

Qualification are only part of the picture...

Small group, class size, one to one
Mapped to KS3 but suitable for all

Overview:

If qualifications are only part of the picture, then what else is involved? Many employers expect candidates to be able to demonstrate a range of additional abilities that are not easily assessed. This activity is about helping you to understand that jobs require both 'specific' and 'transferable' skills. This activity can be run using any of the Talking Jobs modules.

ACEG Framework:

Elements for careers and work-related education:

- **Developing skills for career management and employability**
 - Preparing for employability

Steps:

- Decide which of the Talking Jobs modules you would like to explore.
- **Working with the Original Talking Jobs Module**
 - Pick 10 jobs from '**The Original Module Job List**' beneath these instructions, including 5 that interest you and 5 that don't. Make a note of them on the left hand column of the Transferable qualities and skills table that you will need to print off,, alternating the jobs as you go down the page, one you like, one you don't and so on.
 - Using the '**Job qualities and skills**' table, pick whichever you think are relevant to each job and make a note in them on the middle column of the Transferable qualities and skills table.
- **Working with another Talking Jobs Module**
 - Launch the module and pick 3-5 jobs that interest you, and 3-5 jobs that don't Make a note of them on the left hand column of the Transferable qualities and skills table, alternating the jobs as you go down the page, one you like, one you don't and so on.
 - Now think about which questions will help you most with this task before you start watching the interviews.
 - As you go through the interviews have a look at the information panels (the 'i' button) and check your answers against the skills and personal qualities information provided making changes to your table as you go through, or by adding new information to the column on the right.
 - Once you have completed all of the columns, use the empty box at the foot of the page to list any of the qualities and skills that appear against more than one of the jobs above.
 - To finish try answering the following questions:
 1. What have I learned from this session?
 2. Was there a reality gap between my assumptions and what employers are looking for?
 3. What are my next steps?
 - 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.
 - **NOTE:** Employers find it increasingly hard to differentiate between candidates – therefore they look for more than just qualifications. Transferrable skills such as - problem solving; good communication; initiative and teamwork are extremely important in virtually all roles.
 - If you would like some help answering these questions, make an appointment with your teacher, tutor or careers adviser.

The Original Module Job List

Table A	
1	Architect
2	Barrister
3	Building Surveyor
4	Bus Depot Manager
5	Butcher
6	Chartered Accountant
7	Chef
8	Child Minder
9	Civil Servant
10	Dentist

Table B	
11	Doctor
12	Engineer
13	Farmer
14	Graphic Designer
15	Hairdresser
16	Internet Developer
17	IT Support Analyst
18	Lab Manager
19	Lecturer (FE College)
20	Librarian

Table C	
21	Management Consultant
22	Mechanic
23	Midwife
24	Musician
25	Plumber
26	Police Officer
27	Producer
28	Programmer
29	Recycling Plant Operative
30	Risk Manager

Table D	
31	Robotics Engineer
32	Security Guard
33	Social Worker
34	Speech Therapist
35	Sports Centre Manager
36	Teacher (Secondary School)
37	Theatre Manager
38	Train Driver
39	Weather Forecaster
40	Welder

Job qualities and skills

Good with people	Can use initiative
Clean	Good at problem solving
Smart	Can work to a deadline
Strong	Flexible
Good at fixing things	Good at selling
Good with children	Good at time management
Good with animals	Good at decision making
Thorough	Good with money
Good at multi-tasking	Good at analysing data
Organised	Good at sorting information
Physically fit	Confident about speaking publicly
Patient	Willing to learn
Good with numbers	Like to work in office environment
Not bothered about getting dirty	Happy to work outside in all weathers
Good at working in a team	Self-motivated
Enjoy researching things	Good ICT skills

A6 What do employers look for?

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Transferable qualities and skills

#	Job title	Qualities and Skills What I think...	Qualities and Skills From the information panels (i)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Transferable qualities and skills common across the ten jobs above

Self-Evaluation Form

What have I learned from this session?

Was there a reality gap between my assumptions and what employers are looking for?

What are my next steps?