

Academic And Employability Skills.

Resit C1

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Brief Summary.

This is a report showing the definition of employability skills, showing what exactly employers want to see when people go for a job, and explaining what has changed over the recent years.

This will include the research in which I have studied.

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Terms of Reference

Here is a report which was given from Christian Felices, I was asked to show the meaning of employability skills in order to show the true meaning. Explaining how employability has changed in the recent years.

This report has been submitted to turn it in on 01/12/2019

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What is Employability Skills?

Employability defines the knowledge, skills, attitude and behaviour you need to get work, stay in work and do your job well.

The UK Commission for Employment and Skills (UKCES) define employability skills as 'the skills almost everyone needs to do almost any job'.

Employability skills build up in three layers, starting with a foundation of **Positive Approach**, which includes: being ready to participate, making suggestions, accepting new ideas and constructive criticism and taking responsibility for outcomes.

This base of Positive Approach supports the three functional skills of using numbers, language and ICT effectively. These functional skills are utilised in the context of four

Personal Skills:

- self-management
- thinking and solving problems
- working together and communicating
- understanding the business

<https://www.skillsforlifeframework.com/article/employability-skills/3947>

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Here is a list of key skills that employers typically look out for:

- Communication
- Teamwork
- Initiative
- Problem-solving
- Computer / IT skills
- Organisation
- Leadership
- Hard work and dedication
- Creativity
- Numeracy
- Reliability

<https://successatschool.org/advisedetails/523/What-are-key-skills%3F-Employability-skills-to-help-you-get-a-job%C2%A0-%C2%A0%C2%A0>

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According to jobs board [Monster](#), employers consider key skills to be the most important section of your CV. A solid set of employability skills sets you apart from other applicants and shows the boss what you will bring to the job.

But it's important to bring this section to life rather than just writing a generic list of key skills – you need to give specific examples. Don't worry if you've never had a job before – employability skills are [transferable](#) from school, clubs and other areas of life. For example, instead of just having a bullet point saying you have "good [communication skills](#)", explain that you are a member of the debating team and have represented your school in public competitions.

Here are some of the top employability skills and ideas for how you can develop them (and then write about them on your CV).

<https://successatschool.org/advisedetails/523/What-are-key-skills%3F-Employability-skills-to-help-you-get-a-job%C2%A0-%C2%A0%C2%A0>

{Assessed 28/11/19}

Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability. Employability depends on your knowledge, skills and attitudes, how you use those assets, and how you present them to employers. The table below has been compiled by a range of UK-based companies (see company details at the end of this guide), and it lists the Top 10 Employability Skills which they look for in potential employees – that means you! We asked the companies to define exactly what these skills mean, and how you could show evidence of these skills in an interview or application for a job.

<http://www.exeter.ac.uk/ambassadors/HESTEM/resources/General/STEMNET%20Employability%20skills%20guide.pdf>

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Your education and experience may make you eligible to apply for a job but, to be successful in most roles, you will need skills that you are likely to develop over time. Some will be specific to the job, but the vast majority will be so-called 'soft skills' that can be used in any job or employment sectors. These soft skills are '**employability skills**': they are what makes you employable.

As a general rule, employers are willing to teach someone the job-specific skills required, such as how to operate particular pieces of machinery, or use particular computer packages that are very specific to that role or company. However, they usually want to see that you already have the other 'soft skills' before hiring, because they are much harder to teach.

Important:---

Getting along with and working well with other people, such as communication skills and other interpersonal skills;

- **Being reliable and dependable**: doing what you say you will by the deadline you have agreed, and turning up when you are meant to be there; and
- **A willingness to learn new skills**, whether those are job-specific or more general.

The rest of this page looks at these three areas in turn and highlights specific pages that may be helpful in developing these skill areas.

<https://www.skillsyouneed.com/general/employability-skills.html>

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Changes to Employment.

