

| Course Example: | Topic Example: | Employment Related Skills | Examples <i>I can .../ I am able to .../ I know how to ...</i> |
|---------------------------|--|--|--|
| <i>English</i> | <i>Writing a science fiction story</i> | <i>Planning & organising</i> <i>Self-management</i> <i>Technology</i> <i>Initiative & enterprise</i> | <ul style="list-style-type: none"> • <i>analyse information I have read</i> • <i>plan and organise time to meet deadlines</i> • <i>work independently</i> • <i>use a word processing program</i> • <i>produce an original story</i> |
| <i>Computing Studies</i> | <i>Reviewing an internet website</i> | <i>Technology</i> <i>Planning & organising</i> | <ul style="list-style-type: none"> • <i>log onto the Internet</i> • <i>locate and use a search engine</i> • <i>copy and paste text and images into a word processing document</i> • <i>use a spell checker and print the website review</i> • <i>select and bookmark relevant sites</i> |
| <i>Food Technology</i> | <i>Design and prepare a nutritious snack</i> | <i>Initiative & enterprise</i> <i>Problem solving</i> <i>Planning & organising</i> <i>Self-management</i> | <ul style="list-style-type: none"> • <i>create something I have designed</i> • <i>weigh and measure accurately</i> • <i>complete a task in the allocated time</i> • <i>take pride in my work</i> |
| <i>Visual Arts</i> | <i>Create a relief sculpture or 3D construction called 'Framing the Environment'</i> | <i>Problem solving</i> <i>Learning</i> | <ul style="list-style-type: none"> • <i>adapt materials from a site to represent a concept</i> • <i>research ideas and draw on personal experience</i> • <i>collect, interpret and organise information</i> • <i>source materials and experiment with modes of production</i> • <i>write and illustrate a documented process</i> • <i>work collaboratively in a team</i> |



ACTIVITY

Use the classroom log sheets to document your employment related skills in your courses. You can log your skills on completion of an activity, topic, assignment or unit. Click on the Log Sheets tab to download more log sheets.