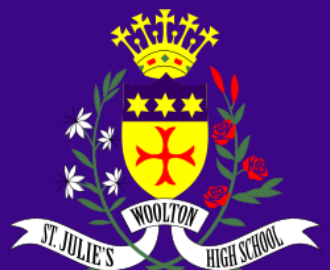


KEY VOCABULARY

Understanding the Lingo!

Starting a new career, or even exploring one, can come with a lot of unfamiliar terms. That's why we've sharing this Key Vocabulary Book: a simple, jargon-free guide to help you understand common career terms, workplace phrases, and industry buzzwords. Whether you're just getting started or looking to level up, this resource is here to make things clearer and more accessible.



Key Post 16 Pathways Terms

After your GCSEs you will continue to study until you are at least 18. Levels are designed to reflect the level of complexity of qualifications and apprenticeships, allowing people to draw comparisons and understand where they sit in relation to other options which are available. There are 8 qualifications plus entry level, with higher levels offering the highest difficulty.



A-Levels: An academic qualification, similar in style to GCSEs, that prepares you for further study (Level 3)

Applied qualifications: Qualifications that prepare you for further study by combining academic learning with practical skills to give you a broad view of working in a sector (Level 3)

Apprenticeships: an official agreement between an employer and an apprentice which sets out the

terms agreed between the 2 parties. (Level 2/3 (with possibility to progress through to level 7))

T-Levels: A technical study programme, equivalent to 3 A levels, with an industry placement that makes up 20% of the course. T levels are designed to give you the skills that employers need (Level 3)

Technical / Vocational qualifications:

Qualifications which teach you how to do tasks specifically related to the industry and role you want to be in (Level 1+)

Traineeships: A work focused study programme that prepares you for an apprenticeship or work (Level not applicable)

Key Work-Related Terms

The following terms are commonly referenced within the working environment.

Apprentice: you have a job that includes gaining recognised qualifications and essential skills whilst you are working and earning a wage.

Apprenticeship: an official agreement between an employer and an apprentice which sets out the terms agreed between the 2 parties.

Artificial intelligence: computer systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making and translation between languages.

Automation: the use of equipment to perform a task or a job.

Boycott: to refuse to buy, use or participate in (something) as a way of protesting.

Contractor: a person who agrees to do a certain job for a period for a set fee - contractors are often self-employed but generally sign a contract to work with one company at a time.

Employee: a person who works for another person or for a company for wages or a salary

Employment sectors: the areas into which the workforce is divided. e.g. many creative people work in the stem sector.

Employer: a person or company that has people who do work for wages or a salary: a person or company that has employees.

Flexitime: a system in which employees are required to work a certain number of hours but are allowed to choose their own times for starting and finishing work.

Full-time job: working the full number of hours considered normal or standard. normally 35 or more per week.

Intern: a student or recent graduate who works for a period of time at a job in order to get experience.

Labour market information (lmi): information on the number of people employed or unemployed, unemployment rates, average wages, population, income, occupational projections etc.

Lifestyle: someone's way of living; the things that a person or particular group of people usually do.

Maternity leave: the period of time off officially allocated for a person who has given birth. (can also apply to parents of adopted children)

Occupation: the work that a person does: a person's job or profession.

Overtime: time spent working at your job that is in addition to your normal working hours.

Period of notice: to be given notice - to be told you have x amount of time before your job ends.

Profession: a type of job that requires special education, training or skill.

Promotion: the act of moving someone to a higher or more important position or rank in an organisation.

Part-time job: working or involving fewer hours than is considered normal or standard.

Paternity/parental leave: the period of time off officially allocated to the parent of a new born baby who has not given birth. (can also apply to parents of adopted children)

Redundant: dismissed from a job because you are no longer needed.

Relocation: the action of moving to a new place and establishing one's home or business there.



Salary: an amount of money that an employee is paid each year.

Self-employment/freelance: working for oneself, often for several companies at a time, rather than for an employer.

