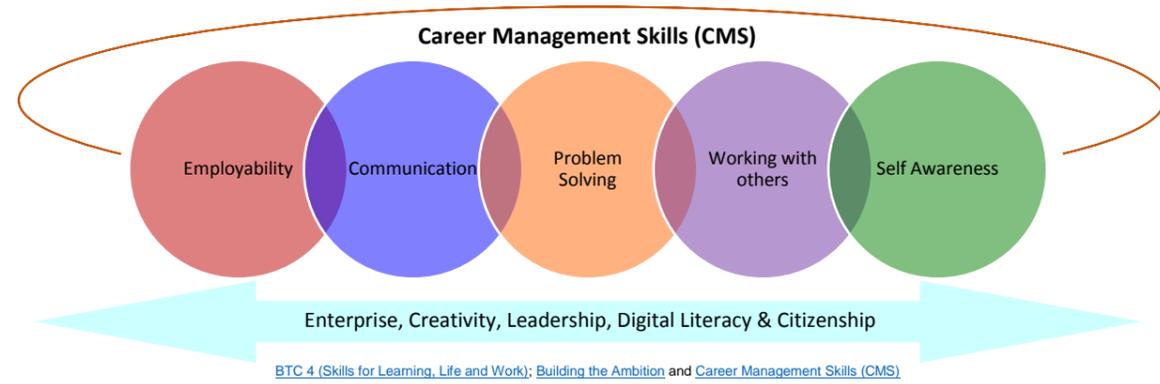


# Fact Sheet: 3-18 'Skills for Careers' Framework



- **Employability** – Developing the personal skills, knowledge and understanding and attitudes to **gain or prepare for employment** in a rapidly changing economic environment
- **Communication** – Demonstrate the ability to interact, listen and effectively use different qualities to inform and be informed by others, verbally and written; including the use of various media
- **Problem solving** – Demonstrate the ability to critically plan, review, organise and evaluate solutions for a project, event or challenge, whilst using individual thinking, literacy and numeracy skills
- **Working with others** – Demonstrate the ability to independently, or as a leader, plan and carry out projects in small groups, sharing tasks and responsibilities, and being ready and willing to learn from and with others, whilst working towards a common goal
- **Self Awareness** – Demonstrate the ability to reflect on the skills that have been learnt and record this appropriately in a profile, allowing identification of next steps in order to progress onto the next stage of education or work

**Employability**

- Ability to identify research and/or describe different jobs that exist (H)
- Ability to articulate the behaviours and attributes needed for the world of work
- Awareness of the different aspects of recruitment and selection processes
- Awareness of and ability to use different techniques to apply for a job/s (e.g. online applications) (N)
- Awareness of and ability to use qualities and attributes to hone and participate in various selection processes, such as interviews (H/N)
- Ability to access and form networks to influence employment opportunities (N)

**Communication**

- Ability to create and communicate ideas, opinions and information and to meet a purpose (e.g. to persuade)
- Ability to understand and interpret ideas, opinions and information presented (orally/written) for a purpose (e.g. debate)
- Ability to draw on non-verbal communication as appropriate
- Ability to assess, manage and use ICT effectively to handle and convey information (H/N)
- Ability to use skills and qualities to network with people from different industries (N)

**Problem Solving**

- Ability to identify and select appropriate strategies to solve various problems
- Ability to analyse and breakdown information/data into parts
- Ability to evaluate data to ensure validity and then make informed judgements
- Ability to apply knowledge and understanding within different contexts/thinking (ST)
- Ability to persevere and demonstrate confidence when attempting to solve problems (ST)
- Ability to generate new ideas and products, based on solutions (ST)

**Working with others**

- Ability to engage in 'win-win' negotiations (N)
- Ability to listen to and to respect the views of others, when contributing to group tasks (N)
- Ability to accept responsibility for and carry out a role when working with others, including as a leader (N)
- Ability to build and sustain positive relationships with the group (N)
- Ability to develop capacity in others during group activities (N)
- Ability to be assertive in demonstrating high standards of interaction and behaviour (N)

