Employability Level 2 – Transferable Skills

1 of 17 – Welcome

Welcome to this session on transferable skills.

In this session we will be covering:

* What transferable skills are
* Examples of transferable skills
* Why they are important
* When you use them
* What to do if you haven’t got many
* How to identify your transferable skills

2 of 17 – Introduction

**What are transferable skills?**

Transferable skills are general skills you can use in most jobs. These include skills like:

* Communication skills
* Organisation skills
* Timekeeping
* Decision making

You gain these skills from school, college, previous jobs, projects, voluntary work, sport, your home life, hobbies, and interests.

They enable you to be adaptable and flexible when you start a new job or change your job.

3 of 17 – Transferable skills examples

Talents and abilities you can take from one job to another are called transferable skills. You may have acquired various skills through jobs, education, apprenticeships, internships, formal and informal training, hobbies and volunteer experiences.

**What skills do you have?**

Visit the following website to see a range of transferable skills:

[What are Transferable skills?](https://www.thebalancecareers.com/transferable-skills-list-525490)

You may want to make notes on those you feel you are particularly good at.

4 of 17 – Question 1

There are many examples of transferable skills. To get you started thinking about your own transferable skills; can you match the type of skill to the examples?

Do this by categorising the examples below into the following type of skill, either **general skills**, **personal skills** or **people skills**.

Organisation skills

IT (Using Word, Excel, Internet, email)

Presentation skills

Commitment

Teamwork

English and maths

Reliable

Customer skills

Communication

The correct answers are:

IT (Using Word, Excel, Internet, email), English and Maths and presentation skills are types of **general skills**.

Organisation skills, commitment and reliable are types of **personal skills**.

Teamwork, customer skills and communication are types of **people skills**.

5 of 17 – Your transferable skills

Examples of transferable skills include:

**Shop work**

If you've ever worked at a checkout till then you'll have some experience with **communication skills**, **customer skills** and also **maths**.

**Sports**

If you have coached a sports team or helped with a youth club then you'll have worked on your **leadership** and **negotiation** skills.

**Courses**

Achieving a qualification since leaving school shows that you have valuable **commitment** and **organisation** skills.

6 of 17 – Your transferable skills

If you work really well with other people and make lots of friends in college or the workplace then you could have good **interpersonal skills**.

Also, working together to achieve something, maybe as part of a sports team, shows you can do **teamwork** – employers are always looking for staff who can work well as a team.

7 of 17 – When will I use them?

**Career change**

Usually you think about 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.

**Experience**

The good news is that you already have transferable skills – you’ve developed such skills and abilities throughout your life, at school and college, at home and in your personal social life, as well as through any experience in the workplace or volunteering.

**Demonstrate**

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.

8 of 17 – When to demonstrate your skills

**When is it important for you to demonstrate your transferable skills?**

In your job applications and interviews, employers will be really impressed if you can provide examples of when you used these skills in different jobs.

Providing examples of your skills, demonstrates you are adaptable and can bring useful skills to a job straight away.

9 of 17 – Why are transferable skills valuable?

Transferable skills are very valuable to employers. They will show an employer what skills you can bring to the job role and how you might fit into the team.

It’s also a good way of showing what you have learnt from previous experience.

10 of 17 – How can I show employers that I have the skills?

There are several ways you can demonstrate these skills. If you’re planning a new career or a change, look at the skills mentioned in the job advert.

What skills do you have?

What skills do you need to work on?

11 of 17 – What should you include?

If you’re not sure which skills you could include for a particular role, here’s a tip – check the job description. Often employers will state their criteria, and much of this is made up of softer skills. Simply pick out the words which seem most relevant and think of ways you may be able to demonstrate that skill. That way, you are removing the guesswork.

12 of 17 – What if I haven’t got the skills?

Once you've made the decision to start a new career, you might feel concerned that you don't have the advertised desirable skills or experience.

This may prevent you from applying for a new job.

This is not always the case.

13 of 17 – What if I haven’t got the skills?

You’ll be pleased to learn that employers are often looking for potential.

It's worth thinking carefully about the skills you have already gained from work and your day-to-day life and demonstrate your willingness to develop your potential further.

Your transferable skills, such as being able to communicate effectively in a variety of situations or showing initiative are valuable across all industries.

14 of 17 – Question 2

Using the following choice of words: **transferable**, **personality**, **qualities**, **risk**, **problem**, **potential**, **skills**, **type**, **awareness** or **danger**, fill in the blanks for the paragraph below. You do not need to use all of the words.

Always remember that employers will be looking at your **blank**. There is always an element of **blank** when it comes to employing new people, so think carefully about the type of **blank** you wish to explain. Select examples where you can demonstrate the **blank** skills you have which the employer is looking for.

The correct paragraph should read:

Always remember that employers will be looking at your **potential**. There is always an element of **risk** when it comes to employing new people, so think carefully about the type of **skills** you wish to explain. Select examples where you can demonstrate the **transferable** skills you have which the employer is looking for.

15 of 17 – Question 3

Match each description below to its correct transferable skill, either **being precise**, **time management**, **decision making**, **creativity** or **trustworthy**.

Using your imagination to solve a problem or come up with a better way of carrying out a task

Being counted on to get a job done

The ability to make a judgement on what to do in difficult situations when your supervisor isn’t available

Planning your time so that you can get things done to meet a deadline

Making sure that work is carried out accurately, correctly and following any instructions given

The correct answers are:

Using your imagination to solve a problem or come up with a better way of carrying out a task is a description of **creativity**.

Being counted on to get a job done is a description of **trustworthy**.

The ability to make a judgement on what to do in difficult situations when your supervisor isn’t available is a description of **decision making**.

Planning your time so that you can get things done to meet a deadline is a description of **time management**.

Making sure that work is carried out accurately, correctly and following any instructions given is a description of **being precise**.

16 of 17 – End

Well done. You have completed this session on transferable skills.

In this session we have covered:

* What transferable skills are
* Examples of transferable skills
* Why they are important
* When to use them
* What to do if you haven’t got many
* How to identify transferable skills

If you are unsure or have any questions about any of these topics, make a note and speak to your tutor for more help.