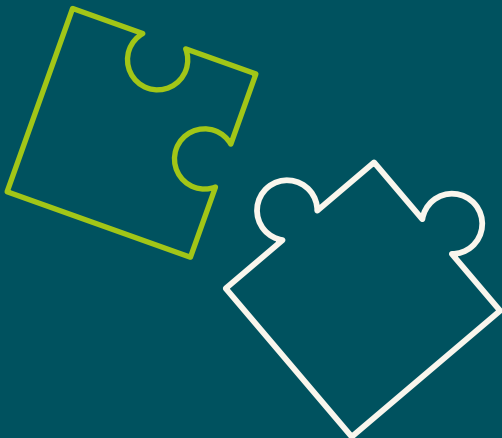
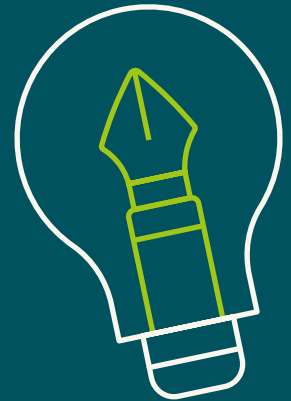


Transferable skills explained for students




West
Yorkshire
Combined
Authority

Tracy
Brabin
Mayor of
West Yorkshire

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04	What transferable skills do you already have?
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Transferable skills explained for students

You've probably heard your teachers, careers advisors and/or family members mention transferable skills. But what are they and what do they mean for you?

The information in this booklet will tell you all you need to know about transferable skills, how to build them and how to talk about them.



What are 'transferable skills'?

Transferable skills are abilities that you can apply to a wide range of situations and jobs. You might also hear them referred to as 'soft skills' or 'employability skills'.

They include:

- **Written communication:** sharing ideas through writing
- **Verbal communication:** sharing ideas by speaking
- **Decision-making and problem-solving:** finding solutions to a range of problems
- **Listening:** understanding what people are telling you and acting on it if you need to
- **Organisation:** keeping track of multiple things at once
- **Planning:** setting out how you will do something before you get stuck in
- **Time management:** getting things done in a given time frame
- **Creativity:** coming up with new ideas
- **Building relationships:** getting on well with other people
- **Research:** collecting information and drawing conclusions

No matter what you'd like to do in the future, you'll need at least some of these skills to succeed.

What transferable skills do you already have?

You probably already have a lot of transferable skills to some degree, even if you don't realise it. Here are some examples of how and where you might have developed them.

Written communication

Have you ever written a letter or email?
Do you have a blog?
Have you written a report or essay?
Have you advertised an event?

Verbal communication

Have you given a presentation?
Have you contributed to a meeting?
Have you taken part in any debates?
Can you explain concepts to other people clearly?

Decision-making and problem-solving

Have you ever had a leadership role in a team or group?
Have you ever had to weigh up two options and choose the best one?

Time management

Have you ever met a tight deadline?
Are you on time for lessons and events?

Building relationships

Have you ever had to work as a team in a sport or in the classroom?
Have you had to get along with people to achieve a goal?
Have you had to overcome differences with someone?

Organisation

Have you ever helped a friend with a problem?
Are you good at following instructions?
Do you have a role on the school council?

Planning

How do you remember what to bring to school each day?
How do you store your books and notes?
How do you remember where to go and when (e.g. for sports matches, performances or school trips)?

Listening

Have you ever helped a friend with a problem?
Are you good at following instructions?
Do you have a role on the school council?

Creativity

Do you create art or music?
Have you ever thought of a new idea?

Research

Have you ever fact-checked something you've seen on social media?
Have you ever done a science experiment?
Have you learned more about something by reading books or articles, watching videos or listening to podcasts?

Now get into pairs or small groups and discuss the skills you already have and examples of how you've developed them.

Notes

Further activity

Download the **'know yourself' activity sheet** from the FutureGoals next steps toolkit. Complete the 'skills map' activity on page 2 to get a better understanding of your strengths and areas you can improve.



Why are transferable skills important?

Every job you ever apply for will require you to have certain transferable skills. In your interviews and applications, you'll need to be able to talk about your skills and give examples of when you have used them in the past.

The more time you spend thinking about your skills and how you can demonstrate them, the easier it will be to showcase them to potential employers.

