**Transferrable skills: How to guide**

Finding evidence of your transferrable skills from everyday experiences can be much easier than you think. This guide should walk you through a process to identify your own transferable skills. We have provided some examples. These may give you some good ideas. **This is all about you: we are all unique and have our own set of skills and experiences**

**Task 1: Build your own skills profile**

This is about telling your story. We have included some common headings and some advice about what to include, but feel free to add your own too. You can include:

* **Do you do any paid work?**

Working for someone else means being organised, keeping to time and following instructions;

*Tip: think about how you need to communicate with customers or colleagues at work*

* **Do you take part in any volunteering at school or in your community?**

*Tip: think about what you do, who you work with, how it makes a difference, why you do it*

* **Are you a member of any sports groups, clubs, societies or teams ?**

This provides a great opportunity to talk about commitment, teamwork, strategies and shared goals.

*Tip: Don’t forget to mention if you coach or support others within your sport or activity*

* **Do you have any family commitments?**

We often underestimate these kinds of activities but perhaps you look after a brother or sister after school? You may be involved with the care of a relative, do you collect shopping for your granny or spend time with your grandad to stop him feeling lonely?

*Tip: think about how these activities are all about the other person*

**Extracurricular activities**

This could be a Duke of Edinburgh Award, a film club, scouting, chess or the performing arts. Whatever it is talk about how you use certain skills to take part.

*Tip: great opportunity to show when you have needed to really push yourself* *or overcome a hurdle*

**Task 2: What are the skills needed for your chosen job or course?**

You can look on on <https://www.healthcareers.nhs.uk/> and [Think Care Careers (skillsforcare.org.uk)](https://www.skillsforcare.org.uk/Careers-in-care/Think-Care-Careers.aspx) sites to find the sort of skills needed for your own preferred job in the NHS and Social Care.

Or you can check out the relevant course information page with the College or University you are applying to.

If you are applying for a job, the job advert usually tells you what skills they are looking for.

**Task 3: Picking out the required skills**

Read the skills information and underline each of the skills, then make a list of all of the skills you need to be able to demonstrate for that job or course.

**Example:**

“The ideal jobholder will need to be hard working and able to communicate with people at all levels. Excellent timekeeping skills are essential and applicants must be a good team player.”

So, making that into a list we have:

* hard working
* able to communicate with people at all levels
* excellent timekeeping
* team player

**Task 4: Matching**

Now you just need to match your skills from your personal skills profile to those required for the job or course

1. **hard working**
2. **able to communicate with people at all levels**
3. **excellent timekeeping**
4. **team player**

***Top Tip****: if you are still struggling with task 4 ask a friend or family member to go through the exercise with you. It’s normal for us to take for granted the skills we have and the great things we do. Talking to other people can help us see this more clearly*

**Good luck! I hope your future applications are successful.**

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