

Graduate Generic Skills and Abilities Policy (GC)



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Graduate Generic Skills and Abilities
Brief Description	This Document outlines the generic skills and abilities that graduates of Griffith College should possess by the completion of their program of study.
Responsibility	Academic Director
Initial Issue Date	01/02/2008
Authorising Body	Management Committee Learning and Teaching Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
13/07/2022	5	Significant changes to skills template and description of employability skills	Academic Director

Related Documents

Name	Location

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2 Purpose and Scope

2.1 Introduction

This Graduate Capabilities and Employability Skills Document outlines the generic capabilities and skills that graduates of Griffith College should possess by the completion of their program of study.

2.2 Purpose

The purpose of this Policy is to confirm that Griffith College is committed to producing graduates who are able to demonstrate progress toward the development of a number of graduate capabilities that will allow them to successfully continue their studies at the tertiary level, as well as employability skills that will allow them to be competitive in the job market.

2.3 Scope

This Policy applies to all Griffith College students.

3 Policy Statement

Generic skills have become increasingly important in higher education programs over the last decade as the workplace becomes more flexible, insecure and technologically dependent than ever before. As a result, in addition to developing students' current disciplinary knowledge and up-to-date technical skills, Griffith College is committed to producing graduates who are able to demonstrate progress toward the development of a number of capabilities that will allow them to successfully continue their studies at the tertiary level. This set of skills includes employability related skills that will ensure graduates are capable in the workplace of the future.

The Griffith College Graduate will also have begun to develop abilities in lifelong learning, which includes being motivated to learn across their lifetime, either formally (by undertaking further study) or informally (by engaging in a range of learning activities such as volunteer work, community service, on-the-job learning, sport, hobbies, and reading).

3.1 Graduate Capabilities and Employment Skills

The Graduate Capabilities and Employability Skills are broken down into two domains, which include Interacting with People, and Readiness for the Workplace.

A Interacting with People in a professional capacity includes interpersonal competencies and the ability to build and maintain relationships, which are vital in the workplace.

- **Teamwork** involves collaborating with other people in achieving a common goal or objective; communicating with fellow team members; and contributing to the most effective and efficient to completing a task.
- **Communication** skills allow individuals to communicate effectively with others across a variety of modes, including written, oral, or other formats within the workplace; using digital and web-based applications to access, organise, and present information.
- **Respect for Culture and Diversity** enables employees to have awareness of and respect for the values and knowledges of diverse cultures and the ability to interact successfully in culturally and/or linguistically diverse contexts.







B Readiness for the Workplace are the abilities individuals need to successfully accomplish tasks in the workplace.

- **Problem Solving & Decision Making** involves identifying difficult or complex issues; critically assessing possible options; generating and implementing solutions; and reflecting on results.
- **Planning and Organisation** skills include the ability to identify steps needed to undertake tasks and manage workload; capacity to organise self and information to implement tasks.

- **Creativity and Future Thinking** include the ability to identify problems and devise innovative solutions involving the use of technology; capacity to generate creative works and adapt perspectives to future contexts; capacity to employ future thinking to manage career goals.

3.2 Generic Skills Course Outline Template

Griffith College maintains a Graduate Capabilities and Employability Skills table for insertion into all Griffith College Course Outlines. Course Coordinators are encouraged to refer to this policy to understand the range of skills that students should begin developing during their study programs at Griffith College and are further encouraged to refer to these skills within several subsections of the Course Outline. Included in the Course Outline is a table which summarises how the course contributes to the development of some or all of the skills. It is also suggested that Course Coordinators prepare a second table in a similar format which defines the discipline specific graduate skills which may be developed through the course.

Graduate Capabilities and Employability Skills			Focus within this course
Interacting with People	Teamwork		
	Communication		
	Respect for Culture and Diversity		*
Readiness for the Workplace	Problem Solving		*
	Planning and Organisation		
	Creativity and Future Thinking		*

4 Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	PC	AB	PAC	DMA	All
Maintain currency of policy	C			R						
Publishing course outlines	I			A	R					
Approving changes on course outlines for Graduate Skills in each course					I	R	I	I		
Implementation of policy						R	I	I		
CDP = College Director & Principal, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed										

5 Compliance

5.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the course outlines for each course, as well as the Digital Campus and communication from Support and Academic teams.

5.2 Relevant Legislation

HES Plus 1.4.2

5.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

5.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive