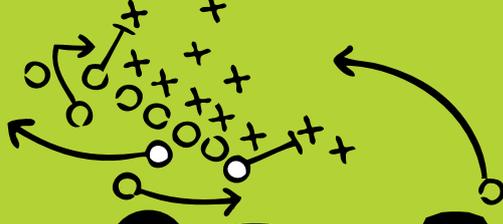


Making the skills
connection to



get that job



introduction

Employers say that many people find it difficult to explain what makes them the best person for the job and give examples of the types of skills that would make them an effective employee.

They tell us they are looking for people who are:

- » self-motivated and do not always need to be told what to do
- » open to change and learning
- » problem solvers with a 'can do' attitude
- » good at getting on with people and good at customer relations
- » good team players
- » good at checking their own work

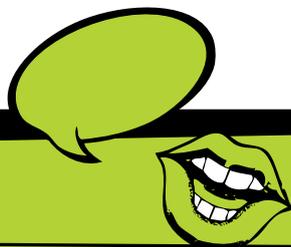
Skills Skills Skills

The two main types of skills employers look for are:

- » subject-specific skills (skills that are associated with your chosen career), which you will learn through your studies
- » more generic skills, known as Core Skills, which you will be developing throughout your course and in other areas in your life

What do we mean by Core Skills?

Core Skills are often called 'transferable skills' because you will use them in most jobs, regardless of the type of work you will be doing.



Here are the five Core Skills. Each Core Skill is split into components (these are the qualities and skills that make up each Core Skill).

Communication

- » Written communication
- » Oral communication

Numeracy

- » Using number
- » Using graphical information

Information and Communication Technology

- » Providing and creating information
- » Accessing information

Problem Solving

- » Critical thinking
- » Planning and organising
- » Reviewing and evaluating

Working with Others

- » Working co-operatively with others
- » Reviewing co-operative contribution

Your achievements in Core Skills are recorded on your Scottish Qualifications Certificate (SQC). This is called a Core Skills Profile.

Your SQC is a record of all the SQA qualifications you have achieved and gets updated every time you achieve something new.

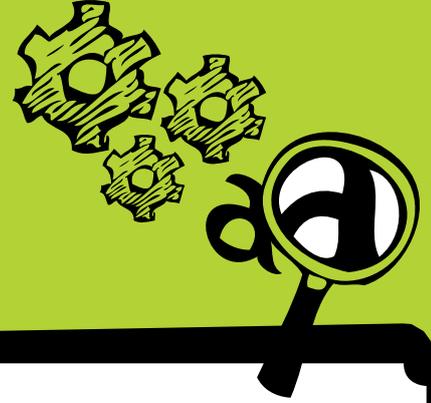
Your Core Skills profile will be updated when you:

- » achieve a Core Skill Unit
- » achieve a Unit that includes a Core Skill or component



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about this pack

This pack contains lots of information, guidance and support to help you understand, recognise and record where and when you are developing the skills employers are looking for.



Course Overview and Skills Development Summary

The Course Overview and Skills Development Summary tells you where you will be developing Core Skills and where these are certificated. It provides information on the way Core Skills are used in your chosen area of work. It lists the subject-specific skills you will learn, and the Core Skills you will be developing as part of your studies. Reading the Course Overview can help you see when and where you will be using each Core Skill throughout your course.

Recognising and recording your skills to get that job

This booklet is designed to help you recognise when and where you are developing and applying Core Skills. It is divided into 2 sections:

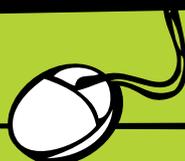
Section 1 — Recognising and recording your Core Skills development

This section explains what Core Skills are and the qualities that make up each Core Skill. It asks you questions as a prompt to get you thinking about the Core Skills you have been using and where you have developed them. You can use these examples in interviews, so it's worth while keeping a note to remind yourself later.

Section 2 — Interview questions and preparation

This section is about doing your best at interviews. It contains sample interview questions to help you give examples of your experience and understanding of Core Skills relevant to your chosen career.

This pack is designed specifically to help you understand, recognise and record your Core Skills, and ultimately get that job. It is not a necessary part of your studies and you don't have to let anyone see it. However, you might find it helpful to discuss it with your course tutor who will be able to help you if you're not sure what to do.





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