**BTEC BUSINESS COURSES**

**Map evidence and examples of your employability skills throughout your time on the course.** E**mployability 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?**

| **Skills employers want** | **What that means** | **Evidence from Business Courses**  |
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| 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: