

Employability is a key challenge that young people face today. According to the Australian Bureau of Statistics (2014), the current unemployment rate among those aged 15 to 24 stands at 12.5 per cent. This is more than double the overall rate of unemployment.

Young people frequently accept poorly paid and low skill jobs, as it is hard for them to compete with those who have more experience. Employers often report that young people have not been adequately prepared for the working world by their formal education.

As a non-formal educational programme, the Duke of Edinburgh's International Award can help to bridge the gap between the skills that employers are looking for, and those which formal education systems typically provide.

“ A key to my business is getting the right people. The Duke of Edinburgh's Award is taken up by the type of people I want working for us, ”  
- Mike O'Hagen, founder and owner of MiniMovers



## Employability skills that can be developed through each Section of the Award:

### Service

To develop and encourage a sense of community spirit and responsibility to others

Displays: selflessness, maturity, generosity, care, community minded, responsibility to others

### Skill

To encourage the development of personal interests and practical skills

Displays: diverse interests, motivation, curiosity, an ability to learn and improve, goal orientated



### Physical Recreation

To encourage participation in physical recreation and improve fitness

Displays: teamwork, motivation, energy, resilience, healthy and active lifestyle, commitment to new challenges

### Adventurous Journey

To encourage a spirit of adventure and discovery

Displays: planning and organisation, leadership, endurance, determination, individual and team responsibility

### Residential Project (Gold Only)

To broaden experiences through involvement with others in a residential setting

Displays: flexibility and ability to change, ability to work in a new environment, interpersonal skills and independence

**E**mployability skills greatly assist individuals in gaining employment or establishing an enterprise. Eight groups of skills have been identified that are considered essential to successful workplace performance in all employment.

These employability skills can be gained in lots of ways and in many areas of life, including at school, in the community, at work, and through hobbies and sport. The Duke of Edinburgh's International Award provides the opportunity for young Victorians to develop these skills through each section of the Award.

# Employability skills

## Communication

contributes to productive and harmonious relations between employees & customers

**Service** – Contacting the manager to find out about volunteering; receiving clear instructions  
**Skill** – Receiving feedback on progression; written & verbal reflection  
**Physical Recreation** – Regularly with teammates & taking on feedback from coaches  
**Adventurous Journey** – Keep a journal on reflections & best practice; giving clear directions

## Teamwork

contributes to productive working relationships & outcomes

**Service** – Assisting with group situations; valuing each person's contribution  
**Skill** – Understanding that every member of a team plays an important role  
**Physical Recreation** – Team sports & the overall effect of individual efforts  
**Adventurous Journey** – Negotiating; assisting one another; sharing leadership roles; motivating

## Problem Solving

contributes to productive outcomes

**Service** – Being challenged in work environments & overcoming problems  
**Skill** – All activities lend to situations needing reflection & careful consideration  
**Physical Recreation** – Game plans, strategies & assessment of opponents  
**Adventurous Journey** – Facing adversity; negotiation; collaboration to achieving outcomes

## Initiative & Enterprise

contributes to innovative outcomes

**Service** – Requires initiative & continuous improvement attitude  
**Skill** – Using self directed approach & improving upon a skill being learnt  
**Physical Recreation** – Organising new games & training regimes for teams  
**Adventurous Journey** – Organising safer practice & motivation; finding best opportunities for AJ

## Planning & Organisation

contributes to long-term & short-term strategic planning

**Service** – Setting goals; managing & assessing in work environment  
**Skill** – Time management; appreciating other's time  
**Physical Recreation** – Punctual, motivated & assisting where possible; setting up activities  
**Adventurous Journey** – Understanding journey & safety procedures

## Self-management

contributes to employee satisfaction and growth

**Service** – Working in an autonomous role requiring self motivation & discipline  
**Skill** – Ensuring activity is meeting time requirements; being enthusiastic  
**Physical Recreation** – Getting to training on time; being prepared with equipment  
**Adventurous Journey** – Completing duties & contributing for the benefit of the group

## Learning

contributes to ongoing improvement and expansion in employee & company operations & outcomes

**Service** – Understanding of community & discovering a sense of humanity  
**Skill** – Broadening the mind & keeping thought processes healthy  
**Physical Recreation** – Ensuring a healthy lifestyle & fostering friendships  
**Adventurous Journey** – Venturing into the environment & environmental care issues

## Technology

contributes to effective execution of tasks

**Service** – Using unfamiliar technology in different workplaces/situations  
**Skill** – Learning to use different programs & systems  
**Physical Recreation** – Using computers to graph stats & areas for improvement  
**Adventurous Journey** – use of First Aid equipment, torches, compass & GPS systems