So you're thinking of a career...
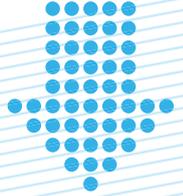
Employability
Skills

Although having a solid foundation of certified skills and qualifications helps when seeking employment, they're often not by themselves sufficient to convince an employer that you're the right person for a job vacancy that they want to fill.

Employability is not just about skills, it's also about other capabilities, competencies and personal characteristics, such as:

- Aptitude
- Attitude
- Behaviour

- Resilience
- Confidence (particularly when experiencing problems)

Consequently, work experience placements, voluntary and community work and learning routes such as Traineeships, allow individuals to demonstrate the skills, values and behaviours valued by employers. Employers value timekeeping, reliability, working well with others and an ability to respond well and willingly to tasks that they ask you to perform.

47% of LCR employers with skills gaps state that the primary skills lacking in their existing workforce are specialist skills needed to perform the job role

Although these things may seem obvious, employers continually provide feedback that many individuals, who apply for job opportunities and who are interviewed, still lack key employability skills required by their organisation - as do many who are already in the workplace.

Employability skills are underpinned by basic skills and in particular having at least a Level 2 qualification including English and Maths. Where a job is otherwise unskilled or low-skilled, employers are often willing to recruit and train staff so long as they have the basic employability skills for the workplace. Digital skills are increasingly becoming a requirement for the majority of job roles too.

The general employability skills which employers in the Liverpool City Region are searching for are divided into five broad categories:

- English
- Maths
- IT/ Digital

- Knowledge and attitudes
- Leadership and Management

QUICK FACTS

Many new recruits and applicants lack basic communication skills

Problem solving is cited as an employability skills gap by **17%** of employers

32% of LCR employers say their workforce lack communication skills and **29%** lack basic IT and computer skills

Maths skills are seen as important at all levels

Employability Skills

Entry level employability skills

Skill category	Specific skill required	Description
English	Communication	Using appropriate language and communication styles for different formats e.g. with customers or managers
	Reading	Understanding and following instructions, identifying key information in texts
	Writing for different audiences	Using appropriate style, accurate grammar and spelling
Maths	Mental arithmetic	Working out prices, salaries and stock levels, spotting numerical errors, calculating percentages
	Working with data	Analysing datasets and identifying trends
IT/digital	Word processing	Using software to write letters, reports and meeting minutes
	Spreadsheets	Using software to keep track of data, create graphs and tables
	Emails	Using software correctly and appropriate language in emails
	Social media	Using social media professionally, e.g. for marketing
Knowledge and attitudes	Understanding organisational processes	Including ways of working, expectations in the workplace
	Knowledge of products and services	Understanding of the business's purpose and how work contributes to this
	Positive attitude towards work	Including a willingness to learn, take on tasks and work your way up
	Ability to work as a team	Working with others in different roles and departments
	Respect for others	Behaving appropriately towards colleagues, particularly senior staff
	Reliability and time keeping	Arriving on time to work and meetings, phoning in if unable to attend a commitment
	Resilience	Being able to move on and learn from mistakes and knock-backs
	Appropriate use of technology	Not using mobile phone or accessing personal social media during work times

Middle and senior management levels

Skill category	Specific skill required	Description
English	Communication	Using appropriate language and communication styles, especially with team members, leaders and customers
	Reading	Assessing the overt and implicit messages in communications are understood
	Writing for different audiences	Ensuring that persuasive language is used in support
	Working with data	Analysing datasets and identifying trends
IT/digital	Word processing	Using software to write and amend letters, reports and meeting minutes
	Social media	Using social media professionally and in line with business expectations
	Website design	Maintaining and updating professional websites for business
Knowledge and attitudes	Understanding organisational processes	Including ways of working, expectations in the workplace and how these are communicated effectively
	Knowledge of products and services	Understanding and communication of the business's purpose and how work contributes to this
	Positive attitude towards work	Including a willingness to learn, take on tasks and inspire others
	Ability to work as a team	Working with others in different roles, departments and organisations
	Respect for others	Behaving appropriately towards colleagues, particularly team members
	Resilience	Being able to move on and learn from mistakes and knock-backs
Leadership and management	People management	Including effective line management and team management
	Project management	Ensuring that work is delivered to deadlines and is of high quality
	Conflict management	Dealing with challenging behaviour and any issues that arise in the workplace
	Advanced presentation skills	Ability to present more complicated information to (senior) audiences

What types of jobs are available?

