



Cambridge TECHNICALS in IT



Unit 1: Communication & Employability Skills for IT

LO 1: Understand the personal attributes
valued by employers.



Personal Attributes



- Self motivation
- Leadership qualities
- Respect
- Dependability
- Punctuality
- Problem-solving
- Determination
- Independent workers
- Time management
- Team working
- Written numerical & verbal skills
- Planning
- Organisation skills



Good Working Practices



- Health and safety
- Following organisational procedures
- Adhering to legislation



Specific IT Job Sectors



- Networking
- Computer gaming
- Computer graphics and animation
- Programming
- Web design



Job Descriptions ...

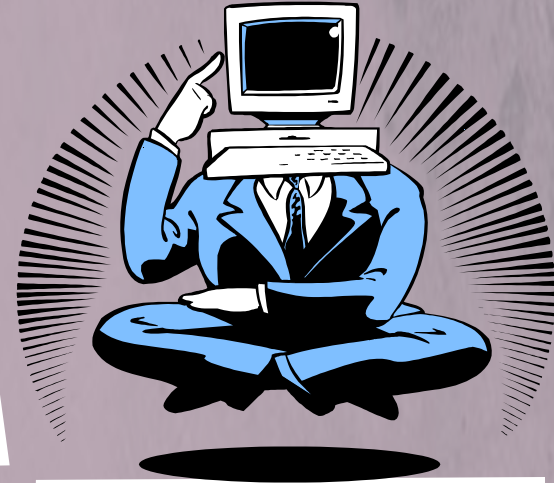
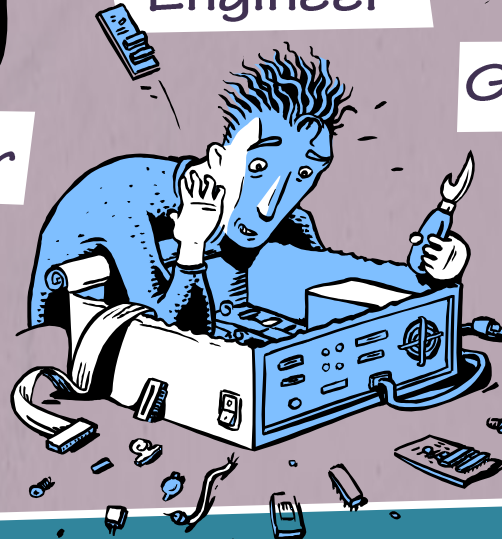
- Job descriptions are needed for the following roles to be advertised:

Web Designer



Programmer

Systems Engineer



Graphic Designer





LO1 Portfolio Evidence



✓ (P1) Personal Attributes

- Explain what is meant by each of the personal attributes valued by employers.
- Give examples for each personal attribute within your descriptions.

✓ (P1) Good Working Practices

- Explain each of the good working practices and explain why each one is important.

✓ (M1) Personal Skills for Specific IT Job Roles

- Research similar jobs online to find examples of relevant job descriptions.
- Create a Job Description and Person Specification for each of the required job roles.

