

skillsgap™

Careers Guide

Embrace the
digital world



Tech Ready



Rhiannon Morgan, 19
Data Analytics Course Graduate

We are Skills Gap, this short guide gives advice and insight on career planning in today's world.

We are unashamedly passionate about technology, how it's changing the world, our lives and the jobs market.

This guide will explain just how much every career path is being shaped by the digital revolution. We'll hear from independent experts and identify the tech skills - and complementary soft skills - that you need to thrive in the job market.

For more details visit
www.skillsgap.tech

Strong Skills



Shivraj Singh, 17
Data Analytics Course Graduate

Plotting your career path in our fast-paced and rapidly changing world is a real challenge, whatever industry you've got your eye on.

But one thing is certain – data, technology and automation will play an increasingly important role. You will need to be fully prepared.

Individuals who blend core subject knowledge with key technological principles will have a distinct career advantage. Demonstrating interest and understanding of areas such as data analytics, digital marketing and basic principles of coding will place you at an advantage and set you apart from peers.

Employers are increasingly seeking out individuals with standout personal attributes, such as resilience, emotional intelligence, creativity and leadership.

Investing time now to build your knowledge, gain experience and develop a more balanced skills profile will pay off for the rest of your career.

It's all about balance – formal learning across a broad range of areas, strong interpersonal skills and a growth mindset ready to challenge and be challenged.



Building Blocks

1 Professional Qualifications

- Academic / technical training (e.g. degree)
- Academic aptitude matched to career path
- Relevant work experience with strong references
- Genuine, clearly visible interest in chosen career
- Ability to talk about future role passionately and fluently

2 Tech Skills

- Knowledge of job-relevant tech
- Understanding of broad core tech and data principles
- Ability to quickly learn and develop skills
- Appreciation of relevant technological changes
- Interest in innovation and future advances

3 Emotional Intelligence

- Understand and manage emotions positively
- Effectively communicate with a wide range of people
- Show resilience and overcome challenges
- Empathise with others and defuse conflict
- Work well in teams and individually

4 Growth Mindset

- Love of learning and continuous personal development
- Belief that hard work and dedication are as important as talent
- Takes personal responsibility and seek out challenges
- Resilient to setbacks, taking the learning positively
- Strong team player, celebrating success of others

37%

of businesses are not confident in their ability to recruit employees with the right skills in the coming years.

CBI/Pearson Education and Skills Survey

1 Professional Qualifications



Ethan Botha, 17
Data Analytics Course Graduate

Jobs that are having a profound impact on today's society didn't even exist a few years ago, many of today's jobs will be replaced by automation. The fourth industrial revolution is here and it is changing the skills and qualifications you need.

In the past, professional qualifications like A-Level results, degrees and chartered institute awards were all-important to employers. They still matter, but they are not enough.

Companies are desperate for graduates with qualifications and experience in technology and data. They also need a workforce that brings alternative benefits, like excellent soft (non-technical) skills. Neither technology nor soft skills are typically taught in formal education. That means young people need to find ways to close their own skills gap.

The gap between the skills people learn and the skills people need is becoming more obvious, as traditional learning falls short of equipping students with the knowledge they need to thrive.

World Economic Forum

2 Tech Skills



Jacob Davies, 18
Data Analytics Course Graduate

For a long time, technology was a vitally important but separate discipline. Technology skills were mainly useful for those seeking to work in Silicon Valley or niche IT careers. Today, no such distinction exists.

The digital curriculum offered within formal education is relatively limited. This is not to blame schools - they have a busy curriculum and technology trainers are in high demand. It means that individuals wishing to learn key skills for the changing world will need to do this outside of traditional routes.

Digital skills provide an indispensable foundation for employees in the 21st century. The benefits of acquiring such skills are compelling, from higher pay to improved work/life balance to greater choice about how, when and where to work. This extends far beyond jobs just within technology. In every field, those who understand and apply technology will stand out and thrive.

Every industry, every job, every working day is being revolutionised by technology. Future employees will need to adapt.

3

Emotional Intelligence



Emily Clarkson Webb, 17
Data Analytics Course Graduate

Automation and digitisation will replace millions of jobs. Instead, employers will need people who understand these new technologies. But perhaps equally importantly, they will need people who possess excellent soft skills and behavioural attributes.

These critical skills are developed by pursuing a range of academic and extracurricular activities.

Communication, teamwork and listening: can you build strong relationships, persuade others, create a positive workplace culture, and effectively convey your ideas?

Leadership/Decision-making: can you distil information into action, act decisively, lead a team and take responsibility?

Critical thinking/problem solving: are you curious and enquiring, do you enjoy solving problems, and do you not simply accept that “because that’s how we’ve always done it” is a reason for doing something?

Even the most advanced machines and technologies cannot understand social and emotional dynamics, and these ‘human’ qualities are vital in every industry.

4 Growth Mindset



Jude Solomons, 17
Data Analytics Course Graduate

The changes to the world of work will mean people need to adapt to new challenges and learn new skills for their entire careers. Employers want to hire those with a 'growth mindset'.

