

30719QLD Course in Adult Literacy and Numeracy Employability Skills

Overview of the Employability Skills Framework

Employability Skills are important components of all training products, including Training Packages, units of competency, enterprise units and accredited courses. The embedding of Employability Skills relates these particular skills to job roles. Employability Skills are a useful tool in assisting learners and candidates for assessment to demonstrate not only technical competence and knowledge, but also that they have the skills necessary to achieve and maintain successful employment outcomes.

The key skills identified in conjunction with the personal attributes to make up the Employability Skills Framework are:

Communication skills that contribute to productive and harmonious relations between employees and customers;

Team work skills that contribute to productive working relationships and outcomes;

Problem-solving skills that contribute to productive outcomes;

Initiative and enterprise skills that contribute to innovative outcomes;

Planning and organising skills that contribute to long-term and short-term strategic planning;

Self-management skills that contribute to employee satisfaction and growth;

Learning skills that contribute to employee satisfaction and growth;

Skills with **Technology** that contribute to the effective execution of tasks.

The Employability Skills Framework also incorporates personal attributes that contribute to overall employability – see below. Enterprises see the inclusion of these attributes as a new and essential component of employability skills.

The following table provides a consolidation of the personal attributes, employability skills and facets that make the Employability Skills Framework:

<p>Personal attributes that contribute to overall employability</p>	<ul style="list-style-type: none"> • Loyalty • Commitment • Honesty and Integrity • Enthusiasm • Reliability • Personal presentation • Commonsense • Sense of humour 	<ul style="list-style-type: none"> • Balanced attitude to work and home life • Ability to deal with pressure • Motivation • Adaptability • Provide self esteem
<p>Employability Skill</p>	<p>Facet</p>	
<p>Communication that contributes to productive and harmonious relations between employees and customers</p>	<ol style="list-style-type: none"> 1. Listening and understanding 2. Speaking clearly and directly 3. Writing to the needs of the audience 4. Negotiating responsively 5. Reading independently 6. Empathising 7. Using numeracy effectively 8. Understanding the needs of internal and external clients 9. Persuading effectively 10. Establishing and using networks 11. Being assertive 12. Sharing information 13. Speaking and writing in languages other than English 	

<p>Team work that contributes to productive working relationships and outcomes</p>	<ol style="list-style-type: none"> 1. Working with people of different ages, gender, race, religion, or political persuasion 2. Working as individual and as a member of team 3. Knowing how to define a role as part of a team 4. Applying teamwork skills to a range of solutions eg. futures planning, crisis problem solving 5. Identifying the strengths of team members 6. Coaching, mentoring and giving feedback
<p>Problem-solving that contributes to productive outcomes</p>	<ol style="list-style-type: none"> 1. Developing creative, innovative solutions 2. Developing practical solutions 3. Showing independence and initiative in identifying problems and solving them 4. Solving problems in teams 5. Applying a range of strategies to problem solving 6. Using mathematics including budgeting and financial management to solve problems 7. Applying problem-solving strategies across a range of areas 8. Testing assumptions taking the context of data and circumstances into account 9. Resolving customer concerns in relation to complex project issues
<p>Initiative and enterprise that contribute to innovative outcomes</p>	<ol style="list-style-type: none"> 1. Adapting to new situations 2. Developing a strategic, creative, long-term vision 3. Being creative 4. Identifying opportunities not obvious to others 5. Translating ideas into action 6. Generating a range of options 7. Initiating innovative solutions
<p>Planning and organising that contribute to long-term and short-term strategic planning;</p>	<ol style="list-style-type: none"> 1. Managing time and priorities – setting timelines, co-ordinating tasks for self and with others 2. Being resourceful 3. Taking initiative and making decisions 4. Adapting resource allocations to cope with contingencies 5. Allocating people and other resources to tasks 6. Planning the use of resources including time management 7. Participating in continuous improvement and planning processes 8. Developing a vision and a proactive plan to accompany it 9. Predicting – weighing up risk, evaluating alternatives and applying evaluation criteria 10. Collecting, analysing and organising information 11. Understanding basic business systems and other relationships
<p>Self-management that contributes to employee satisfaction and growth</p>	<ol style="list-style-type: none"> 1. Having a personal vision and goals 2. Evaluating and monitoring own performance 3. Having knowledge and confidence in own ideas and vision 4. Articulating own ideas and vision 5. Taking responsibility[own unique ES facet, if applicable]
<p>Learning that contributes to employee satisfaction and growth</p>	<ol style="list-style-type: none"> 1. Making own learning 2. Contributing to the learning community at the workplace 3. Using a range of mediums to learn – mentoring, peer support, networking, information technology, course4s 4. Applying learning to technical issues (eg. learning about products) and people issues (eg. interpersonal and cultural aspects of work) 5. Having enthusiasm for ongoing learning 6. Being will to learn in any setting – on and off the job 7. Being open to new ideas and techniques 8. Being prepared to invest time and effort in learning new skills 9. Acknowledging the need to learn in order to accommodate change
<p>Technology that contributes to effective execution of tasks</p>	<ol style="list-style-type: none"> 1. Having a range of basic IT skills 2. Applying IT as a management tool 3. Using IT to organise data 4. Being willing to learn new IT skills 5. Having the occupational health and safety knowledge to apply technology 6. Having the appropriate physical capacity