Further activity

Scan here:



Or visit:

futuregoals.co.uk/education-and-careers-advice/next-steps-toolkit/empower-resources/

Download the **'sell yourself' activity sheet** from the FutureGoals next steps toolkit. Complete the 'Be a STAR Candidate' activity on pages 4-6 to practice talking about your skills.

Which skills will you need in the future?

Transferable skills are important to develop as they can be applied to so many jobs and situations. But, depending on what kinds of jobs you're interested in, some may be more important than others.

At the end of this booklet, you will find job profiles for 22 different roles. Have a look at the 'core skills' section of each profile to understand how important various transferable skills are for different jobs.

Which of the roles interest you the most?

Which skills are highly ranked for these jobs?

Think back to the transferable skills discussion which you had on page 4, do your current skills match those needed for the top jobs?

- **If not... don't worry! There's still plenty of time to develop the skills you need for the job you want.**
- **If so... that doesn't mean you can sit back and relax! Keep practising your skills to stand out from the crowd.**

Notes

Blank space for notes.

Further activity

Scan here:



Or visit:

futuregoals.co.uk/education-and-careers-advice/next-steps-toolkit/empower-resources/

Download the 'know yourself' activity sheet from the FutureGoals Next Steps Toolkit. Complete the 'next steps' activity on page 5 to plan how you will develop key skills.

Skills swap activity

Now you'll play a simple card game to further understand the skills needed in different jobs.

Each card includes...

- Job description
- Average salary
- Core skills (with ratings out of 10)
- One extra specialised skill (not rated)



How to play

- 1 Before you begin, shuffle the entire pack of cards and deal out between players. Keep going until all the cards have been dealt out.
- 2 The player left of the dealer starts. This player chooses the skills rating they wish to play, usually the highest rating the player has on the card. They then say out loud the rating name and its value.
- 3 Players go around calling their values for the same skill rating. The winner is the player with the highest value rating of all the players.
- 4 The losing cards are placed in the middle, where the winning player collects them and adds them to the bottom of their deck.
- 5 From here, players repeat rounds until, finally, one player has won all the cards.
- 6 If one or more players share the highest value rating, all the cards go in the middle, and the next round begins. This repeats as many times as players' ratings draw. If players win the next round, they win all the cards in the middle.

FAQs

Q

What if I can't think of any examples of my skills?

It can sometimes be hard to recognise your own strengths, and can take practice. Try asking the people around you – friends, family, teachers – when they notice your skills and go from there.

A

None of the jobs I'm interested in are included here. How do I find out what skills I'll need?

Prospects.ac.uk is a great place to start. It has a huge database of careers including key skills needed for each.

Prospects.ac.uk

I don't know what I want to do in the future. Which skills should I focus on?

This is the great thing about transferable skills! No matter what job you choose in the future, they will all come in handy. Focus on the skills you're not as confident with so you can build a well-rounded application.

What if I need more help?

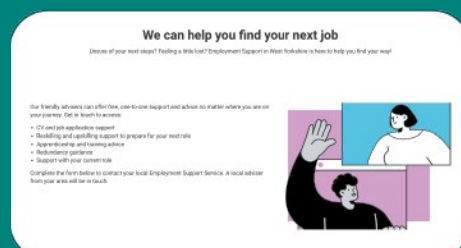
There are plenty of people you can talk to about building your skills. Get in touch with your careers advisor, or find your local Employment Hub:

Scan here:



Or visit:

futuregoals.co.uk/education-and-careers-advice/adult-careers-support/

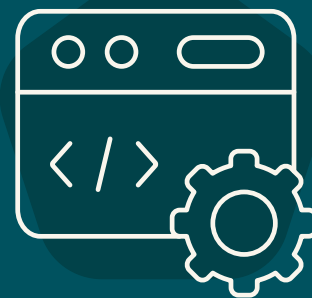


Notes



Software Developer

Software Developers design, build and test computer programs.



Average expected salary

£60,000

Core skills

Written communication: 8/10
Verbal communication: 7/10
Decision-making and problem-solving: 10/10
Listening: 8/10
Organisation: 8/10
Planning: 10/10
Time management: 10/10
Creativity: 10/10
Building relationships: 7/10
Research: 9/10

Specialised skills

Analytical thinking: 10/10

Contribution to 'social good'

You might find yourself developing software for an environmental company that helps to combat climate change.

'Fun fact'

As a Software Developer you can work from home.

Digital Content Creator



A Digital Content Creator is somebody in charge of creating visually appealing and engaging content for an audience. This content is typically developed to educate, amuse, and delight a linked digital audience.