European workers currently living in the UK will be able to apply for settled status in 2019, allowing them to remain indefinitely in the UK following the end of the Brexit transition period in 2021. To be granted settled status individuals must be able to prove they have been living in the UK for five years by the date of application. Those who do not meet this requirement can apply for temporary status, allowing them to remain until they have accrued enough residency to be granted settled status.

From April 2019 the minimum contributions for auto-enrolment pension schemes will increase for both employers and employees. Currently, automatic enrolment requirements mean employers must contribute a minimum of two per cent of an eligible worker's pre-tax salary to their pension pot, with the individual contributing three per cent themselves. However, under the new requirements, employers and employees will now have to contribute a minimum of three per cent and five per cent respectively. Employers are reminded to allow appropriate time to consult with staff before making any changes to their pension contribution scheme.

Changes to the way employers issue payslips will also come into force on 6th April 2019 as from this date onwards the legal right to a payslip will be extended to include those who are recognised as 'workers'. Employers will also be obliged to include the total number of hours worked on payslips for employees whose wages vary depending on how much time they have worked. It is important that employers work with their payroll departments to ensure the correct procedure is in place ahead of April's deadline.

Following 2018's Court of Appeal decision on *Mencap v Tomlinson Blake*, a precedent was set that individuals working on sleep-in shifts, such as nurses and care workers, would not be entitled to national minimum wage (NMW) for time spent asleep in scenarios where they were 'available for work' and not 'actually working'. A request to appeal this decision was lodged with the Supreme Court by Unison and a decision is expected in 2019 as to whether this case will be analysed further. Any ruling in 2019 will be important in defining the rights of thousands of staff currently working sleep-in shifts.

Private organisations with 250 or more employees will again be required to publish their gender pay gap figures on the 4th April 2019. Although employers will be reporting for the second time, this year will be the true test as figures are expected to be heavily scrutinised

in order to determine whether efforts to address any significant pay disparity highlighted in 2018 have been successful.

If recent news stories are to be believed the act of micro-chipping employees may become more common in the UK workplace during 2019. The UK legal system has not yet been challenged in this regard, however it will be interesting to see how a court decides to rule on microchipping staff given the potential invasion of privacy and GDPR implications.

<https://smallbusiness.co.uk/here-are-eight-employment-law-changes-to-consider-in-2019-2546288/>

{Assessed 28/11/19}

Top graduate skills Employers want

Some of the top skills employers look for in graduates include:

- Commercial awareness
- Interpersonal skills
- Time management
- Confidence
- Self-awareness
- Decision making skills
- Ability to work under pressure
- Initiative
- Leadership
- Emotional intelligence
- Creative problem solving
- Adaptability

<https://www.reed.co.uk/career-advice/graduate-skills-what-are-employers-looking-for/>

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What is the difference between hard skills and soft skills?

Hard skills are technical abilities which are specific to a particular role. They can be taught, are easily measured or demonstrated, and are often learn through dedicated training.

Examples of hard skills: coding ability, foreign language skills, bookkeeping.

Soft skills are self-developed attributes, which are picked up through your life and work experience. Whilst they're not specific to a particular job, they're vital to have in almost every industry.

Examples of soft skills: interpersonal skills, leadership, adaptability.

Most employers will look for candidates with some hard skills (depending on the level of the role), which are complemented and enhanced by a variety of soft skills.

<https://www.reed.co.uk/career-advice/graduate-skills-what-are-employers-looking-for/>

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Time Management

- Time Management refers to managing time effectively so that the right time is allocated to the right activity.
- Effective time management allows individuals to assign specific time slots to activities as per their importance.
- Time Management refers to making the best use of time as time is always limited.

Ask yourself which activity is more important and how much time should be allocated to the same? Know which work should be done earlier and which can be done a little later.

Time Management plays a very important role not only in organizations but also in our personal lives.

