# EMPLOYABILITY TOOLKIT – REFLECTION ON EMPLOYABILITY & TECHNICAL SKILLS

*This task is one of an integrated but adaptable set developed by the Careers and Employability team for Flinders University educators to improve student preparedness for the 'world of work'. Use it as the basis for an assessment, non-graded assessment, or activity. Further information and the full framework is* [*located here*](https://staff.flinders.edu.au/learning-teaching/employability-toolkit)*. Topic Coordinators are welcome to adapt these to purpose.*

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| **Task** | Employability and Technical Skills |
| **Task type** | Reflective Essay  |
| **Length** | 1000-1500 words |
| **Learning outcomes\*** |  |
| **Employability skills** | Reflection; communication; self-management |
| [**Employability Toolkit Category**](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) | Deepen knowledge of self and sector  |
| **ABCD\*\*** | Career building: students will participate in continuous learning supportive of career goals (C4, P3) |

*\*Topic Coordinator to map to learning outcomes; \*\*Mapped to* [*Australian Blueprint for Career Development*](https://cica.org.au/wp-content/uploads/Australian-Blueprint-for-Career-Development.pdf)

## Task Objectives

1. Reflect critically on formal skills and knowledge development, and align this learning to future workplace needs

## Task Rationale

*[‘Employability’, ‘enterprise’, ‘transferable’, ‘personal’ or ‘soft’ skills are]…skills that allow…people to be enterprising so they can navigate complex careers across a range of industries and professions. They include problem solving, financial literacy, digital literacy, teamwork, and communication and are different from technical skills which are specific to a particular task, role or industry.*

*Employers ask for enterprise skills as often as technical skills. In fact, employers now request 20% more enterprise skills than technical skills.*

Source: FYA, [The New Basics 2017](https://www.fya.org.au/wp-content/uploads/2016/04/The-New-Basics_Update_Web.pdf)

It is important to think about and reflect on your academic and life experiences in developing valuable employability and technical skills. This exercise will help you identify and connect your experiences to the skills and attributes that are important in the workplace. It will also provide you with the tools to consider and navigate future sector and workplace skillset changes.

## Task Description

For this task you need to write a ***1000 - 1500 word critical reflection*** in which you make links between your university learning and life experiences with the skills and attributes you will need to be successful in the workplace.

In your reflection you must:

1. Research relevant literature, including readings provided in this course, to identify the transferable and technical skills that are valued by employers of [insert relevant sector] graduates in diverse industries and contexts, now and in the future.
2. Use your research from step 1 to identify 4-6 key transferable skills and 1-2 technical skills you have developed throughout your degree and comment on how each of these skills will be useful to you in the workplace.
3. Your reflection should focus on the way your approach / knowledge / skill level has changed in these areas during the course of your degree, using specific evidence for each skill to justify your claims.
4. Cite any other areas of your life where these skills may have been developed or augmented.
5. Link your reflection to your ongoing professional development and career goals identifying, for example, where there may be opportunities to further strengthen these skills.
6. Cite your references to justify your choices.

## Resources that might get consulted

* The position descriptions of relevant graduate roles that you might apply for after completing your studies
* Australian Association of Graduate Employers Employer Survey 2020 (see snapshot below)
* [AIMS Employability Skills Checklist](https://careerhub.flinders.edu.au/docs/274/Employability-and-Innovation-Skills-2014-06-20.pdf) in [AIMS (2014-15) Career Planning Guide: Employability and Innovation Skills](file:///C%3A/Users/jenpe/OneDrive%20-%20Flinders/Employability_transferrable%20skills)
* Foundation for Young Australians 2017 [The New Basics: big data reveals the skills young people need for the New World Order](https://www.fya.org.au/wp-content/uploads/2016/04/The-New-Basics_Update_Web.pdf)
* Any sector-specific resources supplied by Topic Coordinator

