Map evidence and examples of your employability skills throughout your time on the course. Employability Skills Map

Your teacher will check on this regularly with you, and provide advice on how to improve.

Are there any barriers to your employability skills development? What can you do to overcome these barriers?

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| **Skills employers want** | **What that means** | **Evidence from my Business Lessons** | **Evidence outside of lessons** | **What is stopping me develop this skill / how could I improve?** |
| 1. Communication and interpersonal skills | The ability to explain what you mean in a clear and concise way through written and spoken means. To listen and relate to other people and to act upon key information / instructions. |  |  |  |
| 1. Problem solving skills | The ability to understand a problem by breaking it down into smaller parts; to identify the key issues and implications and to identify solutions to these problems. To apply your knowledge from many different areas to solve a task. |  |  |  |
| 1. Using your initiative and being self-motivated | Having new ideas of your own, which can be made into a reality. Showing a strong personal drive and not wanting to be told to do things. |  |  |  |
| 1. Working under pressure and to deadlines | Handling stress that comes with deadlines and ensuring that you meet them. |  |  |  |
| 1. Organisational skills | Being organised and methodical. Being able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meet a deadline. |  |  |  |
| 1. Team working | Working well with other people from different disciplines, backgrounds and expertise to accomplish a task or goal. |  |  |  |
| 1. Ability to learn and adapt | To be enthusiastic about your work and to identify ways to learn from your mistakes for the benefit of both you and your employer. |  |  |  |
| 1. Numeracy | The ability to use data and mathematics to support evidence or demonstrate a point. |  |  |  |
| 1. Valuing diversity and difference | Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals. |  |  |  |
| 1. Negotiation skills | To take on board other people’s feelings and express your own requirements in an unemotional, clear fashion to achieve a win-win outcome. |  |  |  |

These skills have been identified by Exeter University during a study conducted with their industry partners:

