Skills for Learning, Life and Work

SKILLS FOR WORK

- Managing time
- Planning and organising
- Communicating
- Solving problems
- Undertaking tasks at short notice
- Working with others
- Thinking critically / creatively
- Learning and continuing to learn
- Taking responsibility for own development
- Managing and being managed by others

SKILLS FOR LEARNING

- Knowledge/ Information
- Understanding
- Application
- Analysis
- Synthesis
- Evaluating
- Systems thinking
- Creativity

The Four Capacities of Curriculum for Excellence

- ✓ successful learners
- ✓ confident individuals
- ✓ responsible citizens
- ✓ effective contributors

SKILLS FOR LIFE

- Literacy
- Numeracy
- Health and Wellbeing
- Enterprise
- Learning for Sustainability
- Digital Literacy
- Creativity

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Skills for Learning

Skill for learning	What the skill might look like…..	
Applying (Using strategies, concepts, principles and theories in new situations)	- Implementing - Carrying out - Using - Executing - Generalising	
Analysing (Breaking information down into its component elements)	- Comparing - Organising - Deconstructing - Attributing - Outlining - Structuring - Integrating	
Evaluating (Judging the value of ideas, materials, methods by developing and applying standards and criteria)	- Checking - Hypothesising - Critiquing - Experimenting - Judging - Testing - Detecting - Monitoring	
Synthesising (Combining separate ideas to create something new)	- Comparing - Collating - Contrasting - Adapting - Generating - Rearrange - Incorporating	- Modifying - Reconstructing - Reinforcing - Substituting - Organising - Designing
Creating (Putting together ideas or elