NDCO
National Disability Coordination Officer Programme
AN AUSTRALIAN GOVERNMENT INITIATIVE

EMPLOYABILITY SKILLS

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SKILL	*ELEMENT(facet of the skill that employers identified as important, noting that the mix and priority of these facets would vary from job to job)*
Communication that contributes to productive and harmonious relations between employees and customers	☐ Listening and understanding ☐ Speaking clearly and directly ☐ Writing to the needs of the audience ☐ Negotiating responsively ☐ Reading independently ☐ Empathising ☐ Using numeracy effectively ☐ Understanding the needs of internal & external customers ☐ Persuading effectively ☐ Establishing and using networks ☐ Being assertive ☐ Sharing information ☐ Speaking and writing in languages other than English
Teamwork that contributes to productive working relationships and outcomes	☐ Working with people of different ages, gender, race, religion or political persuasion ☐ Working as an individual and as a member of a team ☐ Knowing how to define a role as part of a team ☐ Applying teamwork skills to a range of situations eg. Futures planning, crisis problem solving ☐ Identifying the strengths of team members ☐ Coaching, mentoring and giving feedback
Planning and organising that contributes to long and short term strategic planning	☐ Managing time & priorities – setting timelines, coordinating tasks ☐ Being resourceful ☐ Taking initiative and making decisions ☐ Adapting resource allocations to cope with contingencies ☐ Establishing clear project goals and deliverables ☐ Allocating people and resources top tasks ☐ Planning the use of resources including time management ☐ Participating in continuous improvement & planning processes ☐ Developing a vision and a proactive plan to accompany it ☐ Predicting – weighing up risk, evaluating alternatives and applying evaluation criteria ☐ Collecting, analyzing and organising information ☐ Understanding basic business systems and their relationships

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Self management that contributes to employee satisfaction and growth	☐ Having a personal vision and goals ☐ Evaluating and monitoring own performance ☐ Having knowledge and confidence in own ideas and vision ☐ Articulating own ideas and vision ☐ Taking responsibility
Learning that contributes to ongoing improvement and expansion to employee and company operations and outcomes	☐ Managing own learning ☐ Contributing to the learning community at the workplace ☐ Using a range of mediums to learn – mentoring, peer support, networking, information technology (IT),courses ☐ Applying learning to "technical" issues (e.g. learning about products) and "people" issues (e.g. interpersonal and cultural aspects at work) ☐ Having enthusiasm for ongoing learning ☐ Being willing to learn in any setting – on and off the job ☐ Being open to new ideas and techniques ☐ Being prepared to invest time and effort in learning new skills ☐ Acknowledging the need to learn in order to accommodate change
Personal attributes that contribute to overall employability	☐ Loyalty ☐ Positive self-esteem ☐ Commitment ☐ Sense of humour ☐ Enthusiasm ☐ Honesty and integrity ☐ Reliability ☐ Ability to deal with pressure ☐ Balanced attitude to work and home life ☐ Personal presentation ☐ Common sense ☐ Motivation ☐ Adaptability

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Rate Your Employability Skills

The Department of Education, Science and Training (DEST), the Australian Chamber of Commerce and Industry (ACCI) and the Business Council of Australia (BCA) developed the following list of eight employability skills, sometimes referred to as 'soft skills':

The Australian Network on Disability adapted this list to provide a useful recording device that provides employers with a picture of a person with disability's skill level.

Initiative (workplace)					
Skills	**Independent**	**Achieved - requires min support**	**Achieved - requires high support**	**Not yet achieved**	**Not yet attempted**
Being creative					
Organises sufficient materials, utensils and tools					
Organises finished work neatly and safely					
Learns names and behaves responsibly with tools, equipment and materials					
Checks own work and corrects errors as necessary					
Accepts responsibility for own work					
Demonstrates energy and physical stamina for task					
Tolerates stressors on the job (machine noise, dirt, movement, job pressure, on-running tasks)					
Shows interest in tasks					

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Communication (workplace)					
Skills	**Independent**	**Achieved - requires min support**	**Achieved - requires high support**	**Not yet achieved**	**Not yet attempted**
Listening and Understanding					
Speaking clearly and directly					
Reading independently					
Using numeracy effectively					
Being assertive					
Makes eye contact when listening and speaking					
Stands or sits with correct posture, positioning and distance					
Speaks at appropriate volume – not too loudly or softly					
Expresses own work needs to supervisor with clear meaning					
Interrupts appropriately					
Uses appropriate greetings and partings					
Uses both questioning and volunteering information skills in conversation					
Moves to a new topic when appropriate					

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Teamwork (getting on with others)					
Skills	**Independent**	**Achieved - requires min support**	**Achieved - requires high support**	**Not yet achieved**	**Not yet attempted**
Working as an individual and as a member of a team					
Works cooperatively					
Asks before borrowing others tools, equipment					
Behaves politely					
Helps others only when appropriate					
Does not argue or tease others					
Is accepted by other workers, on and off the work floor					
Technology (safety)					
Having a range of basic IT skills					
Being willing to learn new IT skills					
Observes specific safety rules for the job					
Understands emergency evacuation procedures					

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Problem Solving (workplace)

Self-Management (dress & hygiene, reaction to supervision, concentration & punctuality and attendance)

Skills	**Independent**	**Achieved - requires min support**	**Achieved - requires high support**	**Not yet achieved**	**Not yet attempted**
Having goals					
Taking responsibility					
Phones in when late or absent, giving reason					
Attends work each day on time					
Signs on and off daily					
Appears in work area on time					
Returns from breaks on time					
Makes no unnecessary or questionable breaks					
Dress is appropriate and correct					
Hands and nails are clean as necessary					
Well groomed					
Prepares sufficient meals for work or brings money to buy lunch					
Carries out supervisors instructions					
Acknowledges having heard instructions and directions					
Asks for explanation if instructions are not understood					
Begins tasks promptly					
Accepts supervisor as authority on the job					
Accepts being supervised without argument					
Skills	**Independent**	**Achieved - requires min support**	**Achieved - requires high support**	**Not yet achieved**	**Not yet attempted**

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If corrected by supervisor, correction results in improved work performance					
Seeks supervision when appropriate					
Continues to work whether supervisor is present or not					
Works on tasks without unnecessary stops					
Continues working even when distractions are present					
Does not stop work to talk or listen to others					
Finishes one task before beginning another					
Promptly begins new task when one task is finished					
Resumes activity without assistance or prompts after breaks and interruptions					
Does not complain about specific tasks or work in general					
Works with consistent speed over the whole day					
Works with consistent quality over the whole day					

Planning (workplace)					
The key competencies from this category have been removed. By the very nature of the requirement for Transition to Work programs, it is unlikely that TTW job seekers will meet these requirements.It is expected that TTW job seekers will receive suitable training in these skills.					
Having enthusiasm for ongoing learning					
Being willing to learn in any setting, on and off the job					

The shaded skills are directly from the Employability Skills. Non-shaded skills are those identified by Vivienne Riches in her book 'Standards of Work Performance' as key for people with disability.

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