

# What is an Employment and Skills Profile?

The employment and skills profile is a tool to determine what skills, employment experience and education level people have within your group.

This profile can be used to tap into training and employment opportunities in your local area.

With consent, relevant information can be provided to a third party, such as, mining companies, Local Government or other Government Agencies.

QSNTS and representatives of the Boonthamurra PBC gathers your information.



QSNTS compiles information and develops a report for the PBC.



QSNTS hands over data to PBC as agreed.



With consent, Boonthamurra Representatives managing the data provides data in report form to a third party, where opportunities are identified.

## CLIENT INFORMATION SUMMARY

First Name		Preferred Contact Method	Phone	Email	Post
Surname					
Date of Birth		Address			
Gender					
City					
Postcode					
Email Address					
Phone Number					

Employment Overview	Check Box
None	
<1 year	
1–5 years	
>5	
Volunteer	

Comments/Details:

Previous Experience	Check Box
Administration	
Hospitality	
Customer service	
Retail	

Aged care

Tourism

Construction

IT and computer

Project management

Mining

Trade qualified – specify:

Other, please specify:

Personal Attributes	Check Box
Leadership	
Teamwork	
Problem solving	
Accountable	
Ethical	
Reliable	
Self-starter	

Education and Accredited Training	Check Box
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Senior secondary certificate of education Year 10

Year 12

Certificate (Level 1, Level 2)

University degree

Comments/Details: (e.g. Certificate III in hospitality)

Qualifications and Relevant Tickets	Check Box
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Heavy rigid truck licence

Vehicle

Enter and work in confined spaces

White / blue card

Excavator licence

Front end loader

Bobcat licence

Operate and maintain 4WD

First aid

Induction medical

Standard 11 mining induction (S 11)

Other/Details:

# Prescribed Body Corporate

Function/s	Skills	Existing Skills (Check Box)	Expression Of Interest (Check Box)
ADMINISTRATION	Administration experience		
	Strong written and verbal communication		
	Complaints management/resolution		
	Ability to use computer software and programs e.g. Microsoft Office		
	Project management		
	Problem solving		
	Record keeping/management		

Comments/Details:

FINANCIAL	Payroll		
	Accounts payable		
	Accounts receivable		
	Ability to use software and programs e.g. Microsoft Office, Xero/MYOB		
	Acquittal of grant funds		

Comments/Details:

Function/s	Skills	Existing Skills (Check Box)	Expression Of Interest (Check Box)
GOVERNANCE	Risk assessment / management		
	Knowledge of the law (CATSI Act)		
	Strategic thinking		
	Stakeholder engagement		
	Strong communication skills		

Comments/Details:

CULTURAL HERITAGE	Cultural knowledge		
	Stakeholder engagement		
	Knowledge of heritage legislation (Heritage walks/inspections/clearances/cultural mapping)		

Comments/Details:

GRANT WRITING	Grant applications		
	Preparing reports relating to Grant activities		
	Budgeting		
	Project planning		
	Researching potential funders		

Comments/Details:

# Mining and Civil

Function/s	Skills	Existing Skills (Check Box)	Expression Of Interest (Check Box)
PREVIOUS EXPERIENCE	Plant operator		
	Engineering		
	Driller		
	Blaster		
	Road work		
	Surveyors (incl off-sider)		
	Labouring (civil)		

Comments/Details:

ADMINISTRATION	Previous administration experience		
	Strong written and verbal communication		
	Ability to use software and programs e.g. Microsoft Office, email, records management		
	Complaints management/resolution		
	Record keeping/management		
	Relevant qualifications – please provide details below		

Comments/Details:

Function/s	Skills	Existing Skills (Check Box)	Expression Of Interest (Check Box)
HOSPITALITY	Cleaning		
	Maintenance		
	Catering (e.g. chef or kitchen hand)		
	Customer service		

Comments/Details:

# Local Government

Function/s	Skills	Existing Skills (Check Box)	Expression Of Interest (Check Box)
ADMINISTRATION	Administration experience		
	Strong written and verbal communication		
	Complaint management/resolution		
	Ability to use software and programs e.g. Microsoft Suite, email		
	Problem solving		
	Record keeping/management		
	Project management		
	Relevant qualifications		

Comments/Details:

LANDSCAPING	Previous experience		
	Weed control		
	Pest management		
	Operating machinery		

Comments/Details:

CULTURAL MANAGEMENT	Cultural clearance		
	Cultural inductions		
	Knowledge of stakeholders		
	Knowledge of legislation (Aboriginal Cultural Heritage Act and Duty of Care Guidelines)		

Comments/Details:

Function/s	Skills	Existing Skills (Check Box)	Expression Of Interest (Check Box)
ROAD WORKER	Relevant training		
	Relevant tickets		
	Previous experience		

Comments/Details:

TRAFFIC CONTROLLER	Relevant training		
	Relevant tickets		
	Previous experience		

Comments/Details:

PLANT OPERATOR	Operating heavy machinery		
	Relevant licences/tickets		

Comments/Details:

# Culture & Tourism

Function/s	Skills	Existing Skills (Check Box)	Expression Of Interest (Check Box)
ART ACTIVITIES	Cultural knowledge		
	Art		
	Music		
	Knowledge of stakeholders		
	Event management/coordination		

Comments/Details:

MUSEUM	Customer service		
	Cultural knowledge		
	Administration		
	Tour guide		
	Public speaking		

Comments/Details:

# CONSENT

Queensland South Native Title Services (**QSNTS**) and representatives of the Boonthamurra PBC are collecting personal information to develop an Employment and Skills Profile for your group. The personal information of job seekers will be recorded in a database 'the database' that will be maintained by representatives of the Boonthamurra PBC. Your personal information will be handled in accordance with the Information *Privacy Act 2009* (QLD).

Information that will be collected and used includes, but is not limited to your name, address, contact details, employment experience and qualifications.

If you agree to representatives of the Boonthamurra PBC using your details as stated above, please place a cross ( **X** ) in the box below and include your name and signature. This consent form must be provided to QSNTS to facilitate adding details to the database.

- I give consent to Queensland South Native Title Services (**QSNTS**) and Boonthamurra PBC to collect my details as provided to be recorded on a database to be used by the Boonthamurra PBC.
- I give consent for Boonthamurra PBC to share my relevant details as provided with a third party for the purpose of potential employment opportunities.

Name	
Signature	
Date	

OFFICE USE ONLY	
Date Received	
Data entry date	
Data entered by	