

EMPLOYABILITY SKILLS

YOUR FUTURE IS IN YOUR HANDS

An assembly identifying the key skills employers are looking for and way to develop those skills.



EMPLOYABILITY

Employability skills- A set of achievements, understandings and personal attributes that make individuals more likely to gain employment and to be successful in their chosen occupations. Employability refers to a person's ability to get, and maintain, a job.

What skills do you have that employers might be looking for?

What skills could you improve to ensure you have what employers need?

WHY DO WE NEED TO THINK ABOUT CAREERS?

You could end up saving yourself years of struggling in a career you are not suited to or don't like.

You will discover a lot about yourself, your talents, abilities and skills through work experience. Only then may you truly know what you want and the career that suits you.

You can ensure you are picking the correct qualifications for your chosen career, so you will not need to retrain at great expense later on in life.

Knowing your chosen area of industry can help you pick the correct college or university course.



TOP 8



DESIRABLE SKILLS

8. TECHNOLOGY SKILLS

- I can use a computer and its programmes
- I can use numbers and data
- I feel confident with technology
- I am aware of social media platforms



7. PROBLEM SOLVING SKILLS

Problem solving and decision making.

- I think of all the options before making a decision
- I can see problems and try to solve them
- I think before I do something
- I think about consequences before I act
- I know when I need to get help



6. INITIATIVE

Determination to get things done. Make things happen & constantly looking for better ways of doing things

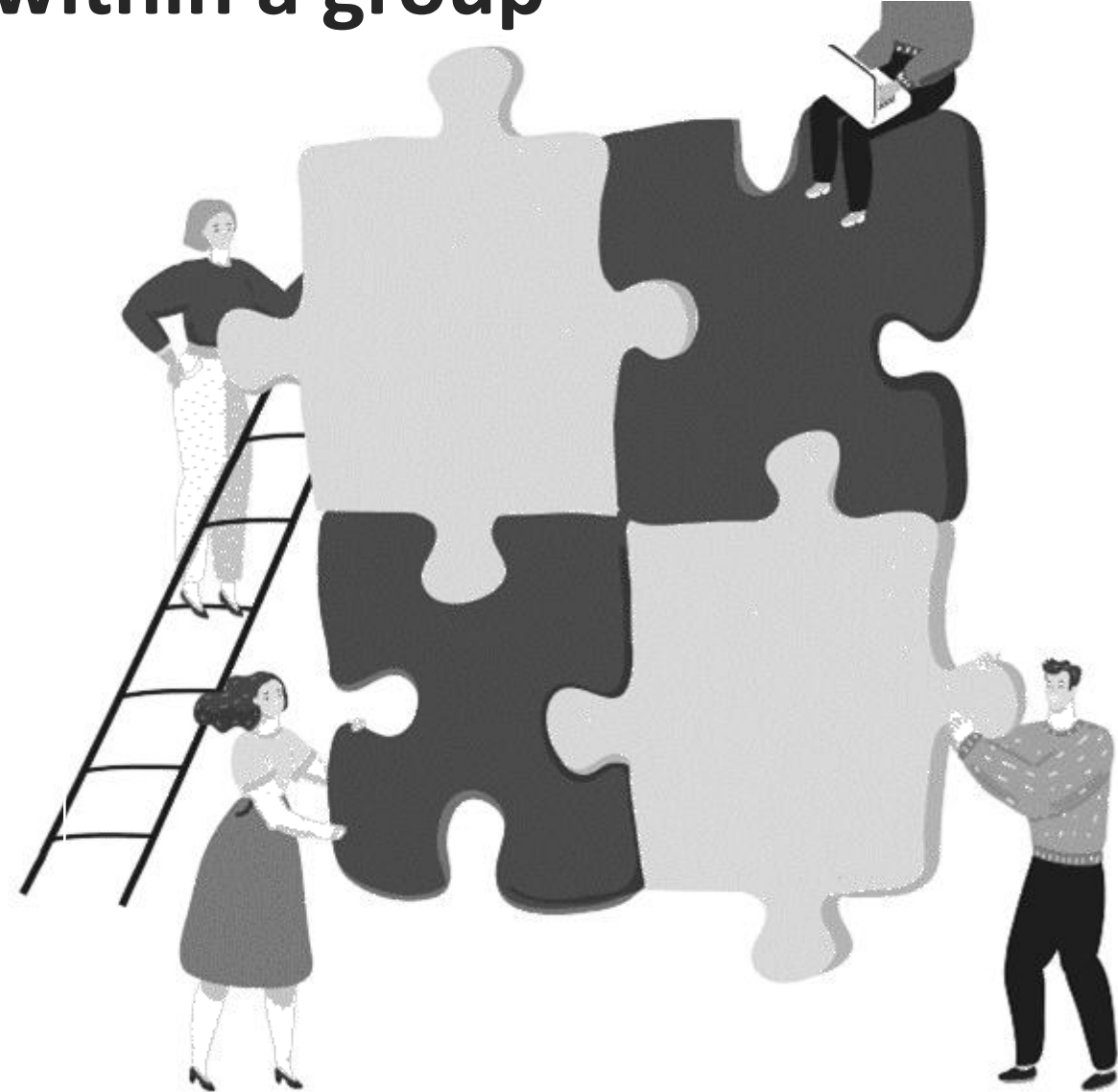
- **I am motivated to work hard**
- **I have a “can do” attitude**
- **I am optimistic and honest**
- **I am friendly and show respect**



