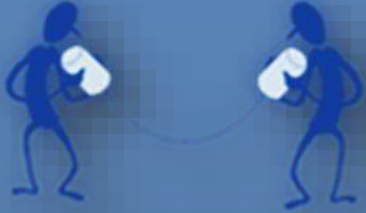



COMMUNICATION

Communication ...	Facets	Learning Activities
<p>... that contributes to productive and harmonious relations in the workplace</p> 	<ul style="list-style-type: none">○ Speaking○ Listening○ Reading independently○ Writing to an audience○ Numeracy○ Negotiating○ Empathising○ Sharing information	<ul style="list-style-type: none">○ Written tasks○ Interviews○ Presentations○ Role plays○ Simulations○ Demonstrations○ Working in groups○ Web conferencing○ Wikis○ Chat rooms○ Virtual classrooms○ Blogging


TEAM WORK

Team Work ...	Facets	Learning Activities
<p>... that contributes to productive working relationships and outcomes</p> 	<ul style="list-style-type: none">○ Working with diverse team members○ Practising inclusivity○ Working in groups○ Defining a role in a team○ Coaching and mentoring skills, including giving feedback	<ul style="list-style-type: none">○ Team or group projects○ Role plays○ Group discussion○ Games○ Simulations○ Scenario○ Wikis○ Chat rooms○ Virtual classrooms○ Brainstorming

PROBLEM SOLVING

Problem solving ...	Facets	Learning Activities
<p data-bbox="131 399 550 499">... that contributes to productive outcomes</p> 	<ul data-bbox="695 406 1207 1292" style="list-style-type: none">○ Developing creative, innovative and practical solutions○ Showing independence and initiative in identifying and solving problems○ Solving problems in teams○ Applying a range of strategies to problem solving○ Using mathematics to solve problems	<ul data-bbox="1255 406 1777 778" style="list-style-type: none">○ Case studies○ Simulations○ Projects and research○ Decision making activities○ Brainstorming activities○ Scenarios

INITIATIVE AND ENTERPRISE

Initiative & enterprise ...	Facets	Learning Activities
<p data-bbox="137 491 552 586">... that contributes to innovative outcomes</p> 	<ul data-bbox="703 491 1186 1048" style="list-style-type: none">○ Adapting to new situations○ Being creative○ Assessing risks○ Translating ideas into actions○ Identifying a range of options○ Identifying opportunities	<ul data-bbox="1265 491 1792 762" style="list-style-type: none">○ Brainstorming activities○ Simulations○ Digital story telling○ Projects○ Scenarios


PLANNING AND ORGANISING

Planning & organising ...	Facets	Learning Activities
<p>... that contributes to long and short term strategic planning</p> 	<ul style="list-style-type: none">○ Managing time and priorities○ Making decisions○ Identifying achievable goals○ Collecting, analysing and organising information○ Planning pathways○ Predicting – identifying risk, evaluating alternatives and applying evaluation criteria	<ul style="list-style-type: none">○ Research○ Data collection○ Developing action plans○ Planning and organising events○ Time management activities○ Web based research○ Case studies○ Simulations○ Scenarios


SELF MANAGEMENT

Self management ...	Facets	Learning Activities
<p>...that contributes to employee satisfaction and growth</p> 	<ul style="list-style-type: none">○ Setting personal goals○ Evaluating and monitoring own performance○ Taking responsibility○ Prioritising○ Completing tasks○ Working safely	<ul style="list-style-type: none">○ Portfolios○ Journals○ Log books○ Career planning activities○ Blogs○ Wikis

LEARNING

Learning ...	Facets	Learning Activities
<p data-bbox="137 476 639 629">... that contributes to continuous improvement in growth and operations</p> 	<ul data-bbox="703 476 1205 1143" style="list-style-type: none">○ Being prepared to learn new things○ Being aware of the way you learn○ Contributing to the learning environment○ Managing own learning○ Using a range of mediums to learn○ Being open to new ideas and techniques	<ul data-bbox="1265 476 1785 972" style="list-style-type: none">○ Self-assessment quizzes○ Reflective journals, log books, diaries○ Mentoring and coaching activities○ Simulations○ Story telling○ Role plays

TECHNOLOGY

Technology ...	Facets	Learning Activities
<p>... that contributes to effective execution of tasks</p> 	<ul style="list-style-type: none">○ Using office equipment appropriately○ Having a range of IT skills○ Applying IT as a management tool○ Using IT to organise data○ Having OHS knowledge to apply technology	<ul style="list-style-type: none">○ Using ICT skills to complete projects, research○ Learning to use industry relevant software, technology and equipment○ Basic computer skills courses○ Research○ Projects○ Blogs○ Wikis○ Virtual classrooms

Employability skills are generic skills which we all use in the workplace. These skills can be transferred from one workplace to another and one job role to another.

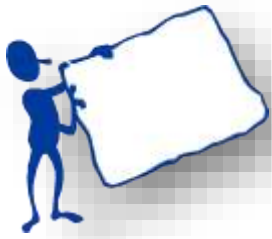
The employability skills are based on:

- Fundamental skills of literacy and numeracy and using technology
- People-related skills – communication, teamwork, interpersonal, customer service skills
- Conceptual/thinking skills – collecting and organising information, problem solving
- Personal skills and attributes – being responsible, resourceful and flexible, time management skills,
- Business skills – enterprise skills, innovation
- Community skills – civic or citizenship knowledge and skills

Employability skills evolved from the Mayer Key Competencies which identified guiding principles for effective participation in the workplace. An employability skills framework was developed in consultation with industry and describes the facets of the eight employability skills.

- Communication
 - Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self management
 - Learning
- Technology





Bibliography

The Pre-accredited Quality Framework - A Frame Published by the ACFE Board 2013

Employability Skills From Framework to Practice

Developed by: Precision Consultancy and published Commonwealth of Australia 2006

http://www.nssc.natese.gov.au/__data/assets/pdf_file/0010/69454/Employability_Skills_From_Framework_to_Practices.pdf

Employability Skills Framework

<http://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/employabilityskills1.pdf>

Pre-accredited Quality Framework – Teaching Guide

Employability Skills

<http://www.youthcentral.vic.gov.au/Jobs+%26+Careers/Planning+your+career/Employability+skills/#.UghgEO5-8cA>

Image of jig saw puzzle: <http://www.workingyourcareer.com/wp-content/uploads/2012/03/newjob4.png>

Screen Beans from Microsoft Clip Art