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TABLE OF CONTENTS

INTRODUCTION

Article (1) Maciej Dozenski (2020) Definition of employability skills	. I
Some employability skills you need to get a good job.....	li
Article 2 Michael Cheary (2020) Transferable skills and its importance	.iii
Examples of transferable skills.....	lv
Article 3 James Weber (2019)	v
Article 4 UK essays (2018) How can students improve their employability skills.....	.vi
Article 5 Andrew Kingthly (2020) Ways to acquire new skills.....	.vii
The analysis of my employability skills and key transferable qualities.....	viii
Article 6 IES (1998) components and advantages of employability skills.....	ix
Conclusion	
Reference's	

INTRODUCTION

EMPLOYABILITY SKILLS : is the building block of any career, it's what make people employable, being educated can make one qualify or eligible for a job application but the success depends on the skills you have acquired.

(I) Employability or soft skills are the employable skills one can develop over a period of time.

Employers can train people or their workers on the job specific required skills, for example as a receptionist, during induction you might be told how to respond to a calls politely, how to respond to customers email and way to resolve difficult challenges and issues to make a customer happy, yet the employers always make sure that they employ people with employable skills.

Portable skills is the basic transferable skills needed by an individual to make the person employable.

(ii) SOME OF THE EMPLOYABLE SKILLS YOU NEED TO GET A JOB

Every organisation requires competent workers who will do the job more effectively, employers prefer to employ workers or people who are already trained for specific duties though every organisation always train their employees according to various jobs specification to enable the organisation to achieve its set goals and objectives.

Therefore they require employee's with the following skills :

(1) VERBAL COMMUNICATION SKILLS : To be employable you must be able to communicate effectively in a language people will understand as this is very important to your career and personal development.

(2) WRITTEN COMMUNICATION SKILLS : this is the ability to be able to write a report, complaints emails, responding to letters and express yourself correctly and clearly for anyone to read and understand this is an important skill that you must possess.

(3) PROBLEMS SOLVING SKILLS : This is the ability to resolve difficult challenges identifying a problem and implement a solution to the problem.

(4) LEADERSHIP SKILLS : These are the skills required to manage any form of challenges, this includes, Communication, self awareness influence and learning ability.

(5) NEGOTIATING SKILLS : This is the ability to discuss matters and reach a suitable agreement, this can be very helpful in problem solving or conflict resolution.

(6) EMPATHY : This helps you to think in work environment of others in more pressing needs, In healthcare it is said to put patience first. Empathy is very useful when resolving conflict it helps you to have a clear understanding of what one is going through.

Maciej Duszynski

(iii) TRANSFERABLE SKILLS AND IT IMPORTANCE

Transferable Skills are the major abilities and expertise one possesses that are useful or helpful in any job functions, it can also be transferred from one job to another.

Transferable skills are those skills which are relevant and needful in different aspects of life, both professionally, socially, academically and even in the work place.

(iv) EXAMPLES OF TRANSFERABLE SKILL

Leadership skills : this skill is very important, it's the ability to remain strong, confident and courageous even during challenges, and it is a skill that can lead to management position.

Time management skills : the ability to complete any given role or assignment in a timely manner and before deadline is required.

Prioritisation skills : Organising your work in order of importance and carry out the most important role as required, this will help you arrange your duties in a timely and organized way is a good way to complete a given task.

Delegation : the managers, Supervisors can assign roles, duties or job description to a team member.

Listening : good listening ability produces positive results. It's also help you to use your knowledge to deliver excellent customer services.

Research & Analysis : This makes it possible for you to introduce your skills to your team or organisation.

Michael Cheary

(v) THE IMPORTANCE OF TRANSFERABLE SKILLS FOR CAREER DEVELOPMENT AND GROWTH.

Transferable skills are like asset, they are your unique qualities that can be applied to any kind of work, this types of skills include : Writing skills, Team work, etc..

This skills show that you are able to perform any task giving to you to the satisfaction of your employer. It shows your ability to deliver efficient service in any organisation.

Transferable skills are also important in academic progression, in areas of education, problem solving, Team working, Training and developments.

When you learn a new skill it expands your opportunities, even when you are not perfect you will be given an opportunity to carry on with the task by this you can increase your knowledge on areas like, time management, Communication and working with people.

Jeff Weber

(vi) HOW CAN STUDENTS IMPROVE THEIR EMPLOYABILITY SKILLS.

Students can improve their employability skills through the following ways :

(1) BY VOLUNTEERING : This will help a student to acquire more knowledge and skills required to be employable and also gain experience that will Increase their chances of job opportunities.

- (2) JOIN STUDENTS FORUM.: by joining the students forum you will be able to gain valuable knowledge, meet with others who can share their knowledge with you, gain new insights, Improves your communication skills.

(3) JOIN SPORTS TEAM : sports helps to bring out certain potentials in people, playing in teams can help you develop your skills and experience, being part of a team can help you improve your communication skills, ability to work as a team, help you gain focus, reduce stress and pressure, be coordinated and also improve your leadership skills, time management, health and fitness, sports help people to do well academically.

