# Examples of employment related skills – Years 9-12

Below are examples of how you may demonstrate employment related skills in your classes.

Self-management:

* I can evaluate my performance in tasks.
* I am able to accept and deal with authority.
* I can accept feedback in a constructive manner.
* I am able to set goals and manage my school work and social life.

Initiative and enterprise:

* I can identify opportunities and act on them.
* I am willing to take risks and learn from mistakes.

Learning:

* I am open to new tasks and use knowledge to further my technical skills.
* I can use different methods to learn new things.
* I am able to access information on courses to further my learning.

Communication:

* I can speak to a group confidently.
* I have debated in front of a large audience.
* I can speak and write another language.
* I can follow verbal instructions.

Teamwork:

* I can work with other people to sort out a problem.
* I can work/collaborate with others on group tasks.
* I am able to value the work of others and share resources.
* I am able to lead team projects.

Planning and organising:

* I am able to make decisions.
* I can manage my time and priorities.
* I can collect, analyse and organise information using appropriate methods.
* I am able to organise equipment and materials needed for a task.

Problem solving:

* I can calculate percentages.
* I can work out and manage a budget.
* I can apply safe work practices.
* I know how to use creative ideas and processes to solve problems.

Technology:

* I can use a word processor.
* I can e-mail and use a fax machine.
* I can use a variety of software programs such as, …
* I am able to practice ethical behaviour when using e-mail and the internet.

Cross-cultural understanding:

* I can respect cultural diversity in the classroom.
* I am able to interact and learn from the experiences of students from different cultural backgrounds.