# Examples of workplace learning

Workplace learning activities include:

* Part-time/casual work
* Work/study shadowing
* Volunteer work
* Work experience
* Work placement (HSC-VET courses)

1. Examples of personal attributes:

* Loyalty
* Commitment
* Honesty and integrity
* Enthusiasm
* Pride in personal presentation
* Common sense
* Positive self esteem
* A sense of humour
* A balanced attitude to work and home life
* An ability to deal with pressure
* Motivation
* Adaptability

2. Examples of responsibilities/duties (I have … )

* Served customers
* Handled money (added, subtracted, divided and multiplied and given change accurately)
* Answered and made business calls
* Taken and relayed messages
* Counted floor stock
* Used a word processor/database/spreadsheets
* Used a number of computer programs including:
  + Microsoft Word
  + Microsoft Excel
  + Microsoft PowerPoint
* Recorded information using charts and graphs
* Calculated percentages
* Used e-mail
* Faxed items
* Applied basic First Aid
* Used/maintained the following equipment
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Examples of employment related skills (I can … / I am able to … / I know how to … )

* Self-management
  + evaluate my own work
* Initiative and enterprise
  + show independence and initiative in completing tasks
* Learning
  + learn new tasks quickly
* Communication
  + follow verbal and written instructions
* Team work
  + work with a group of people to complete a task
* Planning and organising
  + meet deadlines
* Problem solving
  + find solutions through negotiation
* Technology
  + use appropriate software to complete tasks
* Cross-cultural understanding
  + respect cultural diversity in the workplace