

Career education key skills and attributes - overview

Know yourself – self-development		Know your world – career exploration		Manage your future – be proactive	
<p>Students need to understand their own skills, strengths, interests and values to make more informed decisions for their future. Many of the employability skills essential for managing careers over a lifetime relate to self-development. They include teamwork, communication skills and flexibility, as well as building resilience and maintaining a positive self-concept.</p>		<p>Students need accurate information about all the possible options for future work. This includes information about current and future labour market trends locally and beyond the local area. Identifying industries and jobs that are best suited to specific skills and interests and identifying different pathways to similar jobs informs good decision-making. Experiencing the work place through work experience, volunteering or paid work, developing practical skills, by undertaking barista courses or interview practice, also provides insight for future decision-making about future work.</p>		<p>Students who can use insight gained from self-development and career exploration to make informed decisions about their future options will be better able to effectively build and manage their careers over a lifetime. Predicting possible challenges or recognising setbacks and being able to deal with them supports the career building process and assists with career and life transitions.</p>	
Be self-aware	<ul style="list-style-type: none"> Identify your interests, skills, strengths and values Understand what affects self-concept and maintain a positive one Understand your interactions with others Identify areas for potential growth. 	Know what's possible	<ul style="list-style-type: none"> Research the different pathways available in education and training to achieve a qualification Explore beyond the obvious work and job roles in any industry to find options that will inspire you. 	Find and use opportunities to explore	<ul style="list-style-type: none"> Develop an enterprising mindset to create personalised ways of finding information and developing skills Learn to take informed risks.
Work well with others	<ul style="list-style-type: none"> Use communication skills to interact positively and effectively with others Show leadership and work well in teams. 	Use technology and information effectively	<ul style="list-style-type: none"> Use technology and communication skills to connect with others, build your networks and find information Use technology effectively to research, organise and integrate career information. 	Make informed decisions	<ul style="list-style-type: none"> Think critically and creatively to make career enhancing decisions Use problem-solving skills to generate alternative pathways and solutions Be able to evaluate information and options in accordance with your values, needs and interests Understand how to access information that you need and use it effectively and confidently.
Be a lifelong learner	<ul style="list-style-type: none"> Understand that learning new skills and knowledge provides opportunities throughout life Develop strategies that support your learning needs and preferences Participate in lifelong learning supportive of career goals. 	Understand work	<ul style="list-style-type: none"> Learn to “see” work in the world around you Understand the relationship between work, society and the economy. Learn about the personal and career benefits of all types of work – eg volunteering, entrepreneurial behaviours, supporting a cause 	Plan and build your career	<ul style="list-style-type: none"> Use organisational and self-management skills to secure, create and maintain work Use problem-solving, creative and critical thinking skills to manage the career-building process Develop good goal-setting and planning skills Develop practical skills that assist in gaining work experience and building networks – eg barista skills, white card, volunteer work. Use self-reflection to develop areas of potential growth into strengths Use appropriate career planning tools, such as an e-portfolio, to support ongoing research and planning.
Be adaptable	<ul style="list-style-type: none"> Adapt flexibly to change and grow throughout life Understand that change is normal Develop strategies for dealing with change. 	Explore the labour market	<ul style="list-style-type: none"> Use research skills to explore labour market trends and opportunities Investigate opportunities in career growth areas Access people with experience and expertise to provide up to date information relevant to your needs. 	Balance work and life	<ul style="list-style-type: none"> Use organisational and time management skills to maintain balanced life and work roles.
Present yourself well	<ul style="list-style-type: none"> Understand the impact of how people dress, behave and communicate in different settings and for different purposes Dress, behave and communicate in ways that will enhance opportunities for work and life. 	Experience work	<ul style="list-style-type: none"> Use initiative and enterprise skills to identify and engage in activities that will provide insight into the world of work Recognise and/or create opportunities to expand your networks and experience the world of work. 	Embrace change	<ul style="list-style-type: none"> Understand the changing nature of life and work roles Plan for change, and develop strategies for dealing with unexpected changes.

Students: Ask yourself – where can I develop these skills and knowledge? What help do I need? Who can I ask for help?

Teachers: Ask yourself – how can I ensure my teaching and learning activities support students to develop these skills and knowledge?