## NOSS MATRIX FOR : CORE ABILITIES (Z-009-1) LEVEL 1

| CORE ABILITY PROFILE / MODULE | | | | WORKPLACE SAFETY | ORGANIZATIONAL STRUCTURE | WORK WITHIN SYSTEM | WORKPLACE CULTURE & ETHICS | BASIC INFORMATION HANDLING | COMMUNICATION FUNCTION | BASIC HANDLING PROBLEMS | IT APPLICATION |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP NO** | **GROUP** | **ABILITY NO** | **ABILITIES** | **M01** | **M02** | **M03** | **M04** | **M05** | **M06** | **M07** | **M08** |
| 01 | LOCATE AND PROCESS INFORMATION | 01.01 | Identify and gather information | | | | | ■ | | | |
| | | 01.02 | Document information, procedures or processes | | | | | ■ | | | |
| | | 01.03 | Utilize basic IT applications | | | | | | | | ■ |
| 02 | EXCHANGE/COMMUNICATE INFORMATION | 02.01 | Interpret and follow manuals, instructions and SOP's | | | | | | ■ | | |
| | | 02.02 | Follow telephone/ telecommunication procedures | | | | | | ■ | | |
| | | 02.03 | Communicate clearly | | | | | | ■ | | |
| | | 02.04 | Prepare brief reports and checklists using standard forms | | | | | | ■ | | |
| | | 02.05 | Read/interpret flowcharts and pictorial information | | | | | | ■ | | |
| 03 | WORK AND INTERACT WITH PEOPLE | 03.01 | Apply cultural requirements to the workplace | | | | ■ | | | | |
| | | 03.02 | Demonstrate integrity and apply ethical practices | | | | ■ | | | | |
| | | 03.03 | Accept responsibility for own work and work area | | | | ■ | | | | |
| | | 03.04 | Seek and act constructively upon feedback about performance | | | | ■ | | | | |
| | | 03.05 | Demonstrate safety skills | ■ | | | | | | | |
| | | 03.06 | Respond appropriately to people and situations | | | | | | | ■ | |
| | | 03.07 | Resolve interpersonal conflicts | | | | | | | ■ | |
| 06 | WORK WITHIN THE SYSTEM | 06.01 | Understand systems | | | ■ | | | | | |
| | | 06.02 | Comply with and follow chain of command | | ■ | | | | | | |
| | | 06.03 | Identify and highlight problems | | | | | | | ■ | |
| | | 06.04 | Adapt competency to new situations/systems | | | ■ | | | | | |