



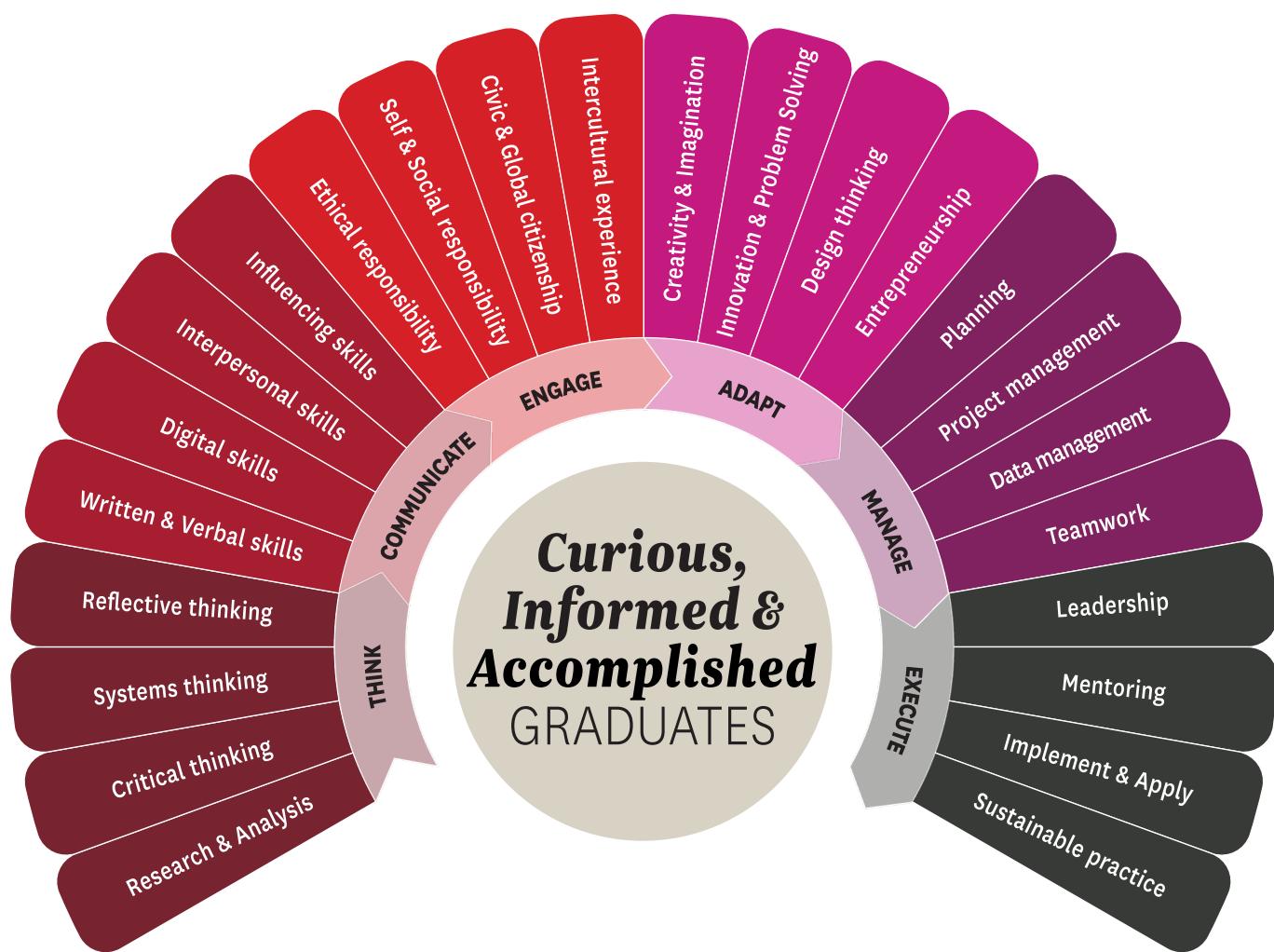
# Transferable Skills Framework

BACHELOR OF ARTS



# Bachelor of Arts

## TRANSFERABLE SKILLS FRAMEWORK





## Introduction

As part of the Faculty of Arts curriculum transformation 2019-2020, the Bachelor of Arts Transferable Skills Framework was designed in consultation with industry, staff and students. Consisting of six core skills, each with four related sub-skills, the Framework reflects the most relevant, sought after skills that employers look for in graduates. It showcases the diverse array of skills that Arts and Humanities graduates acquire and serves as a guide for learning design that assists the development of these skills.

The Six Core Skills are:

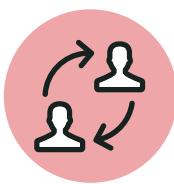
THINK



COMMUNICATE



ENGAGE



ADAPT



MANAGE



EXECUTE



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# THINK

At the core of our success as a species is our ability to think. We experience, observe, conceive, contemplate, contextualise, conceptualise, reflect and decide. Human ability to think in the abstract provides us with a rare ability--imagination--which in turn paves the way for the ideas, creativity and innovation that is necessary for human progress.

