
SKILLS ACROSS THE CURRICULUM

A Guide for Students, Parents/ Carers

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Skills Matter

Why are skills so important?

Skills give us the ability to do things well. Employers expect potential employees to have a variety of skills, some of which are mentioned in this booklet.

Each subject in the curriculum develops a variety of different skills throughout a young person's school journey. Being aware of what skills these are and how to develop these skills is very important for our young people.

Enhancing our knowledge on skills, careers and pathways will help our young people enter the world of work with confidence knowing what skills they have, how they have used these skills and how they can put these skills into practice.

Our Aim

The aim of this booklet is to highlight the variety of skills current employers are looking for, advising what these skills look like in practice and to give the reader an idea of jobs and careers that would use that skill on a daily basis.

We hope that you find this booklet helpful. If you would more information on the importance of skills development, then please visit these links:

- [Education Scotland](#)
- [My World of Work – Skills Video](#)
- [Scottish Government](#)
- [Skills for Scotland](#)
- [Skills in a Nutshell](#)

Skills across the curriculum

Verbal
Communication

NEGOTIATING AND PERSUADING

Planning and Organising

Leadership and Initiative

Teamwork

Time Management

Creativity

Think Critically

Self/Peer Assessment

Flexibility
and Cooperation

Decision Making

Self Motivation

Numeracy and Problem Solving

Computing Skills/ICT

Reflection

LITERACY AND
WRITTEN COMMUNICATION

Listening

Skills for Learning, Life and Work

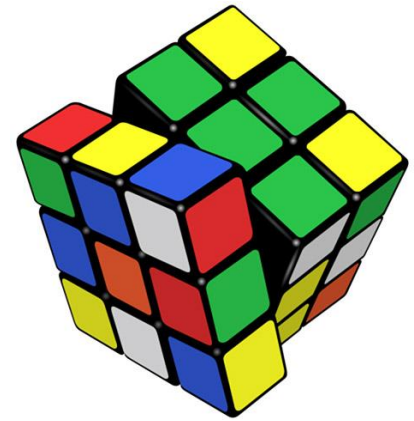
Core Skills

Problem Solving

(Numeracy Skill)

Characteristics of problem solving:

- Can identify questions that will solve the problem
- Can value and amass a spectrum of potential solutions
- Can evaluate and test validity of potential solutions
- Can make appropriate decision and plan the best option



Jobs that require problem solving skills:

- Medical professional/ Midwife/ Paramedics
- Judge, Magistrate Judge or Magistrate
- Optician
- Air Traffic Controller
- Detectives
- Computer Systems Analysts

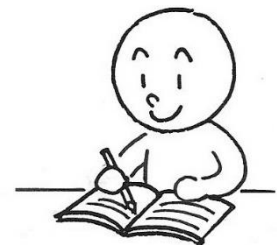
Written Communication

Characteristics of Written Communication Skills:

- Can use a range of strategies to ensure meaning is clear and spelling is accurate
- Can choose a suitable style appropriate to purpose/audience
- Can use suitable vocabulary and tone to communicate effectively to the audience
- Can combine lettering, graphics and other features to engage the audience

Jobs that require good written communication skills:

- Social Media Manager
- Technical Writer
- Administrator
- Creative Writers/Blogger
- Librarian



Verbal Communication

Characteristics of verbal communication:

- Can use pace, gesture, expression and choice of vocabulary to engage the audience
- Can exchange information and explanation in conversations and discussion
- Can use logical progression to communicate effectively to the audience
- Can sum up ideas, issues, findings or conclusions appropriate to the purpose/ audience

Jobs that require good verbal communication skills:

- Broadcast journalist
- Teacher
- Radio DJ
- Interpreter
- Receptionist/ Secretary
- Personal Assistant



Team Working

(Working with others)

