

Skills for transport

Read the chart showing the skills needed to complete these work-related tasks. Complete the chart to show how confident you are at present.

Task	Skill	Confident	Need to work on this
Writing accident reports	Understand the level of detail needed		
	Record dates and times accurately		
	Use appropriate language		
Keeping records	Record start and finish times		
	Use different formats for recording time		
	Use different formats for recording dates		