

KEY SKILLS LEVELS 4 AND 5

The key skills are the skills which are most commonly needed to succeed in a range of activities - at work, in education and training and in everyday life.

The key skills qualifications are designed to enable the apprentice to progress at their own pace. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise the apprentices' current capabilities, they also help the apprentice to identify how they can further improve their skills to meet new demands at higher levels.

PART A

THE APPRENTICE NEEDS TO KNOW HOW TO

This section will tell the apprentice about the techniques and knowledge associated with each key skill. It tells them what they need to learn and practice to feel confident about applying these skills throughout their apprenticeship programme.

PART B

THE APPRENTICE MUST

This section builds on Part A and describes the application of skills. It describes the skills the apprentice must demonstrate in order to achieve the key skill. All of their work for this section will be assessed. They must have evidence to support that they have met the requirements of the key skill.

Application of Number Level 4

To achieve Application of Number at level 4 the apprentice must be able to demonstrate that they:

- Developed a strategy for using their number skills over an extended period of time
- Monitored progress and adapted their strategy to achieve the quality of outcome required
- Evaluated their overall strategy and presented the outcomes from their work using charts, graphics and diagrams

Communication Level 4

To achieve Communication at level 4 the apprentice must be able to demonstrate that they:

- Developed a strategy for using communication skills over an extended period of time
- Monitored progress and adapted their strategy to achieve the quality of outcomes required
- Evaluated their strategy and presented outcomes through a formal presentation

KEY SKILLS LEVELS 4 AND 5 CONTINUED

Information and Communication Technology Level 4

To achieve Information and Communication Technology at level 4 the apprentice must be able to demonstrate that they:

- Developed a strategy for using ICT skills over an extended period of time
- Monitored progress and adapted their strategy, as necessary, to achieve the quality of outcomes required in work involving the use of ICT for different complex purposes
- Evaluated their overall strategy and presented the outcomes from their work using a presentation showing integration of text, images and number

Working with Others Level 4

To achieve Working with Others at level 4 the apprentice must be able to demonstrate that they:

- Established opportunities for working with others
- Took a lead role in developing cooperation
- Assessed the effectiveness of their strategy in working with others

Improving Own Learning and Performance Level 4

To achieve Improving Own Learning and Performance at level 4 the apprentice must be able to demonstrate that they:

- Set smart targets and planned how they would be met
- Reflected critically on their learning and adapted their strategy
- Identified ways of further improving their own learning and performance

Problem Solving Level 4

To achieve Problem Solving at level 4 the apprentice must be able to demonstrate that they:

- Established opportunities for problem solving
- Managed the problem solving process
- Identified ways of improving their problem solving skills

Key Skills at Level 5

At level 5 there is a single key skills unit in personal skills development. For further information, please contact the Qualifications and Curriculum Authority (QCA) on: 0207 509 5555