



newsupdate

A Social Enterprise serving Young People in their Community

Introducing the second of 4YP's newsletters. This week's newsletter is all about 'transferable skills' – what they are, why they are important to employers and how can you identify your transferable skills?

Transferable 'work' skills for young people in education and learning.

There are a group of important transferable 'work' skills that most employers value and view as essential. Whilst in education and learning, you can practice these valuable skills and gain experience in them. These will support future job and career success!



Transferable Skills Explained

We all have some skills which we are naturally better at than others. Which key work skills do we already have and which ones can we 'sharpen' up on, practice and improve?

Transferable skills are often called 'employability' or 'soft skills'. These are the key skills that most employers look for in a new worker, alongside

other important requirements such as qualifications and specific work sector skills. Whether you work in a shop, a restaurant, a hospital or an office, there are a group of key skills that are really important, examples include:

- Communication skills
- Team working skills
- Numeracy, literacy and I.T skills
- Time management

Why are they important?

- Some or all of them are required in the vast majority of jobs
- Employers are looking for workers with these skills, attributes and abilities
- They can be added to your CV to help make it stand out
- They often help in interviews when employers ask questions
- They support success and enjoyment in the workplace
- They can help support career progression, for example when applying for promotion
- They will be required even more in the future!

...and the great thing about these work skills are that over time we can practice and improve them. Plus we can transfer them from one job or career to another!



'Transferable skills are abilities that you can use in any job. You might develop skills in one environment, such as work experience, that can then be used in another setting - like a full-time job...Employers highly value these skills'.

www.successatschool.org

Soft skills...

...are described as the 'personal attributes that enable someone to interact effectively and harmoniously with other people'. They're the non-academic, non-technical skills – the attributes and attitude that can influence how successful you are in your personal and working lives.

Employers hugely value candidates who are able to demonstrate that they have these skills that make them 'work-ready'....Yes, most roles will still have essential academic and technical criteria, but soft skills are becoming equally as important

<https://www.dofe.org/lifezone/applying/softskills/>

'Core transferable skills can be applied...in almost any job role, and transferred between the many jobs that young people today are likely to have throughout their working lives'

It's important that young people recognise and continue developing transferable skills as they join the workforce of today, as these skills will continue to serve them in future roles which may yet not exist'.

www.barclayslifeskills.com



Transferable Skills

There is no one, defined list of transferable work skills. Different employers, work sectors, websites will often have slightly different lists.



However there are a group of key skills that are requested most or all of the time. These include (in no particular order):

Communication skills:

This includes both written and verbal communication. Employers are looking for workers who can communicate to customers, either face to face, on the telephone or via electronic means.

Team work:

Most jobs at some point require their employees to work as part of a team. It is important to be able to either give or act upon instructions and play to your strengths!

IT skills:

Virtually all jobs use some form of IT including social media such as sending emails or writing reports or documents. Some jobs use it more than others

Numeracy:

Most employers will request and value numeracy skills.

Time management:

Being able to prove that you can manage your time and be punctual is something employers appreciate. The company may be relying on an employer to beat work at a specific time.

Organisation skills:

Being organised and deciding what task is the most important, to do first. You have have a whole range of duties to do and you may need to prioritise them by being organised.

Problem Solving:

Being able to think through, analyse a problem and then decide on a solution can be a really important work skill in many jobs.



Adaptable and flexible:

Being able to change from one task to another, depending on what is most important on that day or week.

Work under pressure:

There may be times, for example in a retail shop or in a hospital when things may become really busy. During these times, employees may be working under pressure.

Showing initiative:

To have good ideas and not always having to wait for instructions.

Resilience:

This is about staying positive and not giving up until the job is completed!

Information from a range of websites including Success at school, Duke of Edinburgh, NHS careers, Barclays life skills and Target Careers. See Useful Websites and Articles section for further details.

Work Experience

Most students are offered work experience in Year 10 and often in the Sixth Form or at College. Make the most of it! This is a good chance to practice a whole range of work skills plus gain experiences to add to your CV!

How and where to practice 'transferable skills'?

We practice some transferable skills every day without even realising it. For example, when we are talking to friends and family, when we are leaving the house in the morning, when we are deciding on lunch and during lessons. There are many other formal ways to practice these skills. These include:

Subject lessons

Think about what work skills that you are already practising? For example in maths and sciences you are practising numerical, analytical, problem solving and initiative skills. In English and drama you may be practising communication, IT and team work skills. What are your favourite subjects? Consider examples that you have practised this week?

Interest areas

We all have interests, likes and hobbies. They are part of who we are! These interests allow us to practice transferable skills! For example, watching YouTube videos on a particular topic may improve communication, IT and organisation skills; Being a member of the police cadets will allow you to practice a range of work skills including communication, IT, organisation, time management, flexibility and resilience. By being in a theatre production you are improving communication and possibly working under pressure by working to deadlines!

Moving Forward... with your work skills



In what other ways, do you and can you practice the general skills that employers are looking for? We are ALL different and that is something to celebrate. What do you consider to be your main skills and which ones would you like to improve upon? When applying for apprenticeships on the .gov website here

<https://www.gov.uk/apply-apprenticeship>

the application form asks you what your strengths are and what areas you would like to develop, write a list of these now and say where and how you acquired these skills/strengths, keep the list for use in application forms and on CV's which we will cover in a future newsletter.

Useful websites for further information

<https://successatschool.org/advicedetails/606/what-are-transferable-skills#>

This section explains what transferable skills are, how they can help a career and list six of the main work skills required.

<https://targetcareers.co.uk/careers-advice/skills-and-experience/40-the-top-ten-skills-that-will-get-you-a-job-when-you-leave-school>

This section lists the 'top 10' essential skills that will help students find and succeed in employment.

<https://www.notgoingtouni.co.uk/blog/how-transferable-skills-can-help-your-career-4100>

Provides a list of five key transferable skills and how to practice them.

<https://www.healthcareers.nhs.uk/explore-roles/doctors/medical-school/transferable-skills-whilst-medical-school>

Provides a list of key transferable skills for medical students

<https://www.dofe.org/lifezone/applying/softskills/>

Provides a list of soft skills and explains how the Duke of Edinburgh awards can improve these skills.

Would you like a careers interview over the phone or via video?



**Do you go to one of the schools/colleges listed below?
Are you considering your next steps?**

You will be able to talk with a qualified Careers Adviser for an impartial, 1-1 session to help make decisions on your next steps - that could be getting advice on what to study, careers guidance, making applications, writing CV's or searching for that dream job!

PARTICIPATING SCHOOLS/COLLEGES

- All Saints Academy ● The Academy of Central Bedfordshire
- Central Bedfordshire College ● Harlington Upper School
- Manshead CE Academy ● Priory Academy ● Queensbury Academy
- Redborne Upper School ● Samuel Whitbread Academy
- Stratton Upper School ● Vandyke Upper School

Do stay in touch and let us know what you want to read about... and remember, you can always contact us to arrange a careers guidance appointment over the phone / video call!

Email us on apg@4ypuk.com