This guide will assist learners in addressing the employability and lifelong learning skills in their self-assessment responses. It could also be used as a prompt for interview questions in an oral response.

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<th>Employability and lifelong learning skills</th>
<th>Questions</th>
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| **Capacity to learn independently**  
[Community & self-directed learning projects]  
Understand and apply new knowledge and information. | • Tell me about something you know now that you didn’t before you began this project.  
• Overall, what do you think has been your most important piece of knowledge or learning?  
• Is there anything you learned from your project that you think would be helpful to your community, your country or the world?  
• Now that you have finished your project, is there anything you would change? Why? |
| **Communication**  
Communicate effectively with others using a range of spoken, written, graphic and other nonverbal means of expression. | • What was the topic or title of your project?  
• Tell me what you did for your project.  
• How did you share your project with others? (Any network or technology?)  
• Do you think they understood what you showed them?  
• What images did you include in your presentation? Why did you choose these in particular? |
| **Initiative and enterprise**  
Be resourceful in seeking and applying knowledge, information and the translation of ideas into actions, in ways that contribute to innovative outcomes. | • How did you get your idea for your project?  
• Why did you select this subject? Did it change from the initial idea, and if it did, why did the focus or idea move?  
• If you experienced any difficulty during the project, how did you manage to solve it?  
• What sources did you use and how did you gather information for the project?  
• What parts of the project were your own ideas?  
• What have you done in this project that you think will be useful when you get a job, or help you in your community, or in any further studies?  
• Do you think that you are better at working things out for yourself after finishing this project? Why? |
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<td><strong>Planning and organising</strong></td>
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| Plan and organise one’s own work activities; make good use of time and resources; sort out priorities and monitor performance; set goals; locate, sift and sort information in order to select what is required and present it in a useful way; manage time and priorities; be resourceful. | • Did you have a plan with steps to follow during your project? If so, was it helpful and why? If not, would you plan better next time and why?  
• What process did you follow to get any necessary permissions for any part of your project?  
• After arranging this project, do you think you are better at planning and getting things done?  
• How will what you have learned about planning a project help you in the future, both at school and outside of school? |
| **Problem solving**                      |            |
| Apply problem-solving strategies in purposeful ways to achieve an outcome, in situations where the problems and solutions are evident as well as in new or creative ways. | • What issues or problems did you come across during the project?  
• What did you do and how did you fix them?  
• What do you think you have learnt about solving a problem?  
• How did you arrange or manage any situation where it required some negotiation with others? |
| **Self-management**                      |            |
| Manage workload, effort and develop strategies for time management so that tasks are completed within the required time frame and to the necessary standard. | • What particular parts of the project did you imagine and do by yourself?  
• To make sure you got the project completed on time, what things did you do or think about? If you didn’t finish on time, what would you have to consider in the future to be sure you do finish on time. |
| **Teamwork**                             |            |
| [Community & workplace learning projects] |            |
| Interact effectively with others one-to-one and in groups, understanding and responding to the needs of a client and working effectively as a member of a team to achieve a shared goal. | • Throughout your project, did you have times when you worked with a group of people and on a one-to-one basis? Which did you prefer, and why?  
• In your project, did you have to take on some aspects that you did not like? How did you manage the situation?  
• Did this enable the goal of the project to be achieved? How did you feel then?  
• Following the project, what behaviours do you think are important for a successful project when working with others? |
| **Technology**                           |            |
| Apply technology and/or operate equipment to manage routine or non-routine tasks more effectively. | • Did you have an opportunity to use technology during your project?  
• Did you have to learn and apply any new software or technology to complete your project? If so, what parts of this new application have enabled your ideas to be realised? |

**More information**

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