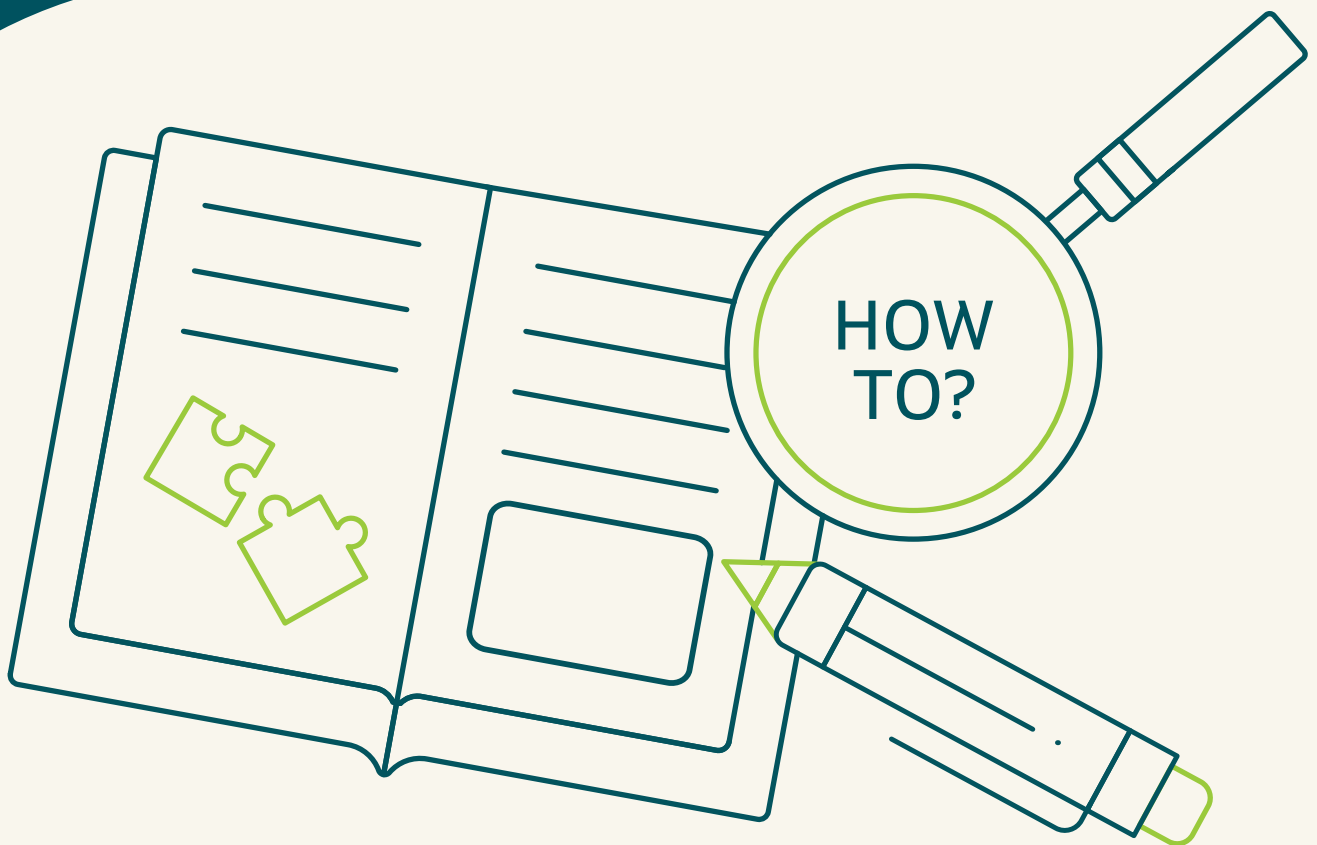


Skills swap

Volunteer

user guide



West
Yorkshire
Combined
Authority

Tracy
Brabin
Mayor of
West Yorkshire

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Overview

Welcome to your skills swap volunteer user guide. In this handy guide, you'll find everything you need to deliver the skills swap resource effectively and successfully.

Why skills swap?

The skills swap resource aims to empower business volunteers to engage young people and have meaningful conversations about transferable skills.

By delivering the skills swap resource, you'll help young people prepare for successful futures by better understanding the skills they have now and those they will need in their careers.

What are transferable skills?

Transferable skills are abilities that students can apply to a wide range of situations and jobs. They might also hear them referred to as 'soft skills' or 'employability skills'.

They include:

Written communication: Sharing ideas through writing

Verbal communication: Sharing ideas by speaking

Decision-making and problem-solving: Finding solutions to a range of problems

Listening: Understanding what people are telling you and acting on it if you need to

Organisation: Keeping track of multiple things at once

Planning: Setting out how you will do something before you get stuck in

Time management: Getting things done in a given time frame

Creativity: Coming up with new ideas

Building relationships: Getting on well with other people

Research: Collecting information and drawing conclusions

Every job that students and young people apply for will require them to have certain transferable skills. In interviews and applications, they will need to be able to talk about their skills and give examples of when they have used them in the past.

