

Employability Skills

Everyone at some stage will need to show what employability skills they have. Whether getting a part-time job whilst at College or when you apply to University (include them in your Personal statement section of the application) or when you apply for a Full-time job or Apprenticeship. The good news is you already have been developing them. This is to help to understand what they are and how you can ensure you develop the ones you need. **Audit your Employability Skills**

	Where have you gained the skills (Tick)			Examples of using this skill	If no how could you gain this skill?
	Study	Work	Social		
Teamwork: Working well with other people from different disciplines, backgrounds and expertise to accomplish a task or goal e.g. team sports, club activities, hobbies, volunteering activities, workplace experiences.					
IT Skills: Most students are very familiar with IT and how to use it, particularly the different software packages that have been used in lessons, at home and in workplace experiences. Any hobbies that show IT skills e.g. blogging, gaming, designing games.					
Leadership: Guiding other individuals or teams. Are you a captain? Team leader? In charge of activities?					
Communication: The ability to explain what you mean in a clear and concise way through written and spoken means. To listen and relate to other people, and to act on key information. Workplaces require a range of communication skills including verbal, preparing PowerPoint presentations, meeting customers and answering the phone. Written skills are also important such as prose, reports, handwriting skills and typing skills.					

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	Where have you gained the skills (Tick)			Examples of using this skill	If no how could you gain this skill?
	Study	Work	Social		
<p>Organisation: Being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track for deadlines. Do you use files? Do you use revision cards? Can you find things? Can you manage college and outside activities? Do you action plan? Do you meet all deadlines?</p>					
<p>Numeracy Skills: The ability to use data and mathematics to support evidence or demonstrate a point. Do you have GCSE mathematics at a grade C or above? Can you use numeracy? Do your college lessons include any numeracy work (you don't have to be studying maths). Most courses have some numeracy in them. Do any of your out of college activities allow you to use numeracy?</p>					
<p>Decision and problem solving skills: The ability to understand a problem by breaking it down into smaller parts, and identifying the key issues, implications and identifying solutions. To apply your knowledge from many different areas to solve a task.</p>					
<p>Negotiating skills: To take on board other people's feelings and express your own requirements in an unemotional clear fashion to achieve a win-win outcome. This is a difficult one to gain when you have limited experiences but workplace experiences might provide you with opportunities.</p>					

Employability Skills

Developing skills

You can develop skills across a wide range of activities some of which might include: Paid work; Volunteering; Work for family/friends; Work experiences; Community projects; Hobbies; Clubs and societies; Sporting activities, College work.

You might need support and guidance in seeking opportunities that exist and in developing openings for yourself. For example a journalist can start by writing articles for the college magazine, writing a blog, offering to write articles for local/club newsletters or just getting involved with these groups. Gaining experiences at newspapers and magazines. Other professions/careers will have opportunities as well. Speak to your parents/guardians, Personal Tutor, Subject Teachers, Careers staff about how you might find opportunities or do internet research.

Work experience/Work shadowing/Work place experience.

Most careers will only offer work shadowing opportunities to college students but some do offer hands on experience – accountancy, Primary Teaching etc. Look on company websites or use any contacts you might have.

Recording your Employability Skills

For each skill write a short paragraph showing how you have developed that skill - what activities have you done which demonstrate that skill, explaining the activity.

A poor example: I have good communication skills as I have a part time job.

A Good example: As a goalie in my local football team, which I have been a regular player for 10 years, I show good verbal communication skills as I give regular updates to the other players during a game about who to mark and what tactics to employ. My written communication skills are shown in my Applied Business coursework.....

Career Aspiration:

Do you know what career you would like to pursue? Write it down

(if you are unsure you can complete KUDOS - which is a computer programme that from your likes and dislikes recommends jobs that would suit you.

<https://kudos.cascaid.co.uk/#/> when you register you can use our licence code help195.Or you can see a careers advisor at college – go to Careers to make an appointment.)

Skills required If Yes do you know what skills you need for that career? Write them down. (if you need help finding the skills use the Job Profiles on the National Careers Service Website: <https://nationalcareersservice.direct.gov.uk/job-profiles/home>)