

Unit R062 – Planning for work

Identify skills required by employers

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Identify skills required by employers', which supports Cambridge Nationals in Business and Enterprise Level 1/2 Unit R062 – Planning for work.



OCR Business Level 1/2

Unit R062 – Planning for work

Identify skills required by employers

Whether you want to work in nursing, engineering, transport or fashion the skills that employers are looking for are very much the same. In the following tasks you will investigate the skills which employers value.

Task 1

Think of three skills which all employers value. Write your answers in the table below in column one and explain why you think these skills are valued by employers in column two.

SKILL	WHY DO EMPLOYERS VALUE
1	
2	
3	

Associated Files:

Identify skills required by employers

Expected Duration:

Task 1 approx 10 minutes
 Task 2 approx 30 minutes
 Task 3 approx 20 minutes
 Task 4 approx 20 minutes

This resource comprises of four tasks.

Task 1 is an individual activity.

Task 2 requires access to the Internet and can be conducted individually/in pairs/in small groups as resources dictate.

Tasks 3 and 4 are whole class activities.

Whether you want to work in nursing, engineering, transport or fashion the skills that employers are looking for are very much the same. In the following tasks you will investigate the skills which employers value.

Example list of skills valued by employers (in no particular order) which could be given as answers in Task 1 or Task 2:

Punctuality	Verbal communication	Written communication	Teamwork	Flexibility
Initiative	Self-motivation	Reliability	Planning	Problem-solving
Time management	Leadership	Numeracy	Computer skills	Self-awareness
Decision-making	Inter-personal skills	Action Planning	Ability to work under pressure	Professionalism
Creativity	Listening skills	Research skills	Reflection	Organisational skills

Task 1

Think of three skills which all employers value. Write your answers in the table below in column one and explain why you think these skills are valued by employers in column two.

Skill:	Valued by employers because:
1.	
2.	
3.	

Task 2

Use the Internet to add to your list. Try and find 15 - 20 skills which employers value. Write them in the box below. Decide which skill you feel is most important to an employer and draw a ring around it.

Skills employers value:	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

Task 3

In this task you will explain your choice of skill to your class. When each member of the class has presented which skill they feel should be valued most by employers, two skills will be chosen. These two most important skills will form the topic for debate in Task 4.

Points to note

It is important to ensure that the two skills selected for Task 4 are sufficiently different from each other to encourage debate. Whilst it is possible to let the class vote on which skills to choose a better foundation for debate might be secured if the teacher decides.

Task 4

Take part in a whole class debate to discuss which of the two skills should be valued most by employers. Your teacher will tell you which side of the debate you are to represent.

The class should be split into two groups – preferably sitting in a line on opposite sides of the classroom like a formal debate. Learners should be briefed to ensure that they understand that there are now only two skills up for debate and the aim is to try and ensure the skill which they represent is presented most strongly. Standard formal debating procedure of raising hands and speaking one at a time under the instruction of a Chairperson (nominated by the teacher) should be observed.



These activities offer an opportunity for English skills development.

LESSONElements

The building blocks you need to construct informative and engaging lessons

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