Characteristics of team work

- Can share ideas and listen to views
- Can identify individual strengths and allocate responsibilities to achieve an outcome
- Can manage, guide or facilitate a group to achieve an outcome
- Can negotiate assertively and come to a mutually agreed outcome
- Can coach, mentor and give feedback to others

Jobs that require good teamwork:

- Human Resource Manager
- Actor/ Choreographer
- Engineers
- Data Collector/ Market Research Analyst
- Cyber Security Analyst
- Business Consultant



Computing and IT

(Digital Literacy)

Characteristics of Digital Literacy

- Can confidently use specialist equipment and appropriate software
- Can choose suitable application/s appropriate to purpose/audience
- Can make effective use of ICT to communicate and collaborate
- Can use ICT skills in new and different situations

Jobs that require Digital Literacy:

- Web Designer
- Pharmacist
- Retail
- Hospitality
- Construction
- Financial Services
- Computer Engineer
- Software Developer



Personal and Learning Skills

Listening

Characteristics of listening skills:

- Can respond appropriately
- Can listen respectfully
- Can extract key points
- Can identify personal actions
- Can remain focused



Jobs that require good listening skills:

- Councillor
- Teacher
- Translator
- Call handler
- Medical professional
- Salesperson
- Manager

Time Management

Characteristics of time management:

- Can complete tasks to deadline
- Can prioritise tasks
- Can delegate effectively
- Can plan and allocate time to achieve the outcome



Jobs that require good time management skills:

- Events Manager
- Police/ Detective
- Lawyers
- Dentist
- Project Managers

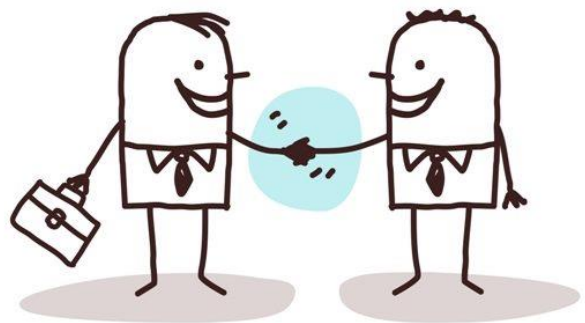
Negotiation

Characteristics of negotiation skills:

- Can explain the benefits that a point view/course of action will bring
- Can compromise by accepting another persons decisions/answer
- Can mediate, giving reason for point of view/ course of action
- Can give and receive differing points of view and come to an agreement

Jobs that require good negotiation skills:

- Fashion Designer
- Construction Manager
- Arbitrator or Mediator
- Sales Manager
- Social Worker
- Lawyer
- Human Resources Manager
- Entrepreneur



Self Motivation and Goal Setting

Characteristics of self motivation and goal setting skills:

- Can assess own needs
- Can set obtainable and challenging goals
- Can take the initiative
- Can evaluate and clarify targets
- Can regularly set SMART targets

Jobs that require good self motivation and goal setting skills:

- Entrepreneur or sole trader
- Teacher
- Personal Trainer
- Sales Person



Cooperation (and flexibility)

Characteristics of cooperation (and flexibility) skills:

- Can share ideas and listen to other views
- Can identify individual strengths and weaknesses and allocate responsibilities to achieve an outcome
- Can manage, guide or facilitate a group to achieve an outcome
- Can negotiate assertively and come to a mutually agreed outcome
- Can coach, mentor and give feedback to others

Jobs that require good cooperation (and flexibility) skills:

- Hair Dresser
- Make Up artist
- Social Worker
- Rehabilitation Councillor
- Speech and Languages therapist
- Athlete
- Film Director



Self Assessment/ Peer Assessment

Characteristics of self assessment/ peer assessment skills:

- Can judge outcomes against success criteria
- Can identify next steps
- Can use graded criteria to assess a level
- Can give constructive feedback
- Can give and accept constructive criticism

Jobs that require good self assessment/ peer assessment skills:

- Human Resource Manager
- Sports person or athlete
- Architect
- Artist
- Sales Manager
- Driving Instructor
- Teacher



