



Writtle  
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College

The background of the central text area is white, decorated with a pattern of light teal circles and larger teal stars and trophies. The trophies are stylized and appear to be floating around the text.

**Building**  
**Transferable**  
**Skills**



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# Transferable Skills



'Any skills you possess that are useful to employers across various jobs and industries.'

## This is James

James is a recent **BSc (Hons) Agriculture** graduate interviewing for a graduate scheme with the civil service.



Is James' degree relevant?

Between 70-80% of graduate vacancies do not specify a degree subject, so any degree student can apply for these providing they can demonstrate an example of when they used the skills required.

James can use the transferable skills gained during his degree to prove to the interviewer that he is suitable for the role.

# Transferable Skills



Please tell me about a time you have demonstrated strong problem solving skills?

"During my degree I had to deliver a group presentation to my degree cohort. My group was finding it difficult to find a time where we were all free. I decided to use my initiative to create an excel spreadsheet where people could enter their lecture schedule. We were then able to find 3 times when we are all free to meet and work on the presentation. The presentation ended up running very smoothly and we all got a 1st for the module!"



# Using Transferable Skills

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\*This is a segment from a job specification listing the essential skills required for the job.

Seminars, verbal presentations to tutor group, project presentations and debates.

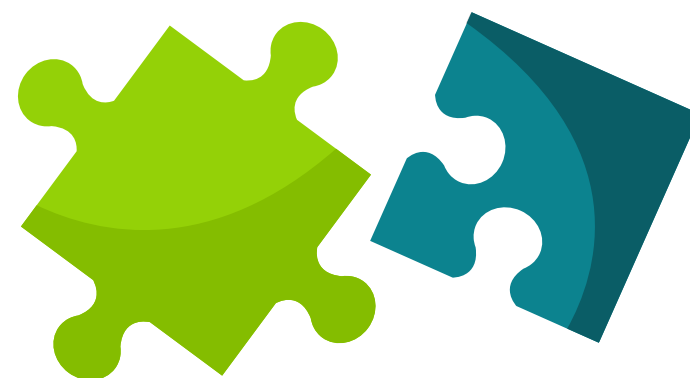
Effective communication skills, both **written** and **verbal**, communicating with external stakeholders and staff **at all levels**, in a professional manner to maintain and grow the organisations reputation and standing.

Written dissertations and project write ups including the analysis of data and what we can conclude from it.

Educational posters aimed at people from a non-scientific background.

# Examples

- Teamwork Skills
- Leadership Skills
- Personal Motivation
- Organisation
- Time Management
- Active Listening
- Written Communication
- Verbal Communication
- Research Skills
- Critical Thinking
- Numeracy Skills
- Personal Development
- Excel Competent
- Interpersonal Skills
- Coaching Skills
- Problem Solving
- Decision Making
- Adaptability
- Language Skills
- Conflict Management
- Negotiation
- Networking
- Information Processing
- Project Management
- Presentation Skills
- Goal Setting
- Flexibility
- Creativity
- Relationship Building
- Enthusiasm
- Resourcefulness
- Delegation
- Collaboration





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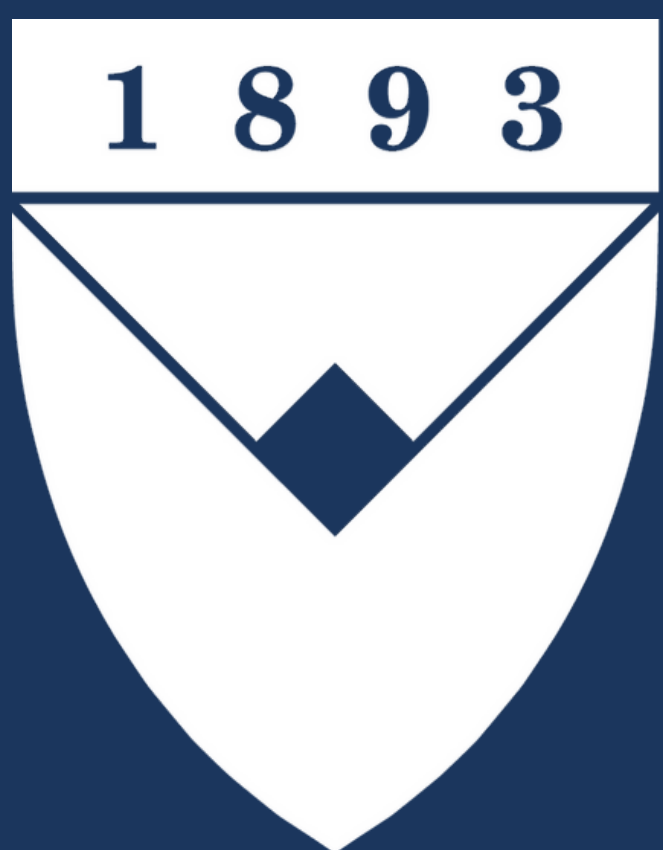
## **Outreach and Widening Participation**

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