[](http://www.dgtap.co.uk/sites/default/files/downloads/0578-17%20Employability%20Framework%20A5%20card.pdf)

**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 them  SENIOR: 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 etc  BGE: Confident with excel and word  SENIOR: 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 time  BGE: Understand the balance of time over a week  SENIOR: 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 |  |