**Teachers' notes**

**Time** One hour

**Purpose**
Identify personal skills and how skills relate to occupations.

**Rationale**
Some skills are needed in many jobs and others are specific to particular jobs. Personal skills play an important role in the workforce, for example when networking or dealing with people. Students need to identify their existing skills and identify those that they may need to consider for particular jobs.

**Activities**
1. Students discuss the topic ‘What is a skill?’
2. Students work in small groups and identify personal skills that may have a bearing on an individual’s career plans. The teacher provides a list of up to ten well known occupations and students write down the skills suitable for these occupations.
3. Students complete the My skills checklist individually.
4. Using the sheet, students rank the ten skills they currently consider most useful in the world of work.
5. Students complete the My current and developing skills tables individually considering the skills they are very good at and the jobs that involve those skills. They also consider skills they would like to develop and how they can do this and what jobs this might lead to. Students can discuss their results in small groups.

**Further activities**
- Students identify personal skills that they need for other jobs that they are interested in pursuing.

**Resources**
- Copies of My skills checklist (2 pages) for each student
- Identifying step in the My guide section of the myfuture website [http://www.myfuture.edu.au](http://www.myfuture.edu.au)

**Victorian Essential Learnings (VELS)**

| Level 5 and 6 |
|---|---|---|
| **Strand** | **Domain** | **Dimension** |
| Physical, Personal and Social Learning | Personal Learning | The individual learner Managing personal learning |
| Discipline-based Learning | The Humanities – Economics | Economic knowledge and understanding |
| Interdisciplinary Learning | Thinking Processes | Reflection, evaluation and metacognition |