



Key Skills

For many years now, employers have recognised that Key Skills are important and that there should be more emphasis in education on equipping people for real life situations.

The College is fully committed to encouraging the development of these skills and students will find that Key Skills are an important part of all the courses they study. There will be many opportunities to develop the core skills of Communication, Numeracy and Information Technology as well as the wider skills of Working With Others and Improving Own Learning and Performance.

All students will also have the opportunity to achieve a Key Skills qualification in Communication or Information Technology.

English Functional Skills:

Details of this are included in the section on GCSE English.

Key Skills Communication Level Three:

- many students will be able to achieve this through enrichment courses;
- level three Communication is also an integral part of all BTEC and Double Award vocational courses;
- achievement of the portfolio involves completion of two different kinds of written documents, reading and synthesising complex documents, taking part in a discussion and making a presentation; and
- students not taking AS English will have to pass a written test.

Numeracy:

Details are included in the section on Maths courses.

Functional Skills:

- In 2010 Functional Skills will replace Key Skills Levels One and Two in English, Maths and ICT.
- The College is involved in piloting these new qualifications and students will have the opportunity to achieve Functional Skills qualifications in English instead of Key Skills Levels One and Two.

Key Skills ICT courses:

- many students in the College take Key Skills ICT courses;
- all students who do not have GCSE ICT at grade C or above (or an equivalent vocational qualification) are expected to take level two ICT. Level Three is available for those who already have the Level Two/GCSE;
- these courses require students to use ICT to search for and select information, enter and develop the information and present that information in appropriate ways;
- students will have to complete a portfolio and pass a test which is completed on line; and
- Key Skills ICT courses occupy one period a week.

Progression:

Key Skills and Functional Skills qualifications are recognised by both employers and Higher Education institutions and some students have needed them to finally secure a university place.