



Read the following text and answer the questions below:

What are Transferable Skills?

Transferable skills are skills and abilities that are relevant and helpful across different areas of life: socially, professionally and at school. They are 'portable skills'.

People usually think about their transferable skills when applying for a job or when thinking about a career change. Employers often look for people who can demonstrate a good set of transferable skills.

The good news is that you already have transferable skills – you've developed such skills and abilities throughout your life, at school and perhaps at university, at home and in your social life, as well as through any experience in the work-place.

It is often important that you can identify and give examples of the transferable skills that you have developed - this will go a long way to persuading prospective employers that you are right for the job.

Most people will have at least three different careers during their working life and many of the skills used in one will be transferable to another.

A lack of direct experience is not necessarily a barrier to a new job. You may think that a lack of relevant, industry-specific experience will stop you from getting a job but this is not always the case. If you are changing careers, have recently graduated, or are looking for your first job, you'll be pleased to learn that employers are often looking for potential. It is vital, therefore, that you sell your potential by demonstrating the transferable skills that you have developed already.

Employers are usually looking for abilities and qualities that they recognise to be present in the most effective employees. These soft skills, such as being able to communicate effectively in a variety of situations, showing initiative, creativity and integrity, and having a good work attitude, are valuable across all industries.

1. Transferable skills are only useful for one type of job. True/False

2. Give 3 examples of where you can cultivate transferable skills

3. You can only use your transferable skills for a job in the same sector. True/False

4. What are soft skills?

Verbal Communication

Speak clearly and dynamically in a variety of situations.. Can you communicate information and ideas clearly and effectively in a variety of situations?

Think about your verbal communication skills and how you address others, both face-to-face and in group situations.

Research and Analytical Skills

Gather, interpret and analyse information.

It may be appropriate to demonstrate your ability to research, analyse and critically evaluate information. There could be a variety of complex information that you are required to work with and make sense of, for example sales figures, new product and supplier specifications, technical reports and financial information.

Numeracy Skills

Accurately and effectively work with numbers

You may not be applying for a job or pursuing a career in mathematics or statistics but it is likely that some basic understanding of numeracy will be useful. Most jobs will require some numeracy skills. Numeracy is an area that is frequently quoted by employers as lacking – especially amongst graduates.

You should be able to demonstrate that you can work with figures, make calculations, understand graphs, charts and simple statistics and recognise important numerical information and trends. See our **Numeracy Skills** section for help.

Personal Development

Know yourself and find ways to develop.

Transferable skills

Put the following skills into the appropriate column. The first one has been done for you.

using the Internet spoken	budgeting	coming up with good ideas	using computers	counselling
written	listening	using specialist software	body language	reading
planning	organising	learning new skills	managing finance	paying bills
finding solutions	explaining	using measurements	keeping files or data	giving advice

Communication	Number/numeracy	Problem Solving	Information Technology (I.T)	Team working
			using the Internet	

Transferable skills

1. Which of the above skills do you need to be a/an:-
a) care assistant b) sales assistant c) waiter/waitress d) receptionist e) driver
f) IT specialist g) teacher h) baker i) office administration j) call centre staff
2. Which of the above skills do you have? How did you get them?
e.g. I have excellent budgeting skills from living on benefits while I was seeking asylum.
3. Write sentences using the useful phrases below.

Useful Phrases

- I am good at ... **present participle (verb+ing)**
I enjoy ... **present participle (verb+ing)**
I have outstanding/ admirable _____ skills
I am confident that I can**infinitive**
I am able to... **infinitive**
I think/believe I am good at ...**present participle (verb+ing)**
I believe it's important to have... _____ skills