



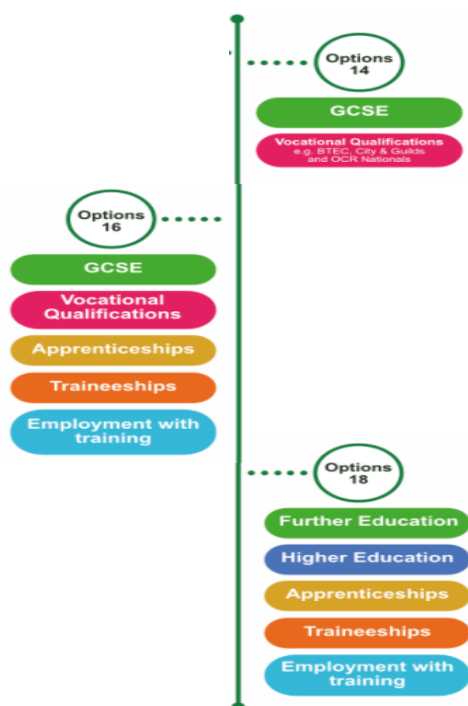
# Careers & Employability



## Key Vocabulary

## Key Post 16 Pathways Terms

After your GCSEs you will continue to study until you are at least 18. Levels are designed to reflect the level of complexity of qualifications and apprenticeships, allowing people to draw comparisons and understand where they sit in relation to other options which are available. There are 8 qualifications plus entry level, with higher levels offering the highest difficulty.



**A-Levels:** An academic qualification, similar in style to GCSEs, that prepares you for further study (Level 3)

**Applied qualifications:** Qualifications that prepare you for further study by combining academic learning with practical skills to give you a broad view of working in a sector (Level 3)

**Apprenticeships:** an official agreement between an employer and an apprentice which sets out the terms agreed between the 2 parties. (Level 2/3 (with possibility to progress through to level 7))

**T-Levels:** A technical study programme, equivalent to 3 A levels, with an industry placement that makes up 20% of the course. T levels are designed to give you the skills that employers need (Level 3)

**Technical / Vocational qualifications:** Qualifications which teach you how to do tasks specifically related to the industry and role you want to be in (Level 1+)

**Traineeships:** A work focused study programme that prepares you for an apprenticeship or work (Level not applicable)

## Key Work-Related Terms

The following terms are commonly referenced within the working environment.



**Apprentice:** you have a job that includes gaining recognised qualifications and essential skills whilst you are working and earning a wage.

**Apprenticeship:** an official agreement between an employer and an apprentice which sets out the terms agreed between the 2 parties.

**Artificial intelligence:** computer systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making and translation between languages.

**Automation:** the use of equipment to perform a task or a job.

**Boycott:** to refuse to buy, use or participate in (something) as a way of protesting.

**Contractor:** a person who agrees to do a certain job for a period for a set fee - contractors are often self-employed but generally sign a contract to work with one company at a time.

**Employee:** a person who works for another person or for a company for wages or a salary

**Employment sectors:** the areas into which the workforce is divided. e.g. many creative people work in the stem sector.

**Employer:** a person or company that has people who do work for wages or a salary: a person or company that has employees.

**Flexitime:** a system in which employees are required to work a certain number of hours but are allowed to choose their own times for starting and finishing work.

**Full-time job:** working the full number of hours considered normal or standard. normally 35 or more per week.

**Intern:** a student or recent graduate who works for a period of time at a job in order to get experience.

**Labour market information (lmi):** information on the number of people employed or unemployed, unemployment rates, average wages, population, income, occupational projections etc.

**Lifestyle:** someone's way of living: the things that a person or particular group of people usually do.

**Maternity leave:** the period of time off officially allocated for a person who has given birth. (can also apply to parents of adopted children)

**Occupation:** the work that a person does: a person's job or profession.

**Overtime:** time spent working at your job that is in addition to your normal working hours.

**Period of notice:** to be given notice - to be told you have x amount of time before your job ends.

**Profession:** a type of job that requires special education, training or skill.

**Promotion:** the act of moving someone to a higher or more important position or rank in an organisation.

**Part-time job:** working or involving fewer hours than is considered normal or standard.

**Paternity/parental leave:** the period of time off officially allocated to the parent of a new born baby who has not given birth. (can also apply to parents of adopted children)

**Redundant:** dismissed from a job because you are no longer needed.

**Relocation:** the action of moving to a new place and establishing one's home or business there.

**Salary:** an amount of money that an employee is paid each year.

**Self-employment/ freelance:** working for oneself, often for several companies at a time, rather than for an employer.

**Shiftwork:** a type of work schedule in which groups of workers rotate through set periods throughout the day. e.g. shifts in this workplace are 6am-2pm, 1pm-10pm or 10pm-6am.

