

Transition to work

Transferrable Skills

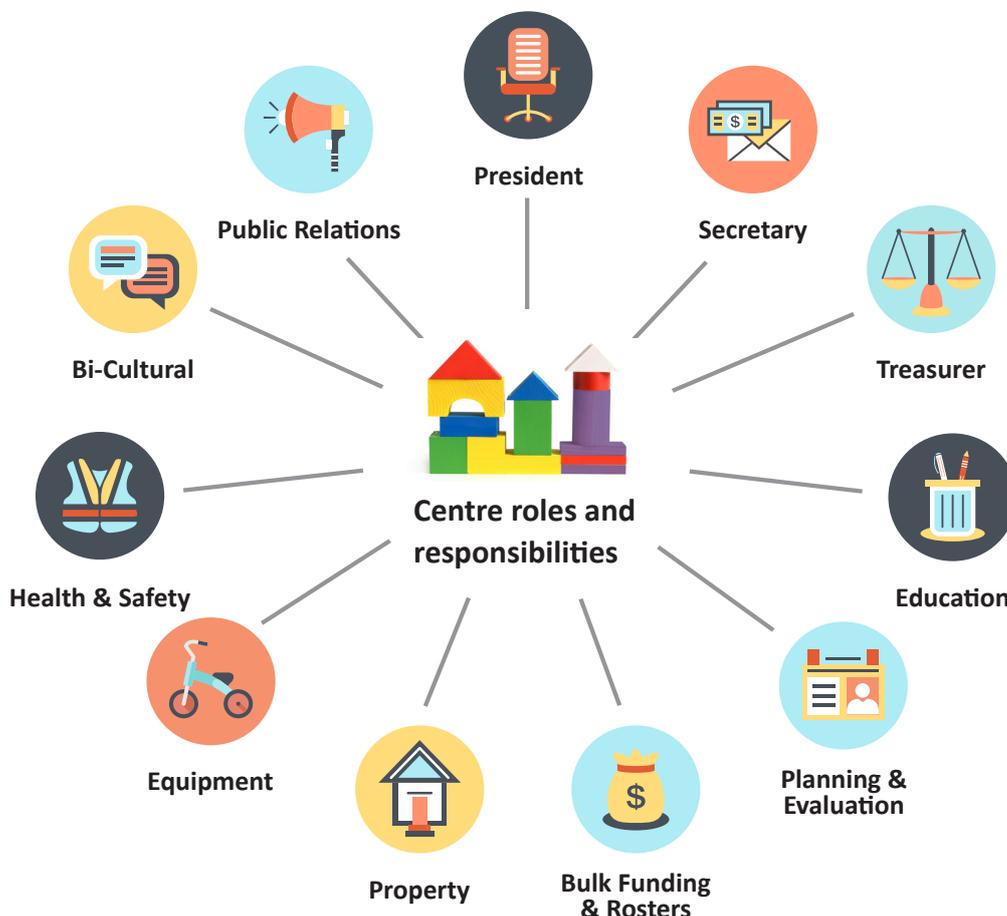
Playcentre offers the opportunity for you to up-skill in a variety of ways.

There are many different roles at Playcentre, so there are different options to suit everyone.

Some members like to take on an office holder area they have some knowledge and expertise in, others like to take on an area that will offer new learning. Members can also utilise the opportunity to build areas of their skills to enhance their curriculum vitae and transferrable skills for future employment opportunities.

The roles and professional development opportunities at Playcentre include: President, Secretary, Treasurer, Education, Bi-cultural, Health and Safety, Property, Equipment, Caring and Sharing, Special Needs, Policy, Employment, Public Relations, Library and many more.

Playcentre also offers a NZQA programme within Playcentre that supports the informal learning taking place in a centre, leading to an expansion in parenting and early childhood education skills for anyone keen to learn. It is an NZQA accredited qualification that is recognised outside of Playcentre and develops your skill set for employment while developing your capacity as an educator and parent.



Business New Zealand has identified the **following 10 competencies** (listed in the first column) as the most **valued transferrable skills** by employers. We have developed the table to support you when considering office holder roles that align with areas of skills valued by employers.