## Research & Analysis



The ability to research and analyse is a fundamental attribute associated with higher education graduates, and graduates from the Arts and Social Sciences in particular. Research and analysis involve identifying and collecting relevant data from a variety of sources, and then systematically investigating harnessed information with the aim of developing evidence-based answers or solutions to a variety of questions and problems.

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## Critical Thinking



Critical thinking is a multifaceted skill that is used in problem-solving, and when making decisions and judgements. Critical thinkers maintain an open and questioning mind. They are adept at integrating new knowledge into their current understanding, using observations, reflections and sound reasoning to guide their beliefs and actions.

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## Systems Thinking



Systems thinking provides you with the ability to view a situation holistically, considering all the factors that influence the system. When you employ systems thinking, you will generate the required insight to spot connections, even when they are not obvious. System thinkers see patterns, stories and relationships. They use their skills to inform planning, decisions, interventions and outcomes.

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## Reflective Thinking



Reflective thinking involves considering the impacts of actions, activities and experiences, and understanding the effect and influence of these factors. Reflective thinkers consider different perspectives. It allows for the exploration of knowledge, emotions, feelings and reactions. It is a useful skill for planning, analysis, identifying and addressing problems, and to inform future actions and solutions.



# COMMUNICATE

Communication is the process of conveying meaning and information from a sender (or senders) to one or more recipients. Though this may sound simple, the act and process of communication is highly complex. The transmission of a message can be affected by a wide variety of factors such as tone, environment, culture, emotions and the particular mode of transmission. Good communicators are aware of their own communication styles, understand their audience and the message they need to convey, and are able to use appropriate ways of sharing information, knowledge and meaning.

## Written & Verbal Skills



The ability to communicate effectively lies at the bedrock of all other desirable skills relevant to Arts and Social Sciences graduates. Associated skills include the capacity to note, summarise, negotiate, influence, publish, present, and listen. Good verbal and written communication skills are essential in order to prepare, deliver and understand information quickly and accurately.

## Digital Skills



Using technology to find, use, create and disseminate information and artefacts is an inescapable part of contemporary life. Common digital tools include software and applications for writing, spreadsheets, archiving, curation, creating and sharing multimedia artefacts or other information, art and design, and research and analysis.

## Interpersonal Skills



At the heart of sound interpersonal skills is the awareness and understanding of one's audience, the environment, the situation in question and how communication and actions are perceived within these contexts. Interpersonal skills can be used on a one to one basis, or to interactions within a group. All of these skills are useful in discussions, negotiation, relationship and rapport building, networking, leadership, and mentoring.

## Influencing Skills



Influencing skills involve the ability to change other people's attitudes, opinions or behaviours, either directly or indirectly. It requires awareness of team or organisational dynamics, and a sound understanding of the needs and motivations that drive behaviours. Influencing also involves generating strategies for mediation, negotiation, and problem solving.



# ENGAGE

A successful society is not just dependent on technological and scientific advances, but also on social innovation. Being aware and engaged with what is happening in the world around us provides opportunities for us to make contributions in our communities in terms of ideas, opinions and action. As our culturally diverse world becomes increasingly interconnected, political, economic, social and environmental decisions can have profound local and international effects. It is an integral mechanism for promoting greater accountability and transparency in the laws, policies and processes that affect our lives.

## Ethical Responsibility



Ethical responsibility is the ability to recognise, interpret and incorporate the principles, values, standards and expectations at a personal, group, or societal level, and/or within a given field/context. Common examples in professional life where ethical responsibility is practiced include codes of conduct and charters of service.

## Self & Social Responsibility



Self and social responsibility is the ability to be self-aware in order to understand why and how one's pre-existing traits influence their judgements and decisions. Being socially responsible is to acknowledge one's impact on others in their environment. Additionally, a strong sense of self and social responsibility helps an individual to identify their strengths, weaknesses and gaps in what they know and what they can do.

## Civic & Global Citizenship



Civic and global citizenship encourages individuals to think deeply and critically about what is equitable and just, and what will minimise harm to our planet. These skills and attributes are increasingly recognised as essential to the success and prosperity of society. Attributes include flexibility, creativity, proactivity, strong critical thinking and communication skills, and the ability to collaborate when needed.

## Intercultural Experience



Intercultural experience develops as individuals learn to become aware of and value their own cultures, languages and beliefs, and those of others. They come to understand how personal, group and national identity is shaped through customs, values and norms. Understanding the variations in perspectives across cultures has the potential to improve communication and create positive connections and relationships with a greater diversity of people.



# ADAPT

Adaptability is the ability to evaluate a situation, need or problem, and then adjust to the roles, tasks and responses required in the situation. It is often synonymous with flexibility. Adaptable individuals are open to change and innovation, and are comfortable with new ideas.

In a work culture, this means having an open and inquiring mind, not being rigid in thought, adjusting quickly to new situations, communicating effectively and possessing a willingness to learn.

