

# My Skills

LESSON TWO

YEAR LEVEL

PURPOSE

RATIONALE

TIMEFRAME

DELIVERY MODE

TERMINOLOGY CHECKLIST

You may wish to pre-teach these words before the lesson or refer to them during the lesson. The checklist is not exhaustive and a list displaying these words and their meanings should be available to all students during the lesson.

Hi I'm Alex,  
I'm here to show  
you VE&T is a  
great way to go!



## My Skills

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- To identify the eight employability skills and identify the personal attributes that contribute to overall employability
- To apply the employability skills to current learning

This lesson aims to identify the eight generic employability skills required for participation in the world of work. Employability Skills include: Communication, Teamwork, Problem solving, Self - management, Planning and organising, Technology, Lifelong Learning, Initiative and Enterprise. Students are asked to map their current skills against the employability skills, look for gaps in their skill levels and identify strategies to improve on these gaps.



1 Hour



Classroom activity.



**Employability skills** – skills that you develop over time that are vital to the workplace

**Communication** – the ability to get our message across to others productively

**Teamwork** - the ability work in and understand the group process

**Problem solving** – the ability to contribute to productive outcomes

**Self management** – the ability to set and review personal and professional goals that will lead to satisfaction and growth

**Planning and organising** – the ability to manage all tasks through strategic planning

**Technology** - the ability and capacity to integrate technology into all workplace practices

**Lifelong learning** – the ability to reflect your learning style, your learning needs and the learning needs of your workplace

**Initiative and enterprise** - capacity to adapt to new situations and apply a variety of solutions to achieve a positive outcome

**Attributes** - personal qualities that can add value to a productive working life

# My Skills

## CONCEPTS TO COVER



- What are the employability skills?
- What is the difference between a skill and an attribute?
- Why are the employability skills so important to my future?
- How do we develop employability skills while still at school?
- What skills and attributes do employers want?

## BRAINSTORM ACTIVITY

10-15 MINUTES



Make a list of school subjects offered at your school. Ask students to identify which of the employability skills may be developed in these subjects. For example: English – communication and teamwork skills; Mathematics - problem solving and technology skills. Include in your list of subjects specific senior school subjects such as VE&T, Physics, Biology, Psychology, Business Management etc.

Alternatively, you may choose to use units of study such as The Environment, Wide Reading or Researching a sporting event etc for this activity.

## CONCEPT QUESTIONS

20 MINUTES



- What are the eight employability skills?
- Why are they important?
- Where can you learn these skills?
- What out of school activities will help with these skills?
- How can I record my skills?
- Why do I need evidence of these skills?

## ACTIVITY 1

20 MINUTES



### Handout 1 – Matching my skills to the employability skills

Students read through the list of Employability Skills in this handout and then match Alex's skill set to the Employability Skills.

(You may wish to remove the definitions or scramble them to make the task more challenging).

Ask students to share their results. Are there any skills missing which employers may find valuable?

### Handout 2 - Matching my personal qualities to employers' personal attributes

Students complete the exercise by identifying examples of Alex's qualities that can be provided as evidence of personal attributes. Ask students to add any other qualities that employers may find valuable

Answers: 1-G, 2-F, 3-I, 4-E, 5-C, 6-A, 7-J, 8-B, 9-K, 10-L, 11-M, 12-H, 13-D

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## ASSESSMENT OUTCOME



Develop a chart that illustrates over the course of one week how you can demonstrate using the eight employability skills and personal attributes

## RESOURCES FOR THIS LESSON



### Handout 1 and 2

## VELS APPLICATION Level 5



STRAND	DOMAIN	DIMENSION
Physical, personal & social learning	Personal learning	The individual learner Managing personal learning
Discipline-based learning	The humanities - economics	Economic knowledge & understanding
Interdisciplinary learning	Communication	Listening, viewing and responding
	Design, creativity and technology	Analysing and evaluating
	Information and communications technology	ICT for visualising thinking
	Thinking processes	Reasoning processing and inquiry

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## Handout 1: My employability skills

Below is a list of employability skills and their definitions.

Match the examples of Alex's skills to the definition, and then check your answers with a partner.

EMPLOYABILITY SKILL	DEFINITION	ALEX'S DEMONSTRATED SKILL
Communication	The ability to get our message across to others productively	
Teamwork	The ability work in and understand the group process	
Problem solving	The ability to contribute to productive outcomes	
Self-management	The ability to set and review personal and professional goals that will lead to satisfaction and growth	
Planning & organising	The ability to manage all tasks through strategic planning	
Technology	The ability and capacity to integrate technology into all workplace practices	
Lifelong learning	The ability to reflect your learning style, your learning needs and the learning needs of your workplace	
Initiative & enterprise	The capacity to be adaptive in new situations and apply a variety of solutions to achieve a positive outcome.	

In this box are eight examples of how Alex has already demonstrated the employability skills. Match these to the correct definition above.

I need to accept other people's opinions and I found working in a team at times was difficult  
 I had to learn to use Excel spreadsheets today and it was really easy  
 Mum asked me to change the battery in the kitchen clock because it wasn't working  
 I started my birthday party list this week - I need to plan the venue, music, food and guest list  
 My parents gave me a camera for my birthday - I think I'll take photos of the city and make greeting cards from them  
 My Maths, English and Geography assignments were all due on July 12. I submitted them all two days early!  
 I read instructions carefully  
 Today at school, I developed a Pathways Plan - I really want to do VE&T because it's the way to go



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## Handout 2: Matching our qualities to the employer attributes

Personal attributes are often very difficult for us to identify, because we don't spend a great deal of time learning to identify them. Personal attributes are very important because they make us who we are, and employers need people who can bring a variety of these attributes to the workplace. In this table you will find a list of personal attributes. Match these examples to the list on the right of the personal attributes that employers might like to see in their workers.

WE DEMONSTRATE THESE PERSONAL ATTRIBUTES WHEN:	EMPLOYABILITY ATTRIBUTES
1. We try to remember that we all have roles and responsibilities to make sure that our lives run smoothly	A. Loyalty
2. Keeping clean and tidy is very important to us	B. Commitment
3. We love people who tell funny jokes, but are not afraid to laugh at ourselves	C. Honesty and Integrity
4. We aim to be on time for school, family functions and when hanging out with friends	D. Enthusiasm
5. We aim not to tell lies and value trust and respect as important parts of any friendship	E. Reliability
6. We make an effort to support our friends even when this is difficult	F. Personal Presentation
7. We organise our time after school completing homework, so that weekends are free for relaxing and other activities	G. Common Sense
8. We attend sports training two nights a week, even in the off-season so we are ready for the next season	H. Positive Self-esteem
9. We remember to seek help and advice from others when things start to get tough. This helps us not to panic in difficult situations	I. Sense of humour
10. We try to start every day with a positive attitude and lots of exercise	J. Balanced attitude to work and life
11. We remember to be flexible when facing a new challenge	K. Ability to deal with pressure
12. We believe in the future, and will often show initiative by participating in school sports, activities and many different interests with friends	L. Motivation
13. We enjoy sharing and are eager to learn new skills	M. Adaptability

How many of these personal attributes do you see in yourself?



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