

Employability skills cards

This set of cards has been created using the Open University's Employability framework, which defines ten areas for the skills, capabilities or attributes students will develop through an OU qualification.

You can use the cards on their own, or together with the sets of cards for Digital & Information Literacy (DIL) and Academic study skills, to consider skills development across the curriculum.

Please see the separate document, 'Using the OU skills cards', for activity suggestions.



Employability skill Level 1



PROBLEM SOLVING

Evaluate and interpret qualitative and quantitative data associated with problems and issues of a routine nature.

Employability skill Level 2



PROBLEM SOLVING

Apply knowledge and use a range of established techniques to identify and analyse problems and issues.

Employability skill Level 3



PROBLEM SOLVING

Systematically and critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete) to make judgements.



Employability skill Level PG



PROBLEM SOLVING

Demonstrate self-direction and originality in identifying, tackling and solving relevant issues or problems within the subject.

Employability skill Level 1



COMMUNICATION

Communicate routine information, ideas and concepts within a clearly defined context.

Employability skill Level 2



COMMUNICATION

Accurately and effectively communicate information, arguments and ideas in a range of contexts.

Employability skill Level 3



COMMUNICATION

Accurately and effectively communicate information about specialised topics to diverse audiences.

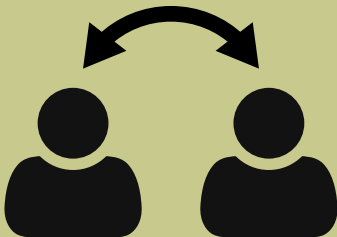
Employability skill Level PG



COMMUNICATION

Accurately and effectively communicate complex information, arguments, ideas and conclusions as appropriate.

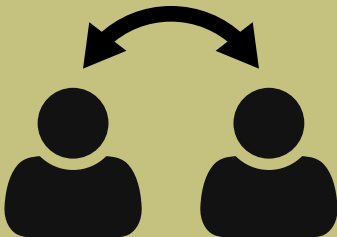
Employability skill Level 1



COLLABORATION

Work with others, recognising and following accepted conventions of learning interaction.

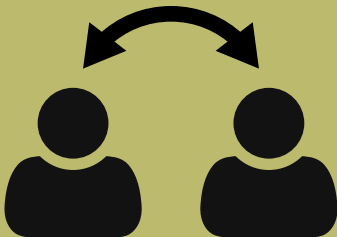
Employability skill Level 2



COLLABORATION

Work with others, playing an active role in learning interaction, paying attention to the perspectives of others.

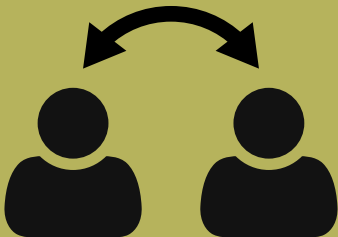
Employability skill Level 3



COLLABORATION

Work with others to achieve joint outcomes, playing an active role in recording or facilitating effective learning interaction, influencing and / or leading as appropriate.

Employability skill Level PG



COLLABORATION

Work with others to achieve joint outcomes; play an active role in facilitating effective learning interaction; identify conflict situations before they arise and act appropriately, influencing and/or leading as appropriate

Employability skill Level 1



NUMERACY

Apply a range of quantitative skills to describe and analyse information as appropriate to the subject/ discipline/sector.

Employability skill Level 2



NUMERACY

Interpret, use, evaluate and produce quantitative data as appropriate to the subject/ discipline/sector.

Employability skill Level 3



NUMERACY

Select and apply more advanced quantitative skills relevant to a variety of information within the subject/discipline/sector.

Employability skill Level PG



NUMERACY

Undertake critical evaluations of a wide range of data as appropriate to the subject/discipline/sector.

Employability skill Level 1



DIGITAL LITERACY

Use a standard set of digital practices to find, use, create and share data, information and knowledge.



Employability skill Level 2



DIGITAL LITERACY

Confidently use a range of digital practices to find, use, create and share data, information and knowledge.



Employability skill Level 3



DIGITAL LITERACY

Select, access and exploit a wide range of digital practices to find, use, create and share data, information and knowledge.



Employability skill Level PG



DIGITAL LITERACY

Draw on and exploit a wide range of digital practices for scholarship and professional purposes.



Employability skill Level 1



INITIATIVE

Demonstrate initiative, where the criteria for decisions and the scope of the task are well defined.

Employability skill Level 2



INITIATIVE

Demonstrate initiative, where the criteria for decisions and the scope of the task are well defined but requires some persistence.

Employability skill Level 3



INITIATIVE

Demonstrate initiative
in different contexts.

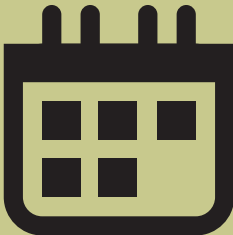
Employability skill Level PG



INITIATIVE

Demonstrate initiative in professional and academic activities when decisions are required in complex and unpredictable situations.

Employability skill Level 1



SELF MANAGEMENT

Determine priorities and sequence the steps involved in defined tasks, identifying the resources required.

Employability skill Level 2



SELF MANAGEMENT

Develop a plan and carry out tasks of some complexity, identifying relevant constraints, dealing with uncertainties.

Employability skill Level 3



SELF MANAGEMENT

Identify relevant information and risks with the identification of alternative strategies and resources as appropriate.

Employability skill Level PG



SELF MANAGEMENT

Identify relevant information and risks; adjust or renegotiate priorities and plans as required to take into account high levels of unpredictability.



Employability skill Level 1



SECTOR AWARENESS

Demonstrate awareness of practical and/or professional skills and key external trends and issues as appropriate to subject/ discipline/sector.



Employability skill Level 2



SECTOR AWARENESS

Demonstrate an awareness of relevant ethical and sector/commercial issues as appropriate to the subject/discipline/sector.

Employability skill Level 3



SECTOR AWARENESS

Demonstrate critical engagement with practical and/or professional skills and ethical and sector/commercial issues as appropriate to the subject/
discipline/sector.



Employability skill Level PG



SECTOR AWARENESS

Demonstrate initiative and personal responsibility by engaging with and advancing appropriate practical and/or professional skills and relevant ethical issues to a high level.



Employability skill Level 1



SELF AWARENESS

Demonstrate insight into personal goals, preferences and aptitudes, as well as an understanding of how one's values can shape behaviours and choices.

Employability skill Level 2



SELF AWARENESS

Identify and research options and associated skills and qualification requirements; demonstrate understanding of one's values to inform next steps.

Employability skill Level 3



SELF AWARENESS

Articulate personal and/or professional values in relation to subject/discipline/sector.

Employability skill Level PG



SELF AWARENESS

Develop strategies to address factors that may limit choices – skilled articulation of personal/professional values which impact on subject/discipline/sector.

Employability skill Level 1



GLOBAL CITIZENSHIP

Demonstrate awareness of own culture and/or professional perspective and how they are seen by others.

Employability skill Level 2



GLOBAL CITIZENSHIP

Reflect on one's own and on other cultures and/or professional perspectives.

Employability skill Level 3



GLOBAL CITIZENSHIP

Demonstrate critical understanding of different cultures and mediate between different standpoints and perspectives.



Employability skill Level PG



GLOBAL CITIZENSHIP

Demonstrate critical understanding of different cultures; mediate between different standpoints and perspectives, across different contexts.



