The University has accepted the following definition of employability as articulated in ‘Future Fit: preparing graduates for the World of Work’ published by UUK/CBI (2009):

“A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace – to the benefit of themselves, their employer and the wider economy”

The University has agreed the following attributes as important in the development of an employable graduate: self management; teamworking; business and customer awareness; problem solving; communication and literacy; application of numeracy; application of information technology.

**Self management** – readiness to accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning

**Teamworking** – respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others

**Business and customer awareness** – basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty

**Problem solving** – analysing facts and situations and applying creative thinking to develop appropriate solutions.

**Communication and literacy** – application of literacy, ability to produce clear, structured written work and oral literacy – including listening and questioning

**Application of numeracy** – manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimation and applying formulae).

**Application of information technology** – basic IT skills, including familiarity with work processing, spreadsheets, file management and use of internet search engines

Underpinning all these attributes, the key foundation, must be a **positive attitude**: a ‘can-do’ approach, a readiness to take part and contribute, openness to new ideas and a drive to make these happen.
OVERVIEW OF YOUR DEGREE IN PHILOSOPHY …..AND EMPLOYABILITY SKILLS

Throughout the programmes of study emphasis is placed on: analysing and appraising concepts, theories, propositions and arguments clearly and fairly; applying analytic and reasoning skills; constructing and justifying arguments; addressing current issues, problems and debates.

Information Technology and Application of number IT Skills are essential in the presentation and submission of written work.

Self-management skills are developed throughout the course through an emphasis on wide reading of texts outside of timetabled lectures and in meeting strict essay and coursework deadlines.

Communication and literacy skills are central to studies in this school especially the ability to communicate concepts, theories and arguments and to give accurate appraisals of them both orally and in written form.

Problem solving skills are developed through the analysing and appraising concepts; constructing and justifying arguments and, forming independent and well-supported assessments.

Teamworking is developed through group work in seminars and discussions throughout all years of study.

HOW WILL YOU DEVELOP THESE SKILLS THROUGH YOUR COURSE IN THE FIRST YEAR?

Self management forms a large part of your academic study. You will be expected to demonstrate time management skills, develop competence in the planning and execution of essays and projects to strict deadlines; explore critically your own beliefs and values and develop independent thinking.

Teamworking is an essential part of any degree and will be gained through working with others in the presentation of ideas and information and negotiation of solutions.

Problem solving skills will be developed through learning to understand, interrogate and apply a variety of theoretical positions and weigh the importance of alternative perspectives.

Communication and literacy skills through written and oral presentation will be demonstrated through, for example, ability to read texts in a creative and disciplined manner; ability to articulate knowledge and understanding of texts, concepts and theories relating to your area of study; capacity to discuss complex ideas clearly; ability to sustain a critical argument; delivering presentations in seminars.
**Numeracy and IT skills**  IT skills will be developed through use of basic IT word processing programmes and also use of Blackboard – the Cardiff University e-learning system - which is used for lecture notes, discussion forums and course work submission.

**HOW WILL YOU CONTINUE TO DEVELOP THESE SKILLS IN YOUR SECOND AND THIRD YEAR?**

**Self management** will continue through personal workload management, independent reading, taking an active role in seminars, developing a capacity to form your own views and argue an independent standpoint when interpreting various sources of information. You will learn to display sensitivity to the diversity of beliefs, practices and ways of life.

**Teamworking** will continue through seminars which provide a forum for discussion, analysis of text, work in small groups and giving presentations.

**Problem solving** Close reading of philosophical texts from different historical periods and philosophical traditions will continue, along with the ability to interpret these texts carefully, with due regard to their context. You will further develop the ability to consider unfamiliar ideas and ways of thinking; to abstract and construct sound arguments and identify logical inconsistency; to evaluate opposing arguments and identify their strongest and weakest elements. You will develop the ability to adapt the critical methods of the discipline of Philosophy to a variety of working environments.

**Communication and Literacy Skills** Written and oral communication will remain central to your studies as you further develop articulacy in identifying and expressing thoughts and ideas through essays, coursework and seminars. You will hone your capacity for logical thinking and presentation in the analysis and formulation of complex and controversial issues. You will develop the ability to use and criticise specialised philosophical terminology.

**Numeracy and IT** skills gained in the first year will continue to be developed through use of a computer networked learning environment and informed and careful use of internet based resources. Skills gained include word processing, e-mail and Internet, information search and retrieval.

SEE ALSO THE EXCELLENT PUBLICATION ON EMPLOYABILITY SKILLS FOR PHILOSOPHY STUDENTS AT [http://prs.heacademy.ac.uk/projects/for_students/](http://prs.heacademy.ac.uk/projects/for_students/)