



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



Digital Skills for Employability



www.uwtsd.ac.uk/library



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library@uwtsd.ac.uk

Your Digital Skills Advisor



Stuart Gill
Digital Skills Advisor
WISA
s.gill@uwtsd.ac.uk



E-mail: digitalskills@uwtsd.ac.uk



Website: digitalskills.uwtsd.ac.uk



Book us: bit.ly/UWTSD-DSA-Booking-form



Today's session

- Managing a professional online presence
- Completing the Employability Jisc Discovery Tool
- Gaining confidence in your digital skills to prepare for the workplace
- Creating and enhancing your LinkedIn profile
- How to gain digital badges and LinkedIn Learning certificates to evidence your digital skills

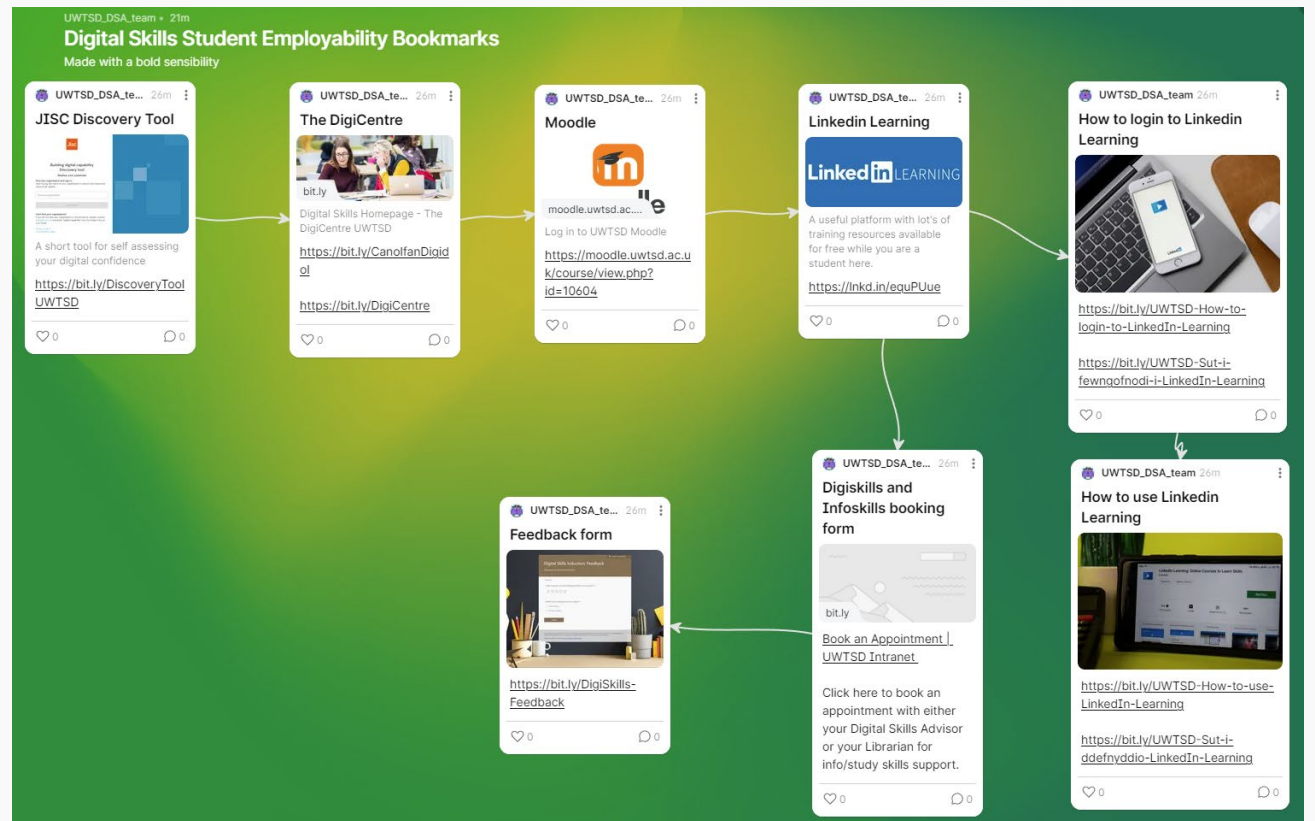


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Links for the session



bit.ly/ds-emp-padlet



Be inspired...

