



## Teachers' notes

Year level  
Year 9 & 10

VELS  
Level 6



**Time** One hour

### Purpose

Identify skills that they have that are transferable to the workplace.



### Rationale

Students have an array of skills that they may not be aware of that are useful in the workplace. They need to recognise the skills that they have and how these can be transferred to the workplace.

### Activities



**Students should complete the Employability Skills lesson before doing these activities.**

1. Review the Employability Skills information and ensure students have a copy of the *Employability Skills Framework and summary* handouts.
2. Students make a list of:
  - the skills they have learned outside the classroom that can be used at school or in the workplace
  - the skills they have developed (or are developing) at school, both in the classroom and in co-curricular activities (e.g. sport, music and the arts) and how they can be used at work.
3. Students read out their skills (with someone acting as scribe) to create a list of all the skills available in their class. These can be written on butcher's paper and displayed in the classroom. (This list can be added to after students have completed the worksheets.)
4. Students complete the *My transferable skills* sheet. If necessary they can work in pairs with other students who know them well, who can help them identify their transferable skills.
5. In small groups students discuss their transferable skills.
6. In pairs, students list three types of work that they are considering and the skills necessary for these jobs. They should identify skills common to all three and should also check whether they have these skills by comparing them with their own lists.

### Further activities

If students have undertaken work experience, they could:

- describe how they used their skills during work experience;
- describe any new skills they gained.



## Resources

- Copies of *Employability Skills Framework and summary* handouts from the *Employability skills* lesson
- Copies of the *My transferable skills* sheet (3 pages)
- Identifying step in *myfuture* website <http://www.myfuture.edu.au>
- *Job Guide* – in print or online <http://jobguide.dest.gov.au/>

## Victorian Essential Learnings (VELS)

### Level 6

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