



Teachers' notes

Year level

Year 9, 10

VELS

Level 6



Time One hour

Purpose

Develop an understanding of employability skills.



Rationale

All people need a set of skills and attributes that prepare them for employment and further learning. Students need to understand the term 'employability skills' in relation to the world of work and to realise that certain skills are common to many types of work.



Activities

1. Teacher introduces the terms 'employability skills', and discusses the employability skills framework and summary handouts with the students.
2. Students in small groups, identify at least three scenarios in which employability skills may be used, e.g. home, school and workplace.
3. Ask students in small groups to find a variety of jobs using *myfuture*, the *Job Guide* and/or *Youth Central*. They could include one from each of the Job Guide categories:

Analytic or Scientific

Creative or Artistic

Helping or Advising

Nature or Recreation

Organising or Clerical

Persuading or Service

Practical or Mechanical

4. Students rank the importance of each element of each employability skill for the jobs they choose to explore.

Further activities

Guest speaker activities

- Invite a guest speaker from the local Chamber of Commerce or Rotary Club to speak about the importance of employability skills in the workplace from an employer's perspective.
- Invite a parent who has gained skills in the family or community context to talk about how he or she has transferred these skills to the workplace.



Resources

- Copies of *Employability skills framework and summary handouts* (3 pages) for each student
- Copies of the *Employability skills worksheet* (2 pages) for each job the students will explore
- The Facts section of the *myfuture* website at <http://www.myfuture.edu.au>
- Job Guide - in print or online at <http://jobguide.dest.gov.au/>
- Employability Skills for the Future report at http://www.dest.gov.au/sectors/training_skills/publications_resources/profiles/employability_skills_for_the_future.htm

Victorian Essential Learnings (VELS)

Level 6

Strand	Domain	Dimension
Discipline-based Learning	The Humanities – Economics	Economic knowledge and understanding
Interdisciplinary Learning	Thinking Processes	Reflection, evaluation and metacognition