Summary of Employability Skills and Facets for Modules in the Course in Adult Literacy and Numeracy

Module Code and Title	Comm Facets	Teamwork Facets	Problem Solving Facets	I & E Facets	Plan & Org Facets	Self – Man Facets	Learn Facets	Tech Facets
LITASS Initial Assessment	1, 2, 3, 5, 7, 12			1	1, 2, 3	1, 2, 4	1, 5, 6, 7	1, 3, 6
LITNUM 1 Literacy/ Numeracy	1, 2, 3, 5, 7,12	1, 2	6		2	1	1, 2, 5, 6	1, 6
LIT 2 Literacy 2	1, 2, 3, 5, 12	1, 2			2, 3	1	1, 2, 5, 6	1, 6
LIT 3 Literacy 3	1, 2, 3, 5, 8, 12	1, 2	1, 2, 3	1, 5	2, 3	5	1, 2, 5, 6	1, 3, 6
LIT 4 Literacy 4	1, 2, 3, 5, 8, 12	1, 2	1, 2, 3	1, 5	2, 3	3, 4, 5	1, 2, 4, 5	1, 3, 6
LIT 5 Literacy 5	1, 2, 3, 5, 8, 12	1, 2	1, 2, 3	1, 5	2, 3	1, 3, 4	1, 2, 4, 5	1, 3, 4
NUM 2 Numeracy 2	2, 5, 7	1	5, 6		2, 3	1, 4	7, 8	
NUM 3 Numeracy 3	2, 5, 7, 12	1	6		2, 3	1, 4	1, 6, 7, 8	1, 3, 6

Employability Skills Qualification Summary

The following table contains a summary of Employability Skills for the Course in Adult Literacy and Numeracy. The table should be interpreted in conjunction with the detailed requirements of each module of this course.

Employability Skill	Industry/enterprise specific facets for this Course
Communication	<ul style="list-style-type: none"> Listen, understand and follow verbal or written instructions Speak clearly and directly and share information about self to a small group Compose texts with the Aspects of Communication and needs of audience in mind Read independently texts that align to the Aspects of Communication Using numeracy for self and others
Teamwork	<ul style="list-style-type: none"> Work collaboratively with people from culturally diverse backgrounds Recognise and adapt appropriately to cultural and language differences
Problem solving	<ul style="list-style-type: none"> Identify, report or solve basic routine problems within work activities, including numeracy activities Develop practical solutions to solving problems, including numeracy activities
Initiative and enterprise	<ul style="list-style-type: none"> Translate own ideas into action in relation to personal and employment goals Set priorities for personal and employment goals
Self management	<ul style="list-style-type: none"> Take responsibility and manage own workload to meeting organisational and personal demands. Articulate own ideas and visions confidently.
Learning	<ul style="list-style-type: none"> Show a willingness to learn new skills to extend personal/work competencies
Technology	<ul style="list-style-type: none"> Use a range of basic IT skills

Endnote

The report *Employability Skills for the Future* (2002) was produced by the Business Council of Australia and the Australian Chamber of Commerce, in consultation with other peak employer bodies and with support from government. It indicated that the skills and knowledge contained in the Mayer Key Competencies (1994) needed to be revised and expanded to reflect the changing world of work and the broader range of skills which employers currently require.

Further Reference

The Course in Adult Literacy and Numeracy Department of Employment, Economic Development and Innovation 2009.
Employability Skills from Framework to Practice – an Introductory Guide for Trainers and Assessors, Department of Education, Science and Training, 2006)

http://www.training.com.au/documents/Employability%20Skills_From%20Framework%20to%20Practices.pdf

LiteracyNet, Department of Education, Employment and Workplace Relations (DEEWR)

<http://www.deewr.gov.au/Skills/LiteracyNet/Pages/default.aspx>