EMPLOYABILITY SKILLS & THE SCHOOL OF ENGLISH, COMMUNICATON AND PHILOSOPHY

careers & employability
gyrfaoedd a chyflogadwyedd

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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 THE SCHOOL OF ENGLISH, COMMUNICATION AND PHILOSOPHY …..AND EMPLOYABILITY SKILLS

Throughout these programmes of study emphasis is placed on critical reading and analysis; ability to articulate knowledge and understanding; capacity for independent thought and judgement; knowledge of different forms of human communication and of the relationship between language, culture and social life.

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 and include critical skills in reading and analysing texts, and competence in producing essays and project work.

Problem solving skills are developed through research skills, including scholarly information retrieval and evaluation skills.

Teamworking is developed through group work in seminars 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 and develop independent thinking.

Teamworking is an essential part of any degree and will be gained through sharing ideas and understanding in seminars and projects.

Problem solving skills will be developed through critical analysis and research skills.

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.

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

Problem solving Research through scholarly information retrieval will continue, involving the ability to gather, sift and organise material independently and critically.

Communication and Literacy Skills Written and oral communication will remain central to your studies through essays, coursework and seminars. The ability to produce detailed textual analysis developed in your first year will be further developed as you learn to discuss a wide range of texts with interest and authority. You will also hone your ability to present work that has a logical structure, to discuss complex ideas clearly and to present and sustain a critical argument.

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.

CAREER MANAGEMENT SKILLS (CMS)

CMS sessions delivered in years 2 and 3 will show you how to make sense of the **employability skills** developed throughout your degree and will help you articulate these skills effectively on paper and at interview to an employer. This link between academia and employment is essential, especially for those wanting to enter employment straight after their study. The Careers Service is available to help you further with this throughout all stages of your academic degree

The Careers Service has a full programme of fairs, employer presentations and employer-led skills sessions that give undergraduates opportunities to meet employers and start developing their **commercial awareness** skills. Furthermore, this insight will allow you to better prepare for the job search and application process.