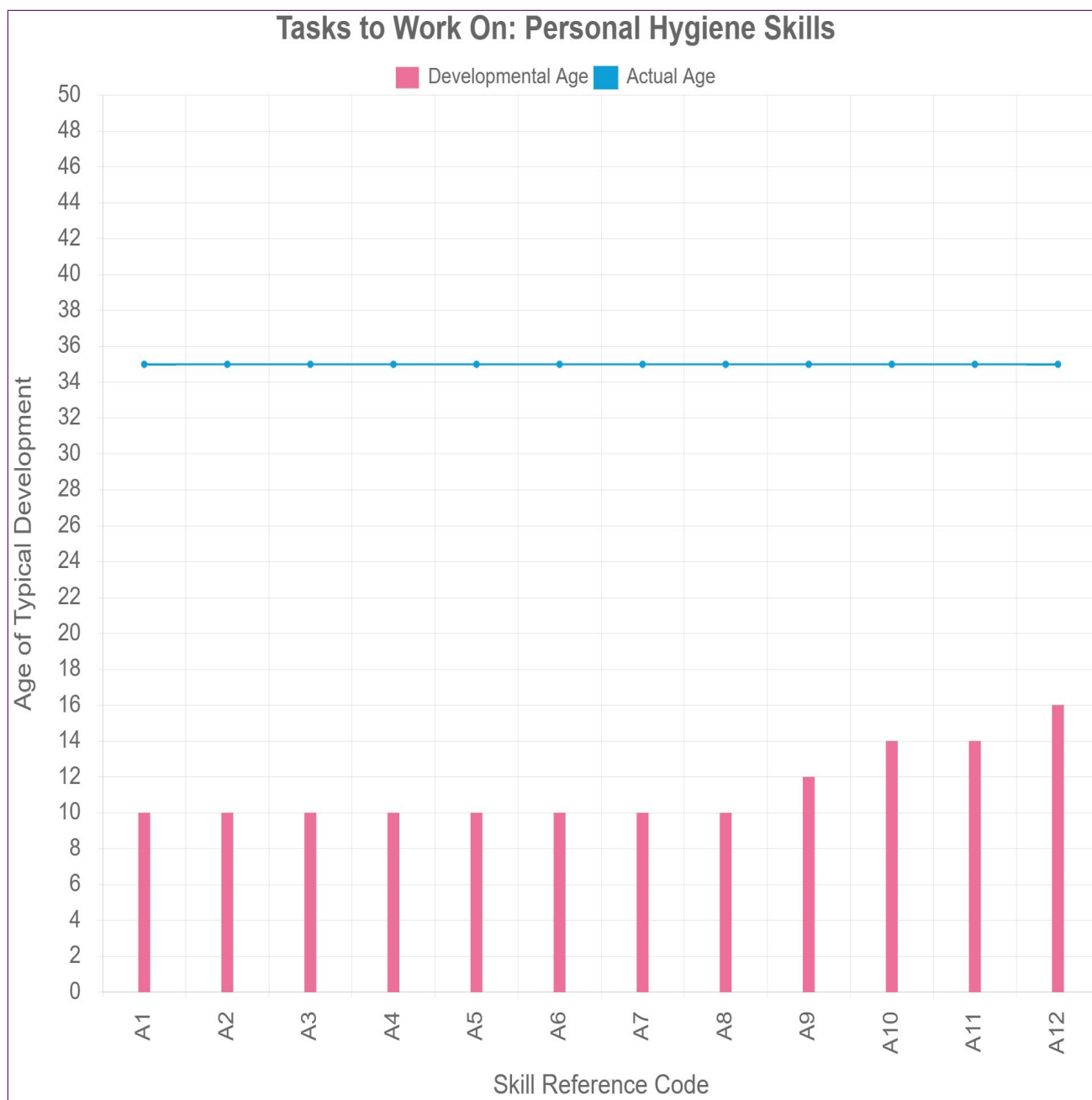


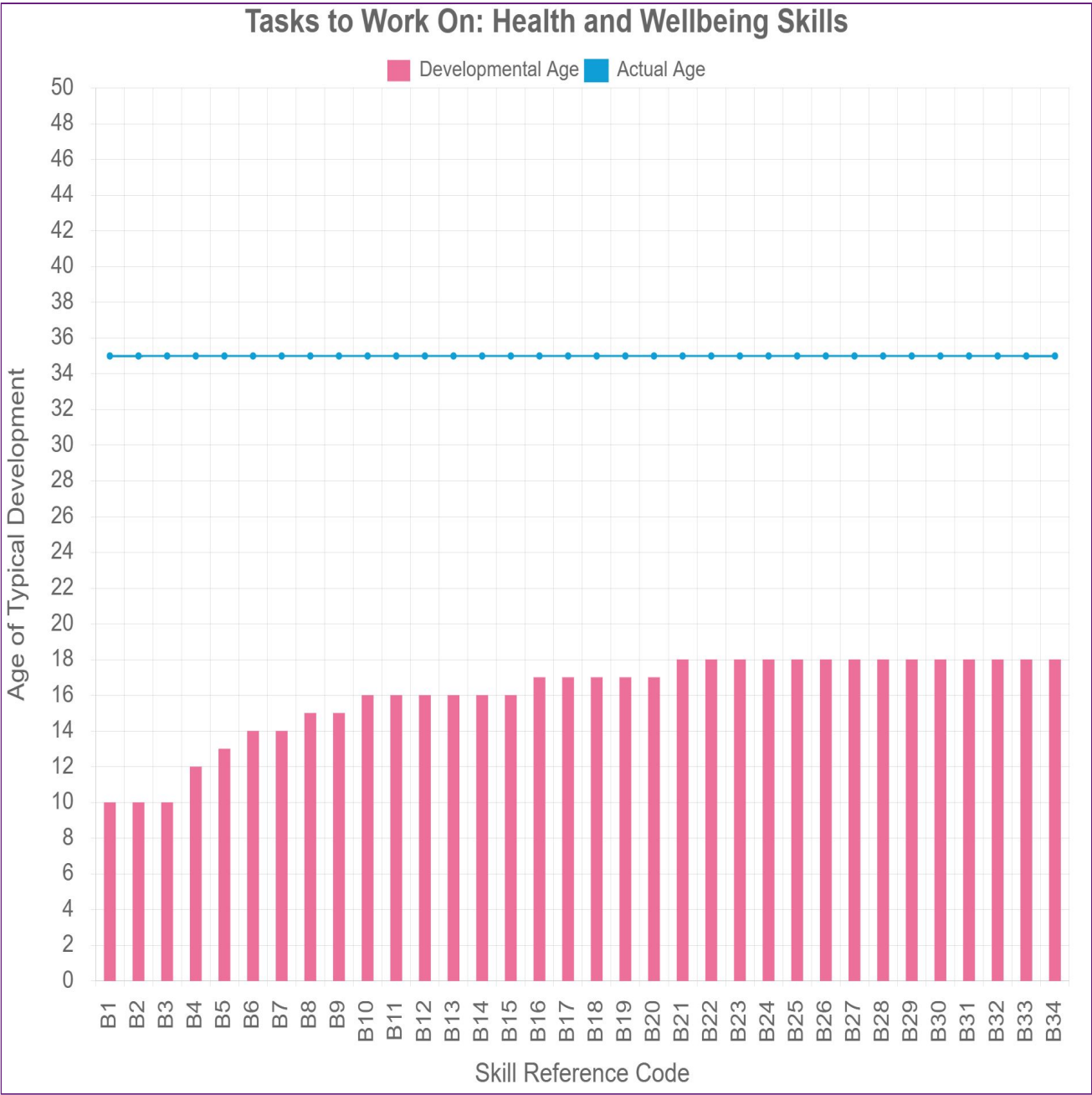


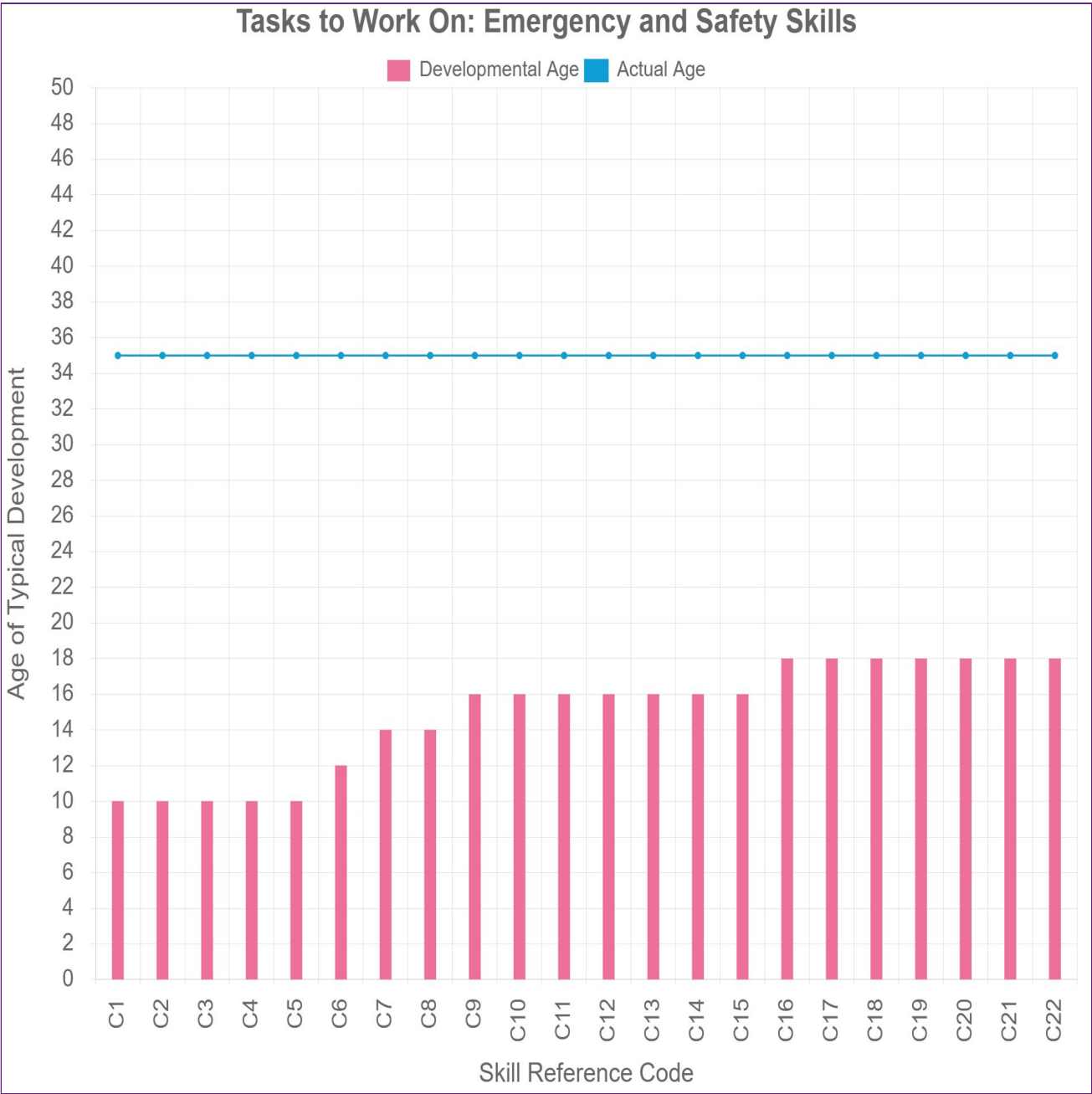
## Detailed Skill Breakdown

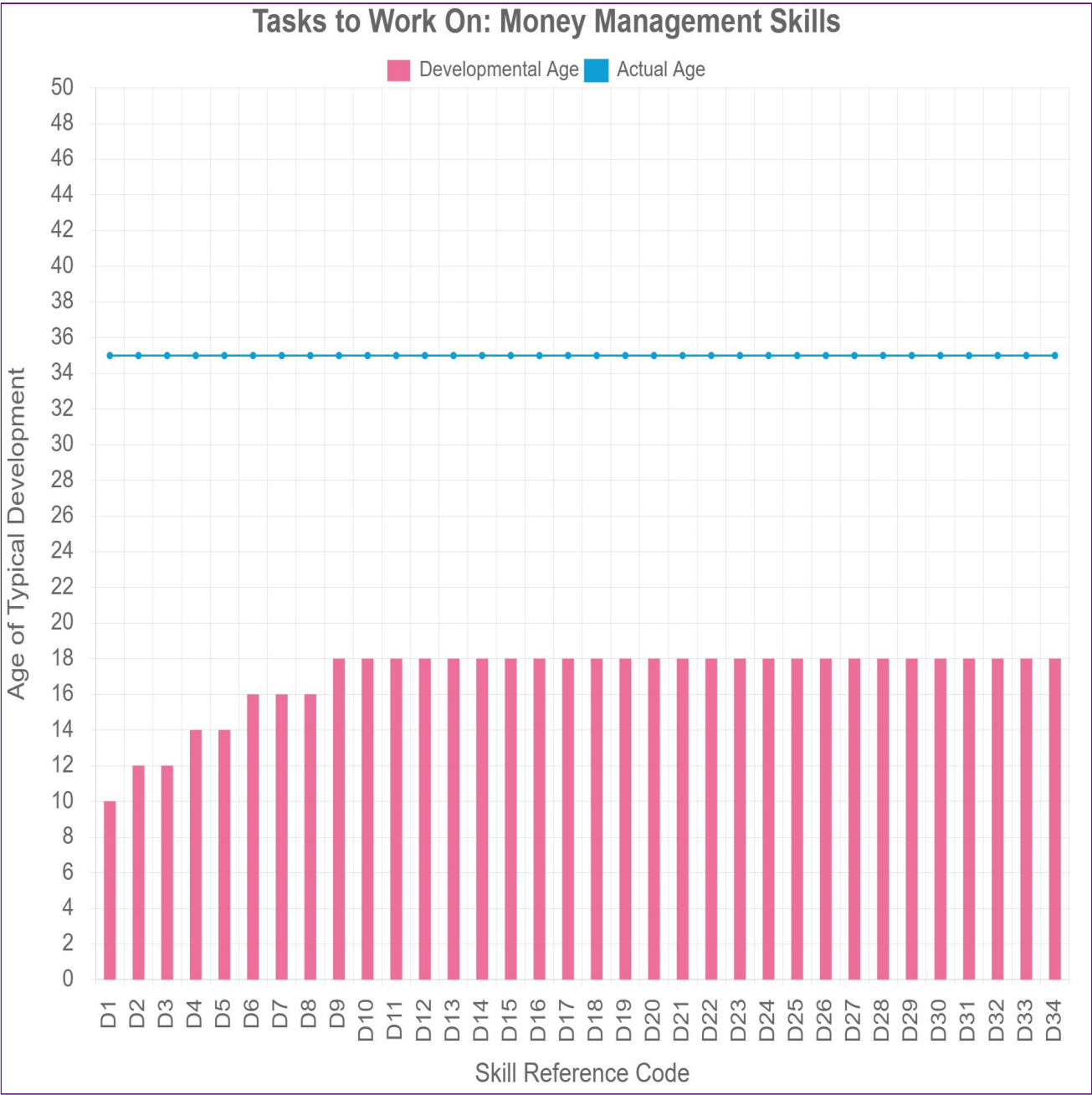
The following graphs compare your current developmental age for specific skills (pink bars) to your actual biological age (blue line). Use these to identify specific tasks to work on within each skill group. Use the detailed results section to see which skill the reference code refers to.

