

Faculty of Business & Law

Becoming a Professional



What are Employability Skills?

Employability skills are defined as 'skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions'.

"Employability Skills for the Future" March 2002.

The combination of the below three skill facets do not compete for importance, their combination is essential, their priority totally dependent upon the type of career and employment position.

Professional Knowledge & Qualifications + **Personal and Professional Skills** + **Personal Attributes**

The Department of Education, Science and Training (DEST), the Australian Chamber of Commerce and Industry (ACCI) and the Business Council of Australia (BCA) have constructed the Employability Skills Framework.

The Employability Skills Framework combines the key skills and personal attributes identified below:

Communication skills that contribute to productive and harmonious relations between employees and customers;

Team work skills that contribute to productive working relationships and outcomes;

Problem-solving skills that contribute to productive outcomes;

Initiative and enterprise skills that contribute to innovative outcomes;

Planning and organising skills that contribute to long-term and short-term strategic planning;

Self-management skills that contribute to employee satisfaction and growth;

Learning skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes; and

Technology skills that contribute to effective execution of tasks.

Personal attributes that contribute to overall employability include:

- 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.

A more detailed account of these skills and personal attributes is available at <http://www.acci.asn.au/ACCIPolicies.htm>