Thomas Skills

Skills Online resource booklet

Contents

What is Thomas Skills?

Skills Online is a series of over 100 tests designed to measure hard competences and skills such as MS Office, call centre listening and keying, keyboard and secretarial skills as well as literacy and numeracy. Testing is delivered via the Internet and is easy to administer, use and interpret. Online training is also available.

Key features:

- Pre-employment screening support to assess hard skills
- Most assessments are developed by recruitment experts
- Candidates don't need supervision during assessments
- Fully simulated assessments for Ms Office; several versions
- Provides training suites to develop skills that individuals lack

When would I use Thomas Skills?

Skills Online has been created to assist and support organisations in the assessment and selection of job candidates. The Skills Online assessment process helps to progress candidates through the pre-employment screening process, the ongoing review and skill needs of existing employees and potential training evaluation planning.

With Skills Online recruiters and HR teams are able to build specific groups of assessments to target individual roles and needs. Combining the use of standard skills and knowledge assessment groups you will be able to use Skills Online to focus on job roles including:

- General Secretarial and Office
- Call Centre
- Driving
- IT and Technology
- Foreign Language
- Accountancy

Skills Online is administered online and assessments can be launched either in an office location or at any remote location. This allows the candidate freedom of when and where they undertake

their assessments. A number of administrative options contribute to freeing up the recruiter's valuable time, allowing them to concentrate on more important tasks. Recruiters have found particular success when using Thomas Skills during high volume recruitment drives.

Benefits of Thomas Skills

- Skills Online has been specifically developed for the recruitment industry, by the recruitment industry.

- Thomas has worked with clients to provide Skills Online successfully in many industry sectors and markets in the UK and internationally.

- Candidates can complete assessments at their own pace and without the need for consultant supervision.

- Available online with minimal download or non-standard web add-ins.

- Offers a flexible testing solution with no hidden costs.

- Assessments are delivered in 'real-time' with no delay in receipt of candidate test results.

- Provides fully simulated assessments in the Microsoft Office range covering several different versions.

- Range of purchase options: either annual subscription or by purchase of units.

- Provides tools to analyse and report candidate scores and results. Information can be customised and quickly despatched to clients.

- Assessment configuration options allow exercise questions to be randomised or static as required.

- Ability to structure assessments and candidates using grouping options to manage data more effectively.

- Saves recruiters, managers and organisations time and money by not recruiting candidates who cannot perform.

- Customised skill assessments can be built quickly to save time without compromising quality.

- Limits the risks in hiring people who cannot perform in role and then become expensive to redeploy or remove.

Training Courses within Thomas Skills

To compliment the Thomas Skills assessment range a number of interactive learning modules are also provided. These enable candidates to learn new skills where a training need has been identified.

The training, like the tests, is delivered in real time and is easy to follow, interactive and specially designed for ease of understanding and navigation. Skills training brings people up to speed with the areas they need help with.

Training options include:

- Microsoft Office 2000, 2003
- Interactive Windows XP
- Outlook and Internet
- Computer Theory

Exercise Portfolio

Accountancy

	Time Taken	Unit Usage
Basic Bookkeeping Measures candidates' knowledge of Basic Bookkeeping.	5 minutes	2 units
Basic Bookkeeping 02 Measures candidates' knowledge of Basic Bookkeeping.	30 minutes	2 units
Basic Bookkeeping 03 Measures candidates' knowledge of Basic Bookkeeping.	30 minutes	2 units
Cash Book and Petty Cash Measures candidates' knowledge and ability to keep a cash book and petty cash book.	5 minutes	2 units
Payroll Measures candidates' knowledge of Payroll.	5 minutes	2 units

Audio Typing – Using audio from PC

	Time Taken	Unit Usage
Legal Audio PC 100wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Legal terminology.	5 minutes	2 units
Legal Audio PC 90wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Legal terminology.	5 minutes	2 units
Legal Audio PC 80wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Legal terminology.	5 minutes	2 units
Medical Audio PC 100wpm Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Medical terminology.	5 minutes	2 units

Medical Audio PC 90wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Medical terminology.		
Medical Audio PC 80wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Medical terminology.		
Standard Audio PC	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is just a standard secretarial audio.		