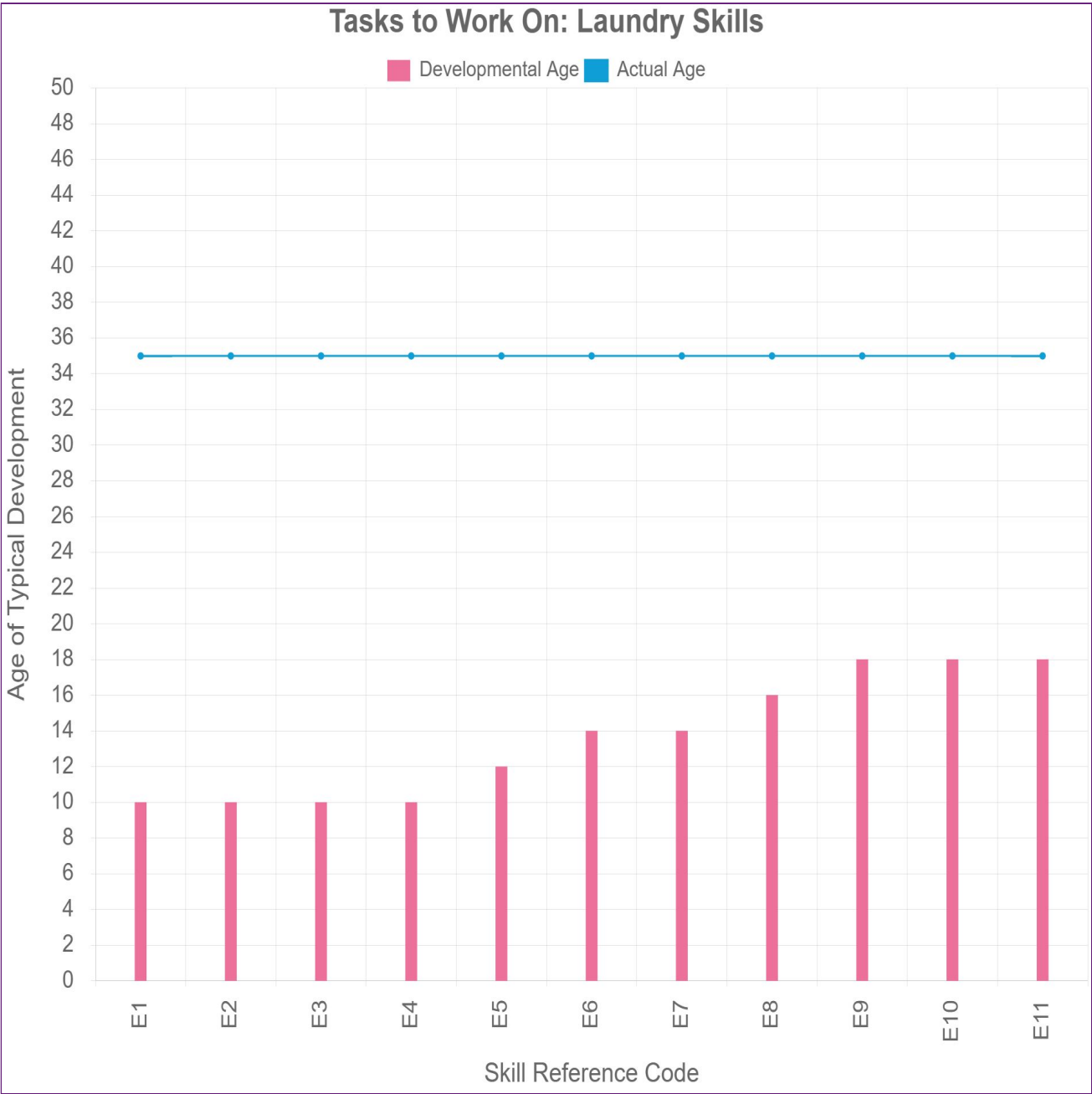
» [Jump to the detailed results section](#)

