

ACSF MAPPING KEY WORDS - ALPHABETICAL BY SKILL

Learning (01,02)			Reading (03, 04)	Writing (05,06)	Oral Communication (07,08)	Numeracy (09,10,11)		
According to procedure/standard	Direct (control, manage)	Rationalise	Access information	Administer (records, files, a process)	Advise/give advice	Negotiate (an outcome, result)	Accounting	Monitor
Adjust	Disseminate	Produce (make something from components)	Administer (records, files, a process)	Checklist (fill in, create, complete)	Ask	Notify (inform)	Build to	Navigate
Adopt	Drive	Recognise	Check (written work/material)	Compose	Clarify	Obtain info	Calculate	Path/direction/route
Apply (procedures, feedback, techniques)	Embark	Reflect	Checklist	Create communications	Coach	Outline (explain)	Capacity	Percentage
Approach (a situation, problem)	Ensure (make certain)Establish	Research	Contract/agreement	Document (verb)	Collaborate	Present (verbally)	Cost	Position
Appropriate (implies choice)	Evaluate	Respond to (a situation)	Read controls (on equipment)	Edit	Communicate	Promote	Characteristics	Prioritise
Apply (techniques, procedures, practices)	Examine	Review	Edit	Email	Confirm	Provide info	Check (cash, monies, figures)	Profitability
Assess	Fit (install, adjust, fasten, fix in place)	Rig (derig)	Email	Enter data	Consult	Recommend (verbally)	Cross check	P&L
Assist	Identify	Set (select)	File/filing	Fill out (form, template)	Contact	Refer	Date	Profit & Loss
Carry out	Implement Initiate	Set up (establish) shut down	Follow signs /Code	Form (fill in, create, complete)	Deliver (state something formally, training, presentation)	Report (verbally)	Deadline	Program
Check	Interpret	Select (from options)	Instructions (written)	Input data/information	Demonstrate	Request	Diagram	Rank
Choose	Link	Source (provide)	Job specification	Maintain (records, profiles)	Discuss	Respond (verbally)	Direction/path/route	Ratio
Clarify	Locate	Supervise	Labels	Make recommendation (written)	Display (demonstrate, show an image/picture)	Seek advice	Enter (numerical/ financial data)	Read a map
Compare	Maintain (condition, situation)	Take appropriate action	Legislation	Prepare (a plan, report, presentation, task)	Direct/give direction to	Seek info	Estimate	Recipe
Comply	Manage (control, supervise)	Test	Logbook	Produce (a plan, report, presentation, task)	Do something with others/associated personnel	Share	Itemise	Route/path/direction
Conduct (organize, carry out)	Manoeuvre (move skillfully)	Tie (as in a knot)	Manufacturer instructions	Read a report	Encourage	Speak	Input (numerical/ financial data)	Schedule
Confirm	Modify	Undertake	Obtain information	Regulations	Explain	State (a fact, statement)	Length	Score
Consider	Negotiate (deal with)	Verify	Policies	Research	Feedback (give, receive, seek)	Suggest	Load	Strength
Control	Observe		Procedures	Review	Follow directions/instructions	Survey (face to face)	Logistics	Solution
Coordinate	Obtain		Read	Safety Data Sheets	Give advice/advise	Teach	Map	Test
Decide	Operate		Read a report	Signs/signage	Greet	Train	Mass	Time
Determine	Organise		Regulations	Source	Inform		Measure	Volume
Develop (train or improve someone, create, design, improve something)	Oversee		Research	Use a website	Interview			Weigh
	Perform (carry out)		Signs/signage	Workplace Policies & Procedures	Instruct/Instructions			Weight
	Plan		Source		Liaise			
	Practice		Use a website		Listen			
	Process		Workplace Policies & Procedures		Meet with			
				Write				