**State Pension:** The State Pension gives you a regular income from the government once you reach State Pension age.

**Trainee:** a person who is being trained for a job.

**Stem/steam/steamed:** an employment sector variously described as: science, technology, engineering & maths/science, technology, engineering, art & maths/science, technology, engineering, art, maths, enterprise & design.

**Strike:** a period of time when workers stop work in order to force an employer to agree to their demands.

**To be on the dole:** to be claiming money that a government gives to people who do not have jobs.

**To hand in one's notice/ to resign/to quit:** to give your boss a statement that you intend to leave your job

**To fire or to sack somebody:** to dismiss someone from a job, often because they're not good at their job or have behaved very badly.

**To get a raise:** to receive an increase in the amount of your pay.

**Unemployed:** to be without a job.

**Union:** an organisation whose membership consists of workers and union leaders, united to protect and promote their common interests.

**Wage:** very similar to salary: an amount of money that a worker is paid based on the number of hours, days, etc. that are worked.

**Wage differential:** the difference in wages between workers with different skills in the same industry, or between workers with comparable skills in different industries or localities.

**Workplace pension:** a way of saving for your retirement that's arranged by your employer. Usually both you and your employer have to pay into it under Auto Enrolment rules. Contributions are taken directly from your wages and paid into your pension. Usually, your employer also adds money to your pension, and contributions from the government will be added in the form of tax relief.

## Key Skills Related Terms



**The following terms relate to the skills that you should be able to take to the workplace or be looking to develop as part of your continuing professional development. The ability to reference a number of these skills in a job application and interview will make you more appealing to an employer.**

**Acceptance:** recognising the reality of a situation, and not attempting to change it or protest it

**Accuracy:** the ability to be exact or precise

**Adaptable:** able to adjust to new conditions

**Advocacy:** the act of speaking on behalf of or in support of another person

**Ambitious:** desire and determination to succeed

**Analysis:** the process of examining something carefully to understand it or explain it

**Articulate:** the ability to speak fluently and coherently

**Assertive:** behaving confidently and feeling able to say what you want or believe

**Attention to detail:** focus or concentrate on an action or thing

**Budgeting:** calculating how much money must be earned or saved and planning how to spend it

**Calm under pressure:** the ability to manage your emotions and remain calm in difficult situations

**Can-do attitude:** showing a determination or willingness to take action and achieve results

**Caring:** kind and giving emotional support to others

**Challenge assumptions:** questioning things before making decisions/conclusions

**Collaboration:** working with someone to produce something

**Commitment:** willingness to give your time and energy to something

**Communication:** the ability to convey or share ideas and feelings effectively (Verbal, written and nonverbal)

**Compassion:** showing someone kindness, care or sympathy

**Competitive:** strong desire to be more successful than others

**Comprehension:** the ability to understand something

**Compromise:** the ability to reach an agreement with someone where there was a difference in opinion

**Concentration:** the action or power of focusing your attention

**Confidence:** feeling of self-assurance and appreciation of your own abilities or qualities

**Conscientious:** putting a lot of effort into your work

**Considerate:** being kind and helpful

**Cooperative:** working with others towards a common purpose or benefit

**Creative thinking:** the ability to produce original and unusual ideas, or to make something new or imaginative

**Critical thinking:** the ability to analyse information objectively and make a reasoned judgment

**Cultural awareness:** having an understanding and respect of people from different countries or other backgrounds

**Curiosity:** a strong desire to know or learn something

**Customer service skills:** the ability to make a good impression with customers

**Debating:** argue about a subject in a formal manner

**Decision making:** the process of reaching decisions effectively

**Dedication:** the willingness to give a lot of time and energy to something

**Deductive skills:** reaching an answer or a decision by thinking carefully about the known facts

**Dependable:** always acting consistently and sensibly

**Designing:** draw or plan something with a specific purpose in mind

**Determination:** not letting anything stop you achieve something

**Diplomacy:** the skill of dealing with people without offending or upsetting them

**Drive:** having energy and determination

**Dynamic:** full of energy or new and exciting ideas

**Emotional intelligence:** the ability to recognise, understand, and manage your own emotions, and sense the emotional needs of others

