

Employability Skills Framework

SELF MANAGEMENT	Self-Assessment	Career Planning	Personal Development Planning	Well Being	Core Skills
	To become aware of personal strengths, weaknesses and interests, identify and develop ways to improve employability, and how to articulate these when making applications.	To set realistic and achievable career goals, with knowledge of national and global labour markets, their opportunities and challenges. Know where one can access support for employability development within the university and externally and how to navigate independently through labour market.	To maintain a paper or electronic record of learning and development with reflection. Using this as an on-going evidence for future applications, and help to consider what future development is required.	To understand the importance of managing the health and well-being of one's self, and also employees when in a managerial position when applying a duty of care for staff	To ensure that the core skills demanded by employers such as literacy, numeracy and IT are at a level required for the career aspiration and expectation of the professional body.
COMMUNICATION	Oral Communication and Presentations	Written Communication	Managing Emotions	Team Working	Networking
	To be able to present ideas and arguments which are relevant, appropriate to the audience and clearly communicated	To be able to present written ideas and arguments which are relevant, appropriate to the audience and clearly communicated	To understand the impact of verbal and non-verbal communication upon clients, colleagues or other receivers, and the importance of managing one's own emotions.	To understand the importance of a team approach that is required for many tasks and strategies, and to appreciate different team working styles including leadership that individuals can adopt to make a team successful. Working with, listening and encouraging the development of others.	To develop the confidence and appreciate the benefits that can arise from a networking approach ranging from personal contact to an effective use of social media
ENTERPRISE, INNOVATION and ENTREPRENEURSHIP	Creative Thinking	Opportunity Analysis	Making Things Happen	Commercial Awareness	Entrepreneurship
	To be able to apply creative thinking techniques to generate ideas for a range of situations related to enterprise, as well as developing ideas for new products, services, community projects or social enterprises.	To be able to select the best ideas generated, and analyse those ideas focussing on areas such as benefits and impact; customers and competitors; industry analysis; marketing and communications; operations and risks; staffing requirements; costs and income.	To be able to implement ideas and see them through, and if necessary accessing the appropriate support. To be able to use one's own initiative to overcome any challenges whilst turning those ideas into reality.	To be able to identify the key functions of an organisation and understand how those units work together and support each other. To understand the range of challenges relating to sustainability and growth which businesses typically face.	To understand the process involved with setting up one's own venture, and the support available to individuals seeking entrepreneurial careers. To recognise entrepreneurial opportunities related to one's own discipline or area of study.
RESEARCH	Information Analysis	Project Management	Problem Solving	Organisational Skills	Resource Gathering
	To use appropriate resources and skills such as IT, Internet, library, information literacy; identify and submit proposals, using findings to complete coursework/projects, using theories, methods, ideas and approaches in a critical and scholarly way.	To work to a brief (e.g. an assignment or external project/event etc.), setting goals and objectives, scheduling and managing tasks and putting plans into practice; producing risk assessment, & an evaluation strategy to assess outcomes and outputs	To develop decision-making skills, critical thinking and enquiry-based learning; sustained and applied analytical skills, negotiation skills, managing change and risk, testing different strategies and choosing the most appropriate solution	To organise an event or carry out a task. Meeting deadlines for academic, paid or voluntary work Balancing study with other responsibilities such as childcare, employment, social and community activities.	To be able to source possible funding, submit bids and maintain records for audit. To think creatively on the different types of resources required to carry out a project.