

# SKILLS MAP

**INTERESTED**  
in Computing,  
technology & digital?



**JOB TASKS**  
can include:

- Using the Computer
- Using the phone
- Communicating with clients
- Using IT equipment
- Working with software & hardware
- Finding & fixing faults
- Servicing equipment like photocopiers & printers
- Designing software
- Testing software
- Designing new websites
- Marketing products or services using social media

- Working indoors
- Problem solving
- Following verbal, visual & written instructions
- Carrying heavy loads
- Being prepared to wear uniform
- Using Social Media safely
- Staying calm

**OTHER SKILLS**  
you may  
need to be able  
to develop:



**TRAINING & QUALIFICATIONS**  
that may be  
required:



- Customer service
- Manual handling
- First aid
- Social media training
- Display Screen & Equipment awareness

- Volunteering or work experience within industry
- Help a member of your family learn new skills on computer/phone
- Speaking to unfamiliar people in the community
- Practising telephone skills
- Following instructions to set up technology at home i.e. the tv
- Take regular breaks from using your computer at home

**HOW CAN YOU DEVELOP**  
these skills ready  
for work?



**OUR EMPLOYERS**  
said



Key things required for working in Computing, technology and digital are, problem solving, communication and team work, presentation and pride.

*'Be hungry for understanding problems and how you trouble shoot. Always ask questions. There's no such thing as a daft question.'*

**Steven, Eloquent Technologies**

*'It's important to be able to remain calm and think logically.'*

**Jan, UK Hydrographic Office**

## The Seven Magnificent Skills

