

PLANNING:

Skills For Learning, Life And Work

SKILL

COMMUNICATION ...that contributes to productive and harmonious relations across employees and customers

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
C1 Listening and understanding	C1a Awareness of when to talk and when to listen C1b Can ask questions to develop my understanding			
C2 Speaking clearly and directly	C2a Can express my feelings and can talk about them C2b Looking at the person you are speaking to. (Eye contact) Use person's name. Clear speech C2c Take turns to speak and understand the other person might think differently to you. C2d Show respect for the rights and opinions of others C2e Can explain your reasoning and ensure you are listened to			
C3 Writing to the needs of the audience	C3a Use appropriate vocabulary, grammar and tone C3b Awareness and ability to select appropriate genre			

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COMMUNICATION *continued*

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
C4 Negotiating responsively/ Persuading effectively	C4a Express your views, opinions and knowledge and that of others			
C5 Reading independently	C5a Can read without support			
C6 Empathising	C6a Accepting/ giving practical and emotional support from/to peers and people at all levels			
C7 Speaking and writing in languages other than English	C7a Ability to communicate in a language other than English eg. Braille, sign language, modern languages			
C8 Using numeracy	C8a Ability to apply appropriate skills to a given task eg. graphs, measurements, money			
C9 Being assertive	C9a Can express your own opinion without being passive or aggressive			
C10 Sharing information	C10a Can communicate information including your views and opinions as appropriate			

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TEAM WORK

...that contributes to productive relationships and outcomes

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
TW1 Working with others of different ages irrespective of gender, race, religion or political persuasion	<p>TW1a Develop understanding of what is fair and unfair and the importance of caring for, sharing and co-operating with others</p> <p>TW1b Demonstrates the ability to negotiate and agree on a joint course of action</p>			
TW2 Working as an individual and as a member of a team	TW2a Can follow instructions and complete tasks as both an individual and a group. Understand that feelings and reactions can change depending on what is happening around me and others			
TW3 Demonstrate the ability to perform different roles as part of the team	TW3a Can contribute by taking on a role in group task e.g. leader, scribe, reporter (Treasurer, secretary etc)			

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TEAM WORK *continued*

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
TW4 Applying team work to a range of situations eg futures planning, crisis problem solving	TW4a Ability to judge when it is appropriate to work as a member of a team to complete a task/project/etc			
TW5 Identifying the strengths of the team members	<p>TW5a Use peer assessment strategies effectively</p> <p>TW5b Recognise the individual strengths of team members</p> <p>TW5c Use coaching and mentoring skills to develop the team</p>			

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SKILL

PROBLEM SOLVING

...that contributes to productive outcomes

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
PS1 Critical, creative, analytical and decision making skills	PS1a Can develop creative, innovative and practical solutions PS1b Show independence and initiative in identifying problems and solving them PS1c Solve problems in teams PS1d Apply a range of strategies PS1e Use numeracy to solve problems eg. Budgeting PS1f Apply problem solving strategies across a range of areas			

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SKILL

INITIATIVE AND ENTERPRISE

...is that contributes to innovative outcomes

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
IE1 Adapting to new situations	IE1a Can accept and deal with change eg environment, personnel, etc			
IE2 Developing a plan for change/improvement	IE2a Can set targets and identify tasks			
IE3 Translating ideas into action	IE3a Make progress towards achieving the targets set in the plan			
IE4 Be creative	IE4a Initiate innovative solutions IE4b Can apply creative thought or solution IE4c Can identify opportunities not obvious to others IE4d Can produce more than one solution			

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INITIATIVE AND ENTERPRISE *continued*

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
IE5 Understanding basic business systems and their relationships	IE5a Understanding key aspects of business planning: marketing, budget, product design etc			
IE6 Understanding of business success and customer satisfaction	IE6a Listens and learns from customer feedback IE6b Appreciates customer viewpoint and can provide a level of service to meet their needs			

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SKILL

PLANNING AND ORGANISING

...that contributes to long and short term strategic planning

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
PO1 Developing a vision and a proactive plan to accompany it	PO1a Establish clear project goals PO1b Set time lines, meeting deadlines, co-ordinating tasks for self and with others PO1c Take on role of leader: Allocate people and other resources to tasks			

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PLANNING AND ORGANISING *continued*

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
PO2 Planning the use of resources including time management to address priorities	PO2a Collect, analyse and organise information PO2b Predict – weighing up risk, evaluate alternatives and apply evaluation criteria eg organising an event			
PO3 Being Resourceful	PO3a Take initiative on making decisions PO3b Adapt resource allocations to cope with contingencies			

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PLANNING: SKILLS FOR LEARNING, LIFE AND WORK **10**

SKILL

SELF MANAGEMENT

...that contributes to employee satisfaction and growth

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
SM1 Having a personal vision and goal	SM1a Can set, plan and achieve personal targets SM1b Have knowledge and confidence in own ideas and visions SM1c Articulate own ideas and Visions SM1d Demonstrates leadership skills			
SM2 Evaluating and monitoring own performance	SM2a Can reflect, understand and talk about strengths and weaknesses			

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PLANNING: SKILLS FOR LEARNING, LIFE AND WORK **11**

SELF MANAGEMENT *continued*

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
SM3 Taking responsibility	SM3a Accepts and acts on support and advice SM3b Motivated to learn SM3c Flexible SM3d Good timekeeper SM3e Seek tasks SM3f Can resist distraction SM3g Recognises risk and can safeguard self and others SM3h Keeps calm and is assertive			

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SKILL

LEARNING ...that contributes to ongoing improvement and expansion in employee and company operations and outcomes

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
L1 Managing own learning	L1a Have enthusiasm for learning L1b Being open to new ideas and techniques L1c Learns from others L1d Learns from their own mistakes and handles setbacks L1e Considers better/alternative ways of doing things and put them into practice L1f Reflects on learning L1g Accepts and acts on feedback L1h Asks for help L1i Has awareness of how they learn best L1j Prepared to invest time and effort in learning new skills			

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LEARNING *continued*

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
L2 Using a range of mediums to learn and being willing to learn in any setting	L2a Uses mentoring, peer support and networking, IT, courses and life experiences L2b Acknowledge the need to learn in order to accommodate change			

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SKILL

TECHNOLOGY

...that contributes to effective execution of tasks

	Key Features	Strategy/Resources	Class Teacher Comments	Reflection
T1 Having a range of basic ICT skills	T1a Can use common ICT applications as appropriate to stage T1b Can use the Internet to find relevant information			
T2 Using ICT to organise data	T2a Transfers different kinds of data into a format which can be used by others			
T3 Being willing to learn new ICT skills	T3a Demonstrates development of ICT skills			
T4 Can safely use information technology	T4a Understands and demonstrates effective ICT security eg data protection, social media, etc			

RESPONSIBLE OFFICER - Elizabeth Baxter, Acting Head of Curriculum and School Improvement

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