Time Management includes:

- i. Effective Planning
- ii. Setting goals and objectives
- iii. Setting deadlines
- iv. Delegation of responsibilities
- v. Prioritizing activities as per their importance
- vi. Spending the right time on the right activity

<https://www.managementstudyguide.com/time-management.htm>

{Assessed 28/11/19}

- **Effective Planning**

Plan your day well in advance. Prepare a To Do List or a "TASK PLAN". Jot down the important activities that need to be done in a single day against the time that should be allocated to each activity. High Priority work should come on top followed by those which do not need much of your importance at the moment. Complete pending tasks one by one. Do not begin fresh work unless you have finished your previous task. Tick the ones you have already completed. Ensure you finish the tasks within the stipulated time frame.

- **Setting Goals and Objectives**

Working without goals and targets in an organization would be similar to a situation where the captain of the ship loses his way in the sea. Yes, you would be lost. Set targets for yourself and make sure they are realistic ones and achievable.

- **Setting Deadlines**

Set deadlines for yourself and strive hard to complete tasks ahead of the deadlines. Do not wait for your superiors to ask you everytime. Learn to take ownership of work. One person who can best set the deadlines is you yourself. Ask yourself how much time needs to be devoted to a particular task and for how many days. Use a planner to mark the important dates against the set deadlines.

- **Delegation of Responsibilities**

Learn to say “NO” at workplace. Don’t do everything on your own. There are other people as well. One should not accept something which he knows is difficult for him. The roles and responsibilities must be delegated as per interest and specialization of employees for them to finish tasks within deadlines. A person who does not have knowledge about something needs more time than someone who knows the work well.

- **Prioritizing Tasks**

Prioritize the tasks as per their importance and urgency. Know the difference between important and urgent work. Identify which tasks should be done within a day, which all should be done within a month and so on. Tasks which are most important should be done earlier.

- **Spending the right time on right activity**

Develop the habit of doing the right thing at the right time. Work done at the wrong time is not of much use. Don’t waste a complete day on something which can be done in an hour or so. Also keep some time separate for your personal calls or checking updates on Facebook or Twitter. After all human being is not a machine.

For Effective Time Management one needs to be:

Organized - Avoid keeping stacks of file and heaps of paper at your workstation. Throw what all you don’t need. Put important documents in folders. Keep the files in their respective drawers with labels on top of each file. It saves time which goes on unnecessary searching.

Don’t misuse time - Do not kill time by loitering or gossiping around. Concentrate on your work and finish assignments on time. Remember your organization is not paying you for playing games on computer or peeping into other’s cubicles. First complete your work and then do whatever you feel like doing. Don’t wait till the last moment.

Be Focussed - One needs to be focused for effective time management.

Develop the habit of using planners, organizers, table top calendars for better time management. Set reminders on phones or your personal computers.

<https://www.managementstudyguide.com/time-management.htm> {Assessed 28/11/19}

Negotiate.

We all know the importance of negotiation in business when it comes to our starting salary and benefits. But the [best negotiators in business](#) recognize that these concerns are only a narrow component of a bigger picture. We also should negotiate for the tools we need to become a fulfilled and well-compensated person over time, recommends [David A. Lax](#), the coauthor (with [James K. Sebenius](#)) of *3-D Negotiation: Powerful Tools to Change the Game in Your Most Important Deals* (Harvard Business School Publishing, 2006).

Instead of looking at the job you're applying for as a final destination, think of it as setting you up for the next job and perhaps the one after that, Lax advises. This shift in mindset will allow you to notice the [advantages of negotiation](#) for helping you gain the tools you need to grow and thrive in the future. These tools might include a strong support staff, more training, or a job title that will set you up for a future career goal.

Generally, employers should be indifferent between spending their money on your salary or on benefits you value more. If added schooling would enhance your work skills, an employer may be willing to pay your tuition with pre-tax dollars at a lower cost than you would pay out of pocket, for instance.

