



CAMBRIDGE

Where
your world
grows

Employability Skills

Essential soft skills for career success

This guide will help you:

- understand what employability skills are
- learn about the Employability Skills 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 fulfil 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, cognitive 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* – a short, convenient online module to give your students the essential soft skills for career success.

Why choose the Employability Skills 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 module.

Soft skills are
social, personal
and emotional skills.



About the module

Employability Skills 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 vital soft skills for career success to help your students stand out, and demonstrates that they're ready for the world of work.

Key facts

- **Language level** – Intermediate level and above (Level B1-C1 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.
- **Resources** – Teacher notes and student worksheets, video scripts and a glossary all in one place on Cambridge One.
- **How to use** – Teach the module on its own or alongside your general and academic English courses.
- **Flexibility** – It's fully digital and mobile friendly, giving you and your students complete flexibility when and where you use it.
- **Delivery** – It's delivered through our Cambridge One platform, which makes setting up classes and monitoring students straightforward and intuitive.

The Employability skills are 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, completing collaborative tasks and projects, and dealing with conflict.	Understanding others better, presenting one's views clearly and effectively, and adapting communication for different audiences and purposes.	Developing a creative mindset, generating ideas, and solving problems effectively.	Understanding, analysing and evaluating information and arguments in order to make decisions.
LEADERSHIP AND GLOBAL CITIZENSHIP	PROFESSIONAL DEVELOPMENT AND MANAGEMENT	EMOTIONAL INTELLIGENCE	DIGITAL LITERACY
Contributing to the success of an organisation, demonstrating leadership, and contributing to an organisation's positive role in global issues.	Developing organisational skills to manage time, tasks and information, and learning to manage one's ongoing professional development.	Developing self-awareness, learning to act with resilience, and demonstrating empathy and positive relationship skills.	Learning to use tools and creating digital content, sharing and interacting appropriately with others online, and ensuring safety and wellbeing online.

The eight units of the Employability Skills module



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.

Your students can access a certificate of completion for each unit they finish. Once they've completed all eight units they will be able to collect a digital badge which they can add to their 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 sample 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.

Where your world grows