

A3 What have you got and what do you need?

Exploring the relationship between qualities and skills

Small group, class size, one to one
Suitable for KS3, KS4, Post 16, NEET

Overview:

Understanding the differences between personal qualities and skills is a vital part of enabling you to achieve your career ambitions. This activity will help identify the personal strengths you already have, and the skills you may need to acquire to realise your goals. This activity can be run using any of the Talking Jobs modules.

ACEG Framework:

Elements for careers and work-related education:

- **Self-development through careers and work-related education**
 - Self-improvement as a learner
 - Self-awareness
- **Developing skills for career management and employability**
 - **Preparing for employability**

Steps:

- Before visiting the website complete **Table A: 'Personal qualities and skills'** and try and decide whether each of the attribute listed on the left is a personal quality or a skill. There are no right or wrong answers.
- While completing this table also think about what you are currently good at and what you need to learn or develop. There is no absolute list of personal qualities and some can be learned. Sometimes our social qualities say a lot about how confident we are feeling at the time.
- Now login to the Talking Jobs website and decide which module you want to explore. Spend some time figuring out how the player works and then start focusing in people's responses to the questions about work.
- While looking at the interviews, make sure to click on the 'i' button to see information about entry level qualifications, skills and personal qualities associated with each job.
- Once you have seen enough complete the tables **B, C and D** found beneath these instructions.
- Now try answering the following three questions:
 1. What have I learned about myself during activity?
 2. What skills do I need to learn and develop to improve my employability?
 3. To finish try writing a plan listing what you need to do to get these skills.
- You can write your answers on the self-evaluation form provided at the end of this document, or type them into the text boxes found under the '**Notes**' tab alongside the '**Player**'. Remember to create and save a PDF file at the end otherwise your work will be lost when you close the module.
- If you don't know what to do next, or how to go about acquiring these skills, make an appointment to talk this through with your teacher, tutor or careers adviser.

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Table A: Personal qualities and skills

	Personal quality	Skill
Polite		
Reliable		
Trustworthy		
Reading and writing		
Patient		
Responsible		
Decision-making		
Organised		
Friendly		
Planning		
Problem solving		
Accuracy		
Presenting information		
Punctual		
Sensitive		
Public speaking		
Enthusiastic		
Honest		
Sociable		
Interpreting information		
Using plans		
Discussing		
ICT		
Caring		
Tidy		
Confident		
Working to a deadline		
Searching for information		
Creative		
Working with numbers		

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Table B: Do I have it, do I need it?

Personal quality	Do I have it?	Do I need it?	Skill	Do I have it?	Do I need it?
Polite			Reading and writing		
Reliable			Decision-making		
Responsible			Problem solving		
Patient			Public speaking		
Sociable			Presenting information		
Sensitive			Interpreting information		
Friendly			Using plans		
Tidy			Searching for information		
Cheerful			Planning		
Creative			Working to a deadline		
Caring			Discussing		
Trustworthy/Honest			Being organised		
Confident			Accuracy		
Punctual			Using a keyboard		

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Table C: Do I have it, do I need it?

Job specific skill	Do I have it?	Transferable skill	Do I have it?
Enjoy researching things		Clean	
Good at selling		Motivating others	
Strong		Flexible approach to tasks	
Good at fixing things		Smartly dressed	
Good with children		Good at time management	
Good with animals		Good at decision making	
Good with money		Good at multi-tasking (doing more than one thing at a time)	
Good at analysing data		Thinking of improvements	
Not bothered about getting dirty		Explaining things to people	
Physically fit		Enthusiastic	
Like to work in office environment		Willing to learn	
Happy to work outside in all weathers		Planning ahead	
Good at sorting information		Thorough	
Good with awkward people		Can use initiative	
Handling equipment with precision or speed		Self-motivated	

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Table D: Employability Skills

Most employers now expect every employee, regardless of qualifications, to possess the basic set of employability skills listed beneath. They are seen as vital and considered to be 'transferable' skills. Regardless of the occupation or employer these are day-to-day skills that all employees are expected to have or be willing to gain.

Which do you have or which, if any, do you need to develop?

Employability Skills:

- **Self management** – improve own learning and performance – *set targets, use plan and review progress and achievements*
- **Problem solving** – *identify problems and options, plan and try out options, check and describe results*
- **Numeracy** – application of number – *carry out calculations, interpret information and interpret results and present findings*
- **Communication and literacy** – *writing, reading and discussions*
- **ICT** – Information and Communication Technology – *search for and select information, develop information and present information using digital media*
- **Team working** – working with others – *plan work, work towards objectives and exchange information on progress*
- **Business and customer awareness** – basic understanding of the business your employer is in – *meeting customer needs and expectations, being enterprising, taking initiative, dealing with difficult situations*

Employability skill	Do I have it?	Where can I get it?	Employability skill	Do I have it?	Where can I get it?
Self Management		Voluntary work, hobbies, work place, education classes	Communication and literacy		Improve reading ability, literacy classes, hobbies, work place
Problem solving		Voluntary work, hobbies, work place	ICT		Courses, work place, hobbies
Numeracy (number)		Numeracy classes, work place, hobbies	Team working		Work place, voluntary work, hobbies
Business and customer awareness		Voluntary work, work place, running your own small enterprise			

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Self-Evaluation Form

What have I learned about myself during activity?

What skills do I need to learn and develop to improve my employability?

To finish try writing a plan listing what you need to do to get these skills.