Transferable skills

Teachers' notes

Time
One hour

Purpose
Identify skills that they have that are transferable to the workplace.

Rationale
Students have an array of skills that they may not be aware of that are useful in the workplace. They need to recognise the skills that they have and how these can be transferred to the workplace.

Activities

Students should complete the Employability Skills lesson before doing these activities.

1. Review the Employability Skills information and ensure students have a copy of the Employability Skills Framework and summary handouts.

2. Students make a list of:
   - the skills they have learned outside the classroom that can be used at school or in the workplace
   - the skills they have developed (or are developing) at school, both in the classroom and in co-curricular activities (e.g. sport, music and the arts) and how they can be used at work.

3. Students read out their skills (with someone acting as scribe) to create a list of all the skills available in their class. These can be written on butcher’s paper and displayed in the classroom. (This list can be added to after students have completed the worksheets.)

4. Students complete the My transferable skills sheet. If necessary they can work in pairs with other students who know them well, who can help them identify their transferable skills.

5. In small groups students discuss their transferable skills.

6. In pairs, students list three types of work that they are considering and the skills necessary for these jobs. They should identify skills common to all three and should also check whether they have these skills by comparing them with their own lists.

Further activities
If students have undertaken work experience, they could:
- describe how they used their skills during work experience;
- describe any new skills they gained.
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Resources

- Copies of Employability Skills Framework and summary handouts from the Employability skills lesson
- Copies of the My transferable skills sheet (3 pages)
- Identifying step in myfuture website http://www.myfuture.edu.au

Victorian Essential Learnings (VELS)

Level 6

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