**PREPARE YOURSELF TO
BE EMPLOYABLE**

KATIE COURIC

PICTUREQUOTES.com



Importance of Digital Skills

Digital skills are becoming more important in the workplace:

- Over 80% of jobs advertised in the UK require digital skills ([Gov.uk](#)).
- 27% of UK workers say that they lack the sufficient digital skills required for their job role ([Oxford College](#)).
- Investing time in enhancing your skills and collecting proof of your achievements, such as certifications and digital badges could improve your employability.

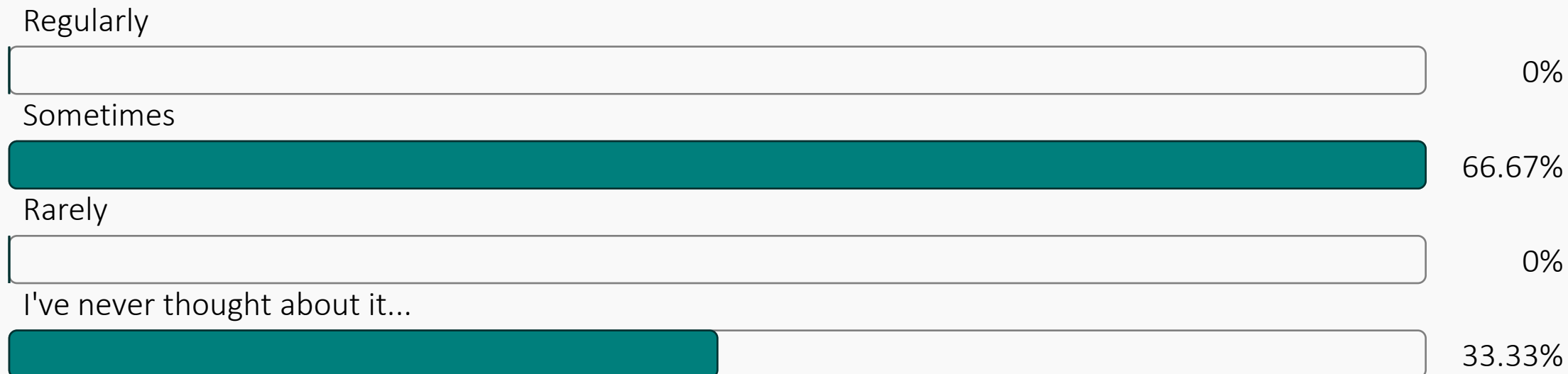




3

How often do you actively spend time working on your employability skills?

Preparing Results

Join at: vevox.app ID: 132-794-749

Digital footprint

The data you leave behind when you use the internet ... or when someone else publishes information about you.



Consider your digital footprint as your **electronic tattoo**: once it's out there, it's very difficult to get rid of!

- 91% of employers look at candidates' social media during the hiring process.
- 21% rejected candidates based on what they found.

([StandoutCV, 2025](#))



Promote a positive online presence.

A positive, well-curated online presence will boost employability.

Use it to showcase:

- Professional qualifications and skills.
- Creativity.
- A professional image.
- A wide-ranging and well-rounded range of interests.
- 78% of employers believe that current employees should maintain a work-appropriate social media profile.

