



## Individual Learning Plan Review of Employability Skills

<b>Course Title: Certificate II in ESL (Access)</b>	<b>Course Code: 21932VIC</b>
<b>Student Name:</b>	

Employability Skill	Example from the course/ class activities	Student Example
Communication	<ul style="list-style-type: none"> <li>Taking part in a conversation</li> <li>Asking questions</li> <li>Listening to and giving instructions</li> <li>Finding and reading information in print or on the Internet</li> <li>Reading and understanding letters, notes and documents, and completing forms</li> <li>Writing short paragraphs and emails</li> <li>Understanding signals and behaviour</li> <li>Using graphs, diagrams and charts</li> </ul>	<p><i>I worked in a pair in my computing class to find some information on the Internet about our local community centre. We read the information together and wrote down the important pieces of information. We reported the information to the whole class.</i></p>
Teamwork	<ul style="list-style-type: none"> <li>Identifying language learning needs and goals with teacher</li> <li>Identifying strengths and weaknesses</li> <li>Working out how to improve skills</li> <li>Working in a pair or group</li> <li>Giving and receiving feedback</li> </ul>	<p><i>I worked with a group in class to proofread our homework writing. We all made some corrections to our work. The group came from different backgrounds.</i></p>
Problem Solving	<ul style="list-style-type: none"> <li>Understanding language learning problems and ways to improve</li> <li>Asking for help</li> <li>Starting and continuing conversations and transactions</li> <li>Completing simple forms</li> </ul>	<p><i>My grammar is a problem. I talked to my teacher and she gave me some work to do at home. I will also go to the SLESC on my own once a week to work on grammar.</i></p>
Initiative and Enterprise	<ul style="list-style-type: none"> <li>Working out how to improve skills</li> <li>Proofreading and correcting own writing and responding to feedback</li> <li>Being able to change plans</li> <li>Presenting ideas</li> </ul>	<p><i>I used the computer to complete my writing, spell checked, reread it and then made more changes when my teacher corrected it.</i></p>
Planning and organising	<ul style="list-style-type: none"> <li>Developing a learning plan and making changes as necessary</li> <li>Keeping to a time plan</li> <li>Collecting and organizing a portfolio</li> <li>Planning, organizing and giving a talk</li> <li>Planning, drafting and proofreading a piece of writing.</li> <li>Organising information and research</li> </ul>	<p><i>I planned a talk to give to the class. I prepared it in class and at home. I had to read an article and look on the Internet to get information. I was ready on the day of the talk and was able to talk for 5 minutes about the topic.</i></p>

Self-management	<ul style="list-style-type: none"> <li>• Reflecting on whether language learning plan is achieving goals</li> <li>• Taking responsibility for learning</li> <li>• Reflecting on language learning and identifying ways to improve</li> </ul>	<i>I would like to study a Child Studies course next year. I need to improve my reading skills for this. I am going to read for at least 30 minutes every night to help improve this skill.</i>
Learning	<ul style="list-style-type: none"> <li>• Deciding learning goals and barriers to achieving them</li> <li>• Learning new skills</li> <li>• Enjoying learning</li> </ul>	<i>I am happy that I have learned to use a computer this year. I am also learning to speak up in class.</i>
Technology	<ul style="list-style-type: none"> <li>• Using IT skills to communicate in different ways</li> </ul>	<i>I wrote my talk on the computer. I have learned to print. I can send my work to my teacher attached to an email.</i>
Environmental and social cultural responsibility	<ul style="list-style-type: none"> <li>• Working with people of different cultural backgrounds</li> <li>• Showing respect for the environment</li> <li>• Trying hard to understand people even when difficult</li> </ul>	<i>I worked in a group on our homework. I worked hard to do all my talking in English and to understand the other students. We tried not to waste paper by printing our work too many times.</i>
Manage career development opportunities	<ul style="list-style-type: none"> <li>• Talking to the teacher about learning goals</li> <li>• Understanding how to achieve goals</li> <li>• Reflecting on what has been learned</li> </ul>	<i>I talked to my teacher about my learning plan and how to achieve my goals. I talked to her about all the things I have learned this year and what I still need to improve in.</i>