



# Employability Skills Development

Name:	
Centre:	
Tutor:	

Sample

# Employability Skills Development



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# Introduction

“ In an increasingly competitive employment market, employers are looking beyond simple academic achievement when considering applicants for a job or internship. ”

CBI (Confederation of British Industry)

## Welcome!

The Employability Skills Development course will help to improve your knowledge and understanding of working environments, and make you aware of the skills that are needed to be effective in the workplace.

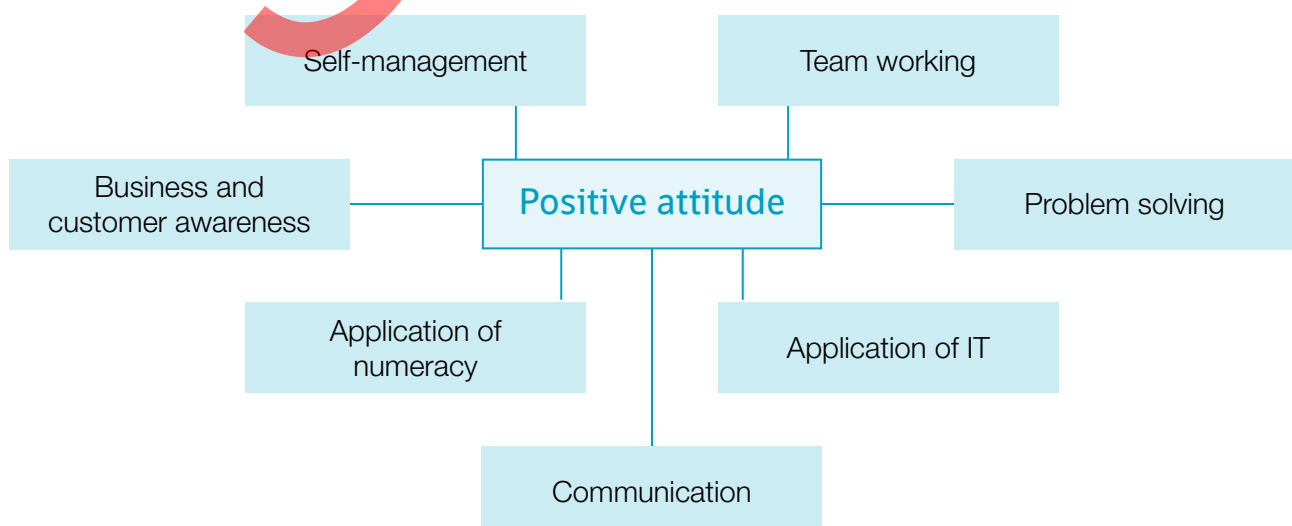
## The activities in this book will help you to:

- understand what is expected of people when they are at work
- recognise the skills and qualities that are important in the workplace
- identify the things you are good at that are valued by employers
- decide what you need to work on and improve
- think about what you are going to do next

## What is employability?

Employability has been defined as: “a set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace – to the benefit of themselves, their employer and the wider economy”.

The diagram below shows some of the skills, knowledge and attributes that make up employability:





# Sample activities

Examples of activities from the Employability Skills Development book:

## Self-management

**5** Find out what is meant by the term 'constructive feedback'.  
With others, perform a sketch or sketches that show how good or bad feedback can help or hinder someone's learning.

Date completed:

## Business and enterprise

**4** Find out what is involved in creating a business plan. Talk to others about why having a business plan is important and how they help new businesses or enterprises to be successful.

Date completed:

## Customer awareness

**1** Discuss what is meant by a 'customer'. With a partner, make a list of at least six different types of jobs/services and identify who the customer is in each case, e.g. a mechanic → person with a vehicle for repair, a paramedic → injured person. Share your lists and ideas with your group.

Date completed:

## Problem solving

**4** In pairs, present each other with a problem that you or someone you know has been faced with over the last two weeks. Identify the different ways the problem could have been solved and the steps you would have taken to tackle the problem.

Date completed:

# Sample activities



Examples of activities from the Employability Skills Development book:

## Working with numbers

2

Look at a shopping receipt for a weekly or monthly food shop. Break down the cost of particular items, e.g. how much was spent on fruit and vegetables, how much was spent on frozen food.

Date completed:

## Applying for a job

6

Using the Internet and newspapers, carry out a survey of job adverts that interest you. Share your findings about the skills and qualities most often asked for by employers. Come up with examples of situations when you have shown that you have these skills and qualities.

Date completed:

## Exploring job opportunities

4

Interview people of different ages and find out their employment history. Find out what jobs they have done and how they ended up doing them.

Date completed:

## Health and safety in the workplace

7

Make a list of important health and safety procedures when working in one of the following places:

- supermarket
- construction site
- hairdressing salon
- garage
- leisure centre
- kitchen
- other agreed location

Date completed:



Sample



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