

NOSS MATRIX FOR : CORE ABILITIES (Z-009-2) LEVEL 2

CORE ABILITY PROFILE				LEARNING PACKAGE			
				MANAGE WORK ACTIVITIES	MANAGING SYSTEM	HANDLING INFORMATION	COLLABORATE WITH COLLEAGUES
GROUP NO.	GROUP	ABILITY NO.	ABILITIES	M01	M02	M03	M04
01	LOCATE AND PROCESS INFORMATION	01.04	Analyse information				
		01.05	Utilize the Internet to locate and gather information				
		01.06	Utilize word processor to process information				
02	EXCHANGE / COMMUNICATE INFORMATION	02.06	Write memos and letters				
		02.07	Utilize Local Area Network (LAN)/Intranet to exchange information				
		02.08	Prepare pictorial and graphic information				
03	WORK AND INTERACT WITH PEOPLE	03.08	Develop and maintain a cooperation within work group				
04	PLAN AND ORGANIZE WORK ACTIVITIES	04.01	Organize own work activities				
		04.02	Set and revise own objectives and goals				
		4.03	Organize and maintain own workplace				
		04.04	Apply problem solving strategies				
		04.05	Demonstrate initiative and flexibility				
06	WORK WITHIN AND WITH SYSTEMS	06.05	Analyse technical systems				
		06.06	Monitor and correct performance of systems				