Audio Typing – Using a tape machine (Tape not supplied)

	Time Taken	Unit Usage
Legal Audio Tape 100wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Legal terminology.		
Legal Audio Tape 90wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Legal terminology.		
Legal Audio Tape 80wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Legal terminology.		
Medical Audio Tape 100wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Medical terminology.		
Medical Audio Tape 90wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Medical terminology.		
Medical Audio Tape 80wpm	5 minutes	2 units
Measures candidates' ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and		

	Time Taken	Unit Usage
concentrates on Medical terminology.		
Standard Audio Tape Measures candidates' ability to key information as it is spoken through the headset. The audio is just a standard secretarial audio.	5 minutes	2 units

Basic Skills

	Time Taken	Unit Usage
Literacy Measures basic literacy skills including verbal reasoning, spelling and grammar.	5 minutes	2 units
Numeracy Measures basic mathematical skills.	5 minutes	2 units
Basic IT 01 Measures basic IT skills.	5 minutes	2 units
Basic IT 02 Measures basic IT skills.	5 minutes	2 units
Basic Windows 01 Measures basic knowledge of Microsoft Windows.	5 minutes	2 units
Basic Windows 02 Measures basic knowledge of Microsoft Windows.	5 minutes	2 units
Basic Word 01 Measures basic knowledge of Microsoft Word.	5 minutes	2 units
Basic Word 02 Measures basic knowledge of Microsoft Word.	5 minutes	2 units
Basic PowerPoint 01 Measures basic knowledge of Microsoft PowerPoint.	5 minutes	2 units
Basic PowerPoint 02 Measures basic knowledge of Microsoft PowerPoint.	5 minutes	2 units
Basic Excel 01 Measures basic knowledge of Microsoft Excel.	5 minutes	2 units
Basic Excel 02 Measures basic knowledge of Microsoft Excel.	5 minutes	2 units
Basic Access 01	5 minutes	2 units

Measures basic knowledge of Microsoft Access.		
Basic Access 02	5 minutes	2 units
Measures basic knowledge of Microsoft Access.		
Basic Web & Email 01	5 minutes	2 units
Measures basic knowledge of using the internet and an e-mail package such as Microsoft Outlook.		
Basic Web & Email 02	5 minutes	2 units
Measures basic knowledge of using the world wide web and an e-mail package such as Microsoft Outlook.		

Call Centre

	Time Taken	Unit Usage
Financial	5 minutes	1 unit
Measures the ability to listen to information through a headset and then key in the name, address and financial data on the screen.		
Home Shopping	5 minutes	1 unit
Measures the ability to listen to information through a headset and then key in the name and address data on the screen.		
Retail	5 minutes	1 unit
Measures the ability to listen to information through a headset and then key in the name and address data on the screen.		
Travel	5 minutes	1 unit
Measures the ability to listen to information through a headset and then key in the name and address data on the screen.		
Insurance	5 minutes	1 unit
Measures the ability to listen to information through a headset and then key in the name, address, and insurance data on the screen.		
French to English	5 minutes	1 unit
Measures the ability to listen to a simulated call in French and then to translate the data into English.		
German to English	5 minutes	1 unit
Measures the ability to listen to a simulated call in German and then to translate the data into English.		
Spanish to English	5 minutes	1 unit
Measures the ability to listen to a simulated call in Spanish and		

	Time	Unit
then to translate the data into English.		
Italian to English	5 minutes	1 unit
Measures the ability to listen to a simulated call in Italian and then to translate the data into English.		
Dutch to English	5 minutes	1 unit
Measures the ability to listen to a simulated call in Dutch and then to translate the data into English.		
Teamwork	8 minutes	1 unit
This assessment outlines different scenarios relating to teamwork issues. The answers are weighted.		
Call Handling	8 minutes	1 unit
This assessment outlines different scenarios relating to Call Handling issues. The answers are weighted.		
Complaining Customers	8 minutes	1 unit
This assessment outlines different scenarios relating to complaining customers' issues. The answers are weighted.		
Phonetic Alphabet	No time limit	1 unit
Assesses knowledge of the Phonetic Alphabet.		

