

Transferable Skills

- ❖ **Synonyms**
- ❖ **Definition**
- ❖ **Areas of Transferable/Key skills**
- ❖ **Examples for Transferable/Key skills as learning outcomes**
- ❖ **Examples for Transferable Skills from Courses at the HIPH**

Synonyms for Transferable skills

- * Personal Transferable skills (PTS)**
- * Generic skills**
- * General & transferable skills**
- * Key Skills**
- * Skills for life & work**
- * Employability skills**
- * Graduate skills**
- * Soft Skills**
- * Work based skills & learning**

Definition for Transferable skills

Transferable Skills are skills developed through experience, which can be used in the work place.

They are related mainly to the ability to carry out tasks/activities that may transcend subject boundaries.

Transferable Skills could be developed through

Active learning processes, e.g.:

- **Assignments or projects**
- **Debates, group discussions, case studies**
- **Group work**
- **Seminars and presentations**
- **Laboratory, workshop or field based activities**

Extra-curricular activities, e.g.:

- **Work experience**
- **Student representative work**
- **Social and cultural activities**

Areas of Transferable/Key skills

- ❖ Information retrieval skills
- ❖ Research skills
- ❖ Problem solving skills
- ❖ Communication skills (oral, written)
- ❖ Presentation skills (oral, visual, audio-visual)
- ❖ IT skills and computer literacy
- ❖ Numeracy skills

Areas of Transferable/Key skills

- ❖ Teamwork and leadership ▶
- ❖ Time management, planning, organizational and decision making skills ▶
- ❖ Autonomy, flexibility, adaptability and self-evaluation and self-management skills ▶

Information Retrieval skills

The students should be able to:

- ✓ Demonstrate information retrieval skills
- ✓ Independently gather, sift, synthesise and organise material from various sources (library, electronic, and on-line resources)
- ✓ Utilise different resources for information, including the available electronic facilities to update his/her knowledge
- ✓ Scrutinize information & critically analyze details
- ✓ Critically evaluate the significance of gathered information



Research Skills

The students should be able to:

- ✓ Carry out scientific research.
- ✓ Identify areas of research and formulate research questions
- ✓ Develop/enhance skills in writing academic papers, dissertations, project reports etc.
- ✓ Consider ethical issues related to the relevant research area



Problem Solving skills

The students should be able to:

- ✓ Creatively solve work problems
- ✓ Work in an environment with difficult staff or customers
- ✓ Develop a system/new way of working to improve efficiency
- ✓ Overcome obstacles to achieve an ambition
- ✓ Think creatively, laterally and independently



Communication skills

The students should be able to:

- ✓ **Develop skills in written & verbal communication**
- ✓ **Communicate effectively in a format appropriate to the disciplines**
- ✓ **Report practical procedures in a clear and concise manner**
- ✓ **Write clear & concise records**
- ✓ **Read critically and write fluently for a range of audiences**

Communication skills

The students should be able to:

- ✓ Participate effectively in group discussion or debates
- ✓ Conduct interviews that are characterized by patience & attentive listening
- ✓ Respect the role of staff & co-staff members regardless of degree or occupation



Presentation skills

The students should be able to:

- ✓ Present clearly & effectively a scientific topic
- ✓ Give accurate & clear oral summaries
- ✓ Make oral presentations, using appropriate media for target audience
- ✓ Make oral presentations to specialist and non-specialist academic audiences, participating effectively within such contexts
- ✓ Show effective graphical presentation skills



IT skills and computer literacy

The students should be able to:

- ✓ Effectively use the Microsoft office package
- ✓ Efficiently use electronic library and IT resources
- ✓ Use power point for presentations
- ✓ Use SPSS/Statistical programs for data analysis
- ✓ Demonstrate an integrated approach to the use of a variety of both standard (such as database, word processing and spreadsheets) and specialist software



Numeracy skills

The students should be able to:

- ✓ Handle statistical data effectively
- ✓ Calculate rates, ratios, frequency and effect measures
- ✓ Show effective handling of numbers and mathematical procedures



Teamwork and leadership skills

The students should be able to:

- ✓ Work effectively, either independently or within a team
- ✓ Work effectively with others as a member of a group and meet obligations to others
- ✓ Interact effectively within a team/learning group giving and receiving information and ideas, and modifying responses when appropriate
- ✓ Show leadership in recognizing and identifying the views of others
- ✓ Clarify tasks and make appropriate use of the capacities of group members



Time management, planning, organizational and decision making skills

The students should be able to:

- ✓ **Demonstrate decision making skills in complex and critical situations**
- ✓ **Schedule tasks in order of importance**
- ✓ **Manage and prioritize his/her personal workload**
- ✓ **Work in pressurized environment**
- ✓ **Organize, plan and manage a demanding workload with good time management skills**
- ✓ **Critically assess the merits & demerits of an approach to service planning**



Autonomy, flexibility, adaptability and self-evaluation and self-management skills

The students should be able to:

- ✓ **Show flexibility in mental attitude and adaptability to new situations**
- ✓ **Work autonomously and in a self-motivated way**
- ✓ **Exercise initiative and personal responsibility in professional practice**
- ✓ **Develop own criteria and judgment**
- ✓ **Reflectively evaluate own learning and personal planning process**
- ✓ **Evaluate own strengths and weaknesses within criteria set by others**

Examples for Transferable Skills from Courses at HIPH

Course Title	Transferable Skills										
	1	2	3	4	5	6	7	8	9	1	1
Epid. & Biostatistics										0	1
Surveill. & Epid Inv.											
Environmental Dis.											

- 1- Use library and commonly available IT resources for information retrieval
- 2- Manage time and resources effectively
- 3- Work effectively within a team
- 4- Think creatively, laterally and independently
- 5- Communicate effectively, both orally and in writing
- 6- Use available presentation aids to present clearly & effectively a scientific topic
- 7- Critically analyze and apply statistical data
- 8- Ability to identify and solve problems
- 9- Show effective handling of numbers and mathematical procedures
- 10- Show effective graphical presentation skills
- 11- Overcome obstacles to achieve a goal