Shiftwork: a type of work schedule in which groups of workers rotate through set periods throughout the day. e.g. shifts in this workplace are 6am-2pm, 1pm-10pm or 10pm-6am.

State Pension: The State Pension gives you a regular income from the government once you reach State Pension age.

Trainee: a person who is being trained for a job.

Stem/steam/steamed: an employment sector variously described as: science, technology, engineering & maths/science, technology, engineering, art & maths/science, technology, engineering, art, maths, enterprise & design.

Strike: a period of time when workers stop work in order to force an employer to agree to their demands.

To hand in one's notice/to resign/to quit: to give your boss a statement that you intend to leave your job

To fire or to sack somebody: to dismiss someone from a job, often because they're not good at their job or have behaved very badly.

To get a raise: to receive an increase in the amount of your pay.

Unemployed: to be without a job.

Union: an organisation whose membership consists of workers and union leaders, united to protect and promote their common interests.

Wage: very similar to salary: an amount of money that a worker is paid based on the number of hours, days, etc. that are worked. Wages can be more variable than salaries from month to month.

Wage differential: the difference in wages between workers with different skills in the same industry, or between workers with comparable skills in different industries or localities.

Workplace pension: a way of saving for your retirement that's arranged by your employer. Usually both you and your employer have to pay into it under Auto Enrolment rules. Contributions are taken directly from your wages and paid into your pension. Usually, your employer also adds money to your pension, and contributions from the government will be added in the form of tax relief.

Zero hours contract: an arrangement to work for an employer at a fixed rate but with no guarantee of working hours from week to week.

Key Skills Related Terms

The following terms relate to the skills that you should be able to take to the workplace or be looking to develop as part of your continuing professional development. The ability to reference a number of these skills in a job application and interview will make you more appealing to an employer.

Acceptance: recognising the reality of a situation, and not attempting to change it or protest it

Accuracy: the ability to be exact or precise

Adaptable: able to adjust to new conditions

Advocacy: the act of speaking on behalf of or in support of another person

Ambition: desire and determination to succeed

Analysis: the process of examining something carefully to understand it or explain it

Articulate: the ability to speak fluently and coherently

Assertive: behaving confidently and feeling able to say what you want or believe

Attention to detail: focus or concentrate on an action or thing

Budgeting: calculating how much money must be earned or saved and planning how to spend it

Calm under pressure: the ability to manage your emotions and remain calm in difficult situations

Can-do attitude: showing a determination or willingness to take action and achieve results

Caring: kind and giving emotional support to others

Challenge assumptions: questioning things before making decisions/conclusions

Collaboration: working with someone to produce something

Commitment: willingness to give your time and energy to something

Communication: the ability to convey or share ideas and feelings effectively (Verbal, written and nonverbal)

Compassion: showing someone kindness, care or sympathy

Competitive: strong desire to be more successful than others

Comprehension: the ability to understand something

Compromise: the ability to reach an agreement with someone where there was a difference in opinion

Concentration: the action or power of focusing your attention

Confidence: feeling of self-assurance and appreciation of your own abilities or qualities

Conscientious: putting a lot of effort into your work

Considerate: being kind and helpful

Cooperative: working with others towards a common purpose or benefit

Creative thinking: the ability to produce original and unusual ideas, or to make something new or imaginative

Critical thinking: the ability to analyse information objectively and make a reasoned judgment

Cultural awareness: having an understanding and respect of people from different countries or other backgrounds

Curiosity: a strong desire to know or learn something

Customer service skills: the ability to make a good impression with customers

Debating: argue about a subject in a formal manner

Decision making: the process of reaching decisions effectively

Dedication: the willingness to give a lot of time and energy to something

Deductive skills: reaching an answer or a decision by thinking carefully about the known facts

Dependable: always acting consistently and sensibly

Designing: draw or plan something with a specific purpose in mind



Determination: not letting anything stop you achieve something

Diplomacy: the skill of dealing with people without offending or upsetting them

Drive: having energy and determination

Dynamic: full of energy or new and exciting ideas

Emotional intelligence: the ability to recognise, understand, and manage your own emotions, and sense the emotional needs of others

