Personal skills and work

Teachers' notes

Time   One hour

Purpose

Identify personal skills and how skills relate to occupations.

Rationale

Some skills are needed in many jobs and others are specific to particular jobs. Personal skills play an important role in the workforce, for example when networking or dealing with people. Students need to identify their existing skills and identify those that they may need to consider for particular jobs.

Activities

1. Students discuss the topic 'What is a skill?'
2. Students work in small groups and identify personal skills that may have a bearing on an individual's career plans. The teacher provides a list of up to ten well known occupations and students write down the skills suitable for these occupations.
3. Students complete the My skills checklist individually.
4. Using the sheet, students rank the ten skills they currently consider most useful in the world of work.
5. Students complete the *My current and developing skills* tables individually considering the skills they are very good at and the jobs that involve those skills. They also consider skills they would like to develop and how they can do this and what jobs this might lead to. Students can discuss their results in small groups.

Further activities

• Students identify personal skills that they need for other jobs that they are interested in pursuing.

Resources

• Copies of My s*kills checklist* (2 pages) for each student
• *Youth Central* website **http://www.youthcentral.vic.gov.au/**
• Identifying step in the My guide section of the *myfuture* website **http://www.myfuture.edu.au**
• *Job Guide* – in print or online at **http://jobguide.dest.gov.au/**

Victorian Essential Learnings (VELS)

Level 5 and 6

Strand	Domain	Dimension
Physical, Personal and Social Learning	Personal Learning	The individual learner Managing personal learning
Discipline-based Learning	The Humanities – Economics	Economic knowledge and understanding
Interdisciplinary Learning	Thinking Processes	Reflection, evaluation and metacognition