**Empathy:** the ability to share another person's feelings and emotions as if they were your own

**Empowering:** having qualities that help other people feel more confident about themselves and their lives

**Encouraging:** giving people hope or confidence

**Energy:** having strength and vitality for sustained physical or mental activity

**Enquiring mind:** great interest in learning new things

**Enterprising:** willing to try out new, unusual ways of doing or achieving something

**Enthusiastic:** having or showing intense and eager enjoyment, interest, or approval

**Entrepreneurial:** someone who makes money by starting their own business, especially when this involves seeing a new opportunity and taking risks

**Ethical:** believing in things that are morally good or correct

**Experimentative:** trying out new ways of doing things or ideas to find out what works best

**Eye for detail:** attentive to things others might miss

**Face challenges head on:** confronting a problem directly and openly

**Fair:** treating someone in a way that is right or reasonable

**Flexible:** able to change or be changed easily according to the situation



**Focus:** act of concentrating interest or activity on something

**Follow processes:** ability to follow a series of actions, instructions, or functions bringing about a result

**Global awareness:** understanding of global and cultural perspectives with social, political, economic, cultural and environmental issues

**Grammatical skills:** following the correct rules for a particular language

**Graphical skills:** ability to understand and interpret graphs, charts and maps

**Growth mindset:** having the belief that you can improve intelligence, ability and performance

**Helpful:** helping others in some way by giving support, advice or information

**Honest:** telling the truth and not deceiving people

**Imaginative:** good at thinking of new, original, and clever ideas

**Improvisation:** arranging something without previous preparation

**Inclusive:** including many different types of people and treating them all fairly and equally

**Independent:** not influenced or controlled by other people, events, or things

**Influential:** having an impact on or shaping how people act or how things occur

**Initiative:** the ability to use your own judgment to make decisions without asking another person's advice

**Innovative:** using new methods or ideas

**Inquisitive:** wanting to discover as much as you can about things

**Inspiring:** encouraging, or making people feel they want to do something

**Integrity:** honest and firm in your moral principles

**Interpreting:** understanding the meaning or significance of something

**Intuitive:** able to know or understand something because of feeling rather than facts or proof

**Investigation:** an active effort to find out something

**Inventive:** good at thinking of new and original ideas

**IT skills:** the skills needed to use the primary functions of ICT to retrieve, assess, store, produce, present and exchange information

**Kind:** having a friendly and generous nature

**Language skills:** having a good command of one or more languages

**Linguistic skills:** being well versed in the grammar, structure, phonology, and semantics of one or more languages

**Leadership:** the ability to lead or guide other individuals and teams

**Listening:** giving attention to something or to a person who is speaking

**Literacy skills:** the skills needed for reading and writing

**Logical:** using reason to construct a logical argument

**Love of learning:** being motivated to acquire new skills or knowledge

**Loyal:** remaining firm in a friendship or support for a person or thing

**Manual dexterity:** ability to use your hands to perform a difficult action skilfully and quickly so that it looks easy

**Marketing:** ability to encourage people to buy a product or service

**Mathematical modelling:** a process in which real-life situations and relations in these situations are expressed by using mathematics

**Mediation:** intervention between conflicting parties to promote reconciliation, settlement, or compromise

**Memory:** the ability to remember information, experiences, and people

**Methodical:** doing something according to a systematic or established procedure

**Mindfulness:** being mindful of what you are thinking and making a choice about where to focus your attention

**Money management:** the process of budgeting and planning how to spend money

**Motivating:** encouraging someone to have interest in or enthusiasm for something

**Multitasking:** doing more than one thing at the same time

**Negotiation:** the process of discussing something with someone in order to reach an agreement with them

**Networking:** process of meeting and talking to a lot of people to get information that can help you

**Numeracy skills:** basic mathematical skills such as understanding and analysing numerical information and express ideas and situations using numerical or mathematical information

