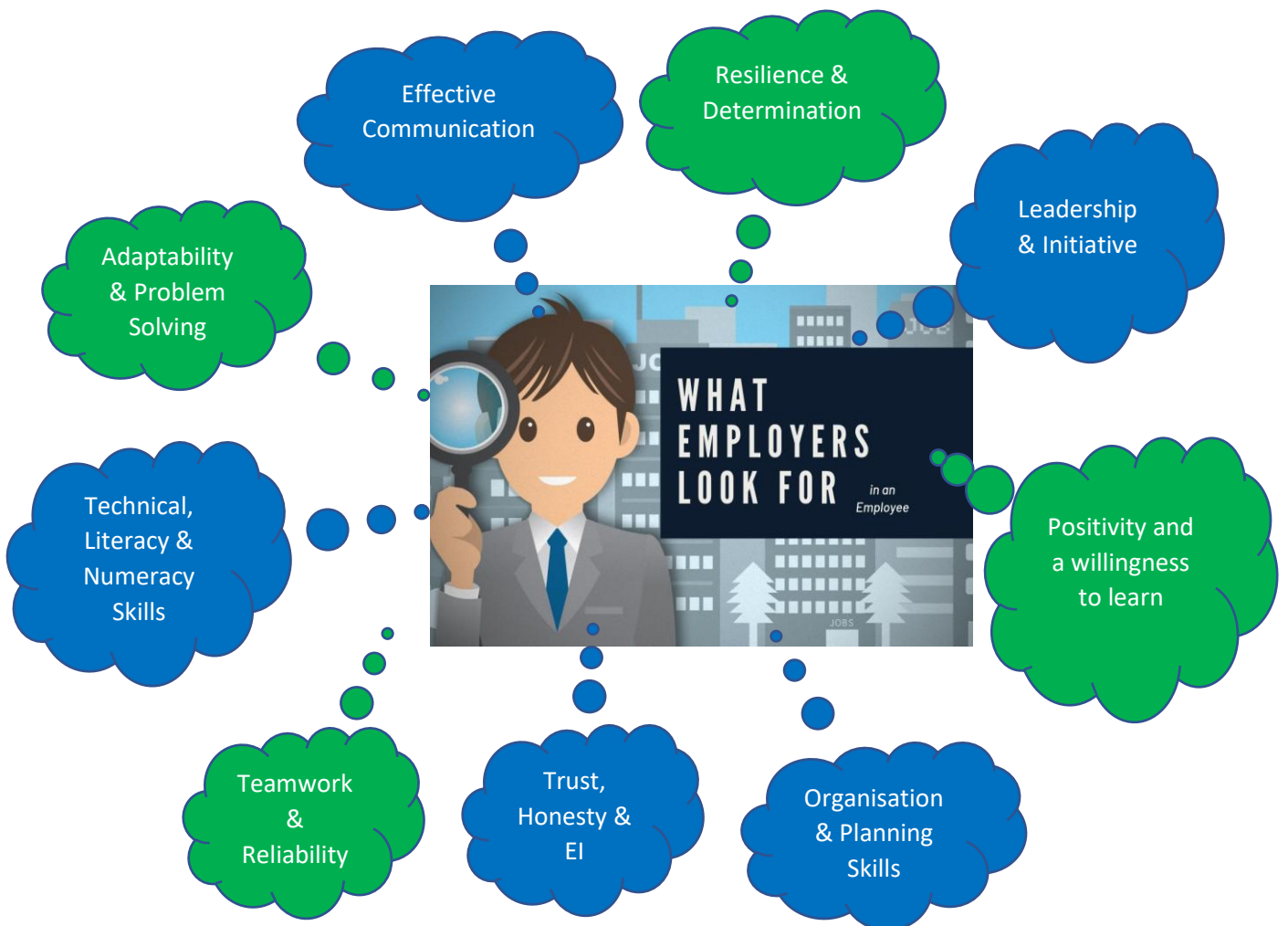




# Employability Skills

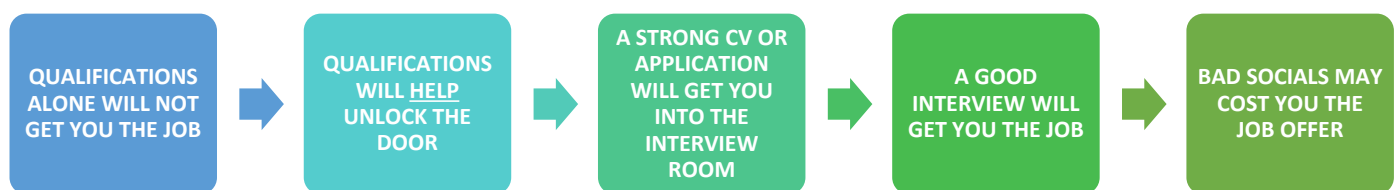


## How much do qualifications matter?

They matter a lot – your qualifications will enable you to apply for a job. They show that you've applied yourself, worked hard in your studies and reached a certain level of education. When you look at job adverts you will see **essential**, and non-essential, or desired, requirements. It's possible that a specific qualification will be listed under essential requirements, for example, GCSE English and maths; Level 3 qualification in health & social care; engineering degree, etc.

**Having the essential requirements, including the qualification, will allow you to apply. It will also allow others with those same essential requirements to apply.**

You are now on a level playing field with all applicants for the job. You might be competing with 5 people; you might be competing with 500 people...?



## Are employers interested in my grades?

Employers will want to know that you've passed your English and maths GCSE, as a minimum. They want to be assured that you have literacy and numeracy skills. Will they distinguish between a Grade 4 and Grade 5 GCSE maths result? No. Will they distinguish between a Grade 5 and Grade 9? Only if the Grade 9 candidate has demonstrated excellent employability skills.

