

# Evidence Record of Employability Skills

Provide examples of how you have demonstrated any of the following Employability Skills, in the workplace, at home, school or in the general community.

## 1 Communication

- 1.1 Listen, understand and speak clearly
- 1.2 Use language appropriate to the workplace
- 1.3 Use appropriate writing skills to complete workplace tasks
- 1.4 Read and follow workplace documents to complete tasks
- 1.5 Use relevant communication methods for the workplace
- 1.6 Apply effective telephone communication skills
- 1.7 Interpret and convey relevant information

## 2 Teamwork

- 2.1 Identify the role of individuals and/or teams within the organisation
- 2.2 Show understanding, tolerance and respect for colleagues, clients and/or customers
- 2.3 Work cooperatively with others
- 2.4 Respond appropriately to colleagues
- 2.5 Respond appropriately to clients and/or customers

## 3 Problem-solving

- 3.1 Identify problems and apply given procedures to solve them
- 3.2 Seek information and/or assistance when unsure
- 3.3 Persevere when faced with problems or challenges
- 3.4 Use appropriate mathematical skills to complete workplace tasks

## 4 Self-management

- 4.1 Demonstrate appropriate dress, personal grooming and hygiene
- 4.2 Demonstrate an appropriate code of conduct
- 4.3 Complete designated tasks to workplace standards
- 4.4 Monitor quality of own work
- 4.5 Act responsibly in the workplace

## 5 Planning and Organising

- 5.1 Discuss and organise daily tasks
- 5.2 Follow organised work schedules to complete tasks
- 5.3 Use time effectively throughout the day
- 5.4 Plan and organise a daily routine for a new workplace student

## 6 Technology

- 6.1 Use workplace equipment following manufacturer and/or workplace learning supervisor's instructions
- 6.2 Care for equipment following manufacturer and/or workplace learning supervisor's instructions
- 6.3 Operate a range of equipment or tools to complete a routine task
- 6.4 Use specialised equipment or tools under supervision
- 6.5 Apply a range of basic information technology skills

## 7 Learning

- 7.1 Request and act on feedback from others
- 7.2 Exhibit motivation and enthusiasm for learning new tasks
- 7.3 Show a willingness to learn about the workplace and industry area

## 8 Initiative and Enterprise

- 8.1 Use common sense and initiative to complete tasks
- 8.2 Recognise opportunities to improve workplace performance
- 8.3 Contribute creative ideas within the work team
- 8.4 Explore industry pathways
- 8.5 Begin to develop networks