

**DG Employability Skills Framework**

**Skills adapted to exemplify pupil language and simplified**

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| *What employers want* | *What does this mean for me now?**Need to provide illustration of what the success criteria would be for this skills in language that young people would understand at the stage they are working at* |
| **Business Awareness** |  |
| Knowledge of roles and business objectives**Business Awareness** | BGE: Understanding that a business needs to have customers all year round to sustain it and keep staff on EARLY: Understanding that to make money a business has to sell all its products for more than it costs to make themSENIOR: Understand how to market business to increase profit |
| Sensitive use of data / information |  |
| Quality customer service |  |
| Working with others internal and external |  |
| Dresses appropriately to role |  |
| Takes responsibility for achieving results  |  |
| Willing to develop ideas |  |

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| **Enterprise** |  |
| Creative and original thinking |  |
| Ability to lead **Enterprise** |  |
| Motivates others |  |
| Being adaptable |  |
| Evaluates risk (and makes good decisions) |  |

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| **Digital Skills** |  |
| Can use common applications | EARLY: can use word / power point etcBGE: Confident with excel and wordSENIOR: Confident with Microsoft applications  |
| Appropriate use of social media |  |
| Research skills**Digital Skills** |  |
| Presentation skills |  |
| Security awareness |  |

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| **Communication**  |  |
| Speaks clearly  |  |
| Appropriate use of language**Communication** |  |
| Accurate written communication |  |
| Good listener |  |
| Reads for understanding |  |
| Appropriate body language and use of humour |  |

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| **Creative Problem Solving**  |  |
| Learns from experience |  |
| Evidence based decisions |  |
| Flexible approach**Creative Problem Solving** |  |
| Creative thinking |  |
| Selects appropriate resources |  |
| Action planning |  |

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| **Self-Management**  |  |
| Good timekeeping**Self-Management** | EARLY: Turn up on timeBGE: Understand the balance of time over a weekSENIOR: Understanding the importance of working time agreements  |
| Accepts feedback to improve  |  |
| Uses initiative |  |
| Effective time management |  |
| Gets involved  |  |
| Responsibility for health and safety  |  |
| Positive attitude to work  |  |

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| **People Skills** |  |
| Work with others**People Skills** |  |
| Respects others |  |
| Modifies behaviour to support team  |  |
| Works cooperatively  |  |
| Challenges appropriately  |  |
| Contributes confidently  |  |

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| **Numeracy** |  |
| Checks for accuracy**Numeracy** |  |
| Can deal with money, time and measurements |  |
| Present, interpret and analyse data |  |
| Good mental maths skills |  |