[\(StandOutCV, 2025\)](#)





Assessing your digital skills for employability



JISC Discovery tool

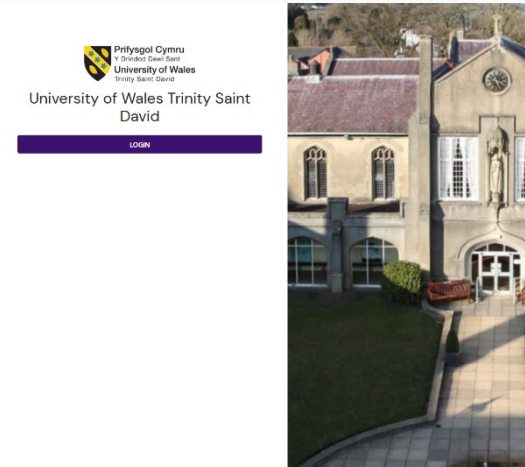


10 Minutes



Discovery Tool Registration and Login

Step 1



Step 2

A screenshot of a web form titled "Learner role". It contains a label "Please select your role *" and a dropdown menu. The dropdown menu has two options: "Staff" and "Student". The "Student" option is highlighted with a red rectangular box. Below the form, there is a line of text: "The submitted responses will be shared with the content owner." and a blue "Submit" button.

Step 3

A screenshot of a registration form titled "Welcome to the Discovery Tool". It contains several input fields: "First name *" with a placeholder "Enter your first name *", "Last name *" with a placeholder "Enter your last name *", "Level of Course" with a dropdown menu showing "Please select", and "Subjects" with a dropdown menu showing "Please select". The "Level of Course" and "Subjects" dropdown menus are highlighted with red rectangular boxes. At the bottom, there is a line of text: "The submitted responses will be shared with the content owner." and two buttons: "Cancel" and "Submit".

Delete the contents of the first name field and replace it with your name.

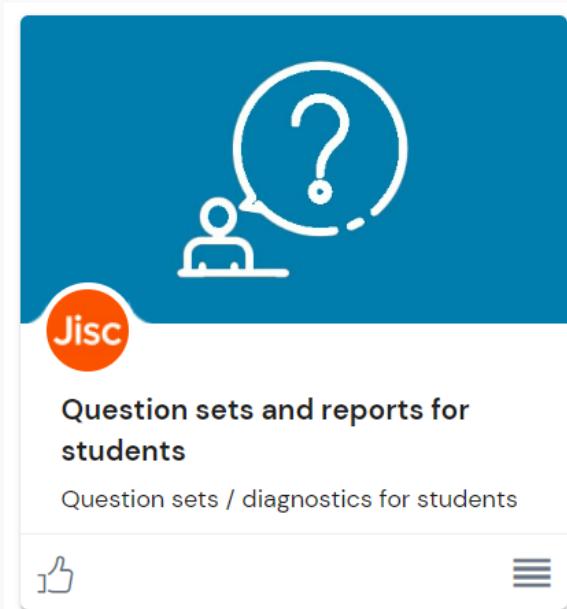
Level of course:

