

ESSENTIAL SKILLS POLICY

Strategic Aim	<p>We will provide opportunities to access and progress through education and training at all levels.</p> <p>We will deliver education and training that is a route to employment and career development and is aligned to local and national economic need.</p> <p>We will enable people to build independence and confidence in a supportive environment.</p>
Responsibility	Vice Principal, Learning and Skills
Issue Date	11/04/2018

Equality Impact Assessment	16/04/2018
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ESSENTIAL SKILLS POLICY

The purpose of this policy is to outline the College's commitment to the development of Essential Skills. Dumfries and Galloway College believes Essential Skills are fundamental to the development of every learner. The college will use every opportunity to promote essential skills to the highest level possible.

Definitions

Essential Skills include:

- all the core skills – communication and literacy, information technology, numeracy, problem solving and working with others.
- creativity skills – curiosity, open-mindedness, imagination and problem solving.
- personal and learning skills that enable learners to become effective lifelong learners.
- employability skills that prepare learners for employment rather than for a specific occupation.

The College has agreed the essential skills to be developed with learners. They are detailed below.

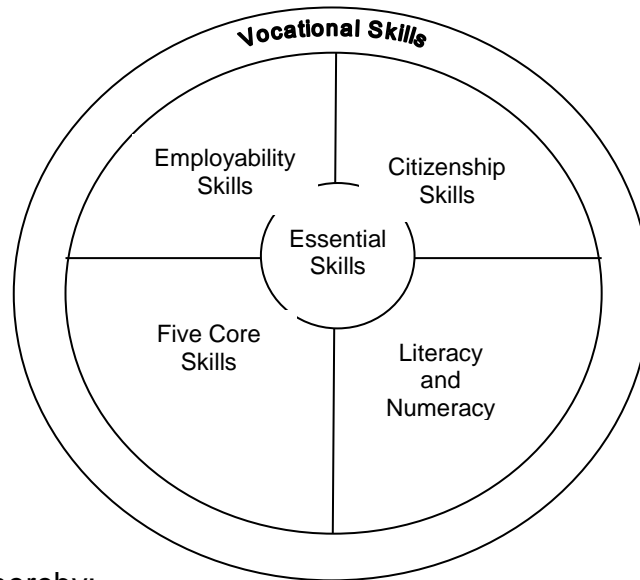
Essential Skills for Dumfries and Galloway College			
W	Willingness Willingness to co-operate, Work with others Work ethic - Dedication Consideration of others	R	Reliability Resilience & Stamina Timekeeping, Trustworthy, Respect
O	Organisational Skills Organisational skills, Presentation, Self-awareness, Coaching Skills Time Management	E	Enthusiastic & energetic Empathic Reflective Excellent communication skills Passionate Entrepreneurial skills
R	Read & React Responsibility Maturity, Perception Integrity, Confident	A	Anticipates Needs Ability to multi-task Adaptable to change Awareness of self Achievement Understanding
K	Knowledge Knowledge of subject area, Products and Services Numeracy, Literacy, ICT Problem solving and creative	D	Driven Detail Decisive & Confident Diplomatic, Polite and Friendly Diligent Worker Perseverance
		Y	Yes! I can attitude Initiative, Flexible, Ability to Accept Feedback

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Core Skills relates directly to the learner’s development in five core skills, namely Communication and Literacy, Numeracy, Problem Solving, Information Technology and Working with Others.

Core Skills are key to learning at Dumfries and Galloway College and provide the underpinning skills for employers in today’s world. Employers nationally have identified these skills as those that are most likely to be needed in the work environment. Dumfries and Galloway College recognise that every job will require some level of ability in some or all of the Core Skills.

Skills for Scotland Lifelong Skills Strategy (Scottish Government)



The College has a culture whereby:

- The importance of Core Skills is recognised in underpinning learners’ essential skill development.
- Course teams will actively promote the importance of Essential Skills including Core Skill learning opportunities for learners.
- Effective collaboration will take place in course teams to ensure Essential Skills are relevant to the vocational area’s needs.
- Course teams will continually review delivery models for Essential Skills so flexibility of learning can take place.

The following practices will support this policy. This will relate to full time college programmes or programmes of greater than 8 weeks.

- Course teams will encourage, promote and enable learners to become more independent by developing their Essential Skills.
- Course teams will continually review their Core Skills delivery and ensure it is appropriate for learner needs and Essential Skill development.
- At advice/induction sessions and on programme, the importance of Essential Skills and Core Skills will be emphasised to learners.
- Learners will be supported and correctly placed to achieve the agreed exit level of Core Skills appropriate to their chosen programme.

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- Essential Skills will be embedded in each programme area.
- Course teams will offer a range of delivery opportunities in a flexible manner, which will lead to the integration of Essential Skills within learners' vocational areas.
- Learners will have the opportunity with course teams to co-create Essential Skill learning.
- The college will ensure equality of opportunity to Essential Skills including Core Skills learning.

Other Links to this Policy include.

Curriculum Strategy
 Flexible Blended Delivery and Implementation Strategy
 Retention and Attainment Policy
 Tutorial Policy
 Core Skills Procedure
 Education Scotland
 Scottish Qualifications Authority (SQA)
 Equality and Diversity Policy and Framework
 Assessment Policy
 Assessment Appeals Procedure
 Assessment Arrangements for Students with Additional Support Needs Procedure.
 Access and Inclusion Strategy
 Learning and Teaching Strategy

Distribution List

- Quality Manual
- All Staff Members
- All Learners

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