

Transferable Skills

Transferable skills are skills you have developed from previous work and voluntary experiences, hobbies and life experiences that can be used in your next job.

Employers are always keen to learn about what skills you have and how you developed them, so when you're applying for jobs, make sure you can illustrate your point with examples.

Use the 'Identifying Your Skills' table, which is below the 'Employability Skills' table to help you assess how your skills have developed after completing a Passport to Work session.

Here are some key transferable skills you might have developed/develop through the Passport to Work scheme:

Employability Skills	You can demonstrate this skill with evidence of:
<p><u>Commercial Acumen</u> This means recognising, utilising and creating opportunities to contribute to achieving organisational goals. It also means that you stay up to date with the happenings and developments in the business and commercial world.</p>	<p>Market awareness</p> <ul style="list-style-type: none"> ○ understand and meet the needs of individuals, business and the community <p>Governance awareness</p> <ul style="list-style-type: none"> ○ understand how workplaces and organisations are governed formally and informally <p>Financial awareness</p> <ul style="list-style-type: none"> ○ understand the role of money and other assets in the functioning and development of an idea or organisation <p>Business planning</p> <ul style="list-style-type: none"> ○ identify, implement and monitor the stages of the development of an idea <p>Organisational knowledge</p> <ul style="list-style-type: none"> ○ demonstrate an awareness of a chosen or employer, its main business areas and specialities, its competitors, financial position, customers and clients
<p><u>Communication</u> Communication is using speech, writing, technology and behaviour effectively in order to present and exchange opinions, ideas and information.</p>	<p>Oral</p> <ul style="list-style-type: none"> ○ use styles and content of spoken language that are appropriate for the context and the purpose <p>Foreign languages</p> <ul style="list-style-type: none"> ○ read, speak and understand foreign languages when and where appropriate

	<p>Interpersonal</p> <ul style="list-style-type: none"> ○ use and respond to non-verbal behaviour ○ make use of active listening techniques ○ give constructive feedback <p>Written and other</p> <ul style="list-style-type: none"> ○ use written and other appropriate tools and resources to support and enhance other forms of communication
<p><u>Teamwork</u> This involves working with others to establish and achieve common goals.</p>	<p>Collaboration</p> <ul style="list-style-type: none"> ○ recognise and make best use of the knowledge, values, qualities and skills of individuals <p>Relationship building</p> <ul style="list-style-type: none"> ○ create and maintain an environment in which risks and rewards are shared by all <p>Leadership</p> <ul style="list-style-type: none"> ○ set direction ○ win the commitment of others ○ take responsibility for actions/decisions <p>Negotiation</p> <ul style="list-style-type: none"> ○ identify problem and desired outcome ○ negotiate confidently and assertively ○ ability to reach mutually acceptable conclusion <p>Peer assessment/review</p> <ul style="list-style-type: none"> ○ give and receive constructive feedback
<p><u>Self Awareness and Reflection</u> Having self awareness and the ability to reflect means you can realistically assess your own knowledge, values, qualities, skills and behaviours. It also means that you can reflect on your experiences and learn from them to inform and guide your own personal and professional development. You will be able to clearly recognise your own strengths and weaknesses and articulate your skills and abilities to others.</p>	<ul style="list-style-type: none"> ○ Demonstrate a logical career path ○ Awareness of your skills and interests ○ Logical choice of modules / work experience ○ If you've completed a year out, demonstrate that you can link its' benefits to your application

Identifying Your Skills

Follow the instructions to complete the table below to carefully assess how your skills developed by completing a Passport to Work session. You can use this information to help you develop your CV and complete job applications.

1. In the Tasks / Activity column, list each function of your job.
2. Then in the Skills column, list the skill you use or used to successfully complete this task.
3. In the Skill Level column rate yourself according to your level of competency (1=highly skilled; 2=moderately skilled; 3=needs improvement) both before and after your Passport to Work session. By doing this you can identify how Passport to Work has helped you develop skills that may help you get a job!

My Skills			
Task / Activity completed	Skill developed through this activity	Skill level BEFORE Passport to Work (1, 2 or 3)	Skill level AFTER Passport to Work (1, 2 or 3)