- HE Doctoral

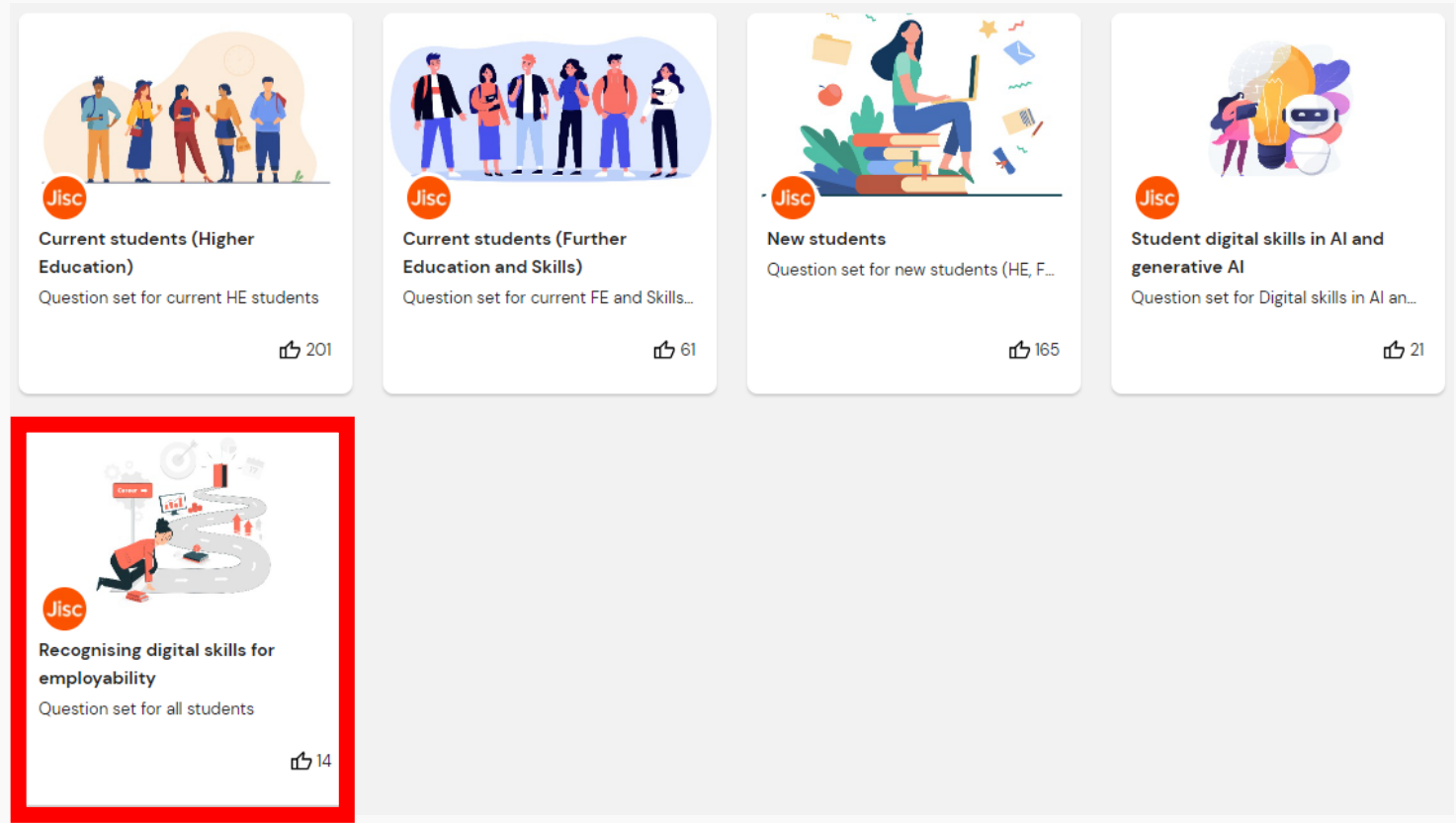


More Discovery Tool question sets

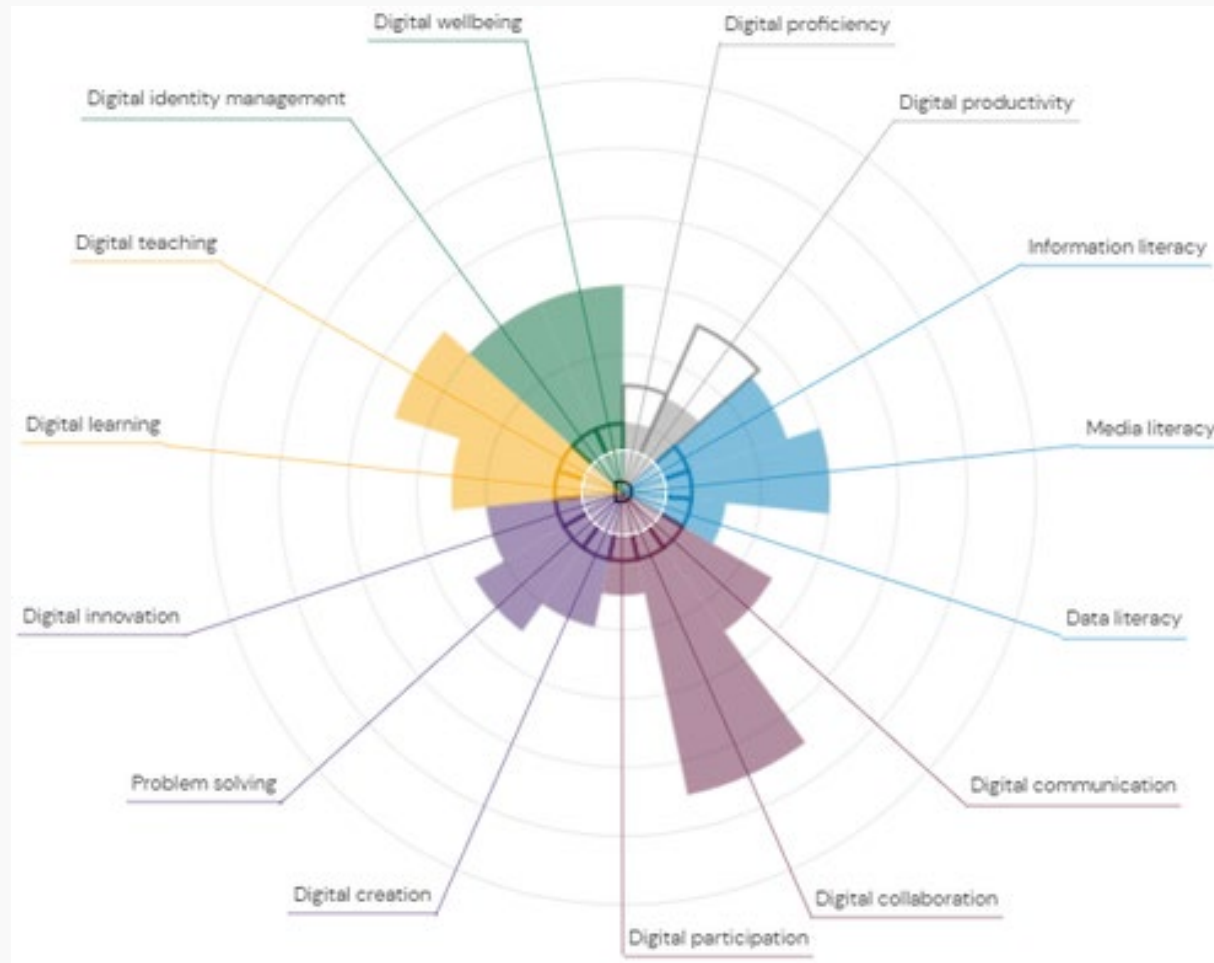
Step 5



Step 6



Results Wheel example



“

*What is the
DigiCentre?*

<https://bit.ly/DigiCentre>

<https://bit.ly/CanolfanDigidol>



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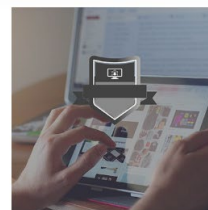
DigiCentre

Improve your digital skills

We are committed to helping our staff and students develop the digital skills and confidence they need. This is why we have launched DigiCentre, a one-stop shop for all your digital skills needs.

Here, you will find a [collection of tools and resources](#) to help you develop your digital skills. Follow our recommended collection of resources depending on your role, or keep an eye on our Training & Events page.

Further information on our commitment to Digital Skills development, can be found in our [UWTSD Digital Strategy](#).



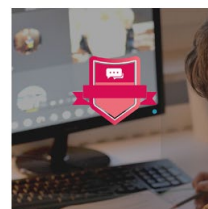
Digital proficiency and productivity



Information, data and media literacy



Digital creation, problem solving and innovation



Digital communication, collaboration and participation



Digital learning, development and teaching



Digital identity and wellbeing

“

Resource Finder

Resource Finder

Search resources

Search

✕ Hide filters ✕ Clear filters

Refine your results

Role

- ☐ Teaching Staff
- ☐ Student
- ☐ Professional Services
- ☐ Researcher
- ☐ Leader

Capability

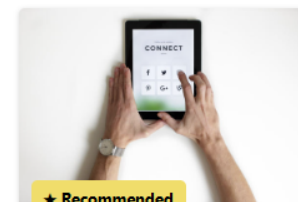
- ☐ Digital communication, collaboration and participation
- ☐ Digital creation, problem-solving and innovation
- ☐ Digital identity and wellbeing
- ☐ Digital learning and development
- ☐ Digital proficiency and productivity
- ☐ Information, data and media literacies

🤖 Not sure?

