



- ~ Skills
- ~ Key competencies
- ~ Capabilities
- ~ Transferable skills
- ~ Self-reliance skills
- ~ Soft skills
- ~ Generic skills
- ~ Essential skills
- ~ Personal attributes
- ~ Qualities

Above are just some of the words that employers use to identify what they are looking for.

Confusing? Here are some definitions that will help you to understand what employers seek.

### Skill

Something you can do now, irrespective of where or how you learned it

### Transferable skills/employability skills

Skills that you will continue to acquire that can be used in different job situations

### Experience

Unlike a skill, this is something you have done in the past

### Knowledge

Something you know or have studied and learnt

### Personal attributes or qualities

Qualities or features particular to you

### Values

Your personal philosophy or belief system

The Australian Curriculum is underpinned by seven 'general capabilities' which are regarded as essential to assist students manage their life, learning and work throughout their lifespan. These are:

- Literacy
- Numeracy
- Information and communication
- Critical and creative thinking
- Technology capability
- Personal and social capability
- Ethical behaviour
- Intercultural understanding.

### Employers often look for skills that go beyond qualifications and experience.

You might hear about **employability skills**. These are the skills that we develop and take with us from one work situation to another:

#### Communication

Are you a good communicator? Are you able to listen and understand, speak clearly and directly and share information? Are you confident speaking with people face-to-face or over the phone and can you compose written works that are appropriate to your audience needs?

#### Team work

Can you work with other people? Can you work towards a team goal rather than personal glory?

#### Problem solving

Can you find solutions when faced with difficulties or set-backs? If you can't think of a solution immediately, do you have the capacity to develop a logical process for figuring things out?

#### Initiative and enterprise

Can you think about the bigger picture, adapt to new situations, be creative and translate ideas into action?

#### Planning and organising

Are you able to organise yourself, plan project timelines and meet deadlines?

#### Self-management

Can you take responsibility for your actions and work independently? Are you able to stay on top of your own deadlines and delegate as appropriate to ensure tasks are completed?

#### Learning skills

Do you want to learn new things and are you able to pick them up quickly?

#### Technology

Do you have a range of IT skills, are you able to apply IT as a management tool and to organise data, and are you willing to learn new IT skills?

While your education and experience may make you eligible to apply for a job, to be successful at the job you will need to exhibit a mix of



'employability skills'. This means that the specialist, technical skills associated with different roles may be less important than the 'soft skills' that can be transferred between different jobs and different employment sectors.

For employers, getting the right people means identifying people with the right skills and qualities to fulfil the role and contribute to the organisation's success. Candidates may have the qualifications and 'hard skills' needed to be able to manage the job role but without a well-honed set of 'soft skills' employers are less inclined to hire.

Employability or 'soft skills' are the foundation of your career building blocks and they are often referenced in the media as lacking in school-leavers, graduates and those already in employment.

The **Core Skills for Work Developmental Framework** (CSfW) (August 2013) describes performance

in ten skill areas, grouped under three skill clusters. The CSfW describes the core non-technical skills that have been identified by Australian employers as important for successful participation in work.

### 1. Navigate the world of work

- Manage career and work life
- Work with roles, rights and protocols

### 2. Interacting with others

- Communicate for work
- Connect and work with others
- Recognise and utilise diverse perspectives

### 3. Getting the work done

- Plan and organise
- Make decisions
- Identify and solve problems
- Create and innovate
- Work in a digital world.

### Personal Attributes:

- Loyalty
- Commitment
- Honesty and integrity
- Enthusiasm
- Reliability
- Personal presentation
- Commonsense
- Positive self-esteem
- Sense of humour
- Balanced attitude to work and home-life
- Ability to deal with pressure
- Motivation
- Adaptability.

### But above all employers want employees with a positive attitude.

Great employees maintain a positive attitude, even during difficult situations. They tackle projects, both big and small, in a straightforward manner. If they have a sensitive issue to discuss, they do so in private. They promote a team spirit and good morale, and they are a pleasure to work with and be around, a trait that is often regarded as an essential job characteristic.

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