Important skills to have:

Literacy

Numeracy

Aptitude

Attitude

Behaviour

Resilience

Confidence (particularly when experiencing problems)

Timekeeping

Reliability

Teamwork

Responding well and willingly to tasks
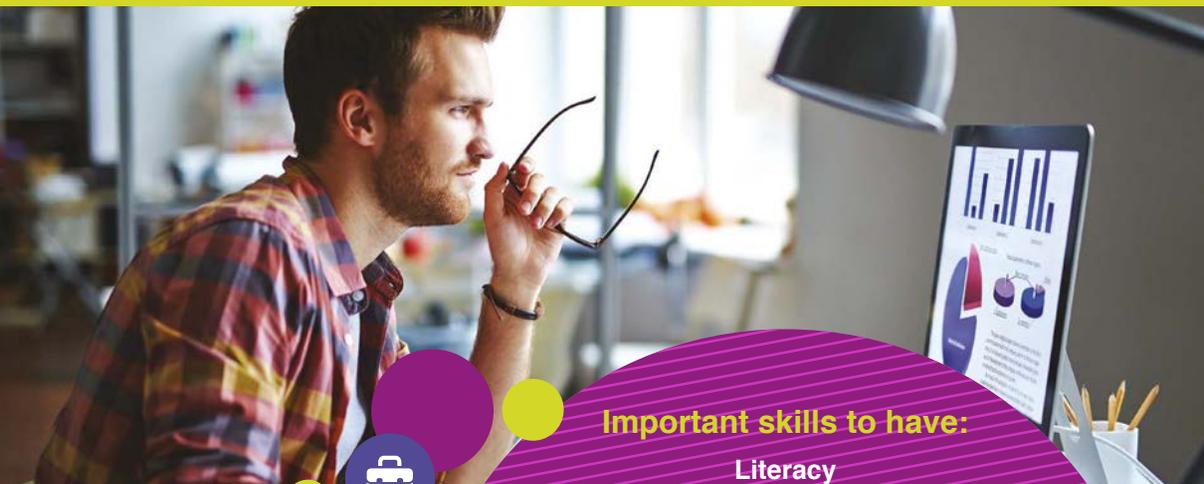
Useful core subjects include:

Maths

English

IT

Digital

Full Level 2 academic/vocational qualifications

With more than **100,000 students**, of which **30,000 graduate** each year, Liverpool City Region offers you direct access to some of the world's best resources:

Apprenticeships and Traineeships	Apprenticeships combine a job with practical training and study. Apprentices: • Work alongside experienced staff • Gain job-specific skills • Earn a wage and are entitled to holiday pay • Get time off the job for study related to your role (usually one-day a week) If you are a young person aged 16 to 24 and would like to secure an apprenticeship but don't yet have the appropriate skills or experience then choosing a Traineeship as an option may help you acquire the entry requirements needed. Further information available at: **https://be-more.info**
Training Providers	• School Sixth Forms • FE Colleges including VI Form Colleges • Independent Training Providers • Adult and Community Learning Providers • University Technical Colleges (UTCs) • Studio Schools
Universities and Higher Education Institutions	• University of Liverpool • Liverpool John Moores University • Liverpool Hope University • Edge Hill University • The Liverpool Institute for Performing Arts (LIPA)

How to get into the sector

Jobs and Salary Information
www.lmiforall.org.uk

Careers Advice: Telephone, web and web chat (from age 13) and face-to-face (19+)
www.nationalcareersservice.direct.gov.uk

Be More-Be an Apprentice
www.be-more.info

Liverpool City Region
Local Enterprise Partnership

www.liverpoolcityregion-ca.gov.uk