



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Essential Skills

Evaluating your career readiness

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

www.uwtsd.ac.uk

During this session you will...

- evaluate your current skills and experience using MyCareer;
- identify transferable skills;
- compare yourself against a target role;
- identify development priorities;
- create a focused development action plan.

Expert advice: top skills in the workplace

Let's watch this 2-min video to find out which top skills employers want:



Expert advice: top skills
in the workplace

MyCareer Activity

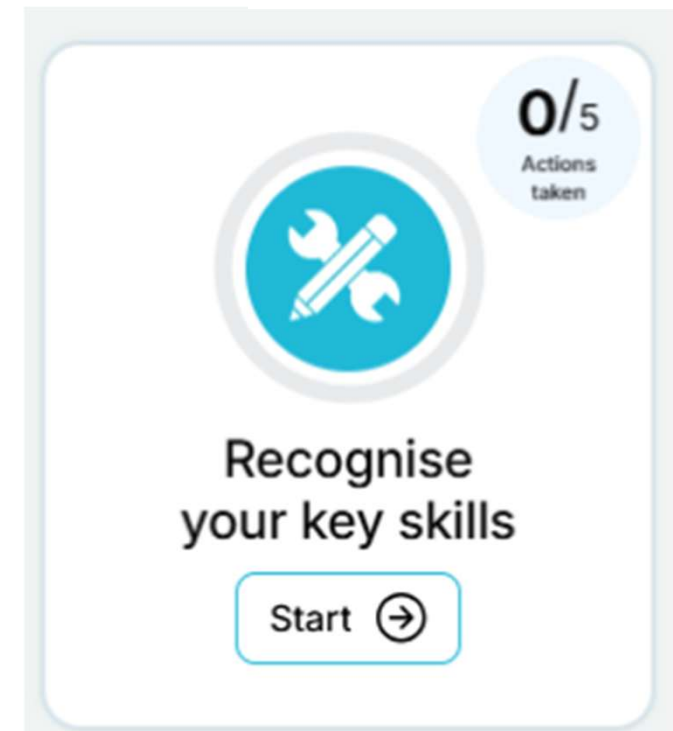
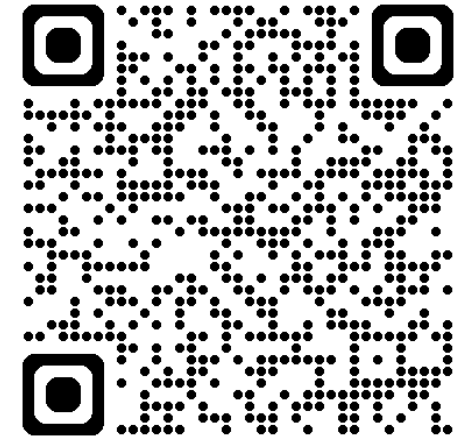
Recognise Your Key Skills

Open: [MyCareer → Recognise Your Key Skills](#)

(or type uwtsd.careercentre.me/dashboard into your browser)

While exploring the section, identify:

- Your strongest skills
- Your most developed skills
- Your least evidenced skills



Skills Need Evidence

Which statement is stronger?

A I am a good communicator.

B I worked with classmates to plan and deliver a group presentation.

Discuss:

- Which statement would an employer trust more? Why?



How Strong Is Your Evidence?

 Strong Evidence  Some Evidence  Limited Evidence

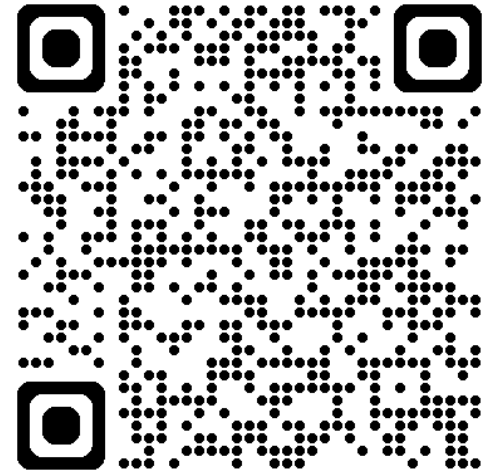
Example: **Communication**

 Led a presentation  Contributed to a discussion  "I think I'm good at it"

Complete the table.