When employers require a Level 3 qualification, they will not discriminate on whether you pursued A Levels or an Extended BTEC (although for some technical jobs, a BTEC is preferred). They will also not discriminate between candidates with A and B grades, or Distinctions and Merits.

**In a nutshell, the employer will look at your application or CV in its entirety.**

## So, how can I stand out from the crowd?

You will need to be able to demonstrate [employability skills](#).

- Have you ever taken part in team sports or competitions? - **TEAMWORK, COMMUNICATION, MOTIVATION, DETERMINATION**
- Have you attended a club for a long time? - **LOYALTY, COMMITMENT, DEDICATION**
- Have you ever volunteered? - **INITIATIVE, HARD WORK, CAN-DO ATTITUDE, ENERGETIC, COMMUNITY VALUES, EMPATHY**
- Do you work part time? - **CUSTOMER SERVICE SKILLS, COMMUNICATION, TRUSTWORTHINESS, SELF-MOTIVATED, ORGANISED**
- Do you have any special interests? - **PASSION, ENTHUSIASM, TIME-MANAGEMENT**
- Can you speak more than 1 language? - **COMMUNICATION, LISTENING, CULTURAL AWARENESS**
- Do you look after anyone (younger siblings or elderly neighbour, for example)? - **CALM, TRUSTWORTHINESS, CONSIDERATE, PATIENT, HELPFUL, COMPASSIONATE**
- Are you the group organiser? - **ASSERTIVE, LEADERSHIP, INITIATIVE**
- Do you fix stuff? - **PROBLEM SOLVER, CREATIVE THINKER, EYE FOR DETAIL**
- Do you like to perform? - **CONFIDENCE, DYNAMIC, CREATIVE, ZEST**

Learn more [here](#).

## Would you employ you?

Rate yourself...

### Attendance and punctuality:

Very Poor	Poor	Good	Very Good
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### Confidence and communication:

Very Poor	Poor	Good	Very Good
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### Resilience and Determination:

Very Poor	Poor	Good	Very Good
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### Willingness to learn something new:

Very Poor	Poor	Good	Very Good
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### Hardworking (work ethic):

Very Poor	Poor	Good	Very Good
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### Reliability:

Very Poor	Poor	Good	Very Good
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**If you rated yourself as Good or Very Good, how would you prove this?**

**If you rated yourself as Very Poor or Poor, what are you going to do about it?**

**Have a go at rating yourself on other employability skills?**

## How can I develop employability skills?

- ENGAGE IN SCHOOL WORK EXPERIENCE PROGRAMMES
- TAKE PART IN CAREER INSIGHT EVENTS (IN-PERSON AND ONLINE)
- ARRANGE YOUR OWN WORK EXPERIENCE DURING SCHOOL HOLIDAYS
- GET INVOLVED IN A SPORTING ACTIVITY, ESPECIALLY TEAMS-BASED AND COMPETITIVE SPORTS
- VOLUNTEER
- GET INVOLVED IN CO-CURRICULAR ACTIVITIES (IF YOU CAN'T FIND ONE YOU LIKE, SET ONE UP!)
- TAKE PART IN THE DUKE OF EDINBURGH AWARD SCHEME
- JOIN THE CADETS OR SCOUTS GROUP (OR SIMILAR)
- GET A PART-TIME JOB – EVEN A PAPER ROUND SAYS SOMETHING ABOUT YOU!
- START A HOBBY SUCH AS CYCLING (FIXING YOUR BIKE), COMPUTING (BUILDING YOUR OWN PC), CRAFTING (DIY)

## To find out more about writing a strong CV and how to perform in an interview, visit our [website](#).

### What does work-ready mean?

**AI said:** *Work readiness is the state of being equipped with the necessary technical skills, soft skills, and professional attitudes to successfully perform in a specific job or the workplace in general. It involves both the hard, job-specific knowledge and the transferable "soft" skills like communication, problem-solving, and adaptability that are essential for thriving in a professional environment. Ultimately, a work-ready individual can transition into a role smoothly and contribute effectively to an organisation. We concur.*

### What are employers saying?

Let's ask the experts...

- CIPD (Chartered Institute of Personnel & Development) - <https://www.cipd.org/uk/about/press-releases/just-one-in-four-employers-recruiting-young-people-think-theyre-prepared-for-work/>
- Personnel Today - <https://www.personneltoday.com/hr/young-people-are-less-work-ready-say-employers/>

### What about using AI to enhance my CV?

- Employers want to know about YOU – don't rely on AI for personalisation.
- Employers can sometimes spot AI's common or generic phrases – this may immediately eliminate you from the process.
- AI may cause you to oversell yourself, for example it might say you're a dynamic team player, when in fact you work better alone, etc.
- AI can be used to structure your CV and proofread it, spotting awkward phrases, inconsistencies or overuse of the same words.

### Finally, what are your socials saying about you?

- Employers will check out your online presence on platforms such as Facebook, Instagram, X and LinkedIn. What will they see? What do your posts say about you?
- Does your Insta account reflect your skills and achievements? For example, if you're a budding photographer, are you featuring your work in a professional way?
- Do you have a professional LinkedIn account where employers can reach out and make contact; are you following organisations which you have an interest in working for?
- [Learn more about Online Professionalism & Employability](#)

If you have any questions, please contact your Careers Advisor or Careers Lead...

**Mrs Churchill, Careers Lead, Park Hall Academy**

**Mrs Butcher-Johns, Careers Guidance Counsellor, Arden and Park Hall Academy**

**Mr Brady, Careers Advisor, Park Hall Academy**