Data Entry

	Time Taken	Unit Usage
Alpha-Numeric	5 minutes	2 units
Measures speed and accuracy at keying in both Alpha and Numeric data.		
Numeric	5 minutes	2 units
Measures speed and accuracy at keying in just Numeric data.		
TenKey	3 minutes	2 units
Measures speed at keying columns of numbers into a simulated adding machine.		
TenKey (No Decimal Places)	3 minutes	2 units
Measures speed at keying columns of numbers into a simulated adding machine.		

Driving Tests

	Time Taken	Unit Usage
ADR Assesses knowledge of ADR.	No time limit	1 unit
Category B Assesses knowledge of Category B.	No time limit	1 unit
Category C Assesses knowledge of Category C.	No time limit	1 unit
Category C1 Assesses knowledge of Category C1.	No time limit	1 unit
Category CE Assesses knowledge of Category CE.	No time limit	1 unit
Digital Tachograph Assesses knowledge of Digital Tachograph	No time limit	1 unit
Fork Lift Truck Assesses knowledge of Fork Lift truck	No time limit	1 unit
Lorry Loader Assesses knowledge of Lorry Loader.	No time limit	1 unit

Email/Internet Address Typing

	Time Taken	Unit Usage
Email addresses Measures ability to listen to information through a headset and then key in the email address on the screen.	5 minutes	1 unit
Web addresses Measures ability to listen to information through a headset and then key in the web address on the screen.	5 minutes	5 minutes
Outlook 2003 Measures basic knowledge of Microsoft Outlook, mainly concentrating on the diary side of Outlook. This is not a fully interactive test.	5 minutes	5 minutes

General Assessments

	Time Taken	Unit Usage
Aptitude (Fill in the blanks) Measures general skills including literacy, numeracy and visual comparisons.	15 minutes	1 unit
Numeric (Fill in the blanks) Measures speed at answering basic mathematical questions.	5 minutes	1 unit
Numeric Multi Choice Measures speed at answering basic mathematical questions with a multiple choice answer.	5 minutes	1 unit
Synonyms Multiple Choice This assessment asks candidates to determine the meaning of a word from a number of possible options.	5 minutes	1 unit
Clerical Multiple Choice Measures speed at answering basic literacy odd one out questions.	5 minutes	1 unit
Numeric Reasoning (Full) Measures numerical reasoning skills by providing information that requires you to interpret it and then apply appropriate logic to answer the question.	60 minutes	1 unit
Numeric Reasoning (Quick) Measures numerical reasoning skills by providing information that requires you to interpret it and then apply appropriate logic to answer the question.	10 minutes	1 unit

IT Testing

	Time Taken	Unit Usage
Windows 2000 Assesses knowledge of Windows 2000.	3 minutes	1 unit
Internet Fundamentals Assesses knowledge of Internet Fundamentals.	3 minutes	1 unit
ASP v3 Assesses knowledge of ASP v3.	3 minutes	1 unit
ASP.NET	3 minutes	1 unit

Assesses knowledge of ASP.NET.		
C#	3 minutes	1 unit
Assesses knowledge of C#.		
PC Support Helpdesk	3 minutes	1 unit
Assesses knowledge of PC Support Helpdesk.		
PC Tech Support	3 minutes	1 unit
Assesses knowledge of PC Tech Support.		
PHP	3 minutes	1 unit
Assesses knowledge of PHP.		
SQL	3 minutes	1 unit
Assesses knowledge of SQL.		
XML	3 minutes	1 unit
Assesses knowledge of XML.		
C++	3 minutes	1 unit
Assesses knowledge of C++.		

Lotus Notes Assessments

	Time Taken	Unit Usage
Lotus Basic	10 minutes	1 unit
This is an interactive assessment in a simulation of Lotus Notes 6.5. There is the ability to use all shortcut methods that you can use in Lotus Notes.		
Lotus Intermediate	10 minutes	1 unit
This is an interactive assessment in a simulation of Lotus Notes 6.5. There is the ability to use all shortcut methods that you can use in Lotus Notes.		
Lotus Advanced	10 minutes	1 unit
This is an interactive assessment in a simulation of Lotus Notes 6.5. There is the ability to use all shortcut methods that you can use in Lotus Notes.		