Average expected salary	£28,000
Core skills	Written communication: 10/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 8/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 10/10 Building relationships: 10/10 Research: 9/10
Specialised skills	Project management: 8/10
Contribution to 'social good'	An organisation might employ you to create content that focuses on the environment and gives people the right information to help tackle the climate change emergency.
'Fun fact'	A large part of this role involves researching topics and new ideas.

Digital Marketing Executive

Digital Marketing Executives promote a company's products, services or brand.



Average expected salary

£29,000

Core skills

Written communication: 9/10
Verbal communication: 10/10
Decision-making and problem-solving: 10/10
Listening: 10/10
Organisation: 8/10
Planning: 10/10
Time management: 10/10
Creativity: 8/10
Building relationships: 10/10
Research: 7/10

Specialised skills

Persuading skills: 9/10

Contribution to 'social good'

An organisation might employ you to create digital content that focuses on the environment and gives people the right information to help tackle the climate change emergency.

'Fun fact'

As part of this role, you may be required to manage marketing budgets – so being good with numbers is a bonus.

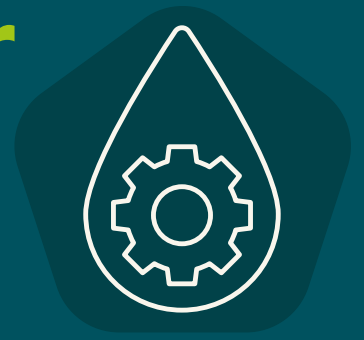
Social Media Co-ordinator

Social Media Co-ordinator is responsible for creating and sharing content on social media platforms. This can include writing posts, taking photographs, and gathering information from other sources.



Average expected salary	£26,000
Core skills	Written communication: 9/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 8/10 Building relationships: 10/10 Research: 7/10
Specialised skills	Understanding of search engine optimisation: 9/10
Contribution to 'social good'	An organisation might employ you to create content that focuses on the environment and gives people the right information to help tackle the climate change emergency.
'Fun fact'	A Social Media Co-ordinator also needs to be able to create graphics and videos.

Junior Water Engineer



Junior Water Engineers develop and complete plans for developing water systems that provide clean, safe water in an efficient way that is also good for the planet.

Average expected salary	£24,000
Core skills	Written communication: 9/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 7/10 Building relationships: 10/10 Research: 10/10
Specialised skills	Environmental understanding: 10/10
Contribution to 'social good'	This role requires you to consider the environment and what's best for the planet.
'Fun fact'	Being a Junior Water Engineer is an incredibly important job. You might find yourself carrying out environmental studies.

Project Manager

Responsible for the day-to-day management of a large project. This could be in any sector, from marketing to construction. Responsibilities include setting deadlines, giving out tasks, managing budgets and making sure work is delivered on time.



Average expected salary	£48,000
Core skills	Written communication: 9/10 Verbal communication: 9/10 Decision-making and problem-solving: 10/10 Listening: 8/10 Organisation: 10/10 Planning: 10/10 Time management: 10/10 Creativity: 6/10 Building relationships: 9/10 Research: 7/10
Specialised skills	Finance: 8/10
Contribution to 'social good'	Project Managers can work in almost any sector, including those that contribute to 'social good'. For example, they could be involved in sustainability by working on a project to build more wind turbines or install insulation in buildings.
'Fun fact'	A Social Media Co-ordinator also needs to be able to create graphics and videos.

Conservation Officer

Conservation Officers manage and protect the environment by promoting sustainability, educating others and providing information and analysis.



Average expected salary	£26,000
Core skills	Written communication: 7/10 Verbal communication: 8/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 8/10 Building relationships: 10/10 Research: 10/10
Specialised skills	Strong understanding of the environment: 10/10
Contribution to 'social good'	This role is incredibly important for the environment. It is your job to teach people about environmental issues.
'Fun fact'	The work can be rough and extremely demanding, often outdoors in all weathers.

Ecologist

Ecologists study the relationship between plants, animals and the environment.



Average expected salary	£28,000
Core skills	Written communication: 8/10 Verbal communication: 7/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 8/10 Building relationships: 10/10 Research: 7/10
Specialised skills	A strong understanding of the environment: 10/10 Maths: 10/10
Contribution to 'social good'	You might deliver lessons on the environment, teaching people about plants and environmental conditions.
'Fun fact'	This role might involve researching the impact of human activity on the environment.