Use the free **JISC Discovery tool** to help you find out which digital capabilities you'd like to explore further.

Category

Choose a category ▾



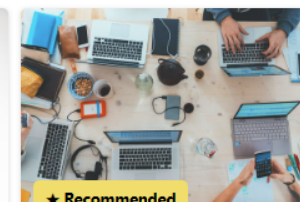
★ Recommended

1 Minute CPD on Digital Learning and Self Development

🕒 15 minutes

📖 Online Learning Material and Guidance

Follow the 1 minute CPD blog for a range of resources covering a variety of tools that can help you develop your digital skills.



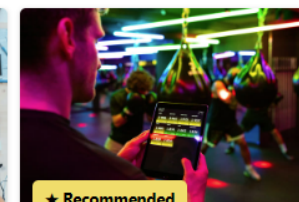
★ Recommended

32 of the Best Productivity Tools You'll Ever Need (Blog)

🕒 30 minutes

📖 Online Learning Material and Guidance

There are countless productivity tools out there — how does one choose? Here are some of the best time management, calendar, habi...



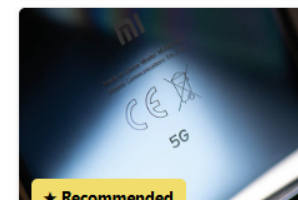
★ Recommended

35 Incredible Dataviz Tools

🕒 30 minutes

📖 Online Learning Material and Guidance

Take the hard work out of creating charts and infographics with these tools.

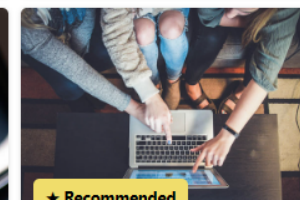


★ Recommended

5G Technology Strategy: Next-Generation Mobile...

🕒 40 minutes

📺 LinkedIn Learning



★ Recommended

A Go-To Guide for Team Owners

🕒 3 minutes

📺 Video

A go-to guide for team



Adjust Your View in a Teams Meeting

🕒 10 Minutes

📖 Online Learning Material and Guidance

Teams tries to anticipate what

Claim your virtual badge – attach it to your LinkedIn profile



- It is possible to achieve virtual badges through the DigiCentre using the Moodle platform.
- Complete four or more resources to gain your digital badge
- Display it on Moodle and LinkedIn to show to future employers

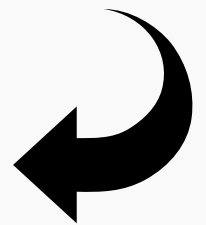


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How to claim your Virtual badge - reminder



- Once in The DigiCentre, navigate to the relevant tile, then to Moodle.
- [Click this link to go to the Moodle badges page](#)
- Select **'enrol me'** to have full access.
- Scroll to the capability you need to improve from your report.
- Then choose **standard** (recommended as a starting point)
- Complete **four** or more resources.
- Then write a short **blog** post to claim your digital badge.





3

Preparing Results

Do you already have a LinkedIn profile?

Join at: vevox.app ID: 132-794-749

Yes



66.67%

No



0%

Have signed up but don't use it



33.33%



www.uwtsd.ac.uk/library



@UWTSlib



library@uwtsd.ac.uk

LinkedIn Profile.

- Include a professional good quality photo
- Get someone to review your profile.
- Make connections – follow leaders in your industry.
- Engage in the community.
- Look at other people's online profiles for inspiration.

<https://www.linkedin.com/>





Jessica (Jess) Hill
Digital Skills Advisor



Cardiff University / Prifysgol Caerdydd

120 connections

[Open to](#) [Add profile section](#) [More](#)

Analytics

Private to you

21 profile views

Discover who's viewed your profile.

16 post impressions

Check out who's engaging with your posts.

13 search appearances

See how often you appear in search results.

Resources

Private to you

Creator mode [Off](#)

Get discovered, showcase content on your profile, and get access to creator tools

My network

See and manage your connections and interests.