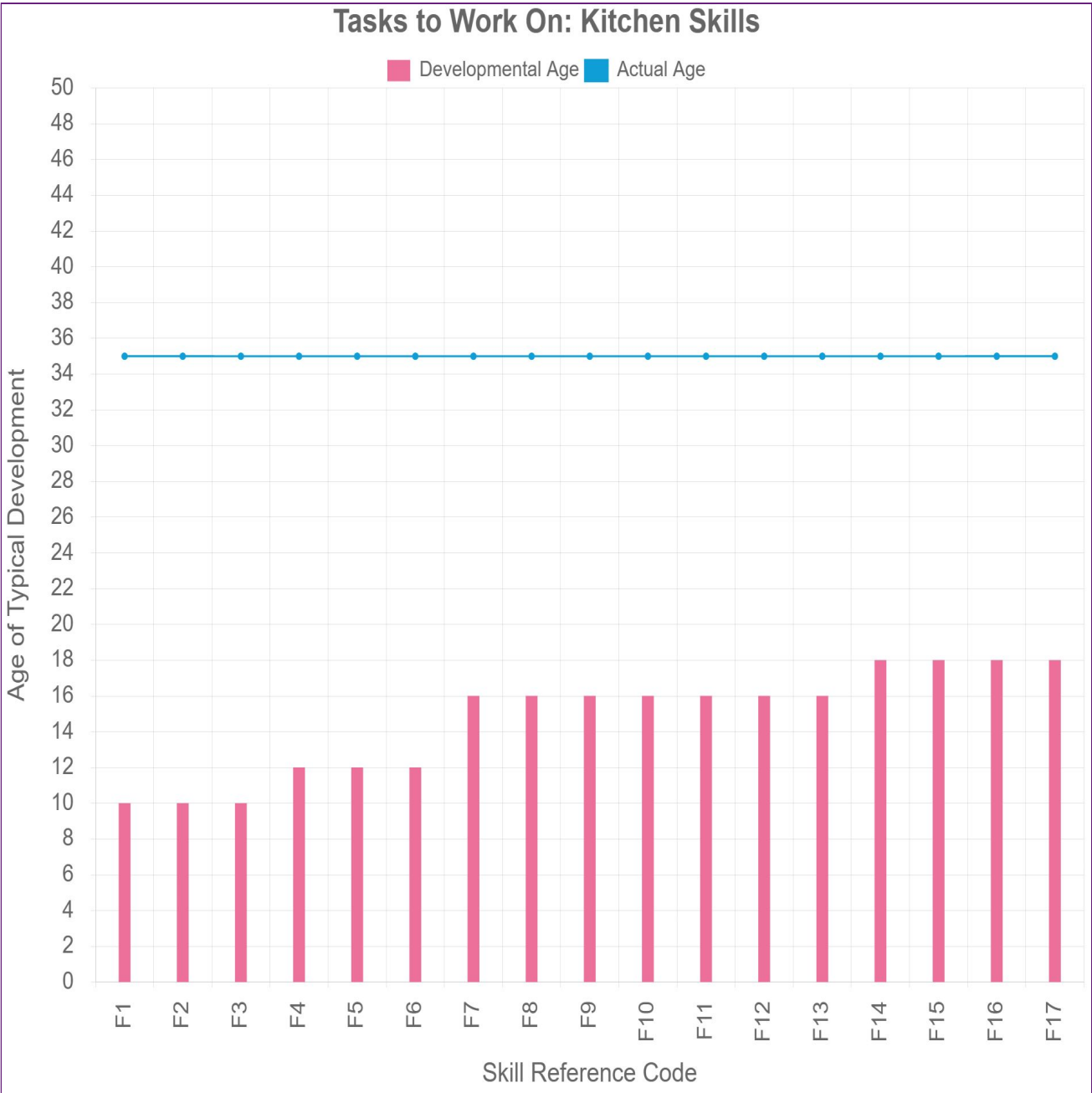


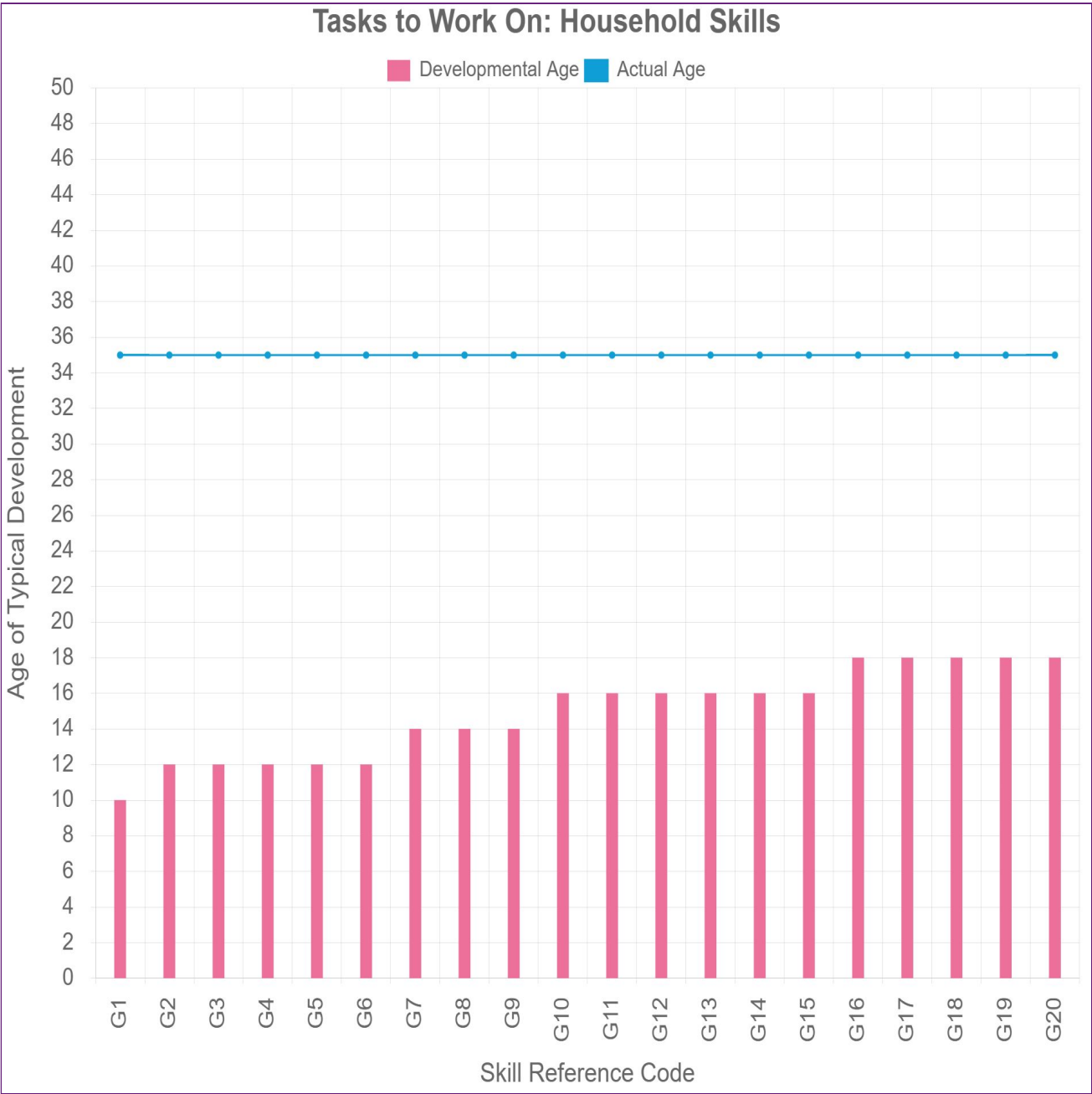


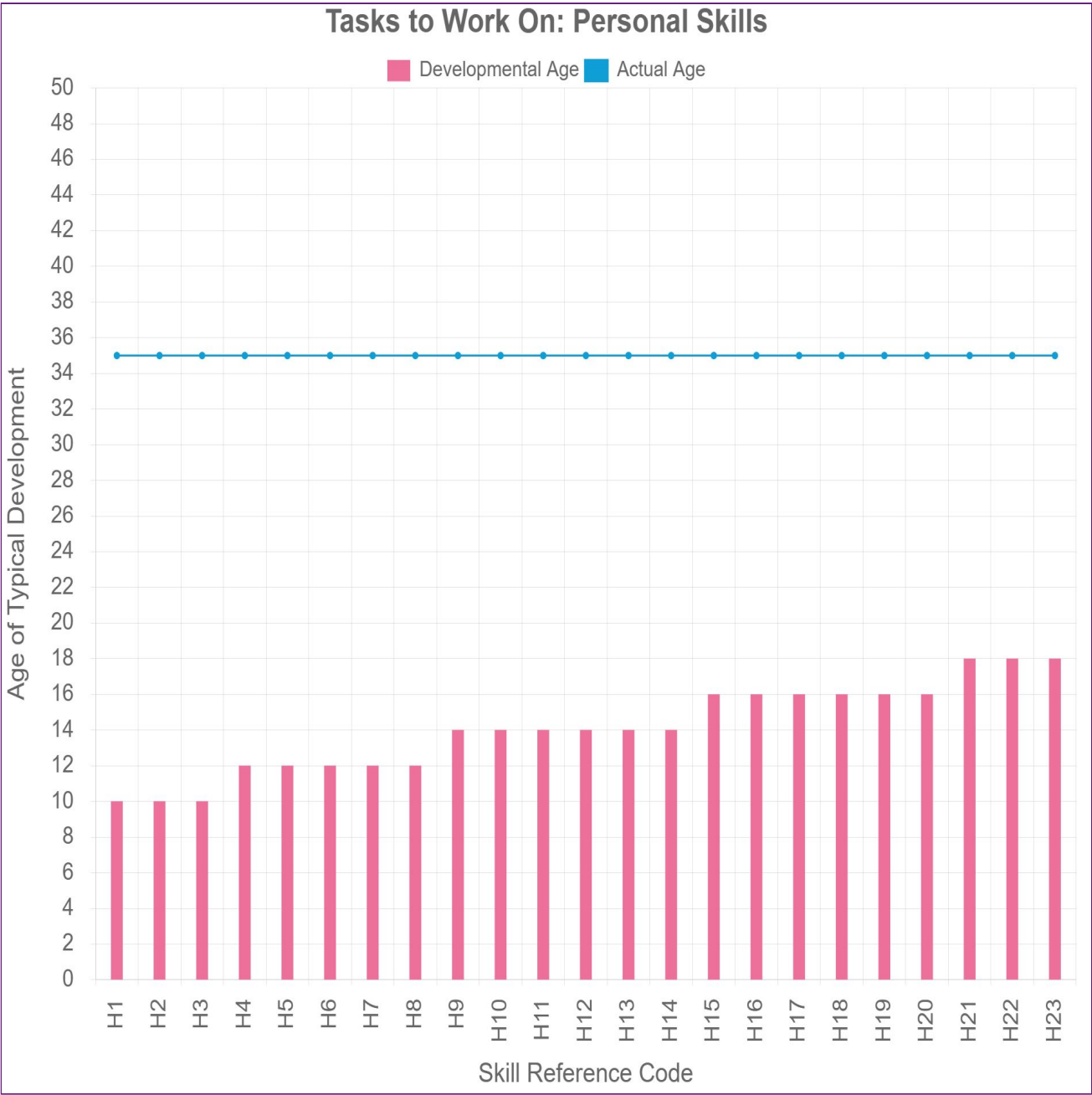




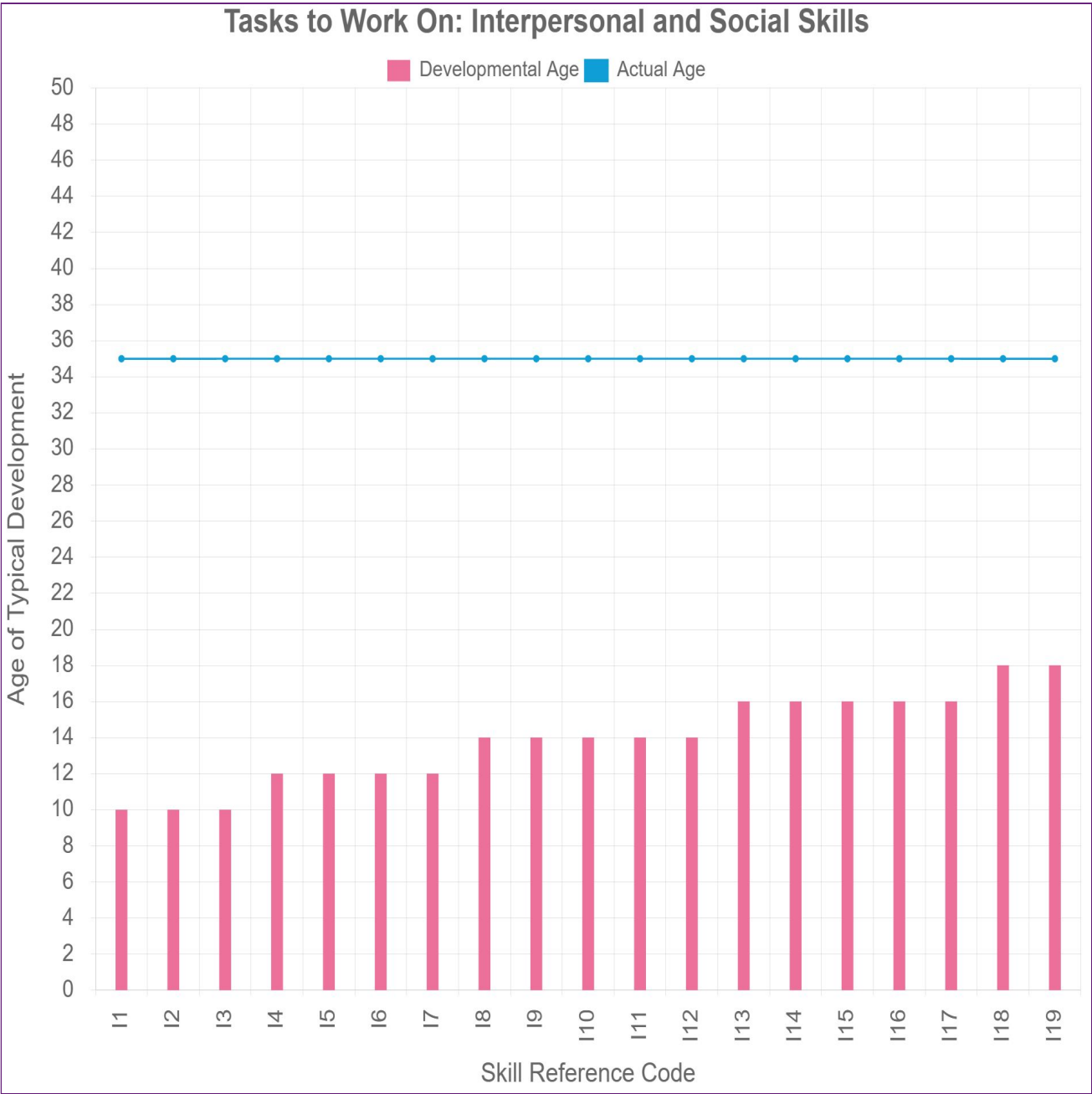


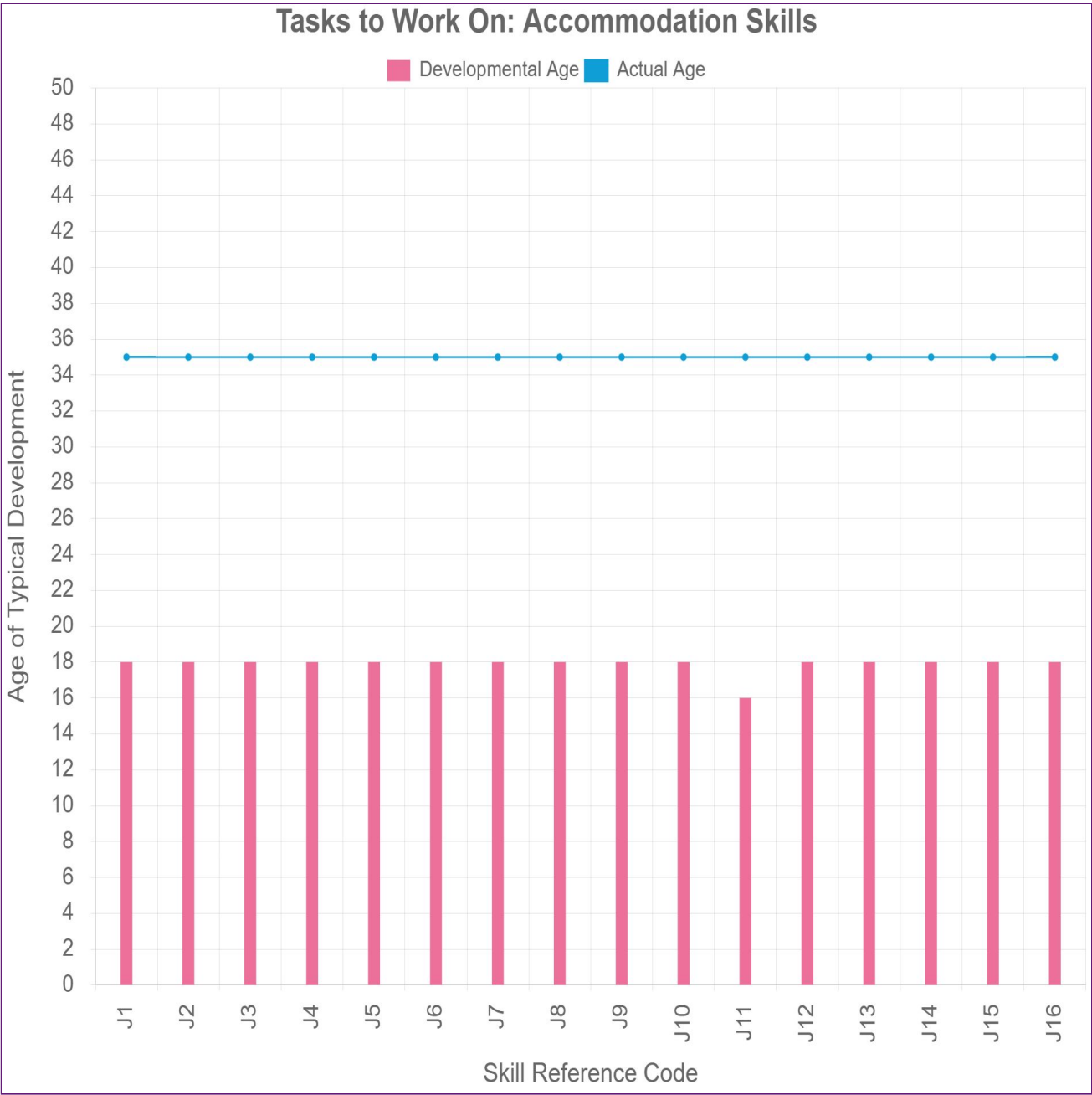




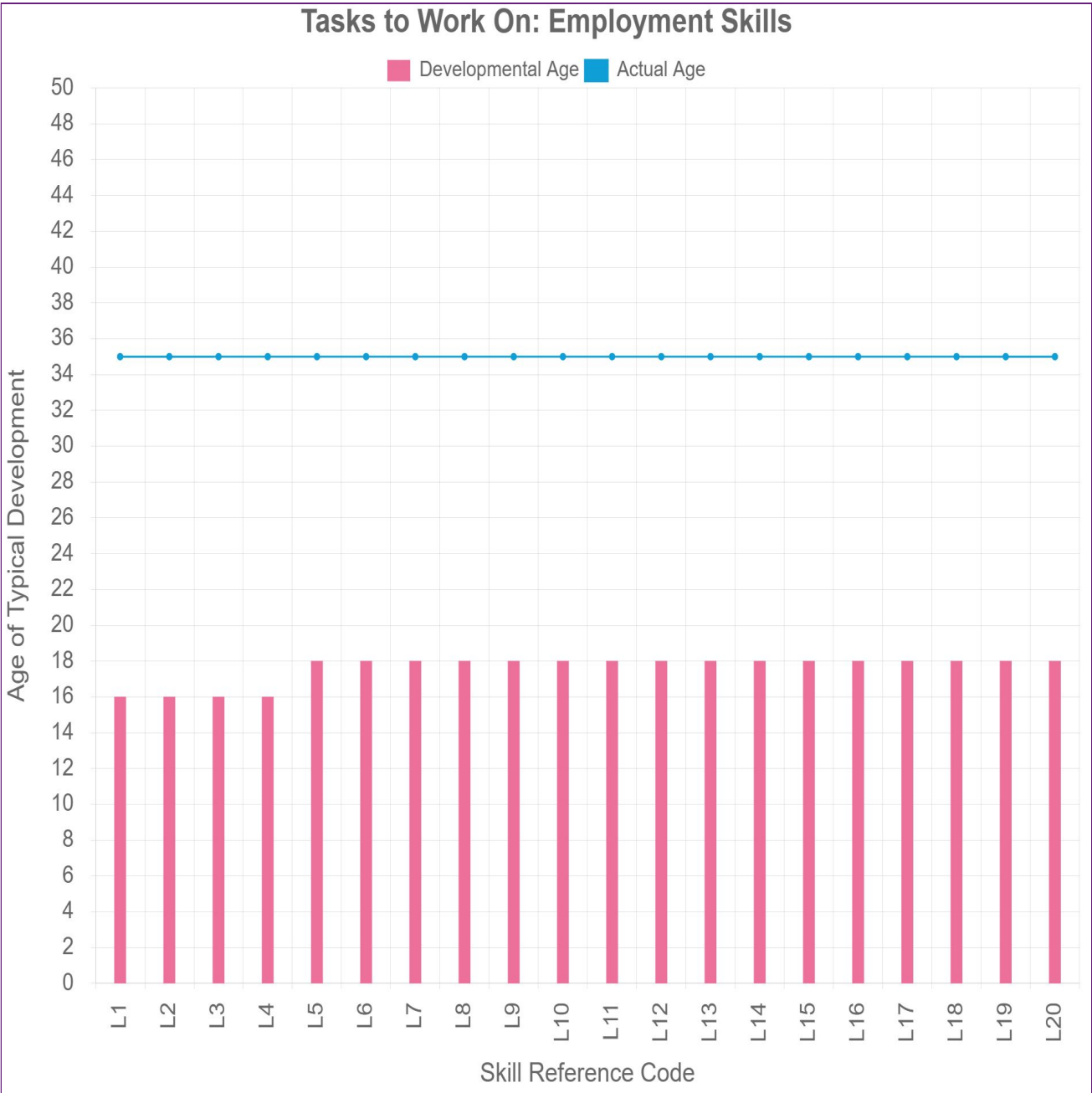


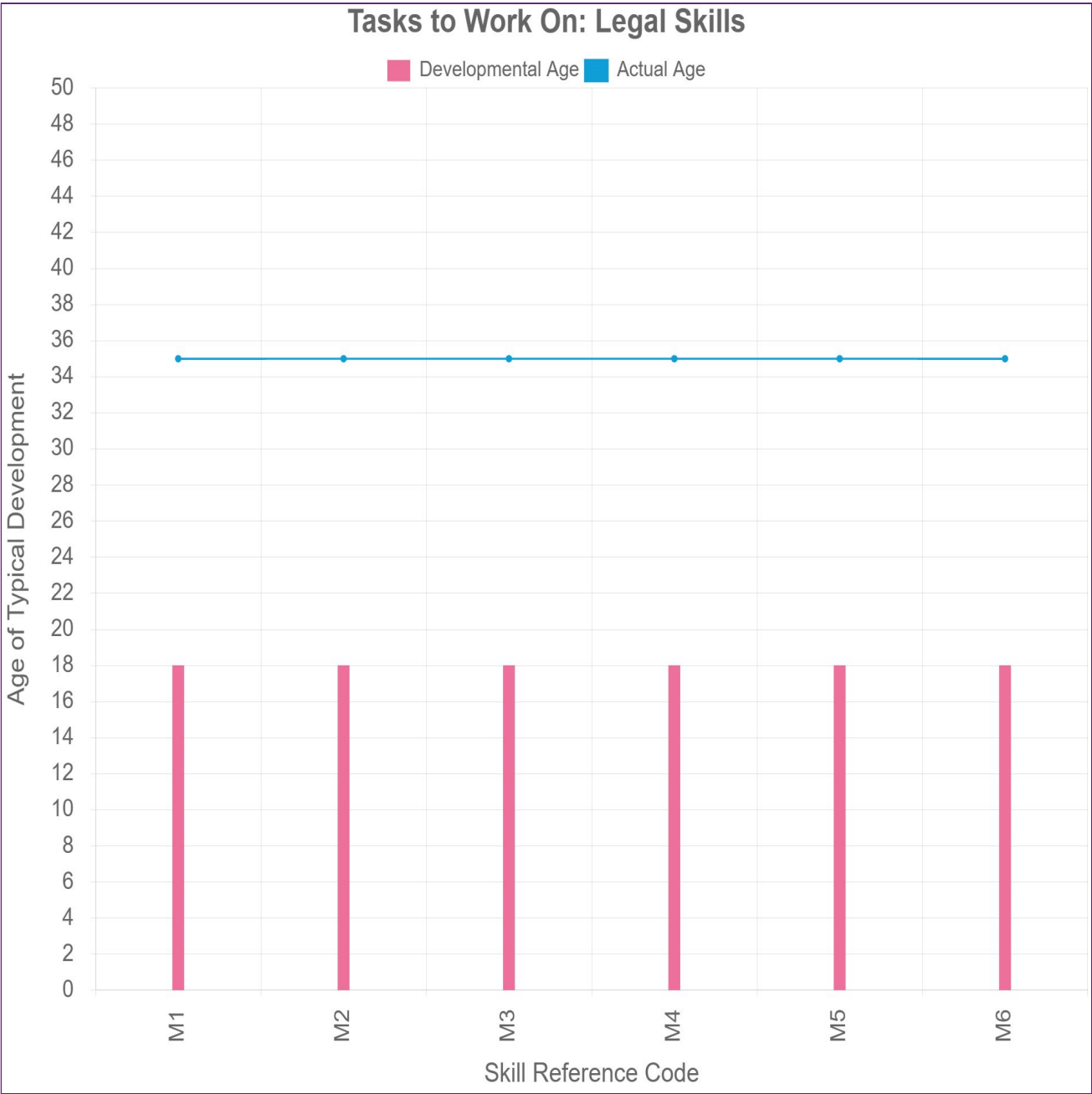












## Appendix

### Assessment Score Breakdown

Category Reference Code	Skill Category	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
A	Personal Hygiene Skills	0	0	2	12	10
B	Health and Wellbeing Skills	0	0	14	40	14
C	Emergency and Safety Skills	0	0	2	18	24
D	Money Management Skills	0	0	2	32	34
E	Laundry Skills	0	0	2	8	12
F	Kitchen Skills	0	0	4	18	12
G	Household Skills	0	0	12	14	14
H	Personal Skills	0	0	14	18	14
I	Interpersonal and Social Skills	0	2	12	18	6
J	Accommodation Skills	0	2	12	14	4
K	Education and Training Skills	0	2	4	10	2
L	Employment Skills	0	2	10	24	4
M	Legal Skills	0	0	4	4	4
Total		0	8	94	230	154
x Weighting		x0	x1	x2	x3	x4
Weighted Score		0	8	188	690	616

**On 25 August 2025, at age 35, Megan achieved an overall independence score of 1502.**

The higher the overall independence score, the more independence skills you have.