Environmental Consultant



Environmental Consultants advise on sustainability, including waste management, recycling, flood risk and the effects of climate change.

Average expected salary	£30,000
Core skills	Written communication: 9/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 8/10 Building relationships: 10/10 Research: 10/10
Specialised skills	Analytical thinking: 9/10
Contribution to 'social good'	This role might involve advising large organisations on environmental issues and laws.
'Fun fact'	You'll have to write detailed scientific reports.

Climate Scientist

Climate Scientists study changes in the Earth's climate over time and how they might affect the planet in the future.



Average expected salary	£36,000
Core skills	Written communication: 9/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 8/10 Building relationships: 10/10 Research: 10/10
Specialised skills	Maths knowledge: 10/10
Contribution to 'social good'	This role is incredibly important for the planet and the environment. You'll have to have a detailed understanding of the impact we have on the planet.
'Fun fact'	You could work in a laboratory, at a university or visit sites.

Environmental Officer



Environmental Officers help companies and businesses become more socially and environmentally responsible in how they operate. They create sustainable solutions for the often-conflicting needs of people, the environment, development and successful business.

Average expected salary	£30,000
Core skills	Written communication: 10/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 9/10 Organisation: 9/10 Planning: 9/10 Time management: 8/10 Creativity: 9/10 Building relationships: 9/10 Research: 10/10
Specialised skills	A strong understanding of environmental issues: 10/10
Contribution to 'social good'	An Environment Officer's role is to consider every aspect of the environment, from energy saving to climate change.
'Fun fact'	This role requires you to really 'think outside the box'.

Textile Artist

A Textile Artist is someone who uses plant, animal, or synthetic fibres to construct practical or decorative objects.



Average expected salary

Day rate – £200-£300

Core skills

Written communication: 8/10
Verbal communication: 7/10
Decision-making and problem-solving: 10/10
Listening: 8/10
Organisation: 8/10
Planning: 10/10
Time management: 10/10
Creativity: 10/10
Building relationships: 8/10
Research: 7/10

Specialised skills

Innovative thinking: 10/10

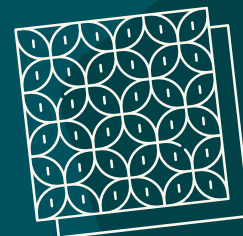
Contribution to 'social good'

This role requires you to create sustainable and environmentally friendly materials.

'Fun fact'

A Textile Artist has to be creative and use their imagination.

Textile Dye Technician



Textile Dye Technicians create dyes to colour fibres and fabrics.

Average expected salary

£26,000

Core skills

Written communication: 7/10
Verbal communication: 6/10
Decision-making and problem-solving: 10/10
Listening: 10/10
Organisation: 8/10
Planning: 10/10
Time management: 8/10
Creativity: 8/10
Building relationships: 8/10
Research: 7/10

Specialised skills

Knowledge of chemistry: 10/10

Contribution to 'social good'

This role might require you to create environmentally friendly dyes for organisations.

'Fun fact'

You could work in a workshop or in a laboratory.

Sports Coach

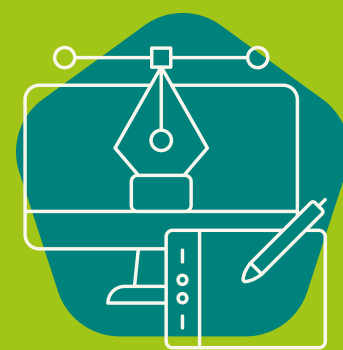
Sports Coaches teach sports skills to individuals and teams of all abilities.



Average expected salary	£24,500
Core skills	Written communication: 9/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 8/10 Building relationships: 10/10 Research: 7/10
Specialised skills	Leadership skills: 10/10
Contribution to 'social good'	You might find yourself helping someone to get into sports or develop their love of a specific sport, therefore increasing their confidence.
'Fun fact'	You'll usually need some knowledge of first aid.

Graphic Designer

Graphic Designers create visual branding, adverts, brochures, magazines, website designs, product packaging and displays.



Average expected salary	£27,500
Core skills	Written communication: 9/10 Verbal communication: 8/10 Decision-making and problem-solving: 10/10 Listening: 8/10 Organisation: 10/10 Planning: 10/10 Time management: 10/10 Creativity: 10/10 Building relationships: 8/10 Research: 9/10
Specialised skills	Design skills: 10/10
Contribution to 'social good'	As a Graphic Designer, you might work on projects that help to promote social or environmental issues.
'Fun fact'	You'll get to come up with new and exciting branding.

