2. Personal Statements Evidencing your skills gained

… and writing about them!

Aims of the Session

O To **revisit transferable life skills**

O To appreciate skills gained from **all subjects** studied - BTEC and A level

O To be able to **evidence** these skills when writing personal statements

Life skills

O We touched on **life skills you have gained** when we worked through My Future Plans

O **Where can you gain life skills?**

Life Skills

O **Remember these can come from**

O **Life experiences** such as caring for siblings and family members (resilience, reliability and patience)

O **Work experiences** either voluntary or paid (teamwork, communication, organisation)

O **Sport, music, scouts and guides, drama, dance and many more..** (creativity, leadership, commitment, time management)
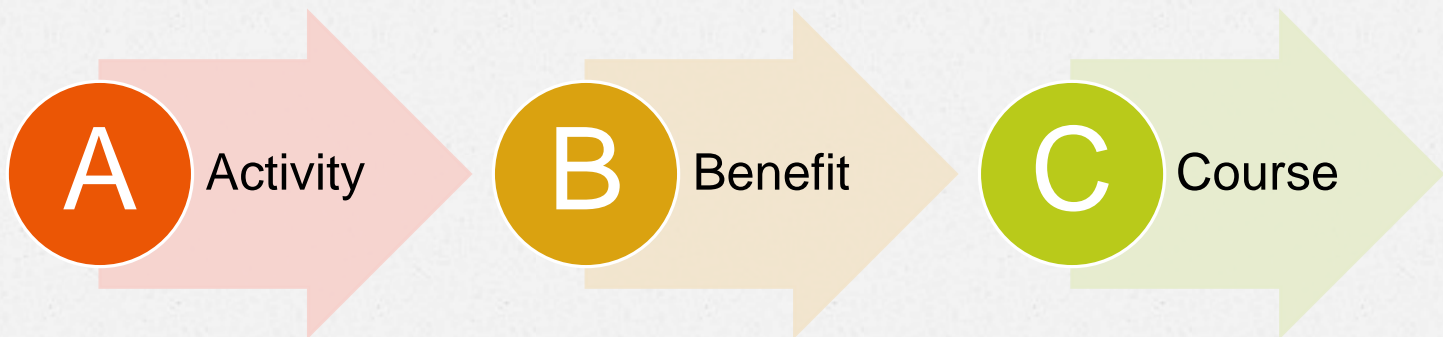
Life skills

O **2 minutes to pair and share**

O **Talk to your neighbour** – can you identify one or two skills you have gained outside your studies that you can mention in your personal statement? Be prepared to share.

Transferable Skills outside college

O Don't just state facts, elaborate on them to explain why they make you a **fantastic candidate**

O Even better – if you can relate this back to the course

Remember

A Activity B Benefit C Course

Experience & Skills developed

Drama Production

Teamwork

Confidence

Commitment

Sports captain

Leadership

Time Management

Organisational skills

Voluntary Charity

Passion and drive

Communication

Enthusiasm

Communications	• Computer Literacy • Public Speaker
Interpersonal Skills	• Diplomacy • Committed
Independent Worker	• Problem Solving • Entrepreneurial
Team Worker	• Organisation • Project Management
Flexibility	• Initiative • Trustworthy
Conscientious	• Deadlines • Reliable
Organisation	• Determination • Time Manager

How to evidence

O Remember the key is

O **Action, Benefit, Course**

O I looked after my siblings as my parents were keyworkers during lockdown. I developed skills of patience and reliability as I needed to be organised to keep up with college remote lessons. These skills will help me as I become a more independent learner at university level.

Action, Benefit, Course

O I have been involved in coaching football since age 15. I have developed my leadership abilities and improved my communication skills. This will help me as I cope with learning at university level.

O I work part-time in a café and have developed my communication skills taking customer orders in a busy environment. I have needed to be organised with effective time management to keep up with my college studies. This will help me as I embark on learning at university level.

O I have been involved in a local dance group since age 13. I have encouraged younger members and helped to teach them new routines. This has helped develop my communication and leadership skills, and empathy and patience when some struggled with new routines. This will help me as I embark on new learning with fellow students at a university level.

Academic Skills

O You have studied **3 or 4 subjects** whilst at BHASVIC.

O It is important that you appreciate the skills that you have gained from studying **ALL** your subjects

O And are able to **reflect this** when you are writing your personal statement

Maths

O You have studied **A level Maths**

O You are **NOT** applying to a maths or science degree at university

O What **skills have you gained** studying maths that would benefit other subjects?