The maximum possible score (indicating full independence) is 960.

## Response Record

« [Back to the skill breakdown graphs](#)

The tables below provide a complete record of your responses for every skill in the assessment. An 'x' marks the option you selected for each statement.

**How to use this section:** This detailed view is a valuable reference for you and your support team. You can use it to review specific answers, plan next steps, and see a clear history of your skills at the time of this assessment.

### Personal Hygiene Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
A1	I brush my teeth twice a day (morning & night), floss regularly					
A2	I clean myself appropriately following toileting					
A3	I understand the importance of good personal hygiene					X
A4	I shower or bathe daily, with soap					
A5	I brush or comb my hair daily				X	
A6	I can choose clean, and appropriate clothing for myself based on the weather and/or occasion					X
A7	I can dress myself					
A8	I wash my hands after using the restroom, before touching food, and regularly when sick				X	

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
A9	I wash my hair (at least twice per week)					X
A10	I know how to take care of my menstrual periods and use period care products				X	
A11	I use deodorant daily					X
A12	I shave, as needed				X	



## Health and Wellbeing Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
B1	I know who to tell when I am feeling unwell					
B2	I know the names of the parts of my body				X	
B3	I know which are "private places" versus "public places"			X		
B4	I know appropriate sexual behaviour				X	
B5	I know my height, weight, and birthdate					X
B6	I know what to do in case of a cold, flu, fever, headache, or other common health problems					
B7	I understand consent and how to give and recognise consent				X	
B8	I understand the difference between healthy and unhealthy food and drink choices				X	
B9	I know what to do for a minor cut, burn or splinter			X		
B10	I know how to read a thermometer, what temperature is safe				X	
B11	I know how to ask for help from the pharmacist				X	
B12	I have a Medicare card				X	

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
B13	I know where my closest hospital is for emergencies					
B14	I have ways to deal with stress and know how to calm myself if I need to			X		
B15	I know how to access forms of birth control				X	
B16	I eat a well-balanced, healthy diet across all food groups					
B17	I eat at regular periods during each day				X	
B18	I understand the importance of regular exercise, and know how and when to schedule it in					
B19	I understand the health risks of using drugs, alcohol, and smoking				X	
B20	I can read prescription instructions, take medication without supervision, and on time				X	
B21	I can select appropriate over-the-counter medications for pain, diarrhea, cold, or allergy symptoms					
B22	I have a first aid kit				X	
B23	I know how to get a prescription filled					
B24	I know how to make a Medicare claim					

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
B25	I know where my local bulk-billing GP is					X
B26	I can fill in a 'new patient' form at the GP/dentist			X		
B27	I know when to book to see the GP				X	
B28	I know how to make an appointment to see the GP					
B29	I know where a good local dentist is, and have scheduled in regular appointments					
B30	I know when to visit the emergency department			X		
B31	I have an 'ICE' in my phone contacts for emergencies				X	
B32	I know how to obtain necessary immunisations				X	
B33	I know how to contact the 24-hour crisis lines for mental health counselling					
B34	I understand the risk of sexually transmitted infections (STIs) and know how to prevent them					X

## Emergency and Safety Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
C1	I know to call 000 in an emergency for the police, fire brigade, or ambulance					X
C2	I know not to let strangers inside the house					X
C3	I know to seek out a trusted adult when I need help (family member, trustee, support staff)				X	
C4	I always wear a seatbelt					X
C5	I know how to cross a street safely				X	
C6	I understand what to do in case of a fire (including fire extinguisher)				X	
C7	I know what to do if I get locked out of the house					X
C8	I know about online safety				X	
C9	I know how to report abuse, neglect, or danger					X
C10	I understand the common causes of household fires			X		
C11	I know how to check a smoke alarm				X	
C12	I understand the common causes of electrocution					X

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
C13	I know to keep windows and doors locked, especially at night				X	
C14	I know to be extra aware of people around me when travelling alone at night					X
C15	I can open a childproof medicine container				X	
C16	I know where to get help with domestic violence or sexual assault					X
C17	I know the methods for putting out different types of fires					X
C18	I can recognize the smell of a gas leak, and know what to do				X	
C19	I know how to properly store hazardous household materials, petrol, and gas bottles					X
C20	I understand the importance of, and know how to protect my identity, and personal and financial details online					X
C21	I keep my driver's license valid					X
C22	Completed First Aid Training (including CPR)				X	

## Money Management Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
D1	I know the value of coins and currency					X
D2	I can make a cash payment in a shop and receive the correct change				X	
D3	I know how to pay for transport (including public), and consequences if I don't pay					X
D4	I know how to use an ATM				X	
D5	I know how to use EFTPOS (tap and pay)					X
D6	I know how to conserve energy and water					X
D7	I understand the difference between a sale price and a regular price				X	
D8	I know how to use internet and/or app banking					X
D9	I know how to open a bank account				X	
D10	I know how to check a bank statement					X
D11	I know where my local branch is and how to use their services			X		
D12	I understand the fees for managing a bank account (including ATMs, EFTPOS, and being overdrawn)				X	

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
D13	I know how to create, use, and manage a budget					X
D14	I understand the importance of having an emergency savings fund				X	
D15	I understand the importance of saving money				X	
D16	I understand the difference between luxuries and necessities					X
D17	I can use unit pricing to comparison shop				X	
D18	I pay my bills on time and understand the consequences if I don't					X
D19	I know how to set up direct debits for my bills				X	
D20	I understand the negatives of using a credit card				X	
D21	I understand the importance of having a good credit history					X
D22	I know how to fill in a tax return, and the consequences of making false statements					X
D23	I have a superannuation account					X

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
D24	I can read a payslip and understand the difference between gross and net pay, superannuation, sick and annual leave					X
D25	I know who to contact if I need financial assistance					X
D26	I know who to contact if I feel I've been taken advantage of financially					X
D27	I know who to ask about different options to safely borrow money				X	
D28	I know how to access charities and food banks for financial supports				X	
D29	I understand the costs of owning and running a car, including loan payment plans				X	
D30	I know where to find a good, affordable car					X
D31	I know where and when to use a Low Income Concession Card				X	
D32	I know how to find the cheapest utility providers, and when to compare and shop around					X



Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
D33	I know how to find the cheapest utility providers, and when to compare and shop around				X	
D34	I know how to find out if I'm eligible and to apply for Centrelink payments and assistance (including Low Income Health Care Car				X	

## Laundry Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
E1	I put dirty clothing in a hamper				X	
E2	I know how to separate coloured clothing from the white clothing					X
E3	I know how to hang my clothing to dry					X
E4	I fold, hang, and put my clean clothing away					X
E5	I operate a washing machine, using the right amount of detergent				X	
E6	I operate a dryer, including cleaning the lint screen after each use					X
E7	I know how to remove a stain			X		
E8	I know what to do when a load of washing unbalances the machine					X
E9	I know to check what a garment is made of, and when it shouldn't go in the dryer				X	
E10	I know to wash new coloured clothing separately on a cold wash cycle				X	
E11	I know how to iron a shirt					X

## Kitchen Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
F1	I know the importance of turning off appliances (stoves)					X
F2	I use common kitchen tools (knives, can opener, measuring cups, grater)				X	
F3	I know how to load and unload the dishwasher				X	
F4	I can follow simple recipes			X		
F5	I know how to wash dirty dishes by hand with warm soapy water and a sponge					X
F6	I clean the kitchen after each use (counters, floor etc.)				X	
F7	I safely operate kitchen appliances (microwave, kettle, toaster, oven, stovetop, dishwasher)			X		
F8	I can make a grocery list and find the items in the supermarket					X
F9	I can tell when food has gone bad, and know not to eat it				X	
F10	I can tell when meat is cooked properly and safe to eat					X
F11	I use good kitchen hygiene practices				X	

