

# Lesson Plan ES1

focus on careers  
learning resources

Theme: **Employability Skills**

Aimhigher...  
west area partnership

## Objective

To know what is meant by employability skills and for students to be able to carry out a self-assessment of their own personal employability skills.

## Pre-learning

Scan advertisements for jobs (local or national). Identify a range of skills from the 'person specifications' for those jobs.

## Activity

Give out the handout 'What are Employability Skills?'

Explain that while literacy, numeracy and ICT skills are vital, this lesson will focus on points 2 – 5 of the Employability Skills Handout.

These are the skills that can enable someone to adapt to changing situations, including a change of job. Students can be developing these skills in everyday situations.

Individually – use the worksheet 'My Employability Skills' to reflect on students' skills and the evidence for them. Try to give each a rating from one to ten.

Ask students to feedback their top-rated skills and the evidence for them.

## Post-learning / Self study

Find three advertisements for local jobs and identify the references to employability skills in the person specifications.

## Curriculum mapping

Careers Education and Guidance (CEG) National Framework:

Self-awareness:

- Understand themselves and the influences on them: undertake a realistic self-assessment of their achievements, qualities, aptitudes and abilities and present this in an appropriate format.

Career exploration:

- Describe how the world of work is changing and the skills that promote employability.

## Resources

(click link to open)

- **Handout ES1**  
'What are Employability Skills?'
- **Worksheet ES1**  
'My Employability Skills'

Title: **What are Employability Skills?**

Theme: **Employability Skills**



Space for personal notes

### WHAT ARE EMPLOYABILITY SKILLS?

Employability skills are 'transferable' skills, which contribute to an individual's overall employability by enhancing their capacity to adapt, learn and work independently.

They are also known by several other names, including key skills, core skills, essential skills, key competencies and transferable skills. These skills are required not only to gain employment but also to progress within an organisation.

There is a general agreement that employability skills include:

#### **Core skills**

...such as literacy, using numbers, technology skills.

#### **People**

...related skills – such as communication, interpersonals, influencing, negotiation, team-working, customer service and leadership.

#### **Conceptualising/ thinking skills**

...such as managing information, problem solving, planning and organising skills, learning skills, thinking innovatively and creatively and reflective skills.

#### **Personal skills and attributes**

...such as enthusiasm, adaptability, motivation, reliability, responsibility, honesty, resourcefulness, commitment, loyalty, flexibility, good personal presentation, time management and working under pressure.

#### **Skills related to the community**

...such as citizenship skills.

#### **Skills related to the business world**

...such as innovation skills, enterprise skills and commercial awareness.

Source: 'The Teaching, Learning and Assessment of Generic Employability Skills':  
Centre for Developing and Evaluating Lifelong Learning at the University of Nottingham.  
February 2007

# Worksheet ESI

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Title: **My Employability Skills**

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<b>MY EMPLOYABILITY SKILLS</b>	<b>Grade 1-10</b>	<b>Briefly describe your evidence</b>
<b>CORE SKILLS</b>		
Literacy		
Numeracy		
ICT		
<b>PEOPLE-RELATED SKILLS</b>		
Communication		
Interpersonal		
Influencing		
Negotiating		
Team-working		
Customer Service		
Leadership		
<b>THINKING SKILLS</b>		
Managing information		
Problem Solving		
Planning		
Organising		
Learning skills		
Innovative thinking		
Creative thinking		
Reflective thinking		

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Title: **My Employability Skills**

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<b>MY EMPLOYABILITY SKILLS continued</b>	<b>Grade 1-10</b>	<b>Briefly describe your evidence</b>
<b>PERSONAL SKILLS &amp; ATTRIBUTES</b>		
<b>Enthusiasm</b>		
<b>Adaptable</b>		
<b>Motivation</b>		
<b>Reliability</b>		
<b>Responsible Attitude</b>		
<b>Honesty</b>		
<b>Resourcefulness</b>		
<b>Commitment</b>		
<b>Loyalty</b>		
<b>Flexibility</b>		
<b>Personal Presentation</b>		
<b>Time management</b>		
<b>Dealing with pressure</b>		
<b>SKILLS RELATED TO THE BUSINESS WORLD</b>		
<b>Innovation (new ideas)</b>		
<b>Enterprise</b>		
<b>Commercial Awareness</b>		
<b>COMMUNITY SKILLS</b>		
<b>Citizenship</b>		