O **2 mins in pairs – be prepared to share to the group.**

Suggestions: Maths

O problem solving

O logic and analysing situations

O improvements to your basic numeracy skills

O bit of creativity needed to solve maths problems

O new discoveries

O everything around in the universe is connected to maths

O perseverance and effort

You can apply the same principles to all subjects

O Think of **one** of your subjects

O Make a **list of the skills** that you have developed since studying that subject

O Prepare to **share**

What skills have we learnt from other subjects we have studied?

Accounting	Drama	Media Studies	Psychology
Art	French	Philosophy	Sociology
Business	Graphics	Photography	Spanish
Chemistry	History	Physics	Sport & PE
English Lit	Law	Politics	Textile Design

Need ideas?

You can find lots of ideas for transferable skills from our HE study guides posted in the Teams UCAS page.

< All teams

21-22
JCAS
Tutorial Pathway

UCAS Tutor Pathway 21-22

General

Ex-students mailing lists 🔒

Staff Pathways

Subject Guides and Useful Links

Tutor Resources and Activities

UCAS forms checked 🔒

UCAS Q and A please post here

Uni Opportunities

Widening Participation and Uni Support

Subject Guides - download and look - really useful for every su
check these out - loads of useful info to help you on your way.....

Higher Ed & Employability Guide Architecture Buildi...   ⋯   Hig

Higher Ed & Employability Guide Computer Science ...   ⋯   Hig

Higher Ed & Employability Guide Engineering & Scie...   ⋯   Hig

Higher Ed & Employability Guide Geog & Env Scienc...   ⋯   Hig

Higher Ed & Employability Guide Law Philosophy Po...   ⋯   Hig

Higher Ed & Employability Guide Psychology Sociol...   ⋯   Hig

Transferable skills

Communication skills, Analytical and critical thinking, Problem solving, Decision making, Logical thinking, Report writing, Project & resource management, Self-motivation

Transferable Skills – clever ways to say what you do already (for reference)

- We have given you some ideas of where you might apply these skills.

- These are just ideas!

- Lots of these skills will apply to a wide variety of activities and subjects both inside and outside college.

- You can refer back to this if you want to while writing your PS.

Drama, Performing Arts
Politics, History, Clubs

Outside activities
Any jobs involving people

Creative Media
Visual Arts

Transferable Skills – clever ways to say what you do already (for reference)

Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Present ideas effectively in groups
- Persuade/influence others to a certain point of view
- Debate ideas with others
- Participate in group discussions and teams

Nonverbal Communication

- Listen carefully and attentively
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Model behaviour or concepts for others

Drama, Performing Arts
Politics, History, Clubs

Outside activities
Any jobs involving people

Creative Media
Visual Arts

Transferable Skills – clever ways to say what you do already (for reference)

Written Communication

- Write technical language, reports, poetry, fiction plays
- Demonstrate expertise in grammar and style
- Teach, advise, coach, empower
- Use a variety of media for presentation
- Facilitate a group
- Explain difficult ideas, complex topics

> Essay subjects, Coaching, Sports Projects and group work

Analyse

- Study data or behaviour for meaning and solutions
- Analyse quantitative, physical and/or scientific data
- Compare and evaluate information
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions

> Sciences, Geography, Psychology

Transferable Skills – clever ways to say what you do already (for reference)

Research

- Identify appropriate information sources
- Search written, oral and technological information
- Hypothesise and test for results
- Compile numerical and statistical data
- Gather information from a number of sources
- Utilise electronic search methods
- Identify appropriate information sources
- Search written, oral and technological information
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories

History, Geography, Sciences, Psychology

Transferable Skills – clever ways to say what you do already (for reference)

Interpersonal Relations

- Anticipate people's needs and reactions
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Listen carefully to communication

Essay subjects, Coaching, Sports Projects and group work

Leadership

- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Develop and mentor talent
- Take risks, make hard decisions, be decisive

Coaching, Dance, Sport, Projects, NCS, Young Enterprise, SU, Subject reps

Transferable Skills – clever ways to say what you do already (For reference)

Management

- Delegate responsibility and review performance
- Increase productivity and efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups

Work outside college, Young Enterprise, Guides, Scouts, Coaching, Dance, Drama

Numeracy

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Compile data and apply statistical analysis
- Use computer software for records and analysis

Maths, Sciences, Geography

Transferable Skills – clever ways to say what you do already (For reference)

Administrative & Projects

- Communicate well with key people
- Track progress of projects and troubleshoot
- Assign tasks and set goals
- Demonstrate flexibility during crisis
- Oversee communication

Essay subjects, Coaching, Sports Projects and group work

Create and Innovate

- Visualize concepts and results
- Execute colour, shape and form
- Brainstorm and make use of group synergy
- Invent products through experimentation
- Express ideas through art form
- Create images through, sketches, sculpture, etc.
- Utilise computer software for artistic creations

Visual Arts. Dance, IT, Computing