Nurse

Nurses care for adults who are sick, injured or have physical disabilities.



Average expected salary

£34,000

Core skills

Written communication: 10/10
Verbal communication: 10/10
Decision-making and problem-solving: 10/10
Listening: 10/10
Organisation: 8/10
Planning: 8/10
Time management: 10/10
Creativity: 5/10
Building relationships: 10/10
Research: 5/10

Specialised skills

Medical knowledge: 10/10

Contribution to 'social good'

As a Nurse, you'll be expected to take care of people, and this might include focusing on their mental health.

'Fun fact'

The role of a Nurse can be very rewarding.

Children's Nurse

Child nursing involves everything from nursing a sick newborn to supporting children and their families.



Average expected salary

£34,000

Core skills

Written communication: 10/10
Verbal communication: 10/10
Decision-making and problem-solving: 10/10
Listening: 10/10
Organisation: 8/10
Planning: 10/10
Time management: 10/10
Creativity: 5/10
Building relationships: 10/10
Research: 5/10

Specialised skills

Medical knowledge: 10/10

Contribution to 'social good'

As a Children's Nurse, you'll be expected to take care of people, and this might include focusing on their mental health.

'Fun fact'

The role of a Children's Nurse (or Paediatric Nurse) can be very rewarding.

Assembler

An Assembler is a person who assembles a machine or its parts.



Average expected salary	£23,000
Core skills	Written communication: 6/10 Verbal communication: 8/10 Decision-making and problem-solving: 10/10 Listening: 7/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 7/10 Building relationships: 7/10 Research: 5/10
Specialised skills	Knowledge of machinery: 9/10
Contribution to 'social good'	As an Assembler, you may be required to work on projects linked to sustainability and environmentally friendly machinery.
'Fun fact'	You could work on small projects or large machinery.

Plumber

A Plumber is a person who fits and repairs the pipes, fittings, and other parts of water supply, sanitation, or heating systems.



Average expected salary	£32,000
Core skills	Written communication: 8/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 8/10 Organisation: 10/10 Planning: 10/10 Time management: 10/10 Creativity: 5/10 Building relationships: 8/10 Research: 5/10
Specialised skills	Knowledge of building and construction: 10/10
Contribution to 'social good'	As a Plumber, you may be required to help create environmentally friendly heating systems and you'll also need to focus on sustainability.
'Fun fact'	A Plumber might work on small projects within the home but could also be involved with larger projects for organisations.

Manufacturing Operator

A Manufacturing Operator is responsible for the production and assembly of products, ensuring quality standards are met, and working operating machinery and equipment.



Average expected salary	£23,500
Core skills	Written communication: 8/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 8/10 Organisation: 8/10 Planning: 7/10 Time management: 10/10 Creativity: 5/10 Building relationships: 8/10 Research: 5/10
Specialised skills	Understanding of machinery: 9/10
Contribution to 'social good'	As part of this role you'll be required to check and inspect finished products and these products may need to be environmentally friendly and sustainable.
'Fun fact'	For this role you'll have to operate and maintain machinery.

Motor Mechanic

Motor Mechanics repair and service cars and vans.



Average expected salary	£30,000
Core skills	Written communication: 8/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 8/10 Organisation: 7/10 Planning: 8/10 Time management: 10/10 Creativity: 5/10 Building relationships: 8/10 Research: 7/10
Specialised skills	Teamwork: 9/10
Contribution to 'social good'	For this role you'll need to work closely with others, so being able to be a supportive team member is really important.
'Fun fact'	A Motor Mechanic also needs to be able to use computer software.

Teaching Assistant

Teaching Assistants support teachers and help children with reading, writing and learning activities.



Average expected salary	£20,000
Core skills	Written communication: 10/10 Verbal communication: 10/10 Decision-making and problem-solving: 10/10 Listening: 10/10 Organisation: 8/10 Planning: 10/10 Time management: 10/10 Creativity: 8/10 Building relationships: 10/10 Research: 7/10
Specialised skills	Teamwork: 10/10
Contribution to 'social good'	As a Teaching Assistant you'll be supporting children through their education journey, which might mean emotional support also.
'Fun fact'	Teaching Assistants are really important for children's development and learning.