

# TRANSFERABLE SKILLS

Transferable skills are a core set of skills and abilities, which can be applied to a wide range of different jobs and industries, such as teamwork, communication and problem-solving.

Employers really like these skills. When you apply for a job or apprenticeship, they will often want evidence that you have them. For example, they might ask you on application forms or in interviews about times when you have used these skills.

### Some great ways to develop transferable skills:

- School lessons
- Playing sports or music
- Voluntary work
- Part-time jobs
- undertaking the Duke of Edinburgh's Award
- enrolling in the cadets
- Responsibilities you have at school, home or in the community.

### Why are transferable skills important?

- **Transferable Skills Make You Adaptable** – Versatility is always important within the workplace. Employers want people who can do multiple things and fill different roles if needed.
- **You Already Have Transferable Skills** – You learn transferable skills everywhere – life, at home, or at work.
- **Transferable Skills Are Yours To Keep** – You are constantly accumulating transferable skills and no one can take them away from you. These portable skills go with you from school, apprenticeships, college, university and employment. Take account of your skill set and you'll see how you can apply it to your job search.
- **You Can Use Transferable Skills To Land A Job** – Transferable skills are a way for you to show that you can do the job, even if you aren't the perfect match of the job description. Transferable skills can highlight your potential to be an asset to a company.

## TASK:

Think about the transferable skills you may have and the skills you may need to work on using the below table.

Transferable Skill	Do you have this skill?		<b>Yes:</b> Give an example of how you can showcase this skill on an application form or to an employer. <b>No:</b> Explain how you can improve on this skill.
	Yes	No	
Communication			
Time management			
Research & analysis			
Leadership			
Prioritisation			
Problem solving			
Flexibility			
Teamwork			