Q & A INFORMATION SHEET

EMPLOYABILITY SKILLS

Links to Learning Projects conduct activities mapped to Employability Skills and Personal Attributes. This Q&A information sheet should be referred to when completing your Project Plan in the Confirmation Report.

What are Employability Skills?
Employability skills are not specific to one particular occupation or industry. They are skills required for working in today's changing environment and into the future. They include communication, planning and organising, problem solving, technology and teamwork.

Employability skills are sometimes referred to as generic skills; core, foundation or key competencies; or workplace know-how. They:

- are a set of personal attributes that contribute to overall employability;
- lists of ‘elements’ expanding on each of the major skill areas to acknowledge that major skills vary in detail between different work contexts;
- place emphasis on quality management and quality assurance;
- more emphasis on continuous improvement and responsiveness to change;
- support greater recognition of the value of learning organisations and the importance of lifelong learning;
- include recognition of rapid changes in information technology.
The Employability Skills are:

Communication skills that contribute to productive and harmonious relations between employees and customers.

Team work skills that contribute to productive working relationships and outcomes.

Problem-solving skills that contribute to productive outcomes.

Initiative and enterprise skills that contribute to innovative outcomes.

Planning and organizing skills that contribute to productive outcomes.

Self-management skills that contribute to employee satisfaction and growth.

Learning skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes.

Technology skills that contribute to effective execution of tasks.

The Employability Skills Framework also includes 13 personal attributes. These are loyalty, personal presentation, common sense, positive self-esteem, sense of humour, ability to deal with pressure, adaptability, commitment, honesty and integrity, enthusiasm and reliability.