(4) START A SMALL BUSINESS or SOCIAL ENTERPRISE. Small business enterprises helps to build up confidence in an individual, getting information's, gives you an opportunity to work independently and improve your skills and experiences, get inspired and self motivated, gain time management skills, leadership skills, improve knowledge and work without pressure by this you will be able to develop unique employability skills that will help you get a better job quicker.

(5) START /JOIN FUNDRAISING : by joining a fundraising group you will be able to help build a successful team, get motivated towards career enhancement, be able to maintain good relationships with the team and other people, improve your communication skills, develop administrative and organisational

skills, you will also be working as part of a team with leadership and management skills which will help you to be flexible and committed and do better even in the area of time management.

(6) DEVELOP PERSONAL WEBSITES : Personal website is one of the ways through which employers or recruiters can reach people through their database or websites because it includes YOUR the information that can be found on your resume like work experience, your educational qualifications, and all other information's as contained in your resume, the employer can view the information about the skills you possess. This gives you more chance of getting a job quicker, it also helps you to interact with different people from around the world. Having a personal website is often useful and helpful in other area.

(7) JOIN / HELP TO DEVELOP A COMMUNITY WEBSITE : joining community website help bring out the best skills in people as networking groups, you can get quicker access to information's, it also gives you the opportunity to meet more people, make significant impact, gain more confidence and experience, get advice and support, build relationships, gain ideas, increase knowledge and motivation.

(vii) WAYS TO ACQUIRE NEW SKILLS

There are several ways through which one can acquire new skills for employability and this is possible if you are determined to make a significant impact in any organisation, some of these ways includes;

(1) Dedicate enough time to learn and also practise the things you have learnt.

(2) Share/Teach what you have learnt to some other persons and discuss it, do more research to gain more knowledge and also read more or study more to retain the skills.

(3) Education or Career enhancement is another good way to acquire more employability skills.

(viii) A BRIEF ANALYSIS OF MY EMPLOYABILITY AND KEY TRANSFERABLE QUALITIES

Have worked for over 8years within a busy and demanding work environment in flexible and organised approach to heavy workload, ensuring deadlines are met, Being a good team player and able to use own initiatives, well experienced in dealing with difficult challenges and able to remain calm under pressure, always willing and ready to learn new skills and methods of working, This has helped me to retain the following

Key Qualities/Skills

1, Leadership and management experience.

2, Strong numeracy and problem solving skills.

3, Quick learner, self motivated and paying attention to details.

4, Good verbal and written communication skills.

5, Team building, negotiating and conflict management skills.

These skills are unique and transferable to any work environment.

Every employer wants to employ people that can have significant impact on the performance of the organisation, dedicated, motivated workforce who will increase the rate of production which will benefit the employers and also the individual who will keep their job and also have consistent growth as the organisation will enjoy increase in productivity, cost reduction and waste reduction, improve health and safety standards, retained job position, learning and development.

ANDREW KINGHTLY

(ix) ADVANTAGES OF EMPLOYABILITY SKILLS.

It is very important that you have what it takes to be employable especially if you are unemployed and need a Job. Always put yourself in better position that will make you stand out at every interview, your skills is an asset that you need to be employable for any job position. There are various kind of skills that will earn you a good Job though this depends on the jobs requirement.

Employability skills involves having the right attitude at an interview, you must appear presentable as every job have their unique way of appearance, your qualification counts but your mode of appearance at an interview can disqualify you from getting a job even when you have the right skills and experience required.

There are many courses you can undertake to help you gain the right skills, some of these course are free government sponsored and others not so expensive which means it's affordable, that will help you gain more of these employable skills for anyone aspiring to get to the top, improve or progress in life.

Employability skills is the key requirement but you need to focus on studies or training that will increase your skills, this is because getting a good job or keeping a good job needs multiple skills.

Four Component of Employability

- 1, Assets
- 2, Development
- 3, Presentation
- 4, Priority For Action

The Labour market is raising the skills attained by employees to the workforce especially the enhancement of individual competitiveness and flexibility in areas like,

Labour market entrants

Labour market re-entrants

Disadvantaged groups

Employers priorities is to help employee or staff to develop their assets to impact value to the organisation or company.

(1)The individual assets is makeup of the knowledge, skills, approach or attitude on how to carryout a task.

(2)Development this involves career management, job search, access to information, strategies use at the Labour market.

(3)Presentation, This is being able to secure a job by standards or update of CVs qualification, achievements, attending interview with explanatories of work experience.

CONCLUSION : This research has been able to find out during observations that having employability skills makes an individual standout at all times, employability skills is the life wire of an individual, employer or organisation.

The success of any organisation or growth depends on the quality of employees and sustainability lies in the type of workers, the ability to give the job to the right people who possess the right skills is of great advantage to any organisation.

Digital skills is another key requirement as it helps in networking and speedy growth since technology and Internet of Things is mostly used this days for reaching out to people, investors, customers and service providers. This research helps undergraduates and employers know more about the benefits of employability skills.

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