Employability skills

Employability Skills Framework

All young people need a set of skills and attributes that will prepare them for both employment and further learning. The Employability Skills Framework includes what employers think makes a good employee. The personal attributes and key skills are shown in the table below.

Personal attributes ... that contribute to overall employability

- Loyalty
- Reliability
- Common sense
- Motivation
- Ability to deal with pressure

- Commitment
- Enthusiasm
- Positive self esteem
- Adaptability
- A balanced attitude to work and home life

- Honesty and integrity
- Personal presentation
- A sense of humour

Skill	Element – (aspects of the skill that employers think is important. Note – the mix and priority of these aspects will vary from job to job)
Communication … that contributes to productive and harmonious relations across employees and customers	• Listening and understanding • Speaking clearly and directly • Writing to the needs of the audience • Negotiating responsively • Reading independently • Empathising • Speaking and writing in languages other than English • Using numeracy • Understanding the needs of internal and external customers • Persuading effectively • Establishing and using networks • Being assertive • Sharing information
Team work … that contributes to productive working relationships and outcomes	• Working across different ages irrespective of gender, race, religion or political persuasion • Working as an individual and as a member of a team • Knowing how to define a role as part of the team • Applying team work to a range of situations e.g. futures planning, crisis problem solving • Identifying the strengths of the team members • Coaching and mentoring skills including giving feedback
Problem solving … that contributes to productive outcomes	• Developing creative, innovative solutions • Developing practical solutions • Showing independence and initiative in identifying problems and solving them • Solving problems in teams • Applying a range of strategies to problem solving • Using mathematics including budgeting and financial management to solve problems • Applying problem solving strategies across a range of areas • Testing assumptions taking the context of data and circumstances into account. • Resolving customer concerns in relation to complex projects issues

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Initiative and enterprise … that contribute to innovative outcomes	• Adapting to new situations • Developing a strategic, creative, long term vision • Being creative • Identifying opportunities not obvious to others • Translating ideas into action • Generating a range of options • Initiating innovative solutions
Planning and organising … that contributes to long and short term strategic planning	• Managing time and priorities- setting time lines, co-ordinating tasks for self & with others • Being resourceful • Taking initiative and making decisions • Adapting resource allocations to cope with contingencies • Establishing clear project goals and deliverables • Allocating people and other resources to tasks • Planning the use of resources including time management • Participates in continuous improvement and planning processes • Developing a vision and a proactive plan to accompany it • Predicting - weighing up risk, evaluate alternatives and apply evaluation criteria • Collecting, analysing and organising information • Understanding basic business systems and their relationships
Self management … that contributes to employee satisfaction and growth	• Having a personal vision and goals • Evaluating and monitoring own performance • Having knowledge and confidence in own ideas and visions • Articulating own ideas and visions • Taking responsibility
Learning … that contributes to ongoing improvement and expansion in employee and company operations and outcomes	• Managing own learning • Contributing to the learning community at the workplace • Using a range of mediums to learn - mentoring, peer support and networking, IT, courses • Applying learning to 'technical' issues (e.g. learning about products) and 'people' issues (e.g. interpersonal and cultural aspects of work) • Having enthusiasm for ongoing learning • Being willing to learn in any setting - on and off the job • Being open to new ideas and techniques • Being prepared to invest time and effort in learning new skills • Acknowledging the need to learn in order to accommodate change
Technology … that contributes to effective execution of tasks	• Having a range of basic IT skills • Applying IT as a management tool • Using IT to organise data • Being willing to learn new IT skills • Having the OHS knowledge to apply technology • Having the physical capacity to apply technology e.g. manual dexterity

From Employability Skills for the Future, 2002

http://www.dest.gov.au/sectors/training_skills/publications_resources/profiles/employability_skills_for_the_future.htm

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Employability skills summary

Employability skills

Employability skills are the "key skills and personal attributes you need to enter, operate and thrive in the new world of work." These are the transferable skills that we take with us from one work situation to another, just like a tradesperson carries their toolbox.

Key skills are:

- **communication;**
- **team work;**
- **problem solving;**
- **initiative and enterprise;**
- **planning and organising;**
- **self-management;**
- **learning skills; and**
- **technology.**

Personal attributes are:

- **loyalty;**
- **commitment;**
- **honesty and integrity;**
- **enthusiasm;**
- **reliability;**
- **personal presentation;**
- **commonsense;**
- **positive self-esteem;**
- **sense of humour;**
- **balanced attitude to work and home life;**
- **ability to deal with pressure;**
- **motivation; and**
- **adaptability.**

(See **http://www.dest.gov.au/sectors/training_skills/publications_resources/profiles/employability_skills_for_the_future.htm***)*

Employability skills

Employability skills sheet

Job _____

Skill and elements of skill	Very important	Not so important	Doesn't apply
Communication			
Listening & understanding			
Speaking clearly & directly			
Writing to the needs of the audience			
Negotiating responsively			
Reading independently			
Empathising			
Speaking & writing in languages other than English			
Using numeracy			
Understanding the needs of internal & external customers			
Persuading effectively			
Establishing & using networks			
Being assertive			
Sharing information			
Team work			
Working across different ages, irrespective of gender, race, religion or political persuasion			
Working as an individual & as a member of a team			
Knowing how to define a role as part of the team			
Applying team work to a range of situations e.g. futures planning, crisis problem solving			
Identifying the strengths of the team members			
Coaching & mentoring skills including giving feedback			
Problem solving			
Developing creative, innovative solutions			
Developing practical solutions			
Showing independence & initiative in identifying problems & solving them			
Solving problems in teams			
Applying a range of strategies to problem solving			
Using mathematics including budgeting & financial management to solve problems			
Applying problem solving strategies across a range of areas			
Testing assumptions taking the context of data & circumstances into account.			
Resolving customer concerns in relation to complex projects issues			

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Skill and elements of skill	Very important	Not so important	Doesn't apply
Initiative and enterprise			
Adapting to new situations			
Developing a strategic, creative, long term vision			
Being creative			
Identifying opportunities not obvious to others			
Translating ideas into action			
Generating a range of options			
Initiating innovative solutions			
Planning and organising			
Managing time & priorities- setting time lines, co-ordinating tasks for self & with others			
Being resourceful			
Taking initiative & making decisions			
Adapting resource allocations to cope with contingencies			
Establishing clear project goals & deliverables			
Allocating people & other resources to tasks			
Planning the use of resources including time management			
Participates in continuous improvement & planning processes			
Developing a vision & a proactive plan to accompany it			
Predicting – weighing up risk, evaluate alternatives and apply evaluation criteria			
Collecting, analysing & organising information			
Understanding basic business systems & their relationships			
Self management			
Having a personal vision & goals			
Evaluating & monitoring own performance			
Having knowledge & confidence in own ideas & visions			
Articulating own ideas & visions			
Taking responsibility			
Learning			
Managing own learning			
Contributing to the learning community at the workplace			
Using a range of mediums to learn – mentoring, peer support & networking, IT, courses			
Applying learning to 'technical' issues (e.g. learning about products) and 'people' issues (e.g. interpersonal & cultural aspects of work)			
Having enthusiasm for ongoing learning			
Being willing to learn in any setting - on & off the job			
Being open to new ideas & techniques			
Being prepared to invest time & effort in learning new skills			
Acknowledging the need to learn in order to accommodate change			
Technology			
Having a range of basic IT skills			
Applying IT as a management tool			
Using IT to organise data			
Being willing to learn new IT skills			
Having the OHS knowledge to apply technology			
Having the physical capacity to apply technology e.g. manual dexterity			