Empathy: the ability to share another person's feelings and emotions as if they were your own

Empowering: having qualities that help other people feel more confident about themselves and their lives

Encouraging: giving people hope or confidence

Energy: having strength and vitality for sustained physical or mental activity

Enquiring mind: great interest in learning new things

Enterprising: willing to try out new, unusual ways of doing or achieving something

Enthusiastic: having or showing intense and eager enjoyment, interest, or approval

Entrepreneurial: someone who makes money by starting their own business, especially when this involves seeing a new opportunity and taking risks

Ethical: believing in things that are morally good or correct

Experimentative: trying out new ways of doing things or ideas to find out what works best

Eye for detail: attentive to things others might miss

Face challenges head on: confronting a problem directly and openly

Fair: treating someone in a way that is right or reasonable

Flexible: able to change or be changed easily according to the situation

Focus: act of concentrating interest or activity on something

Follow processes: ability to follow a series of actions, instructions, or functions bringing about a result

Global awareness: understanding of global and cultural perspectives with social, political, economic, cultural and environmental issues

Grammatical skills: following the correct rules for a particular language

Graphical skills: ability to understand and interpret graphs, charts and maps

Growth mindset: having the belief that you can improve intelligence, ability and performance

Helpful: helping others in some way by giving support, advice or information

Honest: telling the truth and not deceiving people

Imaginative: good at thinking of new, original, and clever ideas

Improvisation: arranging something without previous preparation

Inclusive: including many different types of people and treating them all fairly and equally

Independent: not influenced or controlled by other people, events, or things

Influential: having an impact on or shaping how people act or how things occur

Initiative: the ability to use your own judgment to make decisions without asking another person's advice

Innovative: using new methods or ideas

Inquisitive: wanting to discover as much as you can about things

Inspiring: encouraging, or making people feel they want to do something

Integrity: honest and firm in your moral principles

Interpreting: understanding the meaning or significance of something

Intuitive: able to know or understand something because of feeling rather than facts or proof

Investigation: an active effort to find out something

Inventive: good at thinking of new and original ideas

IT skills: the skills needed to use the primary functions of ICT to retrieve, assess, store, produce, present and exchange information



Kind: having a friendly and generous nature

Language skills: having a good command of one or more languages

Linguistic skills: being well versed in the grammar, structure, phonology, and semantics of one or more languages

Leadership: the ability to lead or guide other individuals and teams

Listening: giving attention to something or to a person who is speaking

Literacy skills: the skills needed for reading and writing

Logical: using reason to construct a logical argument

Love of learning: being motivated to acquire new skills or knowledge

Loyal: remaining firm in a friendship or support for a person or thing

Manual dexterity: ability to use your hands to perform a difficult action skilfully and quickly so that it looks easy

Marketing: ability to encourage people to buy a product or service

Mathematical modelling: a process in which real-life situations and relations in these situations are expressed by using mathematics

Mediation: intervention between conflicting parties to promote reconciliation, settlement, or compromise

Memory: the ability to remember information, experiences, and people

Methodical: doing something according to a systematic or established procedure

Mindfulness: being mindful of what you are thinking and making a choice about where to focus your attention

Money management: the process of budgeting and planning how to spend money

Motivating: encouraging someone to have interest in or enthusiasm for something

Multitasking: doing more than one thing at the same time



Negotiation: the process of discussing something with someone in order to reach an agreement with them

Networking: process of meeting and talking to a lot of people to get information that can help you

Numeracy skills: basic mathematical skills such as understanding and analysing numerical information and express ideas and situations using numerical or mathematical information

Observant: Quick to notice or perceive things

Open minded: willing to consider ideas and opinions that are new or different to your own

Organisation: able to plan your activities and time efficiently

Passionate: having or showing strong feelings or beliefs

Patience: the ability to wait, or to continue doing something despite difficulties

Perceptive: good at noticing or realising things, especially things that are not obvious

