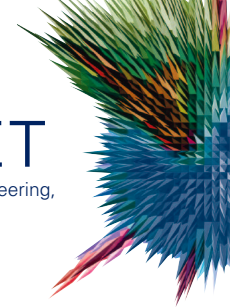




EMPLOYABILITY SKILLS



Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability.

Employability depends on your knowledge, skills and attitudes, how you use those assets, and how you present them to employers.

The table below has been compiled by a range of UK-based companies (see company details at the end of this guide), and it lists the Top 10 Employability Skills which they look for in potential employees. We asked the companies to define exactly what these skills mean. Complete the chart with examples of in and out of school examples.

| SKILLS THAT EMPLOYER WANT | WHAT THAT MEANS | YOUNG PEOPLE'S EVIDENCE IN SCHOOL | YOUNG PEOPLE'S EVIDENCE IN EMPLOYEMENT |
|--|--|-----------------------------------|--|
| 1 Communication and interpersonal skills | 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 upon key information / instructions. | | |
| 2 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 solving a task. | | |
| 3 Using your initiative and being self-motivated | Having new ideas of your own which can be made into a reality. Showing a strong personal drive and not waiting to be told to do things. | | |
| 4 Working under pressure and to deadlines | Handling stress that comes with deadlines and ensuring that you meet them. | | |

| SKILLS THAT EMPLOYERS WANT | WHAT THAT MEANS | YOUNG PEOPLE'S EVIDENCE IN SCHOOLS | YOUNG PEOPLE'S EVIDENCE IN EMPLOYMENT |
|--|--|------------------------------------|---------------------------------------|
| 5 Organisational skills | Being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meeting a deadline. | | |
| 6 Team working | Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal. | | |
| 7 Ability to learn and adapt | To be enthusiastic about your work, and to identify ways to learn from your mistakes for the benefit of both you and your employer. | | |
| 8 Numeracy | The ability to use data and mathematics to support evidence or demonstrate a point. | | |
| 9 Valuing diversity and difference | Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals. | | |
| 10 Negotiation 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. | | |

STEMNET gratefully acknowledges the contribution of our industry partners:

