



Essential Skills and Attributes/Aptitudes

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- **What are they?**
- **Why are they important to me?**
- **How can I develop them?**



What are Skills?

A skill is the ability to perform an action.

There are lots of different words for skills and approaches

Employability Skills

Key Skills

Enterprise Skills

Foundation Skills

Life Skills

21st Century Skills

Basic Skills

Soft Skills

Fusion Skills

Core Skills

Transferable Skills

but they can be categorised into three main types...

Types of Skills

Basic Skills:

literacy and numeracy, and basic digital skills.

Vocational/Technical Skills:

Specific to a particular sector or role and are not easily transferred beyond the sector or role e.g. bricklaying, data analysis.

Essential Skills:

Highly transferable skills that everyone needs in everyday life and to do any job

Can be applied to a wide range of different situations at work and in life; they are “portable”.



Essential Transferrable Skills

Everyone needs transferrable skills to succeed, whatever their path in life

The Skills Builder Partnership have broken them down into eight critical areas



These are what employers regard as the most important skills when recruiting their staff

Essential Transferrable Skills

	The ability to listen to and understand information		The oral transmission of information or ideas
	The ability to find a solution to a complex situation or challenge		The use of imagination and the generation of ideas
	The ability to use tactics to overcome setbacks and achieve goals		The ability to set clear, tangible goals and devise a robust route to achieving them
	Supporting, encouraging and motivating others to achieve a goal		Working cooperatively with others to achieve a shared goal

What are Aptitudes/Attributes?

These are qualities that you have naturally. They are part of your character and shape your behaviour, for example honesty and adaptability.

A skill can be taught but your attributes cannot. However you can definitely develop your aptitudes.

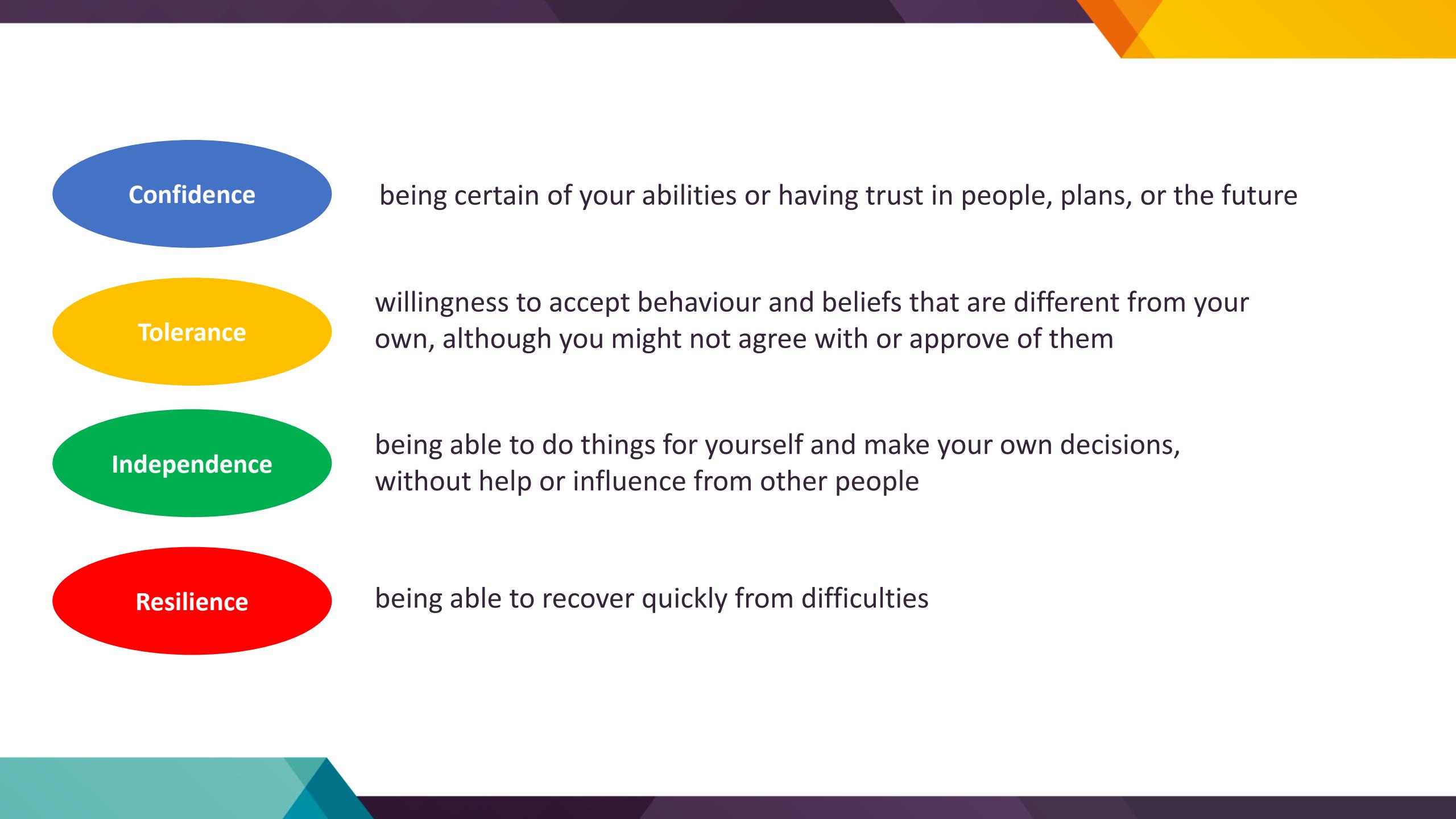
The four key attributes most valued in employment are:

Confidence

Tolerance

Independence

Resilience



Confidence

being certain of your abilities or having trust in people, plans, or the future

Tolerance

willingness to accept behaviour and beliefs that are different from your own, although you might not agree with or approve of them

Independence

being able to do things for yourself and make your own decisions, without help or influence from other people

Resilience

being able to recover quickly from difficulties

Essential Skills and Attributes/Aptitudes

Why are they important?

- essential skills are valuable for any job, no matter the sector
- lack of experience isn't always a barrier to getting a job
- employers look for potential - people who can demonstrate a good set of transferable skills
- you can show your potential in an interview by demonstrating your essential skills

Your mix of skills helps you to show your flexibility and stand out from the crowd

You already have these skills: you've developed them to some extent throughout your life, at school, at home and in your social life, as well as through any experience in the workplace.

How to further develop your Skills and Attributes/Aptitudes

You will be developing them even more on your course, together with your course skills.

This won't create any extra work other than identifying when you are working on them.

Your tutor will guide you, starting with a short self-assessment to help you monitor your progress.

You will be pleasantly surprised, following your course you'll discover that you have more skills than you think!



Essential Transferrable Skills

4 Themes	8 Skills	Development Examples
Communication	Listening	Listen and evaluate other perspectives
	Speaking	Speak clearly in a discussion, present info to a group
Creative Problem Solving	Problem solving	Complete tasks, explore problems and solutions, implement plans/actions
	Creativity	Develop creative and innovative ideas
Interpersonal skills	Leadership	Encourage others to contribute effectively to shared goal
	Teamwork	Take part in an activity involving shared goals
Self-management Skills	Staying Positive	Keep trying and look for opportunities when things go wrong
	Aiming High	Set goals and stick at achieving them

Essential Skills and Attributes/Aptitudes

Now you know more about

- What they are
- Why they are important
- How to develop them on your course



A final word

“....we focus on hiring people with essential transferable skills – team players who can pitch in and help others in all sorts of situations. It's important never to underestimate the power of versatility.”

Richard Branson (2021)