Skill	Evidence	Strength Rating
Communication		
Organisation		
Teamwork		
Problem Solving		
<i>Critical Thinking</i>		

Prospects Career Exploration



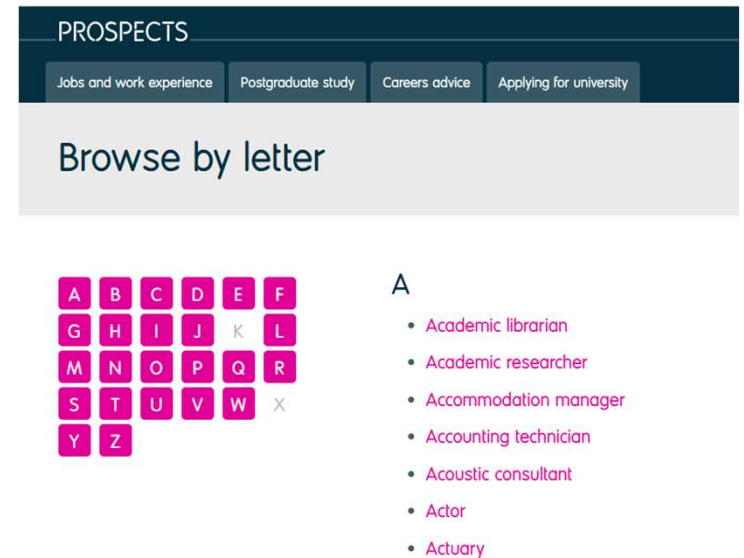
Open:

Prospects Job Profiles → <https://www.prospects.ac.uk/job-profiles/browse-a-to-z/>

Choose **two** roles that interest you.

Identify and note down:

- required skills;
- desirable skills;
- qualifications required.



PROSPECTS

Jobs and work experience | Postgraduate study | Careers advice | Applying for university

Browse by letter

A	B	C	D	E	F
G	H	I	J	K	L
M	N	O	P	Q	R
S	T	U	V	W	X
Y	Z				

A

- Academic librarian
- Academic researcher
- Accommodation manager
- Accounting technician
- Acoustic consultant
- Actor
- Actuary

Career Investigation

Compare and Contrast

Complete the table for your chosen roles:

Role A	Role B
Key Skills	Key Skills
Advantages	Advantages
Challenges	Challenges

Discuss answers in pairs/trios

Career Investigation

Now rate yourself against one chosen role.

Requirement	Evidence Strong	Evidence Developing	Need Development
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Discuss answers in pairs/trios.

Whole class discussion:

Which requirement would be hardest to demonstrate? Why?



Short paired practice

Work in pairs. Choose one scenario and take turns – one person is the professional contact/interviewer, the other person answers.

Scenario A	Scenario B	Scenario C	Scenario D
You meet an employer at a university careers fair. They ask: "What skills are you developing at university?"	You are interested in a work experience opportunity. The employer asks: "Why do you think you would be a good fit?"	Networking Event You are introduced to someone working in a career that interests you. They say: "Tell me a bit about yourself."	Informal Interview A recruiter asks: "What is one skill you are most proud of?"

Listener Challenge – ask: "What evidence supports that claim?"

Career Investigation

Mind the Gap!

Every career requires development.
Think about your chosen role.

**Which skill would be most useful to
improve next?**
Why?

Discuss in pairs/trios.



Career Investigation

Mind the Gap!

Every career requires development.
Thinking about your chosen role,
what are your top 3 development needs?

Discuss in pairs/trios.



Transferable skills refresher

Transferable skills are abilities that can be **transferred from one context to another**. You might develop them at university, at work, volunteering, while practising hobbies, or everyday life.

Examples include:

- **Communication** – speaking, listening and writing clearly
- **Teamwork** – working effectively with others
- **Problem-solving** – finding solutions to challenges
- **Time management** – meeting deadlines and prioritising tasks
- **Critical thinking** – analysing information and making judgements
- **Digital skills** – using technology effectively
- **Research skills** – finding, evaluating and using information
- **Adaptability** – responding positively to change
- **Leadership** – motivating and guiding others
- **Organisation** – planning and managing activities

Why are transferable skills important?

1. Employers value transferrable skills – they can make a candidate stand out

For example:

- An employer can teach you their systems.
- It is much harder to teach someone how to communicate professionally, manage their workload, or work well in a team.

2. Transferrable build confidence

You become better prepared for interviews, presentations, group work and future employment opportunities.

Develop transferable skills at university

You develop transferrable skills every day, often without realising it.

