

BUILDING YOUR SKILLS

Employers look for people with good personal and employability skills. For example, communication, problem solving and team working.

You can evidence these through:

**ACADEMIC
SUBJECTS**

**PAID WORK LIKE PAPER
ROUNDS/BABYSITTING**

**ACTIVITIES BOTH
INSIDE AND
OUTSIDE OF
SCHOOL E.G.
FOOTBALL/NETBALL**

**WORK-EXPERIENCE
AND VOLUNTEERING**

Volunteering

Volunteering means working without getting paid, usually for a good cause like a charity or community group. It's a really useful way to gain some new skills, meet people and build your self-confidence.

Personal Development Opportunities

These are opportunities which give you a chance to build your skills and experience. They could be activities or projects organised through school/college/learning provider, or more informal things you do yourself i.e. outside interests gaming/vlogging/blogging; sports or helping family and friends. All these activities will show potential employers that you have the skills they want. For example being understanding how business works, good customer skills.

Experience of the World of Work

Work experience can be paid or unpaid and can take place through work tasters; employer visits or holiday jobs. This can include any work experience you have done whilst at school/college and any part-time, casual or weekend/holiday jobs (including any paid work, such as, babysitting and paper-round). It also includes any work-related learning you have taken part in (e.g. work tasters, work shadowing or organised visits to employers). Many education providers will offer you opportunities to go on work experience or work - related learning. If you're still in education your school or college may be able to help you organise a work experience placement.

**YOU CAN FIND OUT MORE
ON THIS TOPIC FROM THE
FOLLOWING WEBSITES:**

allboutschoolleavers.co.uk

[nationalcareersservice.direct.gov.uk
/skills-health-check/your-
assessments](http://nationalcareersservice.direct.gov.uk/skills-health-check/your-assessments)

vinspired.co.uk

BirminghamCareersService.co.uk

Cog.