General employability skills

Skills area	Skills claims	Possible evidence
Communication	• Organising and expressing ideas concisely. • Speaking clearly and directly to individuals or groups. • Being proficient in other languages.	• Writing assignments and reports. • Presenting and participating in class discussions. • Using customer service skills.
Teamwork	• Working in a team to achieve a common goal.. • Sharing information, supporting and empowering other team members. • Responding constructively to the opinions of others.	• Working on group assignments at university. • Being involved in a student society, sports team or community organisation. • Working in a team in employment.
Problem solving	• Researching and selecting relevant information to solve a problem. • Analysing issues for underlying causes, assessing options, proposing solutions. • Thinking sequentially, critiquing and synthesizing information.	• Working on assessment exercises such as a research project. • Participating in work-integrated learning such as a placement or internship. • Working within a customer service environment and dealing with complaints.
Initiative and enterprise	• Easily adjusting to new situations. • Mapping out ideas to an action plan. • Identifying innovative options.	• Obtaining work placement, vacation employment or internship • Operating own business. • Innovation in student group, club or team.
Planning and	• Managing timelines and prioritising.	• Project planning or managing an event.

organisation	• Allocating and coordinating tasks for self and others. • Anticipating future needs and forward planning.	• Arranging study and work commitments to support yourself at university. • Organising networking, fundraising, sporting or social activities.
Self-management	• Operating independently and taking responsibility for your own actions. • Being aware of your own strengths and limitations. • Being able to communicate your own ideas.	• Acting on feedback and addressing gaps in skills and knowledge. • Developing a career plan. • Doing work experience through placement, internship or vacation work.
Learning	• Putting in time and effort to learn new skills. • Understanding the need for learning to bring about change. • Being adaptable in different learning environments, eg class, online, on the job.	• Mentoring or coaching activities. • Participating in an interest group or student society. • Subscribing to newsletters and updates from professional associations.
Technology	• Proficiency in using computers and telecommunications systems. • Understanding current trends and developments, and their impact on the workplace. • Managing information and communication through technology.	• Sourcing information via a range of online resources, such as electronic databases. • Using specialised software packages for course/occupation. • Collaborating and managing project timelines with technology.

Study-related skills

Graduates from each faculty typically develop certain skills. Examples include:

Art Design and Architecture

- Setting goals, managing own workload and meeting deadlines.

- Working in an interdisciplinary environment and collaborating with others.
- Accommodating change, and dealing with ambiguity, uncertainty and unfamiliarity.

Arts

- Making a structured argument based on an assessment of historical evidence.
- Expressing ideas in writing with coherence and clarity.
- Critically applying methodologies for quantifying, analysing and interpreting data.

Business and Economics

- Modelling and data analysis, interpretation and extrapolation.
- Listening, negotiating and persuading.
- Problem solving and decision making by creating, evaluating and assessing options.

Education

- Questioning ideas and theories encountered in learning.
- Communicating oral and written arguments.
- Comprehending a range of education systems and the values behind these.

Engineering

- Investigating and defining issues, taking into account limitations and risk assessment.
- Adopting creative and innovative solutions to problems.
- Managing projects including planning, execution and evaluation.

Information Technology

- Planning solutions to specific problems within appropriate specifications.
- Identifying, analysing and evaluating the information needs of different groups.
- Providing access to information via different delivery strategies.

Law

- Identifying and prioritising issues in terms of importance.
- Researching relevant information from a range of sources.
- Making and presenting a rationalised choice between a range of solutions.

Medicine, Nursing and Health Sciences

- Analysing, interpreting and critically evaluating data.
- Communicating effectively with clients.

- Liaising and negotiating within a multi-discipline team.

Pharmacy and Pharmaceutical Sciences

- Understanding and upholding the ethical responsibility of the role.
- Apply scientific and technical rigour to the use of medicines.
- Using evidence-based decision-making skills.

Sciences

- Planning, conducting and reporting on investigations through individual and group projects.
- Developing arguments from scientific, philosophical and ethical perspectives.
- Accessing, analysing and processing information from a range of sources.

Adapted from *Degrees of Skill*. The Council for Industry & Higher Education, UK, 2006.