



Employability skills summary

Employability skills

Employability skills are the "key skills and personal attributes you need to enter, operate and thrive in the new world of work." These are the transferable skills that we take with us from one work situation to another, just like a tradesperson carries their toolbox.

Key skills are:

- communication;
- team work;
- problem solving;
- initiative and enterprise;
- planning and organising;
- self-management;
- learning skills; and
- technology.

Personal attributes are:

- loyalty;
- commitment;
- honesty and integrity;
- enthusiasm;
- reliability;
- personal presentation;
- commonsense;
- positive self-esteem;
- sense of humour;
- balanced attitude to work and home life;
- ability to deal with pressure;
- motivation; and
- adaptability.

(See <http://industry.gov.au/skills/ForTrainingProviders/CoreSkillsForWorkDevelopmentalFramework/Pages/default.aspx>)