

EMPLOYABILITY SKILLS

(10345–10350)

SKILLS AND ATTRIBUTES – TUTOR SUPPORT SHEET

Learners must be able to distinguish between a skill and an attribute in a number of Employability units. The difference can often be shown by applying the simple rule of 'I can ...' for a skill and 'I am ...' for an attribute.

Here are some examples:

SKILLS <i>I can ...</i>	ATTRIBUTES <i>I am ...</i>
Read and write	Reliable
Listen	Honest
Word process/use a computer	Patient
Drive	A good team player
Use lifting equipment correctly (FLT, hoist etc)	Organised
Provide customer service	Trustworthy
Problem-solve	Caring
Handle money	Confident
Multi-task	Assertive
Communicate verbally	Approachable
Show leadership skills	Positive
Manage my time effectively	Polite
Delegate to others	

This list is not exhaustive. Other examples of skills and attributes could be used.

A skill described as an attribute and vice versa will not be accepted as it is important that learners understand the difference.

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OCR Resources: *the small print*

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