

Links between key Employability and Academic Skills

Employability Skills	Academic Skills
Formal communication in the workplace: • Writing to the needs of the audience • Using numeracy • Speaking in public • Understanding the needs of internal and external customers • Using technology appropriately • Being familiar with up-to-date equipment, facilities and materials	Formal communication in university/college: • Academic writing • Effectively using numeracy skills to complete assignments and other tasks • Completing oral presentations / reports for internal or external audiences • Critically reading and engaging with texts • Communicate and complete given tasks effectively • Enhance engagement with university activities
Interpersonal and teamwork skills in the workplace: • Being able and willing to engage with diverse cultures • Communicating respectfully (using voice and body) • Listening actively • Empathising • Persuading effectively • Being assertive • Establishing and using networks • Collaborating with others to achieve team goals • Recognising and adopting roles within teams • Giving and receiving feedback • Coaching and mentoring • Leading with integrity	Interpersonal and teamwork skills in university/college: • Being able and willing to engage with diverse cultures • Communicating respectfully (using voice and body) • Listening actively • Empathising • Persuading effectively • Establishing and using networks within the university/college • Establishing external community and industry networks • Collaborating with others to achieve team goals • Recognising and adopting roles within teams • Giving and receiving feedback • Committing to a team for the period required to complete a task/project
Theoretical and practical knowledge and experience of industry/workplace: • Recognising and enacting of company specific skills • Gaining experience and participating in work related activities • Having sound knowledge of industry specific content • Understanding business processes - inclusive of aspects such as customer service	Theoretical and practical knowledge and experience of subject studied in university: • Applying subject - specific knowledge for academic assessments • Participating in discipline related activities

Intrapersonal skills, including ability and willingness to contribute to productive outcomes by: • identifying opportunities • generating a range of options • initiating innovative solutions • translating ideas into action • adapting to new situations • maintaining sense of humour and positive self-esteem under pressure • being open to new ideas and techniques • evaluating and monitoring own performance • taking responsibility • managing own learning • aligning work and learning with personal vision and goals	Intrapersonal skills, including ability and willingness to align university engagement with personal vision and goals by: • identifying opportunities • generating a range of options • initiating innovative solutions • translating ideas into action • adapting to new situations • maintaining sense of humour and positive self-esteem under pressure • being open to new ideas and techniques • self-assessment • taking responsibility • managing own learning
High level planning and organising skills demonstrated by: • planning and managing workloads efficiently • allocating time and resources effectively • establishing clear goals and plans of action	High level planning and organising skills demonstrated by effective day-to-day and longer term: • planning and management of workloads • allocating of time and resources • prioritising tasks according to personal goals
Problem solving, independent and innovative thinking skills, demonstrated by: • engaging in logical and orderly thinking • willingly and proactively making decisions • identifying opportunities not immediately obvious to others • creating innovative solutions to given problems • accurately analysing and synthesising information	Problem solving, independent and innovative thinking skills, demonstrated by: • conducting and completing research • engaging in logical and orderly thinking • willingly and proactively making decisions • identifying opportunities not immediately obvious to others • creating innovative solutions to given problems • accurately analysing and synthesising information

Reference:

Blaxell, R. & Moore, C. (2012). Connecting academic and employability skills and attributes. In *Developing student skills for the next decade. Proceedings of the 21st Annual Teaching Learning Forum*, 2-3 February 2012. Perth: Murdoch University.
Available at: <http://otl.curtin.edu.au/tlf/tlf2012/refereed/blaxell.html> Accessed 07.03.19