

Employability skills checklist

Core Skills for Work	Focus Area	Examples	Not Yet	Beginner	Capable	Expert	
Skill cluster							
Navigate the world of work	a. Identify work options	I can Set goals for school and home					
	b. Gain work	I know how to find out my skills and interests					
	c. Develop relevant skills and knowledge		I have a positive attitude to lifelong learning				
			I can learn from my mistakes				
			I know how to write my career action plan				
Interact with others	a. Communicate for work	I can speak clearly					
	b. Connect and work with others		I have good listening skills				
			I can read instructions easily				
	c. Recognise and utilise diverse perspectives		I can write good letters and essays				
			I ask for help when I need it				
			I accept feedback on how to improve my performance				
			I cooperate with others and work in a team				
		I am respectful of other people's opinions and cultures					
Get the work done	a. Plan and organise	I can follow instructions					
	b. Make decisions	I complete work on time					
	c. Identify and solve problems		I can plan and manage my time effectively				
			I use maths to solve basic numeracy problems				
	d. Create and innovate	I can present data well					
	e. Work in a digital world		I can recognise when I need help				
			I know who to ask for help				
			I can use a computer effectively				
			I can present information in different ways				
			I can use a range of software programs				
			I can use email and text messaging				
			I can think of new ways to get the job done				