

Employers consider that employment related skills are just as important as job-specific or technical skills. You gain a variety of employment related skills in every subject you study at school. Therefore, it is important to record all the skills you develop so you can prepare a résumé and be better prepared to select courses and careers in the future.

Below is a list of employment related skills which students at The Entrance Campus develop and demonstrate throughout their senior studies.

* **Self-management –** Ability to take the responsibility for setting and achieving personal goals
* **Initiative and enterprise –** Ability to seek/take advantage of opportunities
* **Learning –** Ability to achieve new skills and/or knowledge
* **Communication –** Ability to express and understand information
* **Teamwork –** Ability to work effectively with others to get things done
* **Planning and organising –** Ability to coordinate and prioritise tasks and resources
* **Problem solving –** Ability to identify problems and develop solutions
* **Technology –** Ability to use appropriate technologies to complete tasks
* **Cross-cultural understanding –** Ability to respect diversity and act without discrimination