Perseverance: continued effort and determination

Perspective: the ability to think about a situation or problem in a reasonable way

Persuasive: ability to influence a person's beliefs, attitudes, or behaviours

Planning: the process of deciding in detail how to do something before you actually start to do it

Positive attitude: a person with a sunny, positive outlook on life

Positive role model: a person whose behaviour or success can be emulated by others, especially by younger people

Practical: ability to provide effective solutions to problems especially by the practical application of something rather than with theory and ideas

Presentation: feeling comfortable speaking to a group of people

Prioritising: arranging and doing things in order of importance

Proactive: acting in a way that is intended to cause change, rather than just reacting to change

Problem solving: the ability to find solutions to difficult or complex issues

Productive: producing or doing a lot for the amount of resources used

Professional: connecting with trained and skilled people in a serious of manner

Public speaking: ability to give speeches to groups of people

Questioning: showing an interest in learning new things

Realist: accepting of situations as they really are

Reasoning: thinking about something in a logical, sensible way

Recognise patterns: ability to identify common themes to help make decisions

Record keeping: organising and storing documents, files, and accounting

Reflective: ability to reflect on your own actions and engage in a process of continuous learning

Reframing: changing the way something is expressed so it can be considered from a different perspective or in a more positive light

Reliable: can be trusted or believed

Research: investigate systematically

Resilience: capacity to recover quickly from difficulties

Resourceful: skilled at solving problems and making decisions on your own

Respectful: showing politeness, honour, or admiration to someone or something

Responsible: having good judgment and the ability to act correctly and make decisions on your own

Risk taker: being willing to do things that involve danger or risk in order to achieve a goal

See the big picture: see the entire perspective on a situation or issue

Self-advocacy: the ability to represent your own views or interests

Self-awareness: conscious knowledge of your own character and feelings

Self-care: any activity that we do deliberately in order to take care of our mental, emotional, and physical health

Self-discipline: ability to control your feelings and overcome weaknesses

Self-motivation: able and willing to work without being told what to do

Self-presentation: expressing yourself and behaving in a way to create a desired impression

Self-regulation: the ability to monitor and manage your behaviour, emotions, and thoughts in the pursuit of long-term goals such as well-being

Self-sufficient: able to take care of yourself, to be happy, or to deal with problems, without help from other people

Sense of humour: ability to perceive humour or appreciate a joke

Share ideas: working together with others by discussing different viewpoints and suggestions

Sociable: friendly and enjoy talking to other people

Social action skills: includes volunteering, giving money, community action or simple neighbourly acts

Social intelligence: the ability to understand and interact with other people

Social responsibility: a feeling of obligation towards the welfare and interests of the society

Speaking: the oral transmission of information or ideas

Spontaneous: doing something in a natural way without any planning

Strategic: systematic process of envisioning a desired future and planning a sequence of steps to achieve it

Stamina: the ability to sustain prolonged physical or mental effort

Strong work ethic: a belief in the moral value of work

Supportive: providing encouragement or emotional help to others

Synthesis: taking large quantities of information and processing it in such a way that it can be understood in brief but still retaining essential details

Team work: the collaborative effort of a team to achieve a common goal in the most effective and efficient way

Technical ability: specific talents and expertise to help you perform a certain task or job

Tenacity: being very determined and seeing things through

Time management: using the time that you have available in a useful and effective way

Thorough: being detailed and careful

Translation: conversion of something from one form into another

Trustworthy: able to be relied on as honest or truthful

Tolerance: willingness to accept behaviour and beliefs that are different from your own

Value diversity: promoting and supporting differences between people and cultures

Vision: ability to think about or plan the future with imagination or wisdom

Willing to embrace change: accepting change as a positive development in your life

Willing to try new things: being prepared to join in with or to try a new, difficult, or dangerous activity

Zest: having enthusiasm and energy

3D Spatial Reasoning: the capacity to think about objects in 3D and draw conclusions from limited information

This glossary is based on resources from www.whatsyourstrength.co.uk and www.outstandingcareers.co.uk