## Creativity & Imagination



Creative people bring fresh insights and perspectives and are able to generate new ideas. They see opportunities and create solutions to challenging problems. They can make unique connections between seemingly disparate ideas and offer relevant and novel solutions to address complex problems. In addition to being important for problem solving, creativity also provides the ideal environment for personal growth, reflection and self-expression

## Innovation & Problem Solving



Innovation is the ability to come up with new ideas and bring them to life. It is a skill and a mindset. When applied to problem-solving, innovation allows for the development of creative solutions. As social, political, economic and environmental challenges continue to evolve and become more complex, innovative thinkers will be required to meet the demand for more relevant and novel solutions that can keep up with the rapid pace of change.

## Design Thinking



Design Thinking is both an ideology and a process. It is concerned with solving complex and ambiguous problems in a highly user-centric way. As a tool for problem solving, design thinking provides a useful, iterative, outcome-oriented methodology. It requires practitioners to challenge existing assumptions, and utilise empathy and creativity in order to solve problems.

## Entrepreneurship



Entrepreneurial skills combine a range of technical, management and personal skills. It is the ability to identify needs and gaps, develop ideas to address those needs and gaps, and then turn these ideas into useful action, solutions and services.



# MANAGE

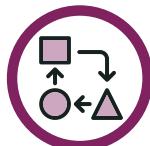
Bringing together an array of different skill sets is the ability to manage oneself and others. Management skills comprise abilities and attributes that allow an individual to successfully oversee personal or professional projects and tasks within pre-determined parameters. Good managers can not only call on their discipline-specific and technical expertise, but also utilise excellent organisation, planning and interpersonal skills to successfully complete projects. In addition, managers are also required to direct their teams with integrity and fairness.

## Planning



Planning is the ability to determine and schedule actions and resources to achieve goals. It requires individuals to identify an intended outcome and determine the resources and stages to achieving the outcome. Associated skills include organisation, management, the ability to conduct required research, evaluation, prioritisation, attention to detail, systematic thinking and a methodical approach to problem solving.

## Project Management



Project management is the application of processes, methods, skills, knowledge and experience to achieve specific project objectives within agreed parameters. It occurs within a finite timescale and can involve a budget. Projects can consist of work undertaken by teams, or even by an individual who project manages their personal or professional tasks, priorities and deadlines.

## Data Management



Data is a valuable resource that informs planning and decision-making. It involves the development, implementation and supervision of plans, policies and procedures to collect, organise, store, curate, archive, protect, destroy and deliver a variety of information as required. Expertise is required to understand its significance and potential applications, and how to manage data in secure and ethical manner.

## Teamwork



Teamwork (and group work) is the ability to work with others from diverse disciplines and backgrounds, and to learn from this experience. It involves the ability to collaborate successfully with other members of a group on a specified task or project. Effective team working requires team members to co-operate, listen to each other, communicate clearly, share knowledge, ideas and information, show commitment to the team and task, be supportive of other team members, and employ effective strategies to manage conflict.



# EXECUTE

Skills and professional experience stemming from the Arts and Social Sciences allow for more than just being knowledgeable. It also means being able to do something with what you know; to carry out decisions and plans successfully. Having researched and organised the necessary precursors to deliver on a project or task, BA graduates have the capacity to implement action.

## Leadership



Leadership is the ability to take control of a situation and manage others to work as an effective team. This is achieved through empowering, inspiring and energising team members to carry out tasks to achieve a common, clearly defined and well-communicated goal. Other vital skills essential for good leadership are planning, management, accountability, delegation, commitment, passion, fairness, confidence, integrity, and the ability to mentor, influence and motivate.

## Mentoring



Mentoring is the process and practice of guiding and sharing knowledge with those who are less experienced in order to assist their development in a particular task, field or in any other learning context. Mentors provide their knowledge to mentees, identifying areas for improvement, stimulating personal and professional growth, and providing confidence, support and motivation. For mentors, the benefits of mentoring include improved communication and interpersonal skills, and the practical development of leadership and management skills.

## Implement & Apply



The ability to implement and apply relates to the execution of ideas, decisions and plans, in order to meet stated, desired outcomes. Skills associated with the ability to implement and apply include being committed, reliable, organised, systematic, informed, having keen attention to detail, being flexible to change, carrying out effective communication within project groups and with stakeholders, and the ability to take the initiative and lead.

## Sustainable Practice



Sustainable practices are behaviours, actions and processes that aim to maintain the qualities and conditions that are valued in a system. This can relate to the physical environment, where the sustainable practice goal is to live within the means of natural environment and available resources, ensuring that our lifestyle does not harm others and the environment we all rely on. Sustainable practices can also relate to the long term goals and effects of our plans/projects. This involves considering how well a plan/project will function over time, factors that can affect the goals of the plan/project, and troubleshooting ways to maintain plans/project goals over its life-cycle and beyond. Principles of sustainable practice can be incorporated into personal and professional life, ranging from small decisions that individuals can make on their own to promote sustainability in their own plans/projects, to decisions in the professional and/or educational realm.

*For more information search 'BA HUB' on open iLearn or*





MACQUARIE  
University



*Macquarie University is a vibrant hub of intellectual thinkers, all working towards a brighter future for our communities and our planet.*

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