

Employability Skills

Why?

- ▶ To improve your chances of getting a Job - employers will look to your skills to try to establish your personality and abilities for the role. **You will need to write about your skills and how you have developed them in your CV.** Employers can ask about these at interview - you will have examples to talk about which will put you at ease and allow you to demonstrate what a suitable candidate you are.
- ▶ To improve your chances of writing a **good personal statement** part of which is showing the **university** why you would make an excellent student - what skills you have to ensure you succeed on the course
- ▶ To gain relevant work experiences (sometimes a necessity for university or jobs)

This is an update

- ▶ Have you been keeping a record of your skills and how you have developed them?
- ▶ If not then you need to start - each subject you take will have posters/handbooks/moodle pages where they show the skills you can gain when studying their subject start with these.
- ▶ This term we start looking forward to what you will do after you leave college.

[Education - Further or Higher (Degree) or Employment/Apprenticeship]

These options all require you to write what skills you have developed and how you have developed them (examples) for their application process.

Employability skills.

- ▶ **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.

Employability skills - Continued

- ▶ **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 have an action plan? Do you meet all deadlines?
- ▶ **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?
- ▶ **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.
- ▶ **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.

How?

- ▶ 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.
- ▶ 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 - the BBC have a range of opportunities for students

Using skills you have gained at college in your subjects

- ▶ Each subject you study will over the 2 years will give you employability skills.
- ▶ Some departments will have posters on display for you to see what skills you should be developing
- ▶ You can use the lists on the previous slides on employability skills to see what activities or part of your courses you can link to the skills
- ▶ Ask your teachers!

Showing the 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.

NOT

- ▶ I have good communication skills as I have a part time job.

BUT

- ▶ 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.....

Employability Skills Grid

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.					

Employability Skills Grid - Continued

	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>					

Some useful websites

- ▶ <https://www.volunteersex.org/>
- ▶ <http://www.colchester.gov.uk/volunteering>
- ▶ <http://www.ccv.s.org/what-we-do/volunteer-centre-time-bank/volunteer-centre/>
- ▶ <http://www.colchester-zoo.com/about/careers-volunteering/volunteering-at-colchester-zoo>
- ▶ <http://www.sthelenahospice.org.uk/vacancies/default/Volunteer-at-St-Helena-Hospice.aspx>
- ▶ <https://volunteeringmatters.org.uk/>
- ▶ <http://www.clhf.co.uk/volunteer/>
- ▶ http://www.colchesterhospital.nhs.uk/recruitment_volunteers.shtml
- ▶ <http://www.redcross.org.uk/Get-involved/Volunteer?gclid=CP37vvqs6c4CFYkp0wodE3INLw>