[Show all 5 resources](#)

About

Education to MA level, Jess Hill has proven that she is adaptable and driven when it comes to learning new skills. After completing a PCET teaching qualification, she engaged in the role of Digital Skills tutor for Learning Pembrokeshire supporting adults in gaining confidence to improve and enhance their technological skills. I am now proud to be working for the University of Wales Trinity St David as a Digital Skills Advisor.

Activity

121 followers

Jessica Hill commented on a post • 2d

Congratulations Dr Jayne Griffiths Parry so well deserved 🎉

👍 You and 108 others

82 comments

Jessica Hill reposted this • 1mo

UWTSO digital degree helps apprentice transform patient health care
uwtsd.ac.uk • 3 min read



👍 52

3 comments

[Show all activity](#)

Experience



Digital Skills Advisor

University of Wales Trinity Saint David • Full time
Jul 2022 - Present • 8 mos
Carmarthen and Swansea



Digital Skills Tutor

Pembrokeshire County Council • Part time
Sep 2021 - Jul 2022 • 11 mos
Pembrokeshire, Wales, United Kingdom



Assessment Operations Administrator

The International Baccalaureate
Apr 2012 - Apr 2014 • 2 yrs 1 mo
Cardiff, United Kingdom

Edit public profile & URL

Add profile in another language

Promoted

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Get all the essential tips to build a stronger brand on LinkedIn
- Get Pay Right w/ PayScale**
A custom demo specific to your organization's size & industry
- Collection Pot**
Online Group Collections for Leavers, Retirements, Birthdays and more

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Hywel Oda - Healthcare
Apprentice

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PRP Training • 3rd
Work Based & Vocational Training

[Connect](#)



Liz Jenkins • 3rd+
Experienced Equality, Diversity
and Inclusion Manager - semi...

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Tamara Paige Lewis • 1st
BA MSc PCET Digital HE
Academic Developer

[Message](#)



Jamie McBride • 3rd
Product Application Designer at
Treharne Automotive Engineering

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People you may know



Nicky Hammond

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Ella Staden-Coats
Press and Media Officer at
University of Wales Trinity Saint
David

[Connect](#)



Megan Jones
Human Resources Administrator at
University of Wales Trinity Saint
David

[Connect](#)



Laura-Cait Driscoll
Civic Engagement Development
Officer within the Inspire
Department at the University of
Wales Trinity Saint David

[Connect](#)

Assessment Operations Administrator
The International Baccalaureate
Apr 2012 - Apr 2014 • 2 yrs 1 mo
Cardiff, United Kingdom

[Coordinate the candidate registration process to ensure that all data is accurate and up to date. This involved resolving status codes to overcome any potential problems with the registration. Invoice](#) ...see more

French Speaking Export Assistant
Bearmach
Jul 2011 - Nov 2011 • 5 mos
Caerphilly

[Ensured all orders were actioned, managed and despatched in a timely manner using the company's MRP systems, to meet the time frame agreed with the customers.](#) ...see more

Education



Cardiff University / Prifysgol Caerdydd
MA in European Studies: specialising in Translation, Translation
2007 - 2009
Grade: Pass
Activities and societies: Member of windsurfing club
Development and delivery of presentations on international relations



University of Wales Trinity Saint David
PCET, Teaching
Sep 2020 - Jun 2021
Grade: Distinction



University of Wales, Cardiff
Transfer to Bachelor of Arts (BA) International Business Management (French and German), International Business
2005 - 2006
Grade: 2:1
Activities and societies: Member of trampolining club
Student Alumni representative for Class of 2006.
Completed module in European Law

[Show all 4 education](#)

Licenses & certifications



Learning Module 3.11
LinkedIn
Issued Sep 2022

[Show credential](#)



Teaching English as a Foreign Language Course (120 hours)
The TEFL Academy - Leading EFL Teacher Trainer Provider
Issued Jul 2015

[Show credential](#)

Volunteering



Admin assistant and mentor
Bipolar UK
Apr 2009 - Jul 2011 • 2 yrs 4 mos

It was extremely rewarding to help and guide less fortunate individuals, putting strategies in place to lead a more fulfilling life. Their appreciation meant a lot and was satisfying work.