Running a skills swap session

Before you start

‘Transferable skills explained’ for students

Can be printed or used digitally.

A booklet that students should save and take home with them to refer to. Sections 2-4 include ‘further activity’ sections that students can complete in their own time.

It includes:

- What are transferable skills?
- What transferable skills do you already have?
- Why are transferable skills important?
- What skills will you need in the future?
- FAQs
- Job profiles

There is space throughout the booklet for students to add their own notes and ideas.

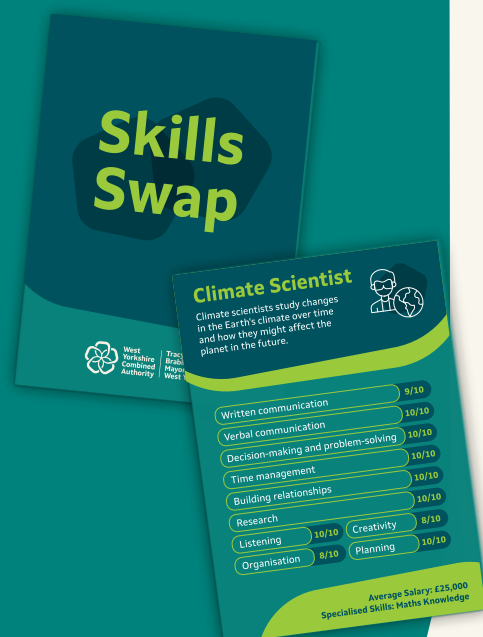
Skills swap activity

To be printed.

An interactive card game that helps students understand the importance of different skills in different jobs.

Evaluation Questionnaire

The resource also includes a pre- and post-session evaluation questionnaire to assess how skills swap has impacted students’ understanding of transferable skills. Ask students to fill in the first half before your session, and the second half after.



Part 1:

Transferable skills explained

Introduction: What are 'transferable skills'?

5-10 minutes

Introduce yourself – explain your business and your role. Please feel free to use a short engaging company video to help with your introduction, if you have access to one.

Play the short skill swap student animation to give students a brief overview of what transferable skills are and why they are important.

Introduce the '**Transferable skills explained**' booklet. Explain that there are additional activities signposted in the booklet that students can complete in their own time.

What transferable skills do you already have?

5-10 minutes

Students should now look at the table on page 4 of their booklet. Ask them to get into pairs or small groups to discuss any other examples of their soft skills.

Students can then share their ideas with the wider group.

Why are transferable skills important?

5-10 minutes

Explain that transferable skills are needed to some degree in every job and industry.

Discuss which transferable skills are most important in your sector and role. Try to include plenty of examples (e.g. 'I need strong written communication as I regularly email clients and need to make sure the information is clear and accurate').

Encourage students to ask questions about your role and sector.

Which skills will you need in the future?

10-15 minutes

At the end of the 'transferable skills explained' booklet, students have been given 22 job profiles which include the most important skills for each role.

Students should get back into pairs or small groups and look through the profiles together. Ask them to consider:

Which roles interest them the most?

Which skills are the most important for these roles?

Do any of the rankings surprise them?

Do they think their current skills match needed for the jobs they are interested in?

Remind students that even if their current skills don't align with the job profiles, there is still plenty of time for them to build the skills they need for the careers they want.

Part 2: Skills swap activity

Introduction: What are 'transferable skills'?

15-20 minutes

The second phase of the skills swap resource is an engaging activity that students can tackle in groups of 3-5. This activity requires students to use the skills ratings on each card.

Each card includes...

- Job description
- Average salary
- Core skills (with ratings out of 10)
- One extra specialised skill (not rated)

How to play

- 1** Before you begin, shuffle the entire pack of cards and deal out between players. Keep going until all the cards have been dealt out.
- 2** The player left of the dealer starts. This player chooses the skills rating they wish to play, usually the highest rating the player has on the card. They then say out loud the rating name and its value.
- 3** Players go around calling their values for the same skill rating. The winner is the player with the highest value rating of all the players.
- 4** The losing cards are placed in the middle, where the winning player collects them and adds them to the bottom of their deck.
- 5** From here, players repeat rounds until, finally, one player has won all the cards.
- 6** If one or more players share the highest value rating, all the cards go in the middle, and the next round begins. This repeats as many times as players' ratings draw. If players win the next round, they win all the cards in the middle.

Thank you for delivering the skills swap resource.

We believe that the more time students spend thinking about their skills and how they can demonstrate them, the easier it will be to showcase them to potential employers and really define their futures.

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