



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

Essential Skills: Careers Workshop

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

www.uwtsd.ac.uk

Learning Outcomes

In this session you will:

- Consider what the term 'transferable skills' means to you and how you are developing these through your university journey.
- Analyse relevant job adverts to discover which transferable skills employees value in your area of professional interest.
- Map your transferable skills with employer's needs and develop a 'transferable skills statement' suitable for a job application cover letter or CV.
- Learn more about UWTSD's Career Service.



This session is **relevant** to your onward **professional development** as you will be able to make connections between your University study and important **employability skills**. This will **help your assessments** as you will be able to focus upon your areas of interest to **develop relevant skills** requested by employers.



What does the term
'transferable skills'
mean to you?

What are the
transferable skills you
have been developing
over your programme
so far?

Activity 1: (10 mins)

- Form groups of 3 or 4 colleagues.
- Discuss the meaning of 'transferable skills' (do research if you're not sure).
- Consider which transferable skills you are developing as a student and how.
- Feedback to the class – pool your knowledge.

Examples of transferable skills

When applying for jobs, here are the essential transferable skills to include on your CV:

- Dependability
- Leadership and team management
- Problem-solving
- Data analysis
- Communication
- Time management
- Empathy
- Adaptability
- Technological literacy
- Organisation

[Transferable skills: what companies want | Indeed.com UK](#)

Activity 2: Share your ideas... discussion time (10mins)

Did you get any of these? Do you agree with this list?

Are there any different ones you thought about?

What do these skills mean in the workplace? Can you give examples?

Are there any which you consider to be particularly important? Why?

How does your academic journey support your employability skill development?



The graphic features a dark blue background. On the left, a circular inset shows a large, multi-story brick building at night, reflected in water. To the right of this, the text 'Academic and professional development' is written in a large, white, sans-serif font. Below this text, the website 'www.uwtsd.ac.uk/careers' and the email 'careers@uwtsd.ac.uk' are listed in a smaller white font. In the bottom right corner, there are two overlapping circular insets: one shows a young man in a blue jacket looking at a laptop, and the other shows a woman in a green patterned top and white headscarf sitting at a desk with a laptop.

Academic and professional development

www.uwtsd.ac.uk/careers

careers@uwtsd.ac.uk

Activity 3: (10 minutes)

- Watch this video as a class.
- Actively listen. Make a note of the types of transferable skills you are developing through your programme of study.
- Can you give any examples of how or where you have already developed these skills? Discuss as a class.

A Pomeranian dog with orange and white fur is wearing large, dark-rimmed glasses and a dark red sweater. The dog is sitting behind a laptop, looking directly at the camera. To the left of the dog is a large blue thought bubble with white text. The background is a simple indoor setting with a white wall and a white cushion.

Now you understand
what transferable skills
are, (and how you're
building them), let's
explore how
employers value
them...

Transferable Workplace Skills

What are the transferable skills employers value in the workplace?

What are employers looking for?

Activity 4 (45 mins)

Step 1: Find a job advert which interests you and is in the sector you are interested in.

Visit Indeed Jobs (or another job site), search for a keyword and location. Select a job.

Work in pairs or groups if you share professional interests with class colleagues.

Step 1: Walkthrough example

1. 

+ indeed jobs|

2. 

3. **Deputy Care Home Manager**
Flourish Medical  · 3.0 ★
Wolverhampton WV1
£46,000 - £50,000 a year - Permanent, Full-time
⚡ Responded to 51-74% of applications in the past 30 days, typically within 1 day.

 

Step 2: Transferable Skill Analysis

Example:

Which transferable skills does the employer of your selected job value?

- Read the job description.
- Identify which transferable skills the employer values.
- Make a note of these.
- Discuss: Which transferable skills are valued by multiple employers?

Qualifications

- Minimum Level 3 NVQ in Adult Health & Social Care with a willingness to undertake completion to Level 5 NVQ Management.
- Proven experience in senior care within an elderly care facility.
- Strong background in long-term care management, supervision, and operations management
- Knowledge of dementia care, memory care strategies, and resident's individualized care plans
- Certification or experience in medication administration and healthcare regulations.
- Leadership skills with the ability to supervise staff effectively and foster teamwork
- Compassionate approach to resident-centered care with excellent communication skills

Step 3: Make connections

- Select 1x transferable skill valued by the employer within your selected job role.
- Think about your experience (professionally or through your university programme).
- Select one example of where and how you have developed this skill.
- Write a skills statement of no more than 50 words which would be suitable for a cover letter. Highlight how your transferable skill meets the employer's needs, how you developed the skill and the impact of your contribution.

Example

My leadership skills developed significantly during my undergraduate degree, particularly through my dissertation on care home management and my experience contributing to a Peer Assisted Learning (PAL) programme. Managing group-based components of my research required me to coordinate tasks, facilitate open and sensitive discussions, and ensure that everyone involved felt heard and respected; skills essential in a care environment.

In my current role as a Care Home Assistant, these leadership skills have enabled me to remain calm under pressure, support colleagues during busy periods, and contribute to a positive, person-centred environment where staff and residents feel valued. My contribution to a supportive environment, through the development of my leadership skills, has resulted in higher resident quality-of-life scores.

What do you think? Share your own examples? Could you apply for your selected job? Do you have the required transferable skills?

**What resources do UWTSD
offer to help develop
your transferable skills?**



Careers Services



- Log in as Student to UWTSD Careers Centre (via QR code or from link found in moodle)
- Access 'Workplace Skills' tile.



Careers Services

Activity 5 (25 mins)

- Select a transferable workplace skill you would like to develop. Perhaps this is a skill valued by an employer within a role you're interested in.
- Example: "I want to develop my leadership skills as I want to become a Deputy Care Home Manager and employers need evidence of leadership skills, knowledge, experience and training."
- Spend 15 minutes completing a course area.
- Discuss: What have you learnt?



Leadership skills

Leadership is all about having the right attitude and being able to get people to follow you and to ...

Actions

You need to complete 4 actions within this task

0 of 4 required actions completed

0%

☐	ORIENTATION: Management and leadership are not the same thing. Find out what differentiates the two.	Open Resource
☐	THE BASICS: To be successful as a leader you should follow these 8 basic rules.	Open Resource
☐	TYPE: Find out what type of leader you are and how you can refine your style.	Open Resource
☐	SKILLS: Focus on these three areas of development to grow your leadership skills.	Open Resource
☐	CHARISMA: Charisma is an essential quality to have as a leader, but what does it mean to be 'charismatic'?	Open Resource
☐	FEEDBACK: Giving feedback as a leader is vital, but so too is being prepared to receive it.	Open Resource
☐	TOP TIPS: Lisa Thomas shares the 10 things that helped her on her journey to becoming a successful leader.	Open Resource

Book an Appointment: Careers Advice

Book an appointment with a career advisor.

 **Book an Appointment →**

Careers and Employability Service – Booking Online

**Would an appointment with a
UWTSD Careers Advisor be
beneficial? Why and/or how?**



Personal Progress Padlet

There are **no formal assessments** within 'Essential Skills' classes but you are encouraged to keep your Personal Progress Padlet.

Put your action plan devised today into your Personal Progress Padlet.

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