<https://www.pon.harvard.edu/daily/business-negotiations/the-importance-of-negotiation-in-business/>

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Business negotiation is critical to be creative in any negotiation in a **business** setting. **Business** negotiation strategies include breaking the problem into smaller parts, considering unusual deal terms, and having your side brainstorm new ideas. Leveraging the contrast effect is also a powerful tool in negotiations. **Jul 29 2019**

<https://www.bing.com/search?q=negotiate+with+business&form=EDGTCT&qs=PF&cvid=d893818230924a559d989b3cad731984&refig=617dc36bcf95445bc5308e216f422ee1&cc=GB&setlang=en-US&plvar=0&PC=DCTS>

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Most [salespeople](#) and [business owners](#) will have customers try to get them to lower their price by saying there is a [competitor](#) who is selling the item for less. Most people love a deal and love to feel they were on the winning side of a deal. That means it is important for your business for you to learn how to negotiate more effectively. Here are five strategies that will help you improve your negotiation skills and [drive more dollars to your bottom line](#).

The flinch is one of the oldest negotiation tactics but one of the least used. A flinch is a visible reaction to an offer or price during face-to-face negotiations. The objective

of this tactic is to make the other people feel uncomfortable about the offer they presented. Here is an example of how it works.

A supplier quotes a price for a specific service. Flinching means you respond by exclaiming, "You want how much?!?!" You must appear shocked and surprised that they could be bold enough to request that figure. Unless the other person is a well-seasoned negotiator, they will respond in one of two ways;

1. They will become very uncomfortable and begin to try to rationalize their price
2. They will offer an immediate concession

<https://www.thebalancesmb.com/ways-to-negotiate-more-effectively-2947174>

{Assessed 28/11/19}

Interpersonal Communication Skills.

Interpersonal communication is the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages: it is face-to-face communication.

Interpersonal communication is not just about what is actually said - the language used - but *how* it is said and the non-verbal messages sent through tone of voice, facial expressions, gestures and body language.

When two or more people are in the same place and are aware of each other's presence, then communication is taking place, no matter how subtle or unintentional.

Without speech, an observer may be using cues of posture, facial expression, and dress to form an impression of the other's role, emotional state, personality and/or intentions. Although no communication may be intended, people receive messages through such forms of non-verbal behaviour.

<https://www.skillsyouneed.com/ips/interpersonal-communication.html>

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Types of interpersonal communication

Interpersonal communication can be further divided into other skills. Interpersonal skills are dependent upon these other skills. They are

Verbal communication skills

Everything we speak using words fall under verbal communication. And, the skill to use these words effectively is verbal communication skill. Communicating with another person and building relationships need verbal communication.

Non-verbal communication skills

Communication without words is non-verbal communication. It is the body language, gestures, facial expressions, silence, aesthetics, etc of an individual.

Non-verbal communication skills send and receive effective non-verbal cues. This skill is a must-have for proper communication and understanding cues given by others. Non-verbal communication skills help in interaction and relationship building, like from empathy and sympathy.

Listening skills

Listening skills are needed to receive messages given by others. It is needed to give feedback accordingly. Good listening skills can only make interpreting words and non-verbal communication possible.

Negotiation skills

Negotiation skills are important for relationship building as relationships need trust and peace. These skills deal with resolving conflicts by focusing on mutual agreement. By negotiation, people come to settle for the same goals and outcomes.

Assertiveness skills

Being able to influence people is an important skill. You create influence with your own ideas, beliefs, thoughts, and wants. This skill is assertiveness skill which helps in creating and maintaining relationships.

Decision making and problem-solving skills

Making decisions and solving problems are skills which help in relationship maintenance. Decisions create harmony in a social environment and help relationships prosper whereas problems destroy them.

<https://www.businessstopia.net/communication/interpersonal-communication-skills>

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Conclusion

Investing in education and skills for women and men to help economies achieve dynamic growth with quality jobs is a pressing priority throughout the globe.

At the 2008 International Labour Conference, the ILO's tripartite constituency of governments, employers and workers adopted a set of conclusions squarely focused on this challenge. These conclusions provide practical guidance for strengthening education, vocational training and lifelong learning as central pillars of employability for workers and sustainability for enterprises within the Decent Work Agenda.

The conclusions highlight how skills development can be an important tool for reducing poverty and exclusion and enhancing competitiveness and employability.

https://www.skillsforemployment.org/KSP/en/Details/?dn=FM11G_021619

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