**Capabilities Checklist**

Complete the 7 Capabilities Checklist sheets and save to your PLP Portfolio File. Be honest, if you are not sure what something is and you have checked the Understanding the Capabilities List, make sure that you check the box that says you don’t understand. This task should take you 10—15 minutes.

Discuss with a parent/caregiver/trusted adult who knows you well, whether they agree with your decisions about yourself. It is important to have this discussion as often other people, who know us well, see skills and characteristics we have that we may not realise. Or they can help us to be honest about ourselves.

Also, it is a great way to develop your literacy skills of communicating with adults and notetaking!

Record their name and responses below. Did they disagree with any of your responses? Why?

Adult Name:

Response -

# Literacy Skills

**Literacy Skills are important for communication, they include speaking, reading, writing, spelling and grammar.**

Consider the following literacy skills and tick the appropriate boxes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **OK** | **Need some help** | **Need lots of**  **help** | **Don’t know what it is** |
| **Talking/Public speaking** |  |  |  |  |  |  |
| **Communicating with**  **adults** |  |  |  |  |  |  |
| **Reading words** |  |  |  |  |  |  |
| **Reading instructions** |  |  |  |  |  |  |
| **Reading stories** |  |  |  |  |  |  |
| **Comprehension** |  |  |  |  |  |  |
| **Note Taking** |  |  |  |  |  |  |
| **Writing words** |  |  |  |  |  |  |
| **Writing short answers** |  |  |  |  |  |  |
| **Writing stories/essays** |  |  |  |  |  |  |
| **Spelling** |  |  |  |  |  |  |
| **Grammar** |  |  |  |  |  |  |
| **Text messages** |  |  |  |  |  |  |
| **Writing emails** |  |  |  |  |  |  |
| **Recognising bias** |  |  |  |  |  |  |

# Numeracy Skills

Numeracy skills are your ability to do mathematical tasks in a range of situations.

**Consider the following numeracy skills, and tick the appropriate box.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **OK** | **Need some help** | **Need lots of**  **help** | **Don’t know what it is** |
| **Counting** |  |  |  |  |  |  |
| **Adding** |  |  |  |  |  |  |
| **Subtracting** |  |  |  |  |  |  |
| **Times tables** |  |  |  |  |  |  |
| **Division** |  |  |  |  |  |  |
| **Measuring** |  |  |  |  |  |  |
| **Money skills** |  |  |  |  |  |  |
| **Reading the time** |  |  |  |  |  |  |
| **Estimating** |  |  |  |  |  |  |
| **Graphs** |  |  |  |  |  |  |
| **Fractions** |  |  |  |  |  |  |
| **Percentages** |  |  |  |  |  |  |
| **Decimals** |  |  |  |  |  |  |
| **Reading graphs** |  |  |  |  |  |  |
| **Problem Solving** |  |  |  |  |  |  |
| **Word Problems** |  |  |  |  |  |  |

## Information Communication Technology Skills

**ICT skills are important for communication and functionality in the workplace, at school and in your personal life.**

Consider the following ICT skills and tick the appropriate box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Confident** | **OK** | **Need some help** | **Need lots of help** | **Don’t know what it is** |
| **Keyboard skills** |  |  |  |  |  |
| **Saving/ retrieving files, folders** |  |  |  |  |  |
| **Word processing** |  |  |  |  |  |
| **Spread sheeting** |  |  |  |  |  |
| **Using a database Eg. MS Access** |  |  |  |  |  |
| **PowerPoint presentations** |  |  |  |  |  |
| **Using the internet** |  |  |  |  |  |
| **Using Daymap** |  |  |  |  |  |
| **Sending and receiving emails** |  |  |  |  |  |
| **Creating web pages** |  |  |  |  |  |
| **Using Moodle** |  |  |  |  |  |
| **Using movie making software** |  |  |  |  |  |
| **Animation Eg. Flash** |  |  |  |  |  |
| **Podcasting** |  |  |  |  |  |
| **Using a scanner** |  |  |  |  |  |
| **Uploading from phones or cameras** |  |  |  |  |  |

# Critical and Creative Thinking Skills

Critical and Creative Thinking is important to communication, particularly for posing questions, identifying and clarifying information and ideas.

Think about how you identify and clarify information and tick the appropriate boxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do I** | **Always** | **Sometimes** | **Hardly ever** | **Never** |
| **Ask for help** |  |  |  |  |
| **Ask for clarification** |  |  |  |  |
| **Identify things I don’t know** |  |  |  |  |
| **Identify things I don’t under-**  **stand** |  |  |  |  |
| **Try to problem solve** |  |  |  |  |
| **Think of new ways to do things** |  |  |  |  |
| **Easily understand new in- formation** |  |  |  |  |

## Personal and Social Skills

**Developing personal attributes and aptitudes, in areas such as confidence, self-discipline, goal setting, independence, resilience, initiative, and adaptability are important to communication in the workplace, at school and socially.**

**Consider the following personal and social skills, and tick the appropriate boxes.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Confident** | **OK** | **Need some help** | **Need lots of help** | **Don’t know what it is** |
| **Meeting new people** |  |  |  |  |  |
| **Public speaking** |  |  |  |  |  |
| **Answering a telephone** |  |  |  |  |  |
| **Having self-discipline** |  |  |  |  |  |
| **Goal-setting** |  |  |  |  |  |
| **Independent learner** |  |  |  |  |  |
| **Independent member of society** |  |  |  |  |  |
| **Am I resilient?** |  |  |  |  |  |
| **Do I show initiative?** |  |  |  |  |  |
| **Am I adaptable?** |  |  |  |  |  |
| **Do I follow social graces?** |  |  |  |  |  |
| **Can I be a good citizen?** |  |  |  |  |  |
| **Am I responsible?** |  |  |  |  |  |
| **Am I fair?** |  |  |  |  |  |
| **Am I honest?** |  |  |  |  |  |
| **Am I trustworthy?** |  |  |  |  |  |
| **Am I a good role model?** |  |  |  |  |  |

# Ethical Understanding Skills

By exploring personal values and various points of view to understand individual and group rights and responsibilities, you develop ethical understanding.

Think about how Ethical Understanding affects you, personally, and others around you, in dot point form write a brief explanation of your understanding in each of the boxes.

|  |  |  |
| --- | --- | --- |
| **How does ethical under-**  **standing affect -** | **My own personal** | **The way I see others** |
| **Values** |  |  |
| **Points of View** |  |  |
| **Rights** |  |  |
| **Responsibilities** |  |  |

# Intercultural Understanding Skills

Developing skills to relate to, and move between, cultures is essential to the work- place, school and community.

Here are some ways you may be developing your intercultural skills, read the sen- tences and tick the most appropriate boxes.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **I make an effort to meet new people from different cultures.** |  |  |
| **I am learning a different language.** |  |  |
| **I am learning about/have learnt about differ-**  **ent cultures.** |  |  |
| **I respect people of different cultural back- grounds.** |  |  |
| **I am aware that our school has an Aboriginal Education Officer to help indigenous students.** |  |  |
| **I do not tolerate racism in any form.** |  |  |
| **I offer to assist people of other cultures.** |  |  |
| **I make an effort to learn about the cultural backgrounds of people I work with.** |  |  |
| **I am friends with/know people from different cultural backgrounds** |  |  |