



Work Skill Development Framework



EXTENT OF STUDENTS' AUTONOMY

 FACET OF WORK SKILL	Prescribed Direction Highly structured directions & guidance from supervisor.	Bounded Direction Boundaries set by & limited direction from supervisor.	Scaffolded Direction Works independently & within provided guidelines.	Self-Initiated Direction Develops own abilities & works innovatively with limited guidance.	Open Direction Works within self-determined guidelines to advance understanding within the context
a. Embark & Clarify [INITIATIVE] Goal directed and motivated to embark & clarify role & adapt to new situations.	Requires a highly structured approach and guidance to identify with role.	Identifies and clarifies role requirements with some degree of guidance to overcome change.	Works autonomously to create new solutions and contribute to a range of desired outcomes.	Critically evaluates role and translates ideas into actions and is creative in identifying new opportunities.	Identifies future goals & projects long term visions to create innovative, strategic outcomes in a self-determined manner.
b. Find & Generate [TECHNOLOGICAL] Uses appropriate technology, resources and skills to find & generates data / knowledge.	Uses basic technology & resources with a high degree of guidance to find and generate information /data / knowledge	Uses technology and resources with some degree of guidance to find and generate a range of information /data / knowledge.	Uses technology & skills independently to identify industry specific resources, applications, technology and systems.	Uses technology and resources to evaluate & compare information for relevance & authority.	Shows a complete understanding and appropriate mastery in choice of technology and resources to generate information /data.
c. Evaluate & Reflect [LIFELONG LEARNING] Establishes lifelong learning skills in reflecting & evaluating personal and inter-personal relationships in the emotional, social and cultural environment.	Develops self-awareness using simple reflective practices to understand others and social responsibility.	Develops interpersonal understanding with limited direction to incorporate diverse beliefs, values, and behaviours.	Uses self-determined criteria to align behaviour with organisational culture and protocols.	Critically evaluate information with a high degree of sensitivity to interpersonal and cross-cultural environments.	Demonstrates responsibility for achieving a healthy organisational culture & responsibility for own personal development.
d. Organise & Manage [ORGANISATION] Organises & manages self while being perceptive to managing the needs of others.	Organises information and establishes role using a prescribed structure.	Organises information and establishes clear project goals and deliverables with limited direction.	Organises information using self-determined structures to manage self and needs of others.	Organises & manages time & resources, and plans for contingencies while prioritising tasks for self and others	Organises information to articulate visions, goals and innovative strategies and effectively manage teams.
e. Analyse & Synthesise [PROBLEM SOLVING] Critically analyse & synthesise information/data to initiate change and create solutions.	Applies a simple structure to understand problems and contribute towards solutions.	Applies a structured format to interpret, evaluate, analyse & synthesise existing information to create solutions.	Interprets information independently to analyse & synthesise data/knowledge to initiate innovative solutions.	Applies critical thinking and works collaboratively to synthesise, analyse and produce innovative and creative solutions.	Applies sophisticated critical thinking & analysis to initiate change and extrapolate outcomes.
f. Communicate & Collaborate [TEAMWORK] Shows sensitivity in interpersonal communications & demonstrates professional conduct and collaboration in team work.	Applies a simple structure to interpret spoken, written and non-verbal communication.	Communicates using prescribed language and genre to understand interpersonal and cross-cultural communication.	Uses discipline specific language and shows assertiveness in communicating information.	Communicates professionally and openly with teams using mutual respect and shared understanding to provide constructive feedback.	Communicates with a high degree of inter-personal sensitivity in asserting own values and respecting those of others in collaborative team work.