Marine, Forest research and community development volunteer
Global Vision International
May 2007 - Jun 2007 • 2 mos
Animal Welfare

Stayed 6 weeks in an island off Kenya. Work involved looking after the primates and preserve their welfare in their own habitat. Various survey techniques were used like observing their behaviour in order to I ...see more

Skills

[Demonstrate skills](#)

Microsoft Office

Department at the University of
Wales Trinity Saint David

[Connect](#)



Ivana Curcic
Academic Liaison Librarian /
Llyfrgellydd Cyswllt Academaidd at
University of Wales Trinity Saint
David

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Groups you may be interested in



South Wales Business
Contacts
26,983 members

[Join](#)



**CILIP: Library, Information
and Knowledge Professionals**
27,584 members

[Join](#)

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Promoted



EuroShop 2023: Trade Fair
EuroShop 2023: the world's no. 1 trade
fair for retail industry



Cold Laser Therapy
Pain Relief & Anti-inflammatory
Equipment for Your Practice. Watch
Videos!



Let's start together.
We've got the resources to help you
succeed with LinkedIn ads.

“

What is LinkedIn Learning?



LinkedIn learning is a part of LinkedIn. When you complete courses, you will be able to showcase your achievements on your LinkedIn profile. This will look great for prospective jobs.



<https://lnkd.in/equPUue>

Why use LinkedIn Learning?

- Applicants with LinkedIn Learning certificates have a 9% higher chance of getting hired. ([LinkedIn Blog](#))
- You are 71% more likely to get a job interview with a comprehensive profile. ([Forbes](#))
- A whopping 87% of recruiters find LinkedIn to be the most effective when vetting candidates during the hiring process. ([jobvite.com](#))
- According to LinkedIn, 7 people get hired via the professional networking platform every minute. ([LinkedIn](#))



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[English](#)
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[Content by](#)
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1,734 Results for "marketing career" Sort by: Best Match

VIDEO
Marketing careers
LinkedIn Learning · Sep 2019 · From the course: Careers in Web Design and Development
2,336 learners [Save](#)

COURSE
Get a Job in Marketing
LinkedIn Learning · By: Brian Honigman · Jan 2019
19,236 learners · Skills: Job Search Strategies, Personal Branding · Beginner [Save](#)

COURSE
The Habits of Successful Marketers
LinkedIn Learning · By: Brian Honigman · 1 month ago
2,682 learners · Skill: Marketing · Beginner [Save](#)

www.linkedin.com/learning/get-a-job-in-marketing?u=77966930 [Get Help](#)

Certificate of Completion
Congratulations, Dean Pangelinan

Improve your Digital Marketing Skills
Learning Path completed on Mar 04, 2021 at 04:57PM UTC • 25 hours 0 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

Top skills covered
Online Marketing, Marketing, Digital Marketing

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate ID: AWW0dsIFcdAEK9gikUk-ldvY

Help is always available

Digital Skills

digitalskills@uwtsd.ac.uk

Library

library@uwtsd.ac.uk

Careers

careers@uwtsd.ac.uk

Your Careers Service

- Your University Careers Service is the one place where you can get all the information, advice and personal 1-2-1 guidance you'll need to get the most out of your time at UWTSD.
- We are a team of experienced and professionally qualified University Careers guidance practitioners and we exist to help you understand your career options and develop your Employability.



DigiCentre resources

- [DigiCentre](#)
- [Employability \(linkedin.com\)](#)
- [How students can use AI \(linkedin.com\)](#)



Further Resources

- [UWTSD Career Centre](#)
- [Learning Personal Branding](#)
- [Professional Networking](#)
- [Rock Your LinkedIn Profile](#)
- Find more by exploring the [Resource Finder](#)



Feedback form



[Link to Form](#)

Let us know how we did

If you have 5 minutes, please scan the QR code and fill out our feedback form.

