



CAMBRIDGE

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Employability Skills

Workplace Essentials

Essential soft skills for workplace success

This guide will help you:

- understand what employability skills are
- learn about the *Employability Skills: Workplace Essentials* module and the benefits it offers
- find out how to try a sample unit.



What are “employability skills”?

Employability is about more than having the right qualifications, technical skills, or knowledge. To participate effectively in the workplace and fulfill their potential throughout their careers, employees also need transferable core skills and appropriate attitudes. Many of these “soft skills” are **social, personal, and emotional skills**.

Soft skills help people work with others who have different backgrounds and potentially conflicting interests. They keep us motivated despite setbacks. They encourage a positive attitude when challenges arise.

Why teach employability skills?

Our research has shown that graduates entering employment are lacking these essential qualities. Businesses around the world are finding that their future success depends on having a workforce with these kinds of social, personal, and emotional skills.

The National Soft Skills Association reports that “Research conducted by Harvard University, the Carnegie Foundation, and Stanford Research Center found that **85% of job success comes from having well-developed soft skills and people skills**, and only 15% of job success comes from technical skills and knowledge (hard skills)” (nationalsoftskills.org).

That’s why our experts created *Employability Skills: Workplace Essentials* – a short, convenient online module to give your students core employability skills required for entering and succeeding in the workplace.

Why choose the Employability Skills: Workplace Essentials module?

Students now expect to be taught these skills as part of their higher education. Our expertise in course design and testing coupled with research into employers’ needs means you can provide what your students need and have complete confidence in the module content.

We understand what will help your students succeed in the workplace from research that informed the **Employability Skills Framework for ELT**, helping you make sense of the different skills.

Guidance on teaching employability skills is also available with the *Employability Skills: Workplace Essentials* module. This includes how to teach it as a standalone module or alongside one of our core English courses.

**Soft skills are
social, personal,
and emotional skills.**



About the module

Employability Skills: Workplace Essentials is a short, eight-unit online module designed for adult and young adult learners preparing for the workplace informed by our Employability Skills Framework for ELT. It develops the core soft skills your students need to enter and thrive in the workplace. It is also informed by the U.S. Department of Education Perkins Collaborative Resource Network (PCRN) Employability Framework.

The module can be used as part of a teacher-led class, where students benefit from receiving feedback on the productive tasks or used independently of any class by individual students.

Key facts

- **Language level** – Elementary level and above (Level A2 and above on the CEFR*)
- **Time** – Approximately 8 hours of content (1 hour per unit).
- **Interactive activities** – Each unit contains interactive activities supported by video or audio. These are interspersed with reflective activities. There's a productive speaking or writing task at the end of each unit, as well as a final review and reflection screen. Most of the activities are automarked to save you time and give students immediate answers.
- **All four skills** – (reading, writing, speaking, and listening) are used in the module. The main focus is on the soft skills around employability.
- **Resources** – Teacher's notes, student worksheets, video and audio scripts, and a glossary can all be found in the "Teacher's Resources" folder on Cambridge One. There are a range of reflective and productive tasks to complement the digital learning.
- **How to use** – Teach the module on its own or alongside general and academic English courses. We provide a guide on teaching the module alongside *Evolve Digital* and other courses.
- **Flexibility** – It's fully digital and mobile friendly, giving you and your students complete flexibility when and where you use it.

For in-class completion, Teacher's Notes offer guidance on classroom management, presentation/extension of activities, and use of the worksheets.

- **Delivery** – It's delivered through our Cambridge One platform, which makes setting up classes and monitoring students straightforward and intuitive.

The *Employability Skills: Workplace Essentials* module is divided into eight key areas of competency with one unit dedicated to each area.

Collaboration and Teamwork	Communication	Innovation and Problem Solving	Critical Thinking and Decision Making
Developing skills for successful group work, agreeing who does tasks in a team, and making suggestions and offers on tasks.	Listening actively to others, confirming understanding, indicating a lack of understanding and checking that information has been understood correctly.	Learning to elaborate on ideas, responding to others' viewpoints, and being able to categorize ideas into groups.	Understanding, analyzing and evaluating information in order to make decisions and communicate the reason for a decision.
Leadership and Global Citizenship	Professional Development and Management	Emotional Intelligence	Digital Literacy
Learning to identify and articulate local and global issues, discuss strategies for addressing them and handle financial aspects related to issue resolution.	Developing information organization skills to apply for jobs and learning vocabulary to write a résumé.	Understating the significance of a positive workplace attitude and how to develop it, job interview preparation, and the importance doing a job well.	Learning to use tools to find and manage digital information and explain how others can use it and where they can access it.

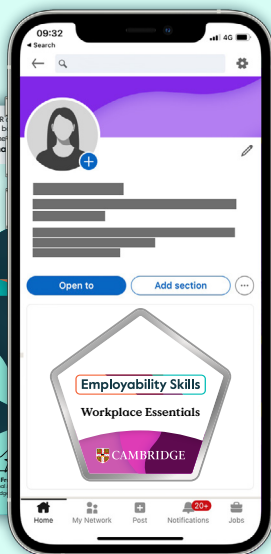




Certificates and digital badges

We understand how important it is for your students to celebrate their success and help promote their skills for future employment. We have two great ways to do this.

You can award your students a certificate of completion for each unit they finish and an overall certificate of completion. Once they've completed all eight units they will be able to collect a digital badge which they can add to their résumé or CV and share it on social networks like LinkedIn to help ensure their skills really stand out.



For more information visit cambridge.org/employability

Try a sample unit.

Register as a teacher on **Cambridge One** and in the “My library” tab, search for *Employability Skills: Workplace Essentials Demo unit*.

Find out more at
cambridge.org/english

We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

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