



MODULE TITLE: EMPLOYABILITY

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CONTENTS

INTRODUCTION	3
PURPOSE OF A JOB DESCRIPTION	3
PURPOSE OF A PERSON SPECIFICATION	4
C.V. FOR A BUSSINESS SUPPORT JOB.....	5
TEAM WORKING COMEPTANCE STATEMENT	6
PROBLEM SOLVING COMPETANCE STATEMENT	6
CONCLUSION.....	7

INTRODUCTION

Employability is referred to as a group of accomplishments in form of understandings, skills and individual characteristics which increase the graduates' chances of employability and success in their preferred career; while contributing to the workforce, the community, economy and themselves (York and Knight, 2006). Employability as a challenge incorporates skills that make a person employable and are essentially used in any type of activity (Pârvu et al., 2014).

However, employability is so much more than just gaining employment (Dacre Pool and Sewell, 2007). When simply put, it is about the capability of getting the job and thereafter delivering results and maintaining the job as suggested by Hillage and Pollard (1998, cited in Dacre Pool and Sewell, 2007).

They continue to suggest that altogether the capacity to confidently change places within the employment industry for one to attain their full potential through constant employment is what is referred to as employability. This is made up of four major parts. Firstly, the individual's "employability assets" i.e. skills, attitudes and knowledge. Secondly, "deployment" consisting of skills for management of one's career and searching for jobs. Thirdly, "presentation" and "job getting skills" for example writing a C.V, getting work experience and techniques for interviews.

PURPOSE OF A JOB DESCRIPTION

Stybel (2010) notes that Job descriptions constitute part of the process of managing talent internally, besides coaching, succession planning, compensation and recruitment. And that in the present days, job descriptions consist of the title of the job, who the employee should report to, a brief description of responsibilities, decision-making authority, a job span and the requirements a candidate needs to have to be hired.

According to Hawkes and Weathington (2014) Organizations need to use attractive recruitment techniques to encourage potential candidates to apply for jobs. However, for one to have job descriptions which serve as roadmaps for recruitment, selection and orientation, realistic job descriptions should be designed based on a job analysis (Edward and Pavur 2010).

Whitwell (2012) argues that the job description can be very helpful, especially when deciding what sort of information about you to put in your C.C. that may be more outstanding to a potential employer when they go through your C.V.

PURPOSE OF A PERSON SPECIFICATION

Armstrong and Taylor (2014) suggested that a person specification, gives a description of the required knowledge, skills and abilities, by an employee to be able to carry out the assigned role. It also includes the behaviour competencies that the role holder is expected to have, along with the educational qualifications, experience and training they need to acquire the necessary Knowledge, skills and abilities.

Wilkinson and van Zwanenberg (1994) argue that different from a job description, a person specification statement details the attributes and qualities of the suitable candidate who is expected to perform the required duties on the job. They added that the person specification is laid out in a format following a list of subheadings. these include; abilities, skills and Knowledge, training and qualification, behavioural competencies, experience, specific demands, and special requirements.

According to (Talbot *et.al*, 2011) Till today, person specifications are used in recruitment and selection to identify people with the right combination of knowledge and skills to deliver the desired results in the job role.

Managers involved in the selection process can choose the most appropriate selection techniques to assess and draw a comparison between job applicants using the person specification (Heery and Noon, 2009).

Candidates often get discouraged by too many requirements are stated for the job. According to a report by McKinsey in 2008, female applicants were found to be convinced that they have all the stated requirements before they apply for a job, while male applicants would only have needed to be convinced that they were able to meet up to 60% of the stated requirements to qualify (Weber, 2013).

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Personal statement

An ambitious business development professional, passionate about creative thinking, business administration and management. I have excellent business development skills and I am seeking to take on a challenging business/Office support role in an organisation where my skills and experience can be put to full use.

Key Competencies

- Administration
- Business Development
- Problem solving
- Excellent oral and written skills
- Excellent IT skills in MS. Office
- Working in teams

Education

Year	Institute	Qualification
2017/18	University of Wales	Level 4. Skills for work place
2004	ICED	Diploma in Computer System Engineering
Uganda		

Career Summary

September 2017to date Business support Poiss London Limited

Key responsibilities

- Carrying out the relevant market research.
- Communicating with clients, journalistic and managerial staff regarding budgets, objectives and timescales.
- Employee recruitment and Management.
- Running promotional and other PR campaigns.
- Inventory Management.
- Publicity brochures, and promotional videos.
- Website Content development.

June 2015 to date Operations Officer (Volunteer) Stepping stones centre UK (Charity organization)

Key responsibilities

- Financial and business planning.
- Managing the day to day administration of the organization's offices, the operation of equipment and facilities.
- Staffing of the organization, hiring, training, employee benefits, and the retention of employees.

Other Details

Interests: Watching movies, reading, researching about latest market trends, creative writing. Professional networking.

References are available on request

TEAM WORKING COMEPTANCE STATEMENT

In my previous employment, I worked as a head of a sales department for an IT firm, whose employee turnover rate was very high due to lack of motivation in the department. I realised the commission structure at that moment promoted more individualism. Therefore, I recruited more sales representatives and created smaller teams within the department.

I assigned a team leader for each team, whose duty was to ensure that the existing sales revenues were consolidated, and growth achieved in every possible way. I devised a way getting invitations to sales seminars for the teams to attend in turns. I then designed a commission structure, in which the performance was entirely based on the team effort.

In the structure, members would start earning commission, only after their entire team achieved a certain target. This encouraged members to support each other and make sure that the team target was met so that they could be able to earn their individual commissions. Members started sharing sales leads and even begun helping each other in closing the sales.

Those good at lead generation begun to focus more in that, while the ones good at opening and closing of sales consecrated on their strengths. In the end, they would split up the sales among the team and share the commission. Everyone became proud of the team they belonged to, and the turnover rates dropped considerably as a result, team members grow into team leaders while team leaders became sales managers. The business grew and so did the company's market share.

PROBLEM SOLVING COMPETANCE STATEMENT

In my role the operations officer in a youth charity organisation, the number of youths attending our Saturday bonfire sessions was going down. I found out that our campaigns were no longer impacting the youth in our community as they should. I sat down with a few of the youth and tried to find out why they were no longer interested in the bonfire.

I discovered that the youth was at that time spending more time on the social media and that I needed to create more exciting ways to get them to attend our bonfire sessions. I came up with a list of ideas that would keep the youth interested in the bonfire sessions regardless of their proximity from our meeting place.

I created a Facebook page and a WhatsApp group for them and gave one of them admin rights, so they could post what they felt would speak to them better. That way they could also be able to invite their friends online as we run the live sessions online. I also designed a digital newsletter in which most of the content was developed by fellow youths who would write and communicate in the language their friends understood.

This newsletter was posted on Facebook and shared on WhatsApp on a regular basis. Seeing their pictures and articles in this newsletter got many youths interested in the bonfire sessions. We started to grow the numbers of the members online and now begun to have the face to face sessions once in a month. When we had face to face sessions, the room was often too full that we would barely have enough space for everyone.

CONCLUSION

Employability combines knowledge, skills and attitudes together with career management and job search skill. It also requires one to have presentation skills to succeed in the employment world. Understanding the job description and person specification in a job advert is an important advantage to have alongside the ability to write an excellent competence statement. When all this is put together, it enables a job seeker to succeed in acquiring the job and performing as expected or even be able to easily move between jobs. The benefits of the job description, person specification, C.V and competence statements span across both the employer and the possible suitable candidate to fill the required position. There if therefore a need for the employers and the job seeker to put more effort into the design and understanding of all three above, respectively.

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