Office 2000 Assessments

Word (Basic)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Word 2000. There is the ability to use all shortcut methods that		

you can use in Word.		
Word (Intermediate)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Word 2000. There is the ability to use all shortcut methods that you can use in Word.		
Word (Advanced)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Word 2000. There is the ability to use all shortcut methods that you can use in Word.		
Excel (Basic)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Excel 2000. There is the ability to use all shortcut methods that you can use in Excel.		
Excel (Intermediate)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Excel 2000. There is the ability to use all shortcut methods that you can use in Excel.		
Excel (Advanced)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Excel 2000. There is the ability to use all shortcut methods that you can use in Excel.		
PowerPoint (Basic)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft PowerPoint 2000. There is the ability to use all shortcut methods that you can use in PowerPoint.		
PowerPoint (Intermediate)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft PowerPoint 2000. There is the ability to use all shortcut methods that you can use in PowerPoint.		
PowerPoint (Advanced)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft PowerPoint 2000. There is the ability to use all shortcut methods that you can use in PowerPoint.		
Access (Basic)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Access 2000. There is the ability to use all shortcut methods that you can use in Access.		
Access (Intermediate)	10 minutes	2 units
This is an interactive assessment in a simulation of Microsoft Access 2000. There is the ability to use all shortcut methods		

	Time Taken	Unit Usage
that you can use in Access.		
Access (Advanced) This is an interactive assessment in a simulation of Microsoft Access 2000. There is the ability to use all shortcut methods that you can use in Access.	10 minutes	2 units

Office 2003 Assessments

	Time Taken	Unit Usage
Word (Basic) This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Word (Intermediate) This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Word (Advanced) This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Excel (Basic) This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
Excel (Intermediate) This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
Excel (Advanced) This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
PowerPoint (Basic) This is an interactive assessment in a simulation of Microsoft PowerPoint 2003. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
PowerPoint (Intermediate) This is an interactive assessment in a simulation of Microsoft	10 minutes	3 units

PowerPoint 2003. There is the ability to use all shortcut methods that you can use in Word.		
PowerPoint (Advanced) This is an interactive assessment in a simulation of Microsoft PowerPoint 2003. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units

Office 2007 Assessments

	Time Taken	Unit Usage
Word (Basic) This is an interactive assessment in a simulation of Microsoft Word 2007. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Word (Intermediate) This is an interactive assessment in a simulation of Microsoft Word 2007. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Word (Advanced) This is an interactive assessment in a simulation of Microsoft Word 2007. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Excel (Basic) This is an interactive assessment in a simulation of Microsoft Excel 2007. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
Excel (Intermediate) This is an interactive assessment in a simulation of Microsoft Excel 2007. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
Excel (Advanced) This is an interactive assessment in a simulation of Microsoft Excel 2007. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units

Office 2010 Assessments

	Time Taken	Unit Usage
Word (Basic) This is an interactive assessment in a simulation of Microsoft Word 2010. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Word (Intermediate) This is an interactive assessment in a simulation of Microsoft Word 2010. There is the ability to use all shortcut methods that you can use in Word.	10 minutes	3 units
Excel (Basic) This is an interactive assessment in a simulation of Microsoft Excel 2010. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
Excel (Intermediate) This is an interactive assessment in a simulation of Microsoft Excel 2010. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
PowerPoint (Basic) This is an interactive assessment in a simulation of Microsoft Excel 2010. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units
PowerPoint (Intermediate) This is an interactive assessment in a simulation of Microsoft Excel 2010. There is the ability to use all shortcut methods that you can use in Excel.	10 minutes	3 units

Secretarial

	Time Taken	Unit Usage
Advanced Copy Typing Measures the candidates' ability to enter data and lay it out accurately from an advanced script.	5 minutes	2 units
Basic Copy Typing Measures the candidates' ability to enter data and lay it out accurately from a basic script.	5 minutes	2 units
On Screen Basic Copy Typing	5 minutes	2 units

	Time Taken	Unit Usage
Measures the candidates' ability to enter data and lay it out accurately from a basic script.		
Letter Layout Measures the candidates' ability to enter and layout a hand written script into a formal letter layout.	30 minutes	2 units
Tabulation Measures the candidates' ability to enter data and lay it out accurately from a columned script using the tab key between the columns.	5 minutes	2 units

