The University has accepted the following definition of employability as articulated in ‘Future Fit: preparing graduates for the World of Work’ published by UUK/CBI (2009)

“A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace – to the benefit of themselves, their employer and the wider economy”

The University has agreed the following attributes as important in the development of an employable graduate: self management; teamworking; business and customer awareness; problem solving; communication and literacy; application of numeracy; application of information technology.

**Self management** – readiness to accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning

**Teamworking** – respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others

**Business and customer awareness** – basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty

**Problem solving** – analysing facts and situations and applying creative thinking to develop appropriate solutions.

**Communication and literacy** – application of literacy, ability to produce clear, structured written work and oral literacy – including listening and questioning

**Application of numeracy** – manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimation and applying formulae).

**Application of information technology** – basic IT skills, including familiarity with work processing, spreadsheets, file management and use of internet search engines

Underpinning all these attributes, the key foundation, must be a **positive attitude**: a ‘can-do’ approach, a readiness to take part and contribute, openness to new ideas and a drive to make these happen.

**BUT…**

**HOW WILL THESE SKILLS BE DEVELOPED THROUGHOUT YOUR SOCIAL SCIENCES DEGREE?......**
OVERVIEW OF SOCIAL SCIENCES  
(including Social Science, Criminology, Social Policy, Sociology )

Throughout these programmes of study emphasis is placed on interdisciplinary studies, research methods, developing independent and critical thinking. In tandem with this, students steadily develop a range of employability skills:

Information Technology and Application of number are introduced in the first year and developed throughout the course, particularly through research methods.

Self-management skills are developed throughout the course through an emphasis on research and project based work.

Communication and literacy skills are developed to a high standard through essays, debates and discussions.

Problem solving skills are developed through the various research based areas of study.

Teamworking is developed through group work in seminars throughout the courses.

HOW WILL YOU DEVELOP THESE SKILLS THROUGH YOUR COURSE IN THE FIRST YEAR?

Self management forms a large part of your academic study. You will be expected to demonstrate time management skills, prepare and present your work to meet deadlines, and develop independent thinking.

Teamworking is an essential part of any degree and will be gained through sharing ideas and understanding in groupwork and group discussions.

Problem solving skills will be developed through critical analysis and interpretation of social scientific data.

Communication and literacy skills through written and oral presentation are vital in this degree and will be demonstrated through ability to write a coherent, fluent well structured argument in essay form, report writing and the ability to argue a point in discussion groups.

Numeracy and IT skills will be developed through use of basic IT and of bibliographic database literacy, data retrieval and processing. Students are encouraged to use Government websites for statistics, initiatives etc.
HOW WILL YOU DEVELOP THESE SKILLS IN YOUR SECOND YEAR?

**Self Management** will continue to be developed through taking an active role in seminars and developing a capacity to develop an independent standpoint when interpreting various sources of information. You will also be encouraged to develop personal attributes such as reflexivity, critical skills, creativity.

**Teamworking** will continue through seminars and working collectively.

**Problem solving** will be implicit in evaluating different theoretical perspectives, connecting theory to practice. You will further develop the ability to construct logical, coherent and creative argument as well as honing conceptual and analytic skills in comprehending, analysing, synthesising and evaluating arguments.

**Communication and Literacy Skills**. Written and oral communication will remain central to your studies through essays, coursework and seminars. Advanced reading and comprehension skills, generation of a structured argument, debating skills, presentation skills including Powerpoint, and weekly journals are further examples of how these skills may be developed.

**Numeracy and IT** skills gained in the first year will continue to be developed through use of a computer networked learning environment, informed use of internet resources and the World Wide Web.

HOW WILL YOU DEVELOP THESE SKILLS IN THE THIRD YEAR?

**Self Management** skills will continue to be developed through accessing, analysing and synthesising complex information and demonstrating the ability to work individually on an intellectual topic. Workload management also remains central.

**Teamworking.** Interpersonal skills will continue to be developed through developing the ability to contribute to and promote small group work.

Higher **Problem Solving**, conceptual and analytical skills will be developed through many activities including developing: the ability to explore and engage with extant theoretical and research based knowledge; conceptual abilities such as the identification, analysis and synthesis or relevant arguments issues and themes.

**Communication and Literacy skills**. Presentation skills (verbal and written) will be promoted along with other skills such as presentation of a coherent argument; offering a synopsis and reasoned critique of published work; debating skills. Scholarly reading and writing, summarizing and evaluating arguments are also of key importance.

**Numeracy and IT skills** may be developed by analysing qualitative and quantitative data; using word processor for qualitative (NVivo) and quantitative (SPSS) data analyses as well as presentation (Excel and Powerpoint) and retrieving secondary data surveys (qualitative and quantitative) from the Data Archive. Computer based learning systems may also be accessed.
CAREER MANAGEMENT SKILLS (CMS)

CMS sessions delivered in year 2 will show you how to make sense of the employability skills developed throughout your degree and help you articulate these skills effectively both on paper and at interview to an employer. This link between academia and employment is essential, especially for those wanting to enter employment straight after their study. The Careers Service is available to help you further with this throughout all stages of your academic degree.

The Careers Service has a full programme of fairs, employer presentations and employer-led skills sessions that give undergraduates opportunities to meet employers and start developing their commercial awareness skills. Furthermore, this insight will allow you to better prepare for the job search and application process.