

The following is an extract from the Employability & Enterprise Policy/Strategy:

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.

**SO**

**HOW WILL THESE SKILLS BE DEVELOPED THROUGHOUT YOUR MUSIC DEGREE?.....**

## OVERVIEW OF MUSIC IN GENERAL

This section is taken from the PDP Resource Pack for Undergraduates written by Dr Charles Wilson, School of Music which outlines the transferable skills that tend to be strongly developed among musicians:

- *self-motivation and self-discipline*: think of all those hours of practice! The ability to work independently with minimal supervision is highly valued by today's employers. You can provide evidence of that ability in terms of your high level of musical competence achieved largely through solitary practice.
- *teamwork*: whether you are playing in an orchestra or big band, a small ensemble or a duo (e.g. with an 'accompanist'), you need to be able to work effectively and constructively with others. This involves both verbal and non-verbal communication skills, as well as often a high level of 'people skills' (e.g. the ability to highlight problems or mistakes without causing offence).
- *leadership*: not just for conductors and orchestra leaders! In most group performance situations the leadership role passes between different players at different times. And have you ever taken the lead in the organization of a musical event?
- *creativity*: not just in composition and improvisation, but also in interpretation, programme planning and presentation, or simply in creating new opportunities and contexts for musical activity. Musicians have a reputation for being innovative, lateral thinkers, hence also their ability in ...
- *problem-solving*: how do you observe the composer's metronome marking while keeping the articulation clear? Performance (like composition, orchestration, music analysis, etc) often involves 'trading off' the advantages of one solution against another.
- *the ability to interpret and follow instructions*, whether oral (e.g. from a conductor) or written (e.g. in a score).
- *the ability to learn from mistakes and deal with advice and criticism*: an ongoing struggle for musicians, but an issue of which they are more aware than most!
- *time-management and punctuality*: without the ability to arrive at rehearsals and performances on time, it is unlikely that you could have functioned long as a musician!

Can you think of other skills you have developed as a musician that might transfer effectively to a non-musical context? (You may like to look at the activity 'Transferring Skills' in Cottrell, *Skills for Success*, p. 252.)

## OVERVIEW OF MUSIC AT CARDIFF

This section is taken from the Undergraduate Skills Audit produced by Dr Charles Wilson, School of Music which outlines how the following transferable and employability skills are developed during Music degree programmes at Cardiff:

| Employability Skill / Attribute   | Modules / curricular activities   |
|---|---|
| <p><b>Action planning and self-regulatory skills:</b> self-discipline, time-keeping, the ability to deal with stress, to plan and prioritise workload and to 'juggle' several tasks at once</p> | <p>All modules: meeting deadlines; Practical Mus'nship (MU1314, MU2353, MU3342, MU3344): working towards assessed performance, rehearsals, self-directed learning in all academic modules, but especially final-year major projects (MU3340/3341/3343/3346). Planning fieldwork (MU2264, MU3346)</p>  |
| <p><b>Team working:</b> the ability to work effectively in teams, often more than one team at once; to be able to re-adjust roles from one project situation to another</p>                     | <p>Seminars and workshops in Analysis, Aesthetics (MU1119, MU1221, MU2352, MU2152); Choir and orchestra participation (MU1314, MU2353, MU3342, MU3344); Ensemble participation (MU3137); Reflection on teamworking skills in performance self-evaluation reports (MU1315, MU2354, MU3342/3344).</p>   |
| <p><b>Customer / client orientation:</b> the ability to establish a confident and flexible relationship with a client or client base</p>  | <p>Writing programme notes (MU3342); Composing music to a specified brief (MU2320, MU3341, MU3345, MU2153/2261, MU3163/3267).</p>   |
| <p><b>Business acumen:</b> the ability to demonstrate skills appropriate to a commercial environment, e.g. innovation, effective marketing and communication skills</p>                         | <p>See above.</p> <p>Solo Performance (MU1314, MU2353, MU3342, MU3344); Conducting component of General Musicianship (MU2354); Giving oral presentation (MU3154); Leading discussion in seminar or workshop (MU1119, MU1221, MU2352).</p> <p>Performance diary lists (MU1315, MU2354); Assembling composition portfolios, incl. works on CD (MU2320, MU3314, MU3345, MU2153/2261, MU3163/3267).</p>   |
| <p><b>Problem-solving / intellectual skills:</b> the ability to analyse, critique and synthesise information in order to solve problems</p>   | <p>All modules, e.g. <b>Problem-solving:</b> Harmony/Counterpoint (MU1109, MU1203, MU2114, MU2224, MU3164), Fugue (MU3330), Orchestration (MU2120, MU2213), Editing (MU2223). <b>Intellectual skills:</b> History and analysis modules, Aesthetics (MU2352), final-year projects (MU3340/3341/3343/3346).</p>   |
| <p><b>Numeracy skills:</b> the ability to handle numbers, including gathering and analysing statistical data</p>  | <p>'Basic musicianship involves a fundamentally numerate engagement with rhythmic and other structures' (<i>Making Musicians Employable</i>, §4); Acoustics (MU1217) and Studio Techniques (MU2153/MU2261, MU3163/3267); Dissertations and projects that involve data collection/management/analysis (MU3340, MU3343; MU3346); Music analysis, esp. integer-modelled approaches (MU2152, MU3260).</p> |

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|---|---|
| <p><b>IT/Computer literacy:</b> the ability to accept, learn and adapt to new technology and make the most of the opportunities it presents</p> | <p>Yr 1 IT classes; Composition (MU1107, MU1208, MU2320, MU3341, MU3345): use of Sibelius and other Notation software; Studio Techniques (MU2153/2261, MU3163/3267): use of Logic and other sequencing software; Essay-based modules (word-processing).</p> |
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The above skills and their descriptions are based on a scheme outlined in R. Lawton et al, *Delivering Employability for Musicians: a Framework for Embedding Employability Skills in the Curriculum* (University of Central England Careers Service, 2004)

## CAREERS IN MUSIC PROGRAMME

The 'Careers in Music' Programme runs on Tuesdays in the Spring Semester, 1.10pm – 2.00pm. This is a series of talks given by visiting speakers who are working in the industry. Previous talks have covered: Copyright, Forensic Musicology, Music in special education, Orchestral Management, Sound Recording, Choral Animateur work, Community Music, Classical Musical Instrument Technology, Music Publishing, Teaching and Managing Music Festivals. For further information contact Dr Charles Wilson, School of Music.

## CAREER MANAGEMENT SKILLS (CMS)

CMS sessions 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.