<u>Activity</u>	<u>Skills Developed</u>
Writing an assignment	Research, critical thinking, written communication
Group projects	Teamwork, negotiation, leadership
Giving a presentation	Oral communication, confidence
Meeting deadlines	Time management, organisation
Using online learning tools	Digital literacy
Part-time work	Customer service, teamwork, professionalism

Transferable skills or not?

Let's have a look at these 6 examples:

- Working in retail
- Caring responsibilities
- Student class representative
- Group project
- Sports team captain
- Volunteering



What transferable skills might each of these help develop?

Discuss with a partner and justify your choices before whole class check.

Quick reflection activity

Think about a recent assignment or project.

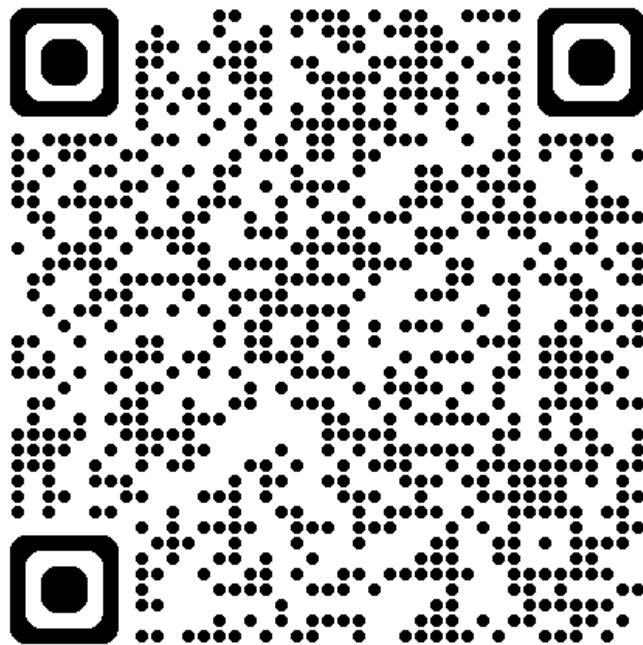
1. What did you do?
2. What skills did you use?
3. Which of those skills could be useful in a future job?
4. How could you provide evidence of those skills to an employer?

Discuss in pairs before checking as a whole class.

Learn more about transferable skills

Explore MyCareer to learn more: [University of Wales Trinity Saint David](#)

[Home](#)
[Career Advice](#)
[Develop Skills](#)
[Find a job](#)



Learning Paths

- Skills & Preferences
- Career Possibilities
- Industry Insight
- Job Search
- CVs & Applications
- Interviews
- New Job
- Career Management
- Career Skills
- Managers & Leaders
- Challenges & Change
- Business Skills
- I.T & Microsoft Skills

Coaching Hub

★ My Favourites

📊 My Progress

Topics

- Transferable skills** 82
- Attitude & Mindset 32
- Career direction 36
- Commercial awareness 14
- Communication 53
- Creativity & Innovation 13

Transferable skills



Digital workplace etiquette

Working styles, Transferable skills



How to take ownership over mistakes

Transferable skills



What does professionalism actually mean?

Attitude & Mindset, Transferable skills



How to communicate with your boss

Communication, Transferable skills



AI as a critical thinking partner

Technology, Transferable skills, AI



The power of storytelling in writing

Communication, Transferable skills, Language & Writing







Prioritising Your Development

Most people have several areas they could improve.
The challenge is deciding where to focus first.

Consider these questions:

- Which skill is most important for my chosen career?
- Which skill gap appears most often in job requirements?
- Which skill am I most likely to develop this year?
- Which skill would have the biggest impact on my employability?

Think individually for 2 mins, before sharing with a partner.

Prioritising Your Development

Development Priority Matrix

Skill to develop	Importance to Career (1-5)	Realistic to Improve This Year? (1-5)	Priority Score

Pair Discussion

Share your highest-priority skill with a partner. Explain:

- Why have you chosen this skill?
- How would developing this skill benefit your future career?
- What evidence would demonstrate improvement?

My Professional Planning Toolkit

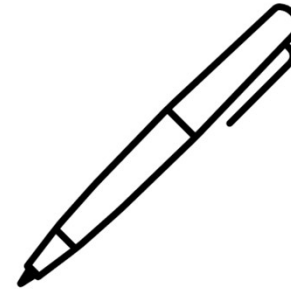
Final reflection

Complete these sentences:

My strongest evidence is...

My biggest career gap is...

My next development priority is...





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