

# FACTSHEET

## Transferable Skills

### Useful Websites

**Newcastle Carers** is your local carers centre if the person you support lives in Newcastle upon Tyne.

**Website:** [www.newcastlecarers.org.uk](http://www.newcastlecarers.org.uk)

**Email:** [info@newcastlecarers.org.uk](mailto:info@newcastlecarers.org.uk)

**Phone:** 0191 275 5060

**North Tyneside Carers Centre** is your local carers centre if the person you support lives in North Tyneside.

**Website:** [www.northtynesidecarers.org.uk](http://www.northtynesidecarers.org.uk)

**Email:** [enquiries@ntcarers.co.uk](mailto:enquiries@ntcarers.co.uk)

**Phone:** 0191 643 2298

**Carers Northumberland** is your local carers centre if the person you support lives in Northumberland.

**Website:**

[www.carersnorthumberland.org.uk](http://www.carersnorthumberland.org.uk)

**Email:** [info@carersnorthumberland.org.uk](mailto:info@carersnorthumberland.org.uk)

**Phone:** 01670 320025

Every carer has a unique set of skills which can be transferred to many different job roles. You have gained those skills from your life experience, previous work or voluntary work experience, but also from your caring role.

Below you can see a list of transferable skills. This list can help you to identify the skills you already have, or the skills you would like to work towards.

### WHAT ARE YOUR TRANSFERABLE SKILLS?

Excellent timekeeper		Enthusiastic	
Friendly		Good with figures	
Great communicator		Reliable	
Creative		Pays attention to detail	
Patient		Great listener	
Adaptable to new situations		Good at multitasking	
Team player		Motivated	
Can handle responsibility		Completes tasks	
Good IT skills		Keen to learn	
Enjoys a challenge		Good leadership abilities	
Problem solver		Confident	
Approachable		Able to work to deadlines	

**Top Tip:** Your local carers centre can help you with information, advice and support on a range of topics including employability skills.

It is very likely that, as a carer, you already have a number of the above skills under your belt. For example, you are likely to be good at multitasking as you have to juggle a number of different caring tasks, or you are good with numbers because you are managing finances not only for yourself, but for someone else too.

**Top Tip:** You can get support from your Carers into Work Advisor to identify your individual transferable skills.

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**Carers UK** Learning for Living online course can help you to start thinking about your own plan in life.

**Website:** [www.learning4living.org](http://www.learning4living.org)

**Job Centre** Job Help website can help you to find hints and tips on applying for jobs and ideas about jobs you may never have thought of.

**Website:** [www.jobhelp.campaign.gov.uk](http://www.jobhelp.campaign.gov.uk)

**National Careers Service** provides tools to help you make decisions on learning, training and work. You can access a skills assessment, explore careers or find courses.

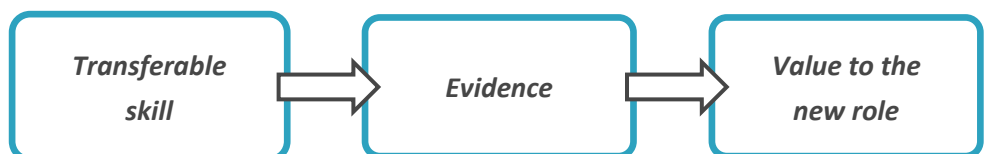
**Website:**  
[www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)

For your cover letter or supporting statement to meet its purpose, it is important, not only to list the skills you possess, but also to demonstrate how you have used those skills in the past. This will provide your potential employer with real life evidence about your ability to use these skills again in the future.

### EVIDENCING YOUR TRANSFERABLE SKILLS

You can follow a simple structure to learn how to evidence your skills. Here is an example of how you can think about evidencing a skill you have.

First, you know you are a good organiser. This is your transferable skill. Now, think about a situation where you have used your organisational skills. Second, use this specific situation to evidence your organisational skills. Third, use this situation to highlight the value of your experience and the skill for the job role you are applying for.



**EXAMPLE:** I have excellent organisational skills (Transferable skill). I was responsible for managing appointments, maintaining correspondence with professionals, ordering and administering my grandmother's medication as her carer (Evidence). The organisational skills gained from my caring role have prepared me to take on new responsibilities, plan my time and maintain my workload effectively (Value to the new role).

*Contact your local carers centre for support around employability skills or join one of our online sessions!*