Assessing your TRANSFERABLE SKILLS

LIFE SKILLS OBJECTIVES

- To learn about transferable skills and their importance in finding a job.
- To consider practical examples of transferable skills in daily life.
- To assess and express your own transferable skills.

KEY CONCEPTS

(un-)employed [adj]: *When his company closed, he became unemployed and had to look for a new job.* **employer, employee [n]:** *Employers usually look for ambitious people to become their employees.* **problem solving [n]:** *She's good at problem solving, finding solutions in difficult situations.* **leadership [n]:** *People with good leadership can motivate and organise a group of people.*

1 Work with a partner. What skills or qualities do both mechanics and chefs need?

They both need to be reliable.
They both need to work with their hands.

2 READING **Read the article. What are 'transferable skills' and why are they important?**

TRANSFERABLE SKILLS

In the past, people left school, found a job and then continued to do that job for the rest of their lives. So, they only learned the skills for one specific job. But nowadays, most people do a number of jobs during their lifetime. This might be because they want to change jobs or perhaps they have to change jobs because they become unemployed. Today it is still important to learn skills for a particular job, but it is also important to learn 'transferable skills'. These are skills that we can use in not just one job but in almost any job.

So, what are the most important transferable skills for the 21st century? Of course, in just about any job you need IT skills. Computers and new technology are everywhere. If you're a shop assistant, an architect or a mechanic, you must be comfortable using new technology.

But even a highly-skilled user of new technologies needs other skills. Very few people work completely alone. So in order to be successful you have to be able to communicate well with others. Good communication is an interpersonal skill. Other interpersonal skills include leadership and teamwork. These are highly valued by employers. Can you motivate others and direct them if necessary? On the other hand, are you able to listen to and take orders from others? Can you work together as part of a bigger team? That's important if you work for a top international bank or

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3 Read the text again and answer these questions.

1 Why were transferable skills less important in the past?
2 Who needs IT skills and why?
3 What are examples of 'interpersonal' skills and why are they necessary?
4 Who is maths important for?
5 What skill is important when there are situations we did not expect?
6 Do employers usually want ambitious or unambitious people? Why?

if you work in a local café. Creating a good impression on customers and colleagues is essential in almost all jobs, too.

Other general skills are important too. Maths is one of them. A waiter needs to be able to count money and give correct change. Bankers work with numbers and so do shop assistants. Using your hands can be useful in a number of jobs, too. And then there's problem solving. In any job there are situations that we are not ready for. It's important that you can react to those situations in a positive way and find solutions.

Finally, employers are interested in your personal qualities. Are you well-organised? Are you reliable and responsible? Most employers will also look for people who are ambitious and want to continue learning and improving in their job, so that the company moves forward too. In the end, perhaps this is the most important transferable skill of all – the desire to keep learning new things. As Albert Einstein said, 'Once you stop learning, you start dying!'

4 Look back at your lists in 1. Did you write down any transferable skills? What important transferable skills from the text could be useful in the two jobs?

5a LISTENING 45 **Watch or listen to three young people talking about things they do or did in their free time. Tick (✓) the transferable skills that are part of what they do or did.**

	Amelia	Kieran	Molly
1 Friendly and caring			
2 Good communication skills			
3 Good at motivating others			
4 Good at organising others			
5 ICT skills			
6 Leadership			
7 Maths and money			
8 Patience			
9 Problem solving			
10 Teamwork			

5b 45 **Listen again and make a note of examples to justify your answers in 5a.**

6 Work in a small group and compare your answers in 5.

LIFE TASK

You want to consider your own transferable skills.

Follow this plan:

1 *Look at a list of transferable skills on page 147. Give yourself a mark from 5 (brilliant) to 1 (poor) for each skill. Add any other skills which you have which are not on the list.*

2 *For all of the skills where you have 3 or more, think of an example to justify your answer. It could be based on things you do at school, in your free time or to help out at home and/or in a job, if you have one*

3 *Use the list and your examples to write a description of your transferable skills. You could use this when you apply for a course or a job.*

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