

# Home School Careers Conversations 2 - Employability Skills

Employability skills are sometimes called key skills or transferable skills. They are the skills that most jobs require.

1. Talk to your parent/carer and ask them to explain how they use these skills in their work. Record the answers in column one.
2. Using your schoolwork and any extracurricular activities that you do to try to evidence your having these skills. Record your answers in column two.

Skill	Parent/Carer	My evidence
Example - Planning and Organising	I use Outlook to plan my working day	I record my homework and coursework in my school planner
Communication - Verbal/Oral		
Communication - Written		
Team Work		
Problem Solving		
Initiative and Enterprise		
Planning and Organising		
Self-management		
Learning		
Using Technology		