EThekwini Municipal
Academy

Community Based Skills Audit Form for Unemployed

PURPOSE

The purpose of this activity is to identify the skills and business gaps in the community in order to have information available , accessible and aligned to the local based Socio-economic development opportunities .

Please fill in all the sections and tick with an "X" where it is required e.g. (**Gender : Male** ☒ **Female** ☐) .Please note that the form consist of 3 sections (Section A – Personal Details , Section B – Skills and Qualifications and Section C – Business) make sure that you fill in all the information relevant to you **correctly** and sign at the end.

Are you Employed? **No** ☐ **Yes** ☐

Are you a Permanent Resident of Ethekwini Municipality Area ? **No** ☐ **Yes** ☐

Section A

Personal details

Surname:…….. **Name(s):**……

ID Number : ☐☐☐☐☐☐☐☐☐☐☐☐☐ **Gender : Male** ☐ **Female** ☐

Passport Number (if not South African**) :** ☐☐☐☐☐☐☐☐☐ **Expiry Date (**dd/mm/yyyy**) :** _ _/_ _/_ _ _ _

Race : Asian ☐ **African** ☐ **Coloured** ☐ **White** ☐

Disability : No ☐ **Yes** ☐ **if yes please state disability:**……..

Driver's License :No ☐ **Yes** ☐ **if yes please state Code :**…….

Mobile Number : ☐☐☐-☐☐☐-☐☐☐☐ **Alternative Number :** ☐☐☐-☐☐☐-☐☐☐☐

Location details

Ward Number :……

HomeAddress:……..

Postal Code : ☐☐☐☐

Language Proficiency

isiZulu : Read ☐ **Speak** ☐ **Write** ☐

English : **Read**☐ **Speak**☐ **Write**☐

Other ……: **Read**☐ **Speak**☐ **Write**☐

Section B

Secondary Education :

Name of School	Highest Grade Obtained / AET Level	Year Obtained

Qualification and Training details :

Tertiary Education (Please provide the Qualification you Obtained e.g : A/ship,L/ship,Skills Prog ,NCert,NDip,Degree)

Field of Study: Humanities ☐ **Health Sciences**☐ **Engineering and The Built Environment** ☐ **Law and Management Studies** ☐**Agriculture** ☐**Education** ☐**Arts and Design** ☐ **Science** ☐ **Accounting and Finance** ☐**Communications and ICT**☐ Other……

Name of Institution *(e.g. UNISA,DUT,ICESSA,UKZN)*	Degree/ Diploma *(e.g. Diploma in HR)*	Duration of Course *(e.g. 6 months, 1 year)*	Certificate Number	Year Obtained

Skills Details

Type of Skill (Generic or Tech)	Skill Description	Knowledge Duration	Experience Duration
1.			
2.			
3.			

Informal Training

These are your capacity building , short courses that are not accredited

Type of Skill (Generic or Tech)	Skill Description	Knowledge Duration	Experience Duration
1.			
2.			

3.			

Section C

Business (Self- Employment)

INDUSTRIAL SECTOR: Please tick your relevant sector

Manufacturing ☐ Catering ☐ Tourism ☐ Construction ☐

Agriculture ☐ Marketing/PR ☐ Advertising ☐ Electricity ☐

Event Management ☐ Energy ☐ Medical Supply ☐ Auditing ☐

Transportation ☐ Training ☐ Photograph Services ☐ Security Services ☐

Street Vendor ☐ Financial Services ☐ Plumbing ☐ Recycling/Waste Disposal ☐

Contractor (***e.g.:***Cleaning,grass cutting, etc.) ☐ ☐ Other…….

Business Name: …… Municipal Database Registered: No ☐ Yes ☐

RMS Customer Account Number …… Supplier Database No ……

Registered: No ☐ ☐ Too many levies & taxes ☐ Ineffective support ☐

Customers not paying debt ☐ Access to business information ☐

Lack of business management skills ☐ Other ……

Business Certifications: (☑ please tick)

☐BBBEE certificate ☐SARS tax clearance ☐Company Certificate

☐CIDB Grade ☐NHBRC Other ……

Consent: In terms of POIPA, you are required to give us consent to share your information with third parties No ☐ Yes ☐

Declaration: I hereby declare that the above information is a true and correct reflection of who I am and what I have attained

Signature…… Date……