



# Essential Skills Day

Since 2010

## The 9 Essential Skills are the key to learning and help you to succeed at work.

What is each skill? How is it used? What jobs use the skill? Have a look at this handy guide.

Essential Skill What is it

Jobs that use it



Reading

Understanding materials written in sentences or paragraphs.

- Airline sales agent
- Automotive mechanic
- Pastry chef



Writing

Communicating with words, numbers and symbols on paper or on a computer.

- Human resources professional
- Parks & garden planner
- Robotics technician



Document use

Finding, understanding or entering information (words, numbers or symbols) in various types of documents, such as tables or forms.

- Landscape Gardener
- Painter/Decorator
- TV producer



Numeracy

Using numbers and thinking in quantitative terms.

- Aerospace technician
- Payroll clerk
- Video game designer



Digital technology

Using computers, digital applications and tools and other forms of technology.

- Telephone operator
- Ticket agent
- Web developer



Thinking

Finding and evaluating information to make rational decisions or to organize work.

- Hair stylist
- Paramedic
- Social worker



Oral communication

Using speech to exchange thoughts and information.

- Data centre operator
- Special effects Technician
- System administrator



Working with others

Interacting with others to carry out tasks.

- Fashion designer
- Municipal engineer
- Retail sales representative



Continuous learning

Participating in an ongoing process of improving skills and knowledge.

- Building contractor
- Retail sales associate
- Recording engineer

