



## The skills required by Guernsey's future workforce

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Skills Guernsey has been working with local employers to identify the employability skills required by school leavers who are entering the workforce. Discussions with employers have identified the following:

1. Employability skills are a key element underpinning the long-term success of the economy
2. Developing these skills will overcome some of the barriers faced by 16-19 year olds by ensuring they are attractive to potential employers and can use these skills for success in job offers, promotions and for self- development
3. There are more to employability skills than just career aspirations – school leavers need to be aware of the skills and qualities expected by employers and they need to be able to identify, understand and articulate the employability skills they possess
4. Attitudes of individuals are important and an essential part of an individual's ability to obtain, participate in and successfully retain employment

## What are employability skills?

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There are a wide range of terms used to describe the general necessary skills for employment. These include employability skills, essential skills, soft skills, key competencies, transferable skills, enterprise skills and life skills.

Skills Guernsey and Careers Guernsey has chosen to use the term "Employability Skills". This is defined by the UK Commission for Employment and Skills as **"the skills almost everyone needs to do almost any job"**. Employability skills are the skills, attitudes and behaviours required to enable individuals to carry out and retain a job, and work productively with their colleagues and managers.



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Unlike qualifications or technical skills, employability skills are generic in nature as opposed to job specific, and cut across all industry types and business sizes.

## What employability skills do employers want?

Guernsey has identified five skills that employers regard as being core to becoming a successful employee.

### TOP 5 SKILLS AS DEFINED BY GUERNSEY EMPLOYERS

	Skills employers want	What this means
<b>Core Skills</b>	<b>Ready for employment</b>	
1	<b>Communication Skills</b>	The ability to explain what you mean in a clear and concise way through written and/or spoken means. To listen and relate to other people, and to act upon key information/instructions. The awareness to ask questions if you are unsure.
2	<b>Numeracy, Literacy, ICT</b>	The ability to understand basic math's (add, subtract, multiply, divide and percentages), to write neatly using good spelling and grammar. The ability to use a computer including basic word processing and spreadsheets.
3	<b>Positive, can-do attitude</b>	See every challenge as an opportunity and finds solutions not issues. Determination to get things done; make things happen and constantly looking for better ways of doing things. Give things a go.
4	<b>Team working</b>	The ability to work together towards a common goal, sharing knowledge and skills. Important to have flexible approach to helping others and encouraging others to learn. An understanding of how teams work and how one can best contribute in different ways in different team situations.
5	<b>Honesty and Integrity</b>	Treating people with respect and empathy (ability to see things from other people's point of view). Being open and honest in your dealings with others and knowing the difference between wrong and right and acting on it. Knowing the value of diversity and what it can bring. Understand and being considerate of the different needs of different individuals.

