

Explaining Wider Key Skills

You may be aware of the three main Key Skills which concentrate on specific IT, Communication and Application of Number skills. The wider Key Skills aim to make you a better learner and help you to work with others.

The three wider skills are:-

Improving Own Learning and Performance

Working With Others

Problem Solving.

Business leaders are interested in employees who possess these skills! So what do they involve?

Improving Own Learning and Performance.

People who possess these skills show they can:

- take responsibility for their own learning
- manage the way they learn
- set targets for themselves and plan how to achieve those targets
- prioritise
- work with someone who can support them
- find out what resources will be best to support them
- review their progress and judge how well they are doing
- figure out where they need to improve

Problem Solving

People who possess these skills show that they can;

- understand exactly what the problem involves
- look for different options to solve the problem
- prepare a plan of action for each option
- decide on the option that is most suitable and put that one into action
- find different ways of checking that they've solved the problem
- describe how they went about solving the problem and explain how they did it.

Working With Others

People who possess these skills show that they can;

- figure out what needs to be done
- discuss and decide who will be responsible for which task and be clear about what everyone is going to be doing
- decide on timescales and resources to get tasks done on time
- get together and talk about how they are progressing - what went well and what didn't
- agree with the others on ways they might be able to improve
- find ways of working together that work
- support each other
- take on different roles
- deal with difficult situations and difficult relationships
- know where to go to for help

Process

Your tutor will help you prepare a portfolio of evidence to prove you have demonstrated these skills. Evidence will come from teaching sessions involving presentations, observation of group work, case history problem solving situations and discussion. Other work on previous qualifications could also be included.

