



Working Together

Core and Essential Skills Policy

May 2020

History of Changes

Version	Description of Change	Authored by	Date
1	There are no changes.	H Anderson	8 September 2014
1.1	Additional sentence to indicate relevance to Career Management Skills	H Anderson	18 May 2015
2	Amend Citizenship Skills from Mandatory to Desirable Skill	H Anderson	13 May 2016
2.1	Inclusion of Career Management Skills and withdrawal of Health & Wellbeing Skills and Curriculum for Excellence Capabilities	H Anderson	18 May 2017
2.2	Change of job titles	H Anderson	May 2018
2.3	Change of job titles and inclusion of Health & Wellbeing and Digital Skills	H Anderson	May 2019
3	<p>Creation of one policy document for Core and Essential Skills which replaces the following policies: Core Skills Policy Essential Skills Policy Work Experience Policy</p> <p>This document includes all the skills to be developed to meet the Qualifications Frameworks, Our Curriculum Strategy 2019-2023 and the National Careers Strategy.</p>	H Anderson	May 2020

1. Introduction

The College is committed to the development of the Core and Essential Skills of its learners as part of the overall learner experience. The intention of this policy is to provide college staff and learners with a clear definition of Core and Essential Skills and to ensure consistency of approach.

The development of Core and Essential Skills is important to ensure that our learners are prepared for learning, prepared to progress to higher levels of qualification and/or prepare to enter employment.

Our Curriculum Strategy 2019-2023 recognises the need to develop these skills within 3 of the 9 themes i.e. Theme 6, Theme 7 and Theme 8.

Theme 6 All full time programmes to include the development of essential skills including Core Skills, Digital Skills and Meta-cognitive skills ensuring these skills have equal priority to the development of vocational skills

Theme 7 All full time programmes to include Work Experience ranging from Inspirational activities to Work Placement as identified within the Work Experience Standards for Colleges

Theme 8 Embed Enterprise and Innovation across all curriculum areas to enable both staff and students to become more creative and innovative

2. Scope

This Policy applies to all full time students and Workplace Assessed Core Skills Units for those studying a Vocational Qualification (VQ).

3. Key Principles

This policy relates to the development of the following Core and Essential Skills:

- a) Core Skills
- b) Meta Skills
- c) Enterprise Skills
- d) Employability Skills
- e) Career Management Skills

- a) CORE SKILLS

This policy relates to 5 core skills: Communication, Information Technology, Numeracy, Working with Others and Problem Solving for full time programmes and Workplace Assessed Core Skills Units for Vocation Qualification's.

Relevant Core Skills Units will be timetabled for full time FE programmes when they are part of the qualification framework or are required for progression to the next level of course.

Problem Solving and Working with Others are usually embedded within all full time FE programmes.

Opportunities to integrate units and contextualise content will be carried out by Course Teams.

Core skills are signposted within Higher National Qualifications and are not taught discretely unless a unit within the framework e.g. HND Business has Communication: Business Communication H7TK 34

For Modern Apprenticeships, the achievement of Workplace Assessed Core Skills Units will be assessed in the workplace against the core skills standards. Most of the candidate evidence will be gathered in a workplace setting and simulation will be by exception.

b) META SKILLS

Meta Skills are defined as Self Management, Social Intelligence, Innovation, Digital, Numeracy and Literacy.

Meta Skills will be developed throughout the learner journey and specific opportunities may be timetabled through one of the following routes:

- i) An additional unit/course on Data Science at SCQF Level 4
- ii) A project that builds a portfolio of evidence
- iii) A cross-college project utilising the Creative Curriculum approach

c) ENTERPRISE SKILLS

Enterprise skills development will be embedded into every programme to ensure our students are able to be enterprising, creative and innovative. These skills overlap with Meta Skills but specific activities will be available to enable students to enhance their enterprise skills including business mentoring, an enterprise zone and sessions from existing entrepreneurs.

d) EMPLOYABILITY SKILLS

COVID-19 STATEMENT:

Prior to the recent Covid-19 pandemic, students developed their employability skills through work placement either within a realistic working environment or attending another organisation to gain skills and experience. From March 2020, attendance at an industry/external work placement was suspended and this activity will resume when clear Health and Safety guidance is available from either Scottish Government or Westminster Government.

At the point Health and Safety guidance and issues are resolved, the college will work towards the re-introduction of attendance at an external work placement and the statements in italics will be implemented.

In the meantime, students will continue to develop their employability skills through staff sharing their experience and knowledge of the workplace, by group work that focuses on real work case studies and/or the further development of their skills base. It is important to refer to the Work Placement Standards for colleges which defines work placement as simulated activities or project based e.g. an enterprise activity.

All full time programmes will include a work placement (where permitted) and/or other workplace experience linked directly to their course as outlined in the Work Placement Standards.

For FE programmes this may mean completing a work experience unit along with an associated work placement or participating at a work placement for more than 12 days per annum or working within a realistic working environment.

For HE programmes, a work experience unit will be included in the course when it is an essential part of the qualification framework.

Staff and students must comply with Health and Safety requirements detailed within the Work Experience Procedure prior to the student attending work placement.

e) CAREER MANAGEMENT SKILLS

The National Careers Strategy (2020) sets out how Career Information And Guidance (CIAG) system will ensure that all individuals have access to careers support to fulfil their potential. The college will work to provide effective careers support that will assist young people in making decisions about future education, training and jobs. We also aim to support individuals to consider their careers, to reflect changes in personal circumstances, changes within the labour market and the wider economy.

We will work in partnership with SDS to widen the use of “My World of Work” and utilise their dedicated service through a partnership agreement.

Progress on all these Core and Essential Skills will be monitored at Block Team Meetings and through digital e-portfolios where appropriate.

Where the opportunities exist, students on part time courses will also develop some of the essential skills outlined above.

4. Responsibilities

- 4.1 All college staff with a role in providing teaching, course tutor and/or achievement coach are responsible for implementing this policy.
- 4.2 The Head of Student Services will be responsible for liaison and agreement of the partnership agreement with SDS.
- 4.3 The Assistant Principals are responsible for agreeing the policy and overseeing compliance with its principles.
- 4.4 The Vice Principal – Curriculum and Student Services is responsible for the implementation of this policy and for ensuring appropriate procedures are in place to facilitate this.

5. Related Documents

- 5.1 Student Guidance Policy and Procedure
- 5.2 Work Experience Procedure
- 5.3 Equality, Diversity and Inclusion Policy
- 5.4 Scotland's careers strategy – moving forward: child rights and wellbeing impact assessment – April 2020
- 5.5 Work Placement Standards for Colleges

6. Review

This policy is to be reviewed on an annual basis.

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