EMPLOYABILITY SKILLS FRAMEWORK

Employability skills definition: skills required not only to gain employment but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions. Employability skills are sometimes referred to as generic skills or capabilities or key competencies.

Personal attributes that contribute to overall employability:
- Loyalty
- An ability to deal with pressure
- A sense of humour
- Personal presentation
- Honesty and integrity
- Adaptability
- A balanced attitude to work and home life
- Positive self esteem
- Reliability
- Commitment
- Motivation
- Common sense
- Enthusiasm

Skill
1.Communication
….that contributes to productive and harmonious relations across employees and customers
Element (i.e.facets of the skill that employer identified as important noting that the mix and priority of these would vary from job to job)
- Listening and understanding
- Speaking clearly and directly
- Writing to the needs of the audience
- Negotiating responsively
- Reading independenly
- Empathizing
- Speaking and writing in languages other than English
- Using numeracy
- Understanding the needs of internal and external customers
- Persuading effectively
- Establishing and using networks being assertive
- Sharing information

2.TEAMWORK

.....that contributes to productive working relationships and outcomes

ELMENTS

- Working across different ages and irrespective of gender, race, religion or political persuasion
- Working as an individual and as a member of a team
- Knowing how to define a role as part of the team
- Applying teamwork to a range of situations e.g. futures planning, crisis problem solving
- Identifying the strengths of the team members
- Coaching and mentoring skills including skills including giving feedback

3. PROBLEM SOLVING

...that contributes to productive outcomes

ELEMENTS

- Developing creative, innovative solutions
- Developing practical solutions
- Showing independence and initiative in identifying problems and solving them
- Solving problems in teams
- Applying a range of strategies to problem solving
- Using mathematics including budgeting and financial management to solve problems
- Applying problem solving strategies across a range of areas
- Testing assumptions taking the context of data and circumstances into account
- Resolving customer concerns in relation to complex projects issues

4..SELF-MANAGEMENT

…that contributes to employee satisfaction and growth

ELEMENTS

- Having a personal vision and goals
- Evaluating and monitoring own performance
- Having knowledge and confidence in own ideas and visions
- Articulating own ideas and visions
- Taking responsibility

5.PLANNING AND ORGANISING

…that contributes to long and short term strategic planning

ELEMENTS

- Managing time and priorities-setting time lines, coordinating tasks for self and with others
- Being resourceful
- Taking initiative and making decisions
- Adapting resource allocations to cope with contingencies
- Establishing clear project goals and deliverables

- Allocating people and other resources to tasks
- Planning the use of resources including time management
- Participates in continuous improvement and planning processes
- Developing a vision and a proactive plan to accompany it
- Predicting – weighing up risk, evaluate alternatives and apply evaluation criteria
- Collecting, analyzing and organizing information
- Understanding basic business systems and their relationships

6.TECHNOLOGY
…that contributes to effective execution of tasks
ELEMENTS
- Having a range of basic IT skills
- Applying IT as a management tool
- Using IT to organise data
- Being willing to learn new IT skills
- Having the OHS knowledge to apply technology
- Having the physical capacity to apply technology e.g. manual dexterity

7.LIFE-LONG LEARNING
…that contributes to ongoing improvement and expansion in employee and company operations and outcomes
ELEMENTS
- Managing own learning
- Contributing to the learning community at the workplace
- Using a range of mediums to learn – mentoring, peer support and networking, IT, courses
- Applying learning to 'technical issues (e.g. learning about products) and 'people' issues (e.g. interpersonal and cultural aspects of work)
- Having enthusiasm for ongoing learning
- Being willing to learn in any setting – on and off the job
- Being open to new ideas and techniques
- Being prepared to invest time and effort in learning new skills
- Acknowledging the need to learn in order to accommodate change

8.INITITATIVE AND ENTERPRISE
…that contribute to innovative outcomes
ELEMENTS
- Adapting to new situations
- Developing a strategic, creative, long term vision
- Being creative
- Identifying opportunities not pbvious to other
- Translating ideas into action
- Generating a range of options
- Initiating innovative solutions