

KEY SKILLS LEVEL 3

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 3

To achieve Application of Number at level 3 the apprentice must be able to demonstrate that they:

- Planned an activity and obtained information from a relevant source
- Used this information to carry out multi-stage calculations
- Interpreted the results of their calculations, presented findings and justified the methods used

Communication Level 3

To achieve Communication at level 3 the apprentice must be able to demonstrate that they:

- Took part in a group discussion
- Made a formal presentation
- Read and synthesised information from at least two extended documents
- Wrote two types of document giving different information about complex subjects

KEY SKILLS LEVEL 3 CONTINUED

Information and Communication Technology Level 3

To achieve Information and Communication Technology at level 3 the apprentice must be able to demonstrate that they:

- Make selections based on judgements of relevance and quality
- Entered and brought together information using formats that helped development
- Used software features to improve the efficiency of their work
- Developed the presentation so it was accurate, clear and presented consistently
- Took account of the views of others to guide refinements

Working with Others Level 3

To achieve Working with Others at level 3 the apprentice must be able to demonstrate that they:

- Agreed realistic objectives for working together
- Sought effective ways to develop cooperation
- Identified factors that influence the outcome

Improving Own Learning and Performance Level 3

To achieve Improving Own Learning and Performance at level 3 the apprentice must be able to demonstrate that they:

- Planned how they would manage their time and review their progress
- Sought and used feedback and support from relevant sources to help meet targets
- Agreed ways to further improve their performance

Problem Solving Level 3

To achieve Problem Solving at level 3 the apprentice must be able to demonstrate that they:

- Identified and analysed the problem
- Planned their chosen way of solving the problem
- Reviewed their approach to problem solving