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
F12	I know how to store food safely					X
F13	I know how to defrost food safely				X	
F14	I can plan a weekly menu of nutritious meals				X	
F15	I know how to make several easy recipes				X	
F16	I know how to tell if fruit and vegetables are fresh when shopping					X
F17	I know how to read food labels for nutritional information and expiry dates				X	

## Household Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
G1	I know to take out the rubbish out, and the difference between coloured bins					X
G2	I know how to keep a house tidy (each room)				X	
G3	I know how to use a vacuum cleaner, broom and mop				X	
G4	I know the different ways of disposing of garbage including recycling and composting			X		
G5	I make my bed daily					X
G6	I know how to clean the lint filter in the dryer			X		
G7	I know how to change and empty the vacuum bag					X
G8	I know to take out the rubbish when the bins are full, and know which days the rubbish is collected by the council			X		
G9	I know how to change batteries					X
G10	I know how to wash windows, dust, clean toilet, bathtub/shower/sink, oven				X	
G11	I know how often household chores need to be done to keep the home clean				X	

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
G12	I regularly change and wash my linen				X	
G13	I know what cleaning products and equipment to use for different jobs			X		
G14	I can sew a button on and make minor clothing repairs					X
G15	I know who to contact for home repairs & faults (water leaks, electricity, gas, internet, phone, locksmith)				X	
G16	I know how to avoid infestations of cockroaches, ants, maggots, moths, mice; and what to do to treat them					X
G17	I know how to defrost a freezer			X		
G18	I know how to unclog a sink and toilet				X	
G19	I know how to change a light bulb					X
G20	I know how to reset electricity box circuit breakers, and what to in an electricity outage			X		

## Personal Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
H1	I know how to use a mobile phone to text and call					X
H2	I know how to use an alarm on my phone (or clock)			X		
H3	I can read a map					X
H4	I know where my nearest bus stop and train station are				X	
H5	I understand the consequences of not paying a public transport fare				X	
H6	I know how to ride a bike safely			X		
H7	I know where my nearest post office is and can post items					X
H8	I know how to use google search and local Facebook groups to find services			X		
H9	I keep a calendar of important dates (medical appointments, birthdays, public holidays)					X
H10	I know how to set up and manage a personal voicemail				X	
H11	I can find and read bus, train, and/or tram timetables to plan a trip on public transport				X	

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
H12	I understand the consequences of damaging public property and other anti-social and illegal behaviour (shoplifting, trespassing)			X		
H13	I know how to order from an online food menu					X
H14	I know how to join the local library and what services they can provide				X	
H15	I make choices and decisions about my own life			X		
H16	I understand the consequences of damaging public property and other anti-social and illegal behaviour (shoplifting, trespassing)				X	
H17	I understand the consequences of not paying road tolls, parking fines, etc.					X
H18	I know how to order a taxi, what the expected costs are and how to pay for a taxi				X	
H19	I can arrange routine transport to work, study, shopping centre, grocery store				X	
H20	I can recognize when I am in a low mood and know where to seek help early					X



Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
H21	I know how to perform basic car maintenance – change tyres, check tyre air pressure, check oil, top up wiper fluid, clean car, f			X		
H22	I know how to book car maintenance, and how to check if it's a fair price				X	
H23	I have my own copy of my birth certificate, drivers license, concession card, Medicare card			X		

## Interpersonal and Social Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
I1	I know how to greet someone and introduce myself					X
I2	I understand personal space and respect it				X	
I3	I know how to be polite and respectful			X		
I4	I understand that there are social boundaries and these differ depending on the type of relationship					X
I5	I know how to communicate without being too passive or aggressive			X		
I6	I understand that there are social boundaries and these differ depending on the type of relationship				X	
I7	I communicate with at least one person weekly, I can identify at least one friend				X	
I8	I can say 'no' to people when necessary			X		
I9	I understand that there are differences in cultures and religions and know how to find out more about my own					X
I10	I know who to ask for help in the community			X		

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
I11	I know how to take turns with conversations and games, and how to pay my share at social events				X	
I12	I know how to manage my anger and frustration appropriately				X	
I13	I can return faulty goods to the shops		X			
I14	I know how to manage conflict and stay calm				X	
I15	I know how to ask questions to obtain information			X		
I16	I can identify and avoid relationships that may be dangerous or unhealthy				X	
I17	I know how to find out about community events, including sports, and the local library			X		
I18	I know how to resolve conflict, or how to ask for help to resolve conflict				X	
I19	I understand that taking part in social activities can help me feel better about myself, and improve my confidence and mental he				X	

## Accommodation Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
J1	I know how to find emergency housing					X
J2	I know how to find housing within my budget			X		
J3	I understand basic housing terminology including lease, sublet, studio, tenant, landlord, etc.				X	
J4	I know how to choose where to live based on the condition, safety, nearness to transport/work/study				X	
J5	I know how to fill in a rental application			X		
J6	I know how to fill in a tenancy agreement					X
J7	I know how to inspect the rental property before moving in to ensure no damage and appliances work			X		
J8	I know where and how to choose housemates				X	
J9	I know how to split bills and chores with housemates			X		
J10	I know what to do if there is a conflict with housemates				X	
J11	I know how to be a considerate neighbour			X		

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
J12	I understand what can happen if I break the tenancy agreement				X	
J13	I know where to get help if there is a problem with the landlord			X		
J14	I understand the cost of setting up in a new home (furniture, bond, utilities)				X	
J15	I know the necessary household items I need				X	
J16	I know how to find if I am eligible and to apply for Centrelink rent assistance		X			

## Education and Training Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
K1	I know what education or training is needed for the job I want				X	
K2	I know where to find information about university courses, TAFE, training, and apprenticeships			X		
K3	I have a realistic view of my education and training options based on my learning abilities and preferences				X	
K4	I have discussed my education plans with disability employment agencies					X
K5	I understand the requirements for the course of study or training I have chosen			X		
K6	I know the costs of completing the course of study or training (including fees, books, and materials)				X	
K7	I regularly attend my course and complete my assessment tasks as required		X			
K8	I know how to ask for help if I find it hard to learn or have a disability				X	

Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
K9	I know how to find out if I'm eligible and to apply for help from Centrelink while studying				X	

## Employment Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
L1	I can accept feedback and understand the difference between bullying and being corrected					X
L2	I know what to do if I have a complaint				X	
L3	I know who to ask if I need help				X	
L4	I understand the importance of having a good work history and references		X			
L5	I know how to get help from Centrelink to find a job or apply for an allowance while looking for work				X	
L6	I know how to use the internet and (disability) job placement agencies to find a job				X	
L7	I know how to put together a resume/CV			X		
L8	I know how to put together a cover letter				X	
L9	I know how to complete a job application				X	
L10	I know how to prepare for a job interview			X		
L11	I know what to wear to a job interview				X	
L12	I know to follow up a job interview with a phone call			X		



Reference Code	Skill	NOTAPPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
L13	I know what the minimum wage is				X	
L14	I can carefully review an employment contract – check sick leave, annual leave, tax, superannuation				X	
L15	I know my behaviour and attitude at work can affect whether I keep my job and future pay raises			X		
L16	I know to turn up to work on time, and dressed appropriately				X	
L17	I know where and when not to talk with co-workers				X	
L18	I know what to do when I have a conflict with a colleague or feel I am being bullied			X		
L19	I know my job responsibilities and how to complete job tasks					X
L20	I know to give formal notice when leaving a job				X	

## Legal Skills

Reference Code	Skill	NOT APPLICABLE	DOES NOT CURRENTLY DO	CAN DO WITH ASSISTANCE	CAN DO, NEEDS MOTIVATION	INDEPENDENT
M1	I know who to complain to if I am discriminated against					X
M2	I know my legal rights when I turn 18			X		
M3	I know the age of consent				X	
M4	I know how to register to vote, where to vote, and that I can be fined for not voting				X	
M5	I know what my rights are if I'm arrested and who to call			X		
M6	I know where to get free legal services if I am a victim of crime or are charged with an offence					X