How can you develop a growth mindset? A lot of debate and research has gone into that question. But we have identified five behaviours that are likely to help you get there.

1. Apply effort: accept that outcomes are not pre-determined but require hard work.

2. Learn: focus on the process of learning, developing and improving, rather than only thinking about the outcome or comparing yourself to others.

3. Ask for feedback: seek out and value feedback, and view constructive criticism as a chance to improve and develop.

4. Be persistent: those with a fixed mindset will give up on a task they cannot do immediately, but if you persist and overcome setbacks you will be more successful in everything you do.

5. Choose difficult tasks: step outside your comfort zone and view difficult tasks as an opportunity to challenge yourself, learn and improve.

To have a growth mindset is to be resilient, persistent and believe that success can be achieved with application and the right attitude.



Careers Consultant

Chris Colegate

Careers and Employability Placement Consultant
The University of Nottingham*

Chris develops internship and work-placement programmes for students. This involves working closely with businesses of all sizes and in all sectors - so Chris knows better than most what employers are looking for in an employee. We asked him what it takes to get noticed in a crowded careers market.

**All views and opinions expressed are his own.*

What are employers looking for from students?

They're after a range of professional skills developed through academic and external experiences.

There's also a need for individuals in all fields to possess strong digital skills. They also prefer applicants able to work in flexible ways, coordinate with others and communicate professionally.

How can students stand out – and get the job they want?

According to the Institute of Student Employers, the average ratio of applicants to vacancies is 50:1. In some sectors, it's even higher.

Individuals stand out not only by demonstrating strong academic achievements but also evidencing professional competencies and 'real-life' experience. Placements, internships, extracurricular activities, with societies, sports and more all help you get noticed in a competitive graduate market.

What are some of the biggest skills gaps you see?

There's been much discussion in recent years about individuals early in their career not being

proficient handling conflict or demonstrating resilience to challenges.

Technical or digital competence is another obvious gap. Digital skills are no longer just required for tech roles but across all sectors.

What are your tips for young people entering the workforce?

Be inquisitive. Ask lots of questions and get involved in things over and above your job description.

Also, seek out opportunities for professional development and put forward your own ideas – they don't want you to be quiet!

How can students best prepare themselves for getting the career they want?

Most universities offer careers services, with experts who can help you develop the tools you need to excel at applications, interviews, assessment centres and much more.

Work experience and networking are also vital. They help you gain insight into what a role or industry really involves, and you can make connections with people who can demonstrate the role and how their career progressed.



Employer Interview

Olwen Watson

Senior Early Careers Lead,
Major International Financial Services Company

Olwen's job is to recruit and support the latest talent on highly competitive internships and graduate schemes. So she has an unparalleled insight on what it takes to get through recruitment processes and how to stand out when you arrive at work.

What are employers looking for from students?

The modern workplace needs those who can comfortably adapt to new situations and respond well to the fast-paced environment.

Every professional role also requires some element of technical skill. This could be specific technical competency such as coding or broader technical capability such as analytical design.

Employers also value candidates who can build positive relationships and work collaboratively to tackle business objectives.

How can people stand out – and get the job they want?

As clichéd as it sounds, just being your naturally brilliant self! People who bring their authentic self to work as people will perform at their best. So find the company that values you for who you are and you will flourish.

What are some of the biggest skills gaps you see?

Being able to translate the theory you've learned into real world situations – the ability to take what you've learned and

determine what this means for the business and customers.

What are your tips for young people entering the workforce?

Learning never stops – even 15 years into my working life I still learn new things every day! Don't be afraid to not have the answers. Be comfortable with asking questions, be curious, be proactive and put yourself forward as much as you can to gain new experiences.

How can students best prepare themselves for getting the career they want?

Use practice resources as much as possible. There are an abundance of online materials and take advantage of the careers services/mentors to develop your skills.

Attending insight days or company presentations can be a great way to build your network. You can also find out whether the sector or role is a good match for your skills and interests. Most companies have video content on their careers sites to learn more – research as much as you can!

Future Proof



Dan Everett, 19
Data Analytics Course Graduate

We hope this guide has given you insight into how technology is changing the future of work. This change creates massive opportunities for those who embrace tech literacy and soft skills.

Skills Gap offers intensive short courses aimed at people aged 16-23. These courses are taught by world-class instructors who are on hand to answer questions and ensure you understand key concepts.

Although our courses are online, you will study and interact closely with motivated people of a similar age and with similar interests. You will hear talks from industry professionals working in tech who will talk to you honestly and openly about their careers, and offer advice and inspiration.

Skills Gap courses are designed to boost your tech skills and soft skills, future-proof your CV and help you take a lead in your career path.

People my age have been knocked a few rungs down the ladder. Taking courses like Skills Gap is the way to climb back up and, if anything, surpass people!

Dan Everett, Data Analytics

Dynamic online learning

www.skillsgap.tech

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