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 HISTORY DEGREE?**
OVERVIEW OF HISTORY COURSE

Throughout the degree schemes in History students progress in their acquisition of study skills and their intellectual understanding of the subject. In tandem with this, students steadily develop their employability skills.

Information technology and application of number are an essential component of a history degree as you will be expected to use technology in the research and production of assignments while complying with school guidelines.

Self sufficiency or self-management skills are vital for the successful completion of a history degree at Cardiff University. In order to encourage you to manage your own development, you are expected to maintain a PDP file in which you reflect upon your performance and put together a pro-active and ongoing programme of improvement.

The employability skills of communication and literacy will be developed in many ways throughout your years of study. You will be required to learn the different written communication styles of essay writing, which will take effort and practice to perfect. Studying History will teach you a questioning approach and you will learn to discuss concepts in written and oral form.

Your problem solving skills will be developed in several ways throughout university. Firstly, you will need to approach the daily problems of balancing life as a student with the increasing necessity amongst many for part-time work and involvement in extra-curricular activities. From an academic point of view, history involves the development of critical thinking and intellectual problem solving. You will learn to critically analyse source material (both primary and secondary) and question preconceptions while giving evidence for independent thinking and analysis. Problem solving skills are highly sought after in the recruitment of graduates.

Teamworking is an essential part of any degree today. You will learn to work with others to give group presentations and tutorials, whilst seminars will involve open discussion and presentation which will also enhance these skills.

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

Self-management forms a large part of your academic study. Your Personal Tutor will provide you with a PDP form in enrolment week in Year 1. PDPs are designed to help you plan for your personal, educational and career development. The progress file that you compile will be a useful resource in helping you during your degree as well as when you apply for a job afterwards. The file can, for example, assist you to develop and refine your CV by highlighting the transferable skills you have acquired and improved as a student. It will also encourage you to develop a positive attitude to learning throughout your professional life.

Teamworking is an essential part of any degree today and you will gain experience of this in seminars which will involve group work, discussion and presentation. History involves intellectual problem solving and your first year will prepare you to develop this skill, particularly in Core Modules such as Medieval Europe and Making of the Modern World.
During the first year you will also start to develop the essential employability skills of application of **numeracy and information technology**. You will be expected to submit assignments in accordance with school guidelines and much of this work will often be produced electronically.

Your **communication and literacy** skills will be developed throughout your History degree. In the first year you will be introduced to different styles of written communication and analysis and considerable time will be spent throughout your years of study in perfecting this skill. Written examinations and coursework will form part of your assessment throughout Level 1.

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

Your **self-management** skills will continue to develop at level 2 as you build upon the body of your history knowledge. At this stage, reading outside core text books will become important and continuing to prioritise your workload and manage your time will be vital. Personal Development Planning with your tutor will help you to further evaluate your self-management skills.

**Communication, literacy and teamworking** skills will be enhanced via tutorials. In these small groups you will be encouraged to reflect upon reading and make presentations, sometimes with the use of audio-visual aids. The two hour tutorials allow for substantial discussion and some groupwork. Essay and report writing skills will continue to be developed through your second year.

**Numeracy and information technology** abilities are expanded at level 2 with the continued use of technology to research and prepare assignments and ensure their submission ahead of set deadlines.

At level 2 you will be encouraged to start questioning what you are learning and critically analysing through the core modules of ‘Approaches to History’ and ‘Exploring Historical Debate’. In this way you will learn to synthesise and amalgamate information and so develop your critical thinking and **problem solving** skills. Practicals and tutorials will provide many opportunities for continued development of this important employability skill.

**HOW WILL YOU DEVELOP THESE SKILLS IN THE THIRD YEAR?**

In your third year you will continue to develop your critical appraisal and **problem solving** skills across all modules. Your dissertation will be the culmination of the experience of “doing history” at Cardiff.

Throughout this final year of your degree, the **self-management** skills you have learnt up to now will stand you in good stead for the academic rigour of the course and for the necessary post-degree planning that will underpin all your learning.
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.