

Worksheet 6.1 – Core Skills for Work

Identify your current skill level in each workplace competency by rating yourself as Novice, Capable, or Expert, then reflect on how these core skills connect to your desired career path in Queensland's manufacturing sector. Consider how developing these essential skills—from career planning and communication to problem-solving and digital literacy—will enhance your employability and success in roles ranging from aerospace engineering to renewable technology development.

	Category	Skill	Details / Questions to consider	Novice	Capable	Expert
1	Navigate the world of work	Career planning	How can I get a job? What subjects do I want to study? Where can I get training and qualifications?			
		Understanding the role	What does my role need me to do? What are my rights and responsibilities? Who can I ask if I have questions?			
2	Interact with others	Communication	Can I get my message across to others? Am I able to listen to instructions given to me? Can I use different systems to communicate?			
		Connecting to others	How well do I build connection with others? Can I work with a variety of types of people? Would I be able to adapt my behaviours to the situation?			
		Recognising others	How do I respond when there is conflict? Can I listen to and respect different opinions? Can my perspectives adapt to incorporate those of others?			
3	Get the work done	Organisation	Can I plan my various commitments? How do I break down tasks of various difficulties? What is required to organise my schedule?			
		Decision Making	What processes do I have when making a decision? Who do I use to support my decision making? Will I take time to review the impact of my decisions?			
		Problem Solving	How easily can I identify problems in different situations? How do I usually solve problems? How do I react when there is a very complex problem?			
		Creativity	Do I generate ideas? How easily do I think of a wide range of solutions or ideas? Do I find opportunities to apply new ideas?			
		Digital Literacy	Am I comfortable with a variety of different technologies? Do I have the knowledge to manage digital risks? Can I access, organise and present information?			

What is one career I am considering?

Select one skill above and explain how it would be crucial for your chosen career.