

Annex 3

Employability Skills Framework | Pou Tarāwaho Pūkenga Whai Mahi

	Positive attitude <i>Waiaro Pai</i>	Communication <i>Whitiwhiti kōrero</i>	Team work <i>Mahi ngātahi</i>	Self-management <i>Whakahaere-whaiaro</i>	Willingness to learn <i>He hiahia ki te ako</i>	Thinking skills <i>Ngā pūkenga whakaaro</i>	Resilience <i>Pakaritanga</i>
3503 Communicate in a team or group to complete a routine task	<p>Is positive and has a "can do" attitude. Is optimistic, honest and shows respect. Is happy, friendly and enthusiastic. Is motivated to work hard towards goals.</p> <p><i>He pai te wairua, ā, he whai waiaro "ka taea"</i></p> <p><i>He ngākau roroku tōna, he pono, he whakaaro nui</i></p> <p><i>He ngākau hari, whakahoahoa, tākare hoki</i></p> <p><i>He hikaka ki te whai i ōna whāinga.</i></p>	<p>Understands, and reflects on, the way they communicate and how it affects others. Asks questions when unsure or unclear. Understands how employees, employers and customers communicate. Speaks, listens and shares ideas appropriately.</p> <p><i>He mārama, he whakaaroaro ki te āhua o ana kōrero me te pānga ki ētahi atu.</i></p> <p><i>He uiui ki te kore ia e mōhio, e mārama rānei.</i></p> <p><i>He mārama he pēhea te whitiwhiti kōrero a ngā kaimahi, kaituku mahi, kiritaki hoki.</i></p> <p><i>He tika te kōrero, whakarongo me te whakaputa whakaaro.</i></p>	<p>Works well with others to complete tasks and meet goals. Contributes to developing new ideas or approaches. Works well with others of different genders, cultures or beliefs. Recognises the authority of supervisors and managers, and follows directions.</p> <p><i>He pai te mahi me ētahi atu kia tutuki ai ngā mahi me ngā whāinga.</i></p> <p><i>He tuku whakaaro hei waihanga huatau hou, kaupapa rānei.</i></p> <p><i>He pai te mahi tahi me ētahi atu tāne/wāhine, ahurea, whakapono kē rānei.</i></p> <p><i>He mōhio ki te mana o ngā kaiārahi me ngā kaiwhakahaere, me te whai i ā rātau tohutohu.</i></p>	<p>Arrives at work on time, with appropriate clothing and equipment to complete a work day. Understands, and reflects on, their own words, actions and behaviour, and how these affect others. Shows commitment and responsibility. Is dependable, follows instructions and completes assigned tasks. Is responsible for their own health and wellbeing, and follows health and safety guidelines in the workplace.</p> <p><i>He taetae atu ki te mahi i te wā tika, he mau kākahu tōtika, whai taputapu tika hoki e oti pai ai ngā mahi o ia rā.</i></p> <p><i>He mārama, he whakaaroaro hoki ki āna ake kupu, mahi, whanonga hoki me te pānga o ēnei ki ētahi atu.</i></p> <p><i>He pūmau, he whai kawenga.</i></p> <p><i>He pono ia, he whai i ngā tohutohu me te whakatutuki i ngā mahi i tohua.</i></p> <p><i>He whai kawenga mō tōna ake hauora, oranga hoki, me te whai i ngā aratohu hauora me te haumarua i te wāhi mahi.</i></p>	<p>Willing to learn new tasks, skills and information. Curious and enthusiastic about the job, organisation and industry. Looks for opportunities to work more effectively to make the business better. Accepts advice and learns from feedback.</p> <p><i>He hiahia ki te ako mahi hou, pūkenga, kōrero hoki.</i></p> <p><i>He pākiki, tākare hoki ki te mahi, whakahaere, ahumahi hoki.</i></p> <p><i>He kimi i ngā huarahi e tōtika ake te mahi kia pai ake te pakihi.</i></p> <p><i>He ngākau tuwhera ki ngā tohutohu, ā, he ako mai i ngā whakahokinga kōrero mai.</i></p>	<p>Identifies and assesses options before making a decision. Recognises problems and uses initiative to find solutions. Thinks about consequences before they act. Recognises when they need to seek advice.</p> <p><i>He tautuhi me te tātari i ngā kōwhiringa i mua i te tuku whakatau.</i></p> <p><i>He mōhio ki ngā raruraru, ā, he wairua kakama tōna ki te rapa rongoā.</i></p> <p><i>He whakaaro mō ngā mutunga mai i mua i te mahi.</i></p> <p><i>He mōhio mō āhea rapu tohutohu ai.</i></p>	<p>Adaptable and flexible in new and changing situations. Handles challenges and setbacks and does not give up. Able to seek support and help when needed. Recognises and accepts mistakes made and learns from them.</p> <p><i>He urutau, he ngāwari hoki ki ngā āhuatanga hou, takahuri hoki.</i></p> <p><i>Ka taea noa ngā whakapātaritari me ngā whakararu, ā, kāore e mate wheke.</i></p> <p><i>Ka taea e ia te rapu tautoko, āwhina hoki ina hiahiaia ana.</i></p> <p><i>He mōhio, he āhukahuka i ngā hapa me ngā akoranga ka puta.</i></p>
496 Produce, implement, and reflect on a plan to improve own personal wellbeing							
12358 Demonstrate knowledge of purchasing household consumables							
1285 Make enquiries and complete practical transactions							
9677 Communicate in a team or group which has an objective							
7123 Apply a problem-solving method							
7117 Develop strategies to enhance own learning							
7118 Manage own learning in a programme							
9681 Contribute within a team or group which has an objective							
30906 Plan and engage in an activity intended to benefit the community							

Employability skills, enterprise skills, or soft skills are incredibly important to employers. In considering candidates for a job, employers value evidence of soft skills such as team work, communication, problem solving, creativity, financial and digital literacy, critical thinking, and self-management alongside evidence of qualifications, work experience, literacy and numeracy, drivers licensing, and IT skills. Developing employability skills help young people to be work ready, get a job and progress in a career. Students being able to recognise the situations when they are developing and achieving these skills is so important in helping them to be able to articulate the skills to employers.

This framework is intended to support teachers and kaiako to have conversations with their students about the kinds of skills the students have developed, and how they can show they have demonstrated these skills, for example, in their CVs or in discussions with employers.

For more information about employability skills and work readiness, please go to <http://youthguarantee.education.govt.nz/tools/employability-skills/> or contact Vocational.Pathways@education.govt.nz.