

## Skills Audit 2: Transferable Skills

### Related Experience: Transferable Skills & Making Visible Your Experience

In job applications and interview situation, you will often be asked what skills you will bring to the job/team and where you have demonstrated those. This exercise will help you to identify the transferable skills that you have developed during your studies.

Think back over the whole three years of your study and any external activities/experiences you might have taken part in. Are there things you learned from collaborating during the exhibition project for example that might be relevant here?

Did you go to any events during the Talent Lab or Future Me weeks? Have you been getting involved in an MMU RISE project at some point? Are there skills you demonstrate in your part-time job, even if it might not be photography related?

It is good to write these things down and visualise to yourself all the learning and developing that has happened, the varied skills you have built and that you sometimes don't give yourself credit for. It can also reveal some areas that maybe need a bit of focus and development over the coming months.

*Transferable Skills* are all skills developed in one situation which can be transferred to another situation. Also referred to as generic, soft or key skills. For example, skills developed when experiencing/ practicing:

- Collaborative teamwork.
- Oral communication & Presentation.
- Problem Solving.
- Time Management.
- Interpersonal Skills.
- Organisational Abilities.
- Negotiation skills.

In job applications and interview situation, you will often be asked what skills you will bring to the job/team and where you have demonstrated those. So, have a think about how you would answer that question and fill in the boxes below (they will expand as you type) giving examples of the situations / activities you have undertaken.

Transferrable Skills	Give at least two examples of where you have demonstrated this skill?
Teamwork	I worked as a part of a team all my life. I don't think I had even one job that wasn't team-based. From working in restaurants, bars, and cafes to a position of support worker and various roles at the university, I

	have always been a valuable, hardworking and considerate team member.
Communication Skills (visual/oral/written)	<p>All of the skills below are practised by me daily as a student. I communicate with my tutors and technicians, I problem-solve constantly and I manage my time and organise my workload.</p> <p>In my work life overall I also constantly use these skills to organise the workload correctly (like in a cafe or pub environment), problem-solve and communicate to the highest level and often under pressure like when I worked as a support worker.</p>
Problem solving	As above
Time management	As above
Organisational Skills	As above
Negotiation skills	As above
Other:	As above