10 transferrable skills as desired by employers (from Business NZ)	Examples/more detail in the Playcentre context	A guide to roles or training that will support skill development
1. Communication skills	Conflict resolution skills, having the “hard” conversations, active and effective listening, communicating in different contexts, working within a bi-cultural community, developing and building teams with effective communication.	<ul style="list-style-type: none"> - All roles - On session as an educator responding to children and parents
2. Customer service skills	Educating children on session, working with other parents to support the learning of the child, serving the parent and the child. Listening, reflecting and acting upon requests from parents or children.	<ul style="list-style-type: none"> - All roles - On session as an educator responding to children and parents
3. Ability to work well in a team	Working on team as an educator, working at business meetings, training opportunities or other group situations. Contributing within sub groups or the whole membership to actively participate.	<ul style="list-style-type: none"> - All roles - On session as an educator responding to children and parents
4. Literacy and numeracy skills	Working to write up learning stories, area reports or plans for the centre. Prepare budgets, analyse financial information, book keeping, GST Returns, RS7 returns, statistical reports or summaries.	<ul style="list-style-type: none"> - On session write ups, evaluations and learning stories - All roles, but especially Treasurer and any role involved in writing plans or reports
5. Confidence learning about and using computers and technology	Being involved and responding to new ways of communicating and using technology at Playcentre. Examples may include regularly using social media (Facebook, Instagram and Twitter), creating online events and administration software. Using the technology at Playcentre to improve learning outcomes for children.	<ul style="list-style-type: none"> - All roles - Information officer - Public Relations officer - Enrolments officer or other systems or IT roles
6. Planning and organisational skills	Multi-tasking, time management, managing multiple projects such as office holder role alongside the Playcentre Education programme and raising a young family.	<ul style="list-style-type: none"> - All roles - Any role specifically involving projects
7. Initiative and a can-do attitude	Roles at Playcentre involve getting involved and giving it your best – all in a voluntary capacity. A solutions focussed positive attitude is what builds Playcentre communities.	<ul style="list-style-type: none"> - All roles
8. Problem-solving skills	Decision making, using consensus, fundraising, planning and analysing policy and operations, positive guidance, working with children, handling crisis situations such as illness outbreaks or other hazards that come up. Tackling issues like elevating education levels at the centre.	<ul style="list-style-type: none"> - Property and/or Health and Safety Roles - Leadership roles - All roles - All parent educators on session
9. Good work habits and independence	Being a strong contributor in a voluntary capacity speaks volumes to your work habits and your ability to work independently without supervision.	<ul style="list-style-type: none"> - All roles
10. Health and safety skills	Managing health and safety processes, checklists, organising first aid, assessing and following up on issues, communicating and training team members in matters of safety.	<ul style="list-style-type: none"> - Health and Safety Officer - All parent educators on session

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I came into the Playcentre environment with a variety of management skills, but found the Playcentre environment an incredible opportunity to explore and deepen my understanding of leadership, decision making and the importance of team work. The skills I developed were a key component of me securing my next step in my career.

In addition to the above employers most valued list, Playcentre members also felt the following skills were developed during their time in office holder roles. What skills would be valuable to add or grow to in your skill set going forward for life and your career?

Other transferrable skills	Examples/more detail in the Playcentre Context	A Guide to roles that will support skill development
Bi-cultural confidence and expertise	Encourage the use of Te Reo Māori, understanding and applying appropriate cultural practices.	<ul style="list-style-type: none"> - Bi-cultural officer - Any role at Playcentre - NZ Certificate in Early Childhood Education and Care L4. B404 Te Kāhano module as part of the Playcentre Education Award.
Management expertise	Delegating, empowering, nurturing, advocating, and developing capability and skills in people.	<ul style="list-style-type: none"> - President, Education Officer
Strategic thinking	Planning, investigating, researching and writing plans. Contributing to regional and national strategic plans, workshops and reviews.	<ul style="list-style-type: none"> - President and other leadership roles at the centre
Self-review and evaluation	Self-review, improvement capacity, evaluation techniques.	<ul style="list-style-type: none"> - Education officer - Planning and Evaluation officer - Project work
Decision making	Using consensus, gathering information, using surveys, brainstorming or gaining information from other research methods, being guided by legislation and licensing requirements, empowering groups to contribute and valuing all contributions.	<ul style="list-style-type: none"> - President - All members involved at business meetings etc.
Relationship management skills	Communication, dealing with sensitive issues, resolving conflict.	<ul style="list-style-type: none"> - All Playcentre Roles

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I didn't have the opportunity to develop a career prior to starting a family, the time at Playcentre has given me more experience and skills than I ever thought possible.

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I led a \$200,000 renovation project at my Centre. The project involved planning, communication, budget management and relationship management with the varying groups of people I needed to keep informed.

Results orientated	Getting things done, achieving big projects, pulling groups of people together to achieve extraordinary things, managing the day to day regulatory requirements of the centre.	<ul style="list-style-type: none"> - Presidents and other leadership roles - All centre positions involving project work
Meeting facilitation and management	Planning, preparing and facilitating positive outcomes through effective meeting management.	<ul style="list-style-type: none"> - Presidents - Secretary role
Information management	Implementing or developing new improved systems of managing information. Using technology to improve outcomes and communication.	<ul style="list-style-type: none"> - Enrolment Officer - Public Relations - Secretary role
Policy writing and development	Developing policy, understanding legislation and licensing, communicating and getting teams on board with procedures, running effective consultation processes.	<ul style="list-style-type: none"> - Policy Officer - Health and Safety Officer
Building Project Management	Project budget management, logistics and time planning, communication and coordinating groups during building works.	<ul style="list-style-type: none"> - Centre Property Officer - Project Coordinator - Fundraising Officer - Property Officer
Marketing and Public Relations skills	Developing materials for advertising and building public awareness. Developing and running member communication systems, web based activities to coordinate and communicate within your community. Media releases and applying for and receiving grants.	<ul style="list-style-type: none"> - Public Relations Officer - Fundraising Officer - Enrollment Officer
Event Management	Fundraising, organising whānau events, running centre excursions, helping with conferences or other Playcentre meetings.	<ul style="list-style-type: none"> - Public Relations Officer - Fundraising Officer

Playcentre office holder roles can be personally rewarding and can help build transferrable skills for your life and your career.

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Initially I didn't see much personal benefit for me in the office holder space, but I took on health and safety and it's added unique skills to my work-set and it's good to have H&S in my resume for the future too.