

# SUMMARY OF EMPLOYMENT RELATED SKILLS

In this section you are able to gather and organise the employment related skills you have previously documented from your participation in:

- Classroom activities
- School & Community activities
- Workplace learning activities
- Enterprise learning activities

Use the sheets provided to collate a **selection** of the skills that you have gained. This section can be completed at various intervals: **at the end of a term, at the end of a year and/or at the end of your schooling.**

This process will help you to prepare for job interviews and some university and TAFE applications, as well as write a résumé:

1. Gather your Classroom, School & Community, Workplace Learning and Enterprise Learning Log Sheets.
2. Use a highlighter to select your best examples of how you demonstrated each of the employment related skills.
3. Write these onto the summary sheets.
4. Your summary sheets can be used as a reference to write your résumé and applications for jobs or further study.

## EXAMPLE

### COMMUNICATION

When have you communicated your ideas through speaking, writing or through creative processes?

Examples Explain how you demonstrated your communication skills	Context Explain where and when you demonstrated these skills
<i>I am able to communicate others' ideas through performance in front of an audience</i>	<i>My involvement in the school musical as a lead actor. Rehearsals were conducted after school with performances presented to the school and community</i>
<i>I can write reports based on reading texts and from conducting research</i>	<i>The study of many school subjects, in particular English and History where reports on researched information and in response to reading texts were assessed</i>

# SELF-MANAGEMENT

- When have you extended yourself to perform a difficult task, pledge or promise?
- When have you tried really hard and surprised yourself with what you were able to achieve?

<b>Examples</b> Explain how you demonstrated your skills in self-management	<b>Context</b> Explain where and when you demonstrated these skills

# INITIATIVE AND ENTERPRISE

- When have you worked out what to do and done it without being asked?
- When have you seen a project or activity through to completion?

<b>Examples</b> Explain how you demonstrated your initiative and enterprise skills	<b>Context</b> Explain where and when you demonstrated these skills

# LEARNING

- When have you been open to learning new ideas and techniques?
- When have you identified and accessed learning sources and opportunities?

<b>Examples</b> Explain how you demonstrated your learning skills	<b>Context</b> Explain where and when you demonstrated these skills

# COMMUNICATION

- When have you communicated your ideas through speaking, writing or through creative processes?

<b>Examples</b> Explain how you demonstrated your communication skills	<b>Context</b> Explain where and when you demonstrated these skills

# TEAMWORK

- When have you worked with those around you either as a member or leader of a group to achieve a common goal?

<b>Examples</b> Explain how you demonstrated your teamwork skills	<b>Context</b> Explain where and when you demonstrated these skills



# PROBLEM SOLVING

- When have you solved problems and approached difficult tasks in a variety of ways?
- When have you broken complex tasks into smaller ones that can be solved more easily?

<b>Examples</b> Explain how you demonstrated your problem solving skills	<b>Context</b> Explain where and when you demonstrated these skills



# TECHNOLOGY

- When have you used information technology to manage and organise data?
- When have you applied technology to achieve work and leisure solutions?

<b>Examples</b> Explain how you demonstrated your technology skills	<b>Context</b> Explain where and when you demonstrated these skills

# CROSS-CULTURAL UNDERSTANDING

- When have you worked with people of different ages, gender, race, religion or political persuasion?

<b>Examples</b> Explain how you demonstrated your skills in cross-cultural understanding	<b>Context</b> Explain where and when you demonstrated these skills