

KEY SKILLS LEVELS 1 AND 2

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 Levels 1 and 2

To achieve Application of Number at level 1 the apprentice must be able to demonstrate that they:

- Interpreted information from two sources
- Carried out and checked calculations
- Interpreted the results of calculations and presented findings

To achieve Application of Number at level 2 the apprentice must be able to demonstrate that they:

- Interpreted information from two sources
- Used the information to carry out calculations
- Interpreted the results of their calculations and presented findings

KEY SKILLS LEVELS 1 AND 2 CONTINUED

Communication Levels 1 and 2

To achieve Communication at level 1 the apprentice must be able to demonstrate that they:

- Took part in a discussion
- Read and obtained information from at least one document
- Wrote two types of articles

To achieve Communication at level 2 the apprentice must be able to demonstrate that they:

- Took part in a group discussion
- Read and summarised at least two documents
- Gave a short talk
- Wrote two types of documents, each giving different information

Information and Communication Technology Levels 1 and 2

To achieve Information and Communication Technology at level 1 the apprentice must be able to demonstrate that they:

- Were able to find, enter, explore and develop relevant information
- Appropriately presented information, including text, images, and numbers using suitable layouts, and save information

To achieve Information and Communication Technology at level 2 the apprentice must be able to demonstrate that they:

- Made selections based on judgements of relevance and quality
- Entered and brought together information using formats that helped development
- Developed the presentation so it was accurate, clear and presented consistently

Working with Others Levels 1 and 2

To achieve Working with Others at level 1 the apprentice must be able to demonstrate that they:

- Identified what needed to be done, and understood what their individual responsibilities were
- Carried out tasks to meet their responsibilities
- Identified how they helped to achieve things as part of a group / team

To achieve Working with Others at level 2 the apprentice must be able to demonstrate that they:

- Identified what was need to achieve tasks together
- Organised and carried out tasks to meet their own responsibilities
- Identified their own role in helping to achieve things as part of a group / team

KEY SKILLS LEVELS 1 AND 2 CONTINUED

Improving Own Learning and Performance Levels 1 and 2

To achieve Improving Own Learning and Performance at level 1 the apprentice must be able to demonstrate that they:

- Worked through actions to complete tasks
- Used support to help meet their targets
- Checked what was needed to improve their performance

To achieve Improving Own Learning and Performance at level 2 the apprentice must be able to demonstrate that they:

- Planned their time well to meet targets
- Identified when support was needed to help meet targets
- Identified ways in which they learned best and how to improve their performance

Problem Solving Levels 1 and 2

To achieve Problem Solving at level 1 the apprentice must be able to demonstrate that they:

- Understood the problem they were given to solve
- Decided how they were going to try to solve the problem
- Checked what they would need to improve their problem solving skills

To achieve Problem Solving at level 2 the apprentice must be able to demonstrate that they:

- Accurately described the problem
- Planned what needed to be done to solve the problem
- Identified ways of improving their problem solving skills