5. TEAMWORK

Work confidently within a group

- I work well with others to complete tasks and meet goals
- I contribute to new ideas
- I work well with others of different genders, cultures or beliefs
- I follow the directions of my managers



4. COMMUNICATION

Able to express your ideas clearly and confidently in speech and in writing



- **I show respect when I communicate**
- **I think about how I communicate and how it affects others**
- **I ask questions when not sure**
- **I listen well**



3. LEARNING

Adapt successfully to changing situations & environments

- **I adapt to new or changing situations**
- **I am willing to learn new tasks, skills and information**
- **I am curious and enthusiastic about the job**
- **I look for opportunities to improve or to help the business**
- **I accept advice and I learn from feedback**



2. PLANNING & ORGANISATION

Able to plan activities, meet deadlines and targets, stay on track & carry them through effectively.



1. SELF MANAGEMENT

Manage yourself effectively

- I arrive at work on time with the right clothing and equipment
- I understand how my words and actions can affect others
- I show commitment and responsibility
- I am dependable, prioritising tasks, following instructions and complete tasks to deadlines
- I follow health and safety guidelines



HOW CAN YOU IMPROVE YOUR EMPLOYABILITY SKILLS?

Analytical skills: the ability to debate or argue a case.

Written communication: All of your class work and coursework.

Verbal communication: When presenting information or discussing work.

Numeracy: In all Maths lessons.

Planning and Organising: Managing the workload of several courses at the same time.

Teamwork: Working as a team on project based work or with a partner in lesson.

Computer Skills: ICT classes and on all computer based courses and coursework.

HOW CAN YOU IMPROVE YOUR EMPLOYABILITY SKILLS?

Work experience/part-time work-Employers are not only looking for experience but they would like you to back up the skills you will claim to have with real examples. If you have worked with money in a part-time job you can demonstrate numeracy skills. If you have dealt with customers you can demonstrate verbal communication skills.

Part-time work can help develop your confidence and skills in teamwork, communication, and customer service. Turning up for work on time and being able to handle things when it gets busy all demonstrate you are committed and reliable. Part-time work can also help maintain basic numeracy skills if you have to handle money or work out quantities of goods.

HOW CAN YOU IMPROVE YOUR EMPLOYABILITY SKILLS?

Sport develops teamwork and organisation if you have to help arrange events. Improving your sporting skills through training requires commitment, motivation, and perseverance – all great attitudes that you can talk about.



HOW CAN YOU IMPROVE YOUR EMPLOYABILITY SKILLS?

Performing Arts are helpful for developing confidence in communication and presentation. Planning and organisation skills are developed by helping to run a performance, or key skills by getting involved in writing programmes, or helping to work out costs for performances.



HOW CAN YOU IMPROVE YOUR EMPLOYABILITY SKILLS?

Clubs and voluntary work – organising a student club, writing an article for the Newman, joining the Duke of Edinburgh Award, London Citizens, Student Council, volunteering at the foodbank or in the school garden. These offer many ways to develop different skills and demonstrate that you have a positive attitude at the same time.



London
Citizens



TRANSFERABLE SKILLS

Over time, you will develop Transferable skills that are applicable across many industries. They may have been gained through work, school, volunteering, or other opportunities. However, they can be used effectively in many different job settings.



EMPLOYABILITY DAY AT NCC

Friday April 29th 2022

Time	Year Group
8.30-	REACH society and other employers arrive. Careers Stalls in the Sports Hall.
9.15am-9.50am	Sixth Form/PNA/PNB
9.50am-10.40am	Year 11 (RE-KH, JO, VRL, SG)PMA/PMB
10.40am 11.00am	Morning Break
11.00am-11.50am	Year 10 (Science-JA2, NH, OO, AS, PW) 8 Pathways
11.50am-12.40pm	Year 9 (DT-SJO, JW2, EH PE-CJ, MF) 8Q1/8Q2 Workshop Presentation M39
12.40am-1.20pm	Lunch Break
1.25am-2.15pm	Year 7&8 (7RE-VRL, JO DR-GK ART- SL)(8 DT-SJO, JW2, EH PE-MF, KM) Workshop Presentation M39
2.15am-3.05pm	Panel of Experts - Years 9-13 only



PRAYER

Lord,

Guide me in my life and my future career. I seek Your guidance and pray that You will lead me in the direction of my destiny on the path that You have chosen for me, Give me insight and wisdom in these important career choices that I need to make. Amen