**Observant:** Quick to notice or perceive things

**Open minded:** willing to consider ideas and opinions that are new or different to your own

**Organisation:** able to plan your activities and time efficiently

**Passionate:** having or showing strong feelings or beliefs

**Patience:** the ability to wait, or to continue doing something despite difficulties

**Perceptive:** good at noticing or realising things, especially things that are not obvious

**Perseverance:** continued effort and determination

**Perspective:** the ability to think about a situation or problem in a reasonable way

**Persuasive:** ability to influence a person's beliefs, attitudes, or behaviours

**Planning:** the process of deciding in detail how to do something before you actually start to do it

**Positive attitude:** a person with a sunny, positive outlook on life

**Positive role model:** a person whose behaviour or success can be emulated by others, especially by younger people

**Practical:** ability to provide effective solutions to problems especially by the practical application of something rather than with theory and ideas

**Presentation:** feeling comfortable speaking to a group of people

**Prioritising:** arranging and doing things in order of importance

**Proactive:** acting in a way that is intended to cause change, rather than just reacting to change

**Problem solving:** the ability of find solutions to difficult or complex issues

**Productive:** producing or doing a lot for the amount of resources used

**Professional:** connecting with trained and skilled people in a serious of manner

**Public speaking:** ability to give speeches to groups of people

**Questioning:** showing an interest in learning new things

**Realist:** accepting of situations as they really are

**Reasoning:** thinking about something in a logical, sensible way

**Recognise patterns:** ability to identify common themes to help make decisions

**Record keeping:** organising and storing documents, files, and accounting

**Reflective:** ability to reflect on your own actions and engage in a process of continuous learning

**Reframing:** changing the way something is expressed so it can be considered from a different perspective or in a more positive light

**Reliable:** can be trusted or believed

**Research:** investigate systematically

**Resilience:** capacity to recover quickly from difficulties

**Resourceful:** skilled at solving problems and making decisions on your own

**Respectful:** showing politeness, honour, or admiration to someone or something

**Responsible:** having good judgment and the ability to act correctly and make decisions on your own

**Risk taker:** being willing to do things that involve danger or risk in order to achieve a goal

**See the big picture:** see the entire perspective on a situation or issue

**Self-advocacy:** the ability to represent your own views or interests

**Self-awareness:** conscious knowledge of your own character and feelings

**Self-care:** any activity that we do deliberately in order to take care of our mental, emotional, and physical health

**Self-discipline:** ability to control your feelings and overcome weaknesses

**Self-motivation:** able and willing to work without being told what to do

**Self-presentation:** expressing yourself and behaving in a way to create a desired impression

**Self-regulation:** the ability to monitor and manage your behaviour, emotions, and thoughts in the pursuit of long-term goals such as well-being

**Self-sufficient:** able to take care of yourself, to be happy, or to deal with problems, without help from other people

**Sense of humour:** ability to perceive humour or appreciate a joke

**Share ideas:** working together with others by discussing different viewpoints and suggestions

**Sociable:** friendly and enjoy talking to other people

**Social action skills:** includes volunteering, giving money, community action or simple neighbourly acts

**Social intelligence:** the ability to understand and interact with other people

**Social responsibility:** a feeling of obligation towards the welfare and interests of the society

**Speaking:** the oral transmission of information or ideas

**Spontaneous:** doing something in a natural way without any planning

**Strategic:** systematic process of envisioning a desired future and planning a sequence of steps to achieve it

**Stamina:** the ability to sustain prolonged physical or mental effort

**Strong work ethic:** a belief in the moral value of work

**Supportive:** providing encouragement or emotional help to others

**Synthesis:** taking large quantities of information and processing it in such a way that it can be understood in brief but still retaining essential details

**Team work:** the collaborative effort of a team to achieve a common goal in the most effective and efficient way

**Technical ability:** specific talents and expertise to help you perform a certain task or job

**Tenacity:** being very determined and seeing things through

**Time management:** using the time that you have available in a useful and effective way

**Thorough:** being detailed and careful

**Translation:** conversion of something from one form into another

**Trustworthy:** able to be relied on as honest or truthful

**Tolerance:** willingness to accept behaviour and beliefs that are different from your own

**Value diversity:** promoting and supporting differences between people and cultures

**Vision:** ability to think about or plan the future with imagination or wisdom

**Willing to embrace change:** accepting change as a positive development in your life

**Willing to try new things:** being prepared to join in with or to try a new, difficult, or dangerous activity

**Zest:** having enthusiasm and energy

**3D Spatial Reasoning:** the capacity to think about objects in 3D and draw conclusions from limited information

