

Home School Careers Conversations 2 - Employability Skills

Employability skills are sometimes called key skills or transferable skills. They are the skills that most jobs require.

1. Talk to your parent/carer and ask them to explain how they use these skills in their work. Record the answers in column one.
2. Using your schoolwork and any extracurricular activities that you do to try to evidence your having these skills. Record your answers in column two.

Skill	Parent/Carer	My evidence
Example - Planning and Organising	I use Outlook to plan my working day	I record my homework and coursework in my school planner
Communication - Verbal/Oral	Type here...	Type here...
Communication - Written	Type here...	Type here...
Team Work	Type here...	Type here...
Problem Solving	Type here...	Type here...
Initiative and Enterprise	Type here...	Type here...
Planning and Organising	Type here...	Type here...
Self-management	Type here...	Type here...
Learning	Type here...	Type here...
Using Technology	Type here...	Type here...