EMPLOYABILITY SKILLS
& RELIGIOUS AND
THEOLOGICAL STUDIES

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 RELIGIOUS & THEOLOGICAL STUDIES DEGREE?........
OVERVIEW OF RELIGIOUS & THEOLOGICAL STUDIES COURSES

Throughout the degree schemes in Religion students progress in their acquisition of study skills and their intellectual understanding of the subject including the in-depth study of at least two different religious traditions. All courses will seek to develop learning skills through lectures, seminars, coursework, language classes, personal academic tutorials and Open Choice Dissertation (Year 3).

In tandem with this, students steadily develop the following transferable employability skills which are listed in the Student Handbook for Religious & Theological Studies. Following each bulleted point, the relevant attribute (in bold) from the Cardiff University Employability Strategy is marked:

- Communicate clearly information, ideas, arguments, principles, theories by a variety of means, e.g. essays of various lengths, dissertations, oral presentations (communication and literacy).
- Develop and present cogent arguments that are clearly, effectively and appropriately organized (communication and literacy, problem solving).
- Identify, gather, synthesize, interpret and analyse primary and secondary data and source material through the use of texts, fieldwork, and other sources (self management, problem solving).
- Attend to, reproduce accurately, reflect upon, and interact with the ideas of others orally and on paper (communication and literacy, problem solving).
- Show some independence of thought and self-awareness as to his/her own pre-understandings, beliefs, convictions and prejudices (self management).
- Engage empathetically, reflectively, critically and sensitively with the convictions, pre-understandings and arguments of others (teamworking).
- Demonstrate understanding of the importance of deeply held convictions and world views of a diversity of groups and individuals and how and why these may conflict with those of others (problem solving, team working).
- Show initiative and work both independently and collaboratively within groups to attain common goals and understandings (self management, teamworking).
- Undertake independent, self-directed enquiry and learning (including time management, self-monitoring against objectives and self-organisation) and reflect upon his/her strengths and weaknesses as a learner (including being able to use the contributions and feedback of others appropriately) (self management).
- Make discriminating use of a full range of library and other information resources to identify appropriate source material, compile bibliographies, create written reports, inform research and inform presentations (self management, application of IT).
- Competently use IT and computer skills for the purposes of communication, data capture, identifying appropriate source material, supporting research and enhancing oral and written presentations (application of IT).
- Demonstrate some awareness of the relevance of their education for employment and life beyond University, as well as having some capacity and commitment for reflecting upon needs for lifelong learning and professional development (self management)
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.