Shorthand

	Time Taken	Unit Usage
Legal Shorthand 100wpm Measures ability to take shorthand notes from a legal piece of audio spoken at 100wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Legal Shorthand 90wpm Measures ability to take shorthand notes from a legal piece of audio spoken at 90wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Legal Shorthand 80wpm Measures ability to take shorthand notes from a legal piece of audio spoken at 80wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Medical Shorthand 100wpm Measures ability to take shorthand notes from a medical piece of audio spoken at 100wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Medical Shorthand 90wpm Measures ability to take shorthand notes from a medical piece of audio spoken at 90wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Medical Shorthand 80wpm Measures ability to take shorthand notes from a medical piece of audio spoken at 80wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Shorthand 120wpm Measures ability to take shorthand notes from a piece of audio spoken at 120wpm and then key in the information from your	30 minutes	2 units

	Time Taken	Unit Usage
shorthand onto the screen.		
Shorthand 110wpm Measures ability to take shorthand notes from a piece of audio spoken at 110wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Shorthand 100wpm Measures ability to take shorthand notes from a piece of audio spoken at 100wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Shorthand 90wpm Measures ability to take shorthand notes from a piece of audio spoken at 90wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Shorthand 80wpm Measures ability to take shorthand notes from a piece of audio spoken at 80wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Shorthand 70wpm Measures ability to take shorthand notes from a piece of audio spoken at 70wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Shorthand 60wpm Measures ability to take shorthand notes from a piece of audio spoken at 60wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units
Shorthand 50wpm Measures ability to take shorthand notes from a piece of audio spoken at 50wpm and then key in the information from your shorthand onto the screen.	30 minutes	2 units

Spelling

	Time Taken	Unit Usage
BASIC 01 Measures spelling ability and consists of ten basic words spoken through the headphones.	5 minutes	1 unit
Basic 02 Measures spelling ability and consists of ten basic words spoken through the headphones.	5 minutes	1 unit

Intermediate	5 minutes	1 unit
Measures spelling ability and consists of ten intermediate words spoken through the headphones.		
Advanced	5 minutes	1 unit
Measures spelling ability and consists of ten advanced words spoken through the headphones.		
Geographical	5 minutes	1 unit
Measures spelling ability and consists of fifty geographical place names in the UK spoken through the headphones.		
Legal	5 minutes	1 unit
Measures spelling ability and consists of ten legal words spoken through the headphones.		
Medical	5 minutes	1 unit
Measures spelling ability and consists of ten medical words spoken through the headphones.		
Medical 02	5 minutes	1 unit
Measures spelling ability and consists of ten medical words spoken through the headphones.		
Medical 03	5 minutes	1 unit
Measures spelling ability and consists of ten medical words spoken through the headphones.		
Medical 04	5 minutes	1 unit
Measures spelling ability and consists of ten medical words spoken through the headphones.		

Training Courses

Office 2003	Word 2003	10 units
	Excel 2003	10 units
	PowerPoint 2003	10 units
	Access 2003	10 units
Windows	Windows XP	10 units
Outlook and Internet	Outlook Express and Internet	10 units
Computer Theory	Computer Theory	10 units
EasyType	EasyType Numeric Training (3 Levels)	2 units per Level
Touch Typing	EasyType Qwerty Keyboard (29 levels)	2 units per Level
Tutor	EasyType Single Case (26 Levels)	2 units per Level

Technical Specifications

The recommended specifications to run Skills Online are as follows:

- Internet connectivity 512Kbs or greater. (56K modem minimum)

- Internet Explorer v6 or above.

- The latest version of Adobe Flash Player. (www.adobe.com)

- Installation of ActiveX control (for use with in Internet Explorer only).*

- Firewall / Internet security applications may need to be configured to allow downloading of dynamic content such as XML, MP3 and WAV files. Please contact Thomas support for further information. Call 01628 475 366 or e-mail support@thomas.co.uk.

- Sound Card installed correctly with either speakers or headphones plugged in (some courses require audio).

- The ability to print.**

This enables the ability to right click during multimedia simulations

**Some exercises require a mandatory script or workbook which can be printed while the exercise is loading. These can be obtained in hard format beforehand.*

Further Information

For more information on any aspect of Thomas Skills please speak to your consultant or contact the Thomas team:

T: 01628 475 366

E: info@thomas.co.uk