**Self Awareness**

- Ability to recognise and reflect on personal strengths, skills and abilities (SE)
- Ability to set, achieve and recognise achievement of personal goals and targets (SE)
- Ability to make informed choices when planning next steps (SE)
- Ability to manage emotions and reactions (SE)
- Ability to use planning strategies to handle deadlines and targets (SE)
- Ability to use a range of skills to resolve conflict effectively and fairly (SE)
- Ability to meet challenges positively with resilience and an open mindset (SE)

## Career Education Standards (3-18) (colour-coded to the skills ...) ([Education Scotland: Career Education Standards \(3-18\)](#))

By end of Early Level ...	By end of First Level ...	By end of Second Level ...	By end of BGE ...	Senior Phase ...
<ul style="list-style-type: none"> <li>I can communicate with people about the different jobs they do in my community</li> <li>I can discuss some of the rewards that a job brings</li> <li>I believe I can do any job</li> <li>I can role play different job roles</li> <li>I can follow rules and routines and explain why they are important</li> <li>I can talk about my learning, my strengths and my next steps</li> <li>I can develop ideas and take part in projects to make things</li> </ul>	<ul style="list-style-type: none"> <li>I can describe different jobs in my community and some of the skills needed for these</li> <li>I can learn about the world of work from visits, projects and my experiences</li> <li>I can talk to employers about myself and about their workplace</li> <li>I can recognise that there are different ways to get a job</li> <li>I can talk about the types of jobs that interest me</li> <li>I believe I can succeed in any area of work</li> <li>I can talk about my strengths, interests and skills and show evidence of my progress</li> <li>I can set goals and work towards achieving them</li> <li>I can adopt different roles when running a business</li> </ul>	<ul style="list-style-type: none"> <li>I can discuss the relevance of skills to the wider world and make connections between skills and the world of work</li> <li>I can explain to others my ambitions/what I would like to do and look for ways to achieve them/that</li> <li>I can recognise the skills I have and need for work</li> <li>I can apply my skills to get more information about jobs/careers</li> <li>I can use online tools available to me</li> <li>I own and can manage my profile and can use it to help me discuss my interest, strengths and skills with my parents/carers and others</li> <li>I can identify people in my network who help me broaden my horizons</li> <li>I believe I can maximise my potential in any type of work</li> <li>I can identify different types of enterprise opportunities and engage in them</li> </ul>	<ul style="list-style-type: none"> <li>I can demonstrate and apply the skills I have learnt across the curriculum in relation to the world of work</li> <li>I can identify my interests, strengths and skills and use them to make informed choices</li> <li>I can manage my profile, share it appropriately and justify my choice of evidence</li> <li>I can choose a blend of subjects, courses and experiences to enable my career pathways</li> <li>I can extend and use my networks to find and apply for opportunities that match my interests, strengths and skills</li> <li>I can access advice and support to help me make informed choices about further learning and opportunities</li> <li>I can demonstrate diverse thinking when exploring learning opportunities and pathways</li> <li>I can understand and consistently demonstrate the behaviours an employer looks for in a good employee</li> <li>I can evaluate risks when developing a business idea and explore different methods of setting up and sustaining an enterprise</li> <li>I can investigate and assess ethical issues in business and trade decisions</li> </ul>	<ul style="list-style-type: none"> <li>I can identify the skills I have learnt across the curriculum, how these relate to the world of work and can apply these appropriately during work placements and other work-related learning</li> <li>I can confidently access and interpret the information I need to make well informed choices about my learning options, pathways and how these relate to possibly future careers</li> <li>I can work towards achieving qualifications which support me to achieve my future career aspirations</li> <li>I can share, evaluate and evidence my skills for learning, life and work to help me make successful future choices and changes</li> <li>I can draw appropriately on evidence from my skills profile to help me complete application forms, create CVs and when practising interview techniques</li> <li>I can describe all aspects of typical recruitment and selection processes and how to best prepare for and manage these</li> <li>I can consistently demonstrate the skills, attributes and behaviours needed to sustain and progress my career</li> <li>I can identify and access support networks that will help me into a positive and sustained destination beyond school</li> <li>I can assess the opportunities and challenges that entrepreneurship/self-employment can provide as a career option including financial and legal aspects</li> <li>I can describe the rights and responsibilities placed on employers and employees and how these relate to creating a positive, productive and sustainable work environment</li> </ul>