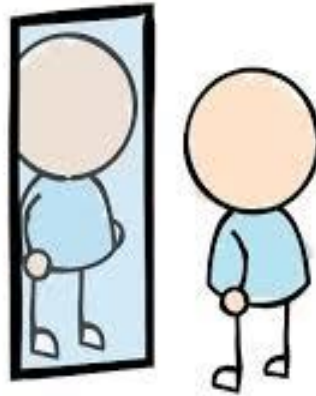
Reflection

Characteristics of reflection skills:

- Can judge recount and recollect on an event
- Can speculate on different options
- Can question current progress
- Can challenge theoretical learning by the relevance of experience
- Can construct new and deeper understanding and articulate knowledge in a more meaningful way

Jobs that require good reflection skills:

- Performer
- Musician
- Researcher
- Sports person/ Athlete
- Artist
- Architect
- Project Manager
- Events Coordinator



Employability Skills

Critical Thinking

Characteristics of critical thinking skills:

- Can explain personal thoughts about a situation/ decision
- Can draw conclusions from a situation/decisions
- Can consider and reflect on the reasons and influences behind a decision
- Can compare and contrast ideals with actual practice
- Can make plausible inferences, predications, or interpretations

Jobs that require good critical thinking skills

- Accountant
- Doctor
- Judge
- Entrepreneur
- Immunologist
- Physicist
- Actuary



Planning and Organising

Characteristics of planning and organising:

- Can manage time and priorities
- Can establish clear project goals
- Can allocate people and other resources to tasks
- Can evaluate alternatives and apply evaluation criteria

Jobs that require good planning and organising:

- Museum Archivist
- Estate Agent
- Events Manager
- Chef
- Restaurant Manager
- Travel Agent



Creativity

Characteristics of creativity

- Can expand existing ideas into new solutions
- Can combine seemingly unrelated idea in unique ways
- Can use creative thoughts to solve problems
- Can think critically and take calculated risks

Jobs that require Creativity:

- Artistic Director
- Marketing Manager
- Director
- Videographer
- Architectural Technician
- Graphic Artist
- Interior Designer
- Photographer



Decision Making

Characteristics of decision making

- Can identify options and make clear judgements
- Can discuss strengths and weaknesses to reach a conclusion
- Can make a decision on the basis of what is best instead of following the same doctrine style
- Can effectively implement the decision

Jobs that require good decision-making skills:

- Paramedic
- Pharmacist
- Judge
- Air Traffic Controller
- Head Teacher
- Chief Executive
- Sports Scout



leadership and Initiative

Characteristics of leadership and initiative skills:

- Can explain the benefits that a point view/course of action will bring
- Can compromise by accepting another person's decisions/answer
- Can mediate, giving reason for point of view/ course of action
- Can give and receive differing points of view and come to an agreement

Jobs that require good leadership and initiative skills:

- Politician
- Military
- Administrator
- Coaching
- Restaurant Manager
- Pilot
- Entrepreneur
- Conductor



Websites

Skills development Scotland - <https://www.skillsdevelopmentscotland.co.uk/>

My World of work - <https://www.myworldofwork.co.uk/>

Young Professionals <https://www.young-professionals.uk/>

My Job Scotland - <https://www.myjobscotland.gov.uk/>

Developing Young Workforce - <https://www.dyw.scot/>

myjobscotland



The logo for 'Skills Development Scotland' consists of a teal square with a white border. Inside the square, the words 'Skills Development Scotland' are written in white, stacked vertically.

The logo for 'Young Professionals' features the words 'YOUNG PROFESSIONALS' in a bold, blue, sans-serif font, centered on a black rectangular background.

The logo for 'DYW' features the letters 'DYW' in a large, bold, sans-serif font. The 'D' and 'W' are dark blue, while the 'Y' is a lighter blue. Below the letters, the text 'Developing the Young Workforce' is written in a smaller, dark blue, sans-serif font.