Employability Skills Framework

TAFE NSW
WESTERN SYDNEY INSTITUTE

Communication: Listening and understanding; speaking clearly and directly; reading and interpreting documents; using numeracy effectively; sharing information; being assertive; writing to the needs of the organization; empathising; negotiating responsively; persuading effectively; establishing and using networks.

Teamwork: Working as an individual and a team member; applying teamwork to a range of situations; working with people of different ages, genders, races, religions or political persuasions; coaching, mentoring, and giving feedback; knowing how to define a role as part of a team; identifying the strengths of team members.

Problem solving: Developing practical situations; solving problems in teams; showing independence and initiative in identifying problems and solving them; resolving customer concerns in relation to complex project issues; using mathematics including budgeting and financial management to solve problems; testing assumptions; taking the context of data and circumstances into account.

Initiative and enterprise: Adapting to new situations—including changing work conditions; identifying opportunities not obvious to others; being creative; generating a range of options; translating ideas into actions.
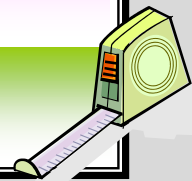
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Planning and organising: Managing time and priorities; Collecting analyzing and organizing information, identifying contingency plans, being resourceful; allocating people and resources to tasks, adapting resource allocations to cope with contingencies, participating in continuous improvement and planning processes; participating in continuous improvement and planning processes; planning the use of resources including time management, developing a vision and a proactive plan to accompany it.

Self-management: Evaluating and monitoring own performance; taking responsibility; having knowledge and confidence in own vision and goals; articulating own ideas and vision.

Learning: using a range of mediums to learn; applying learning to technical issues and operations; being open to new ideas and change; contributing to the learning community in the workplace.

Technology: Having a range of basic IT skills; having the OHS knowledge to apply technology; having appropriate physical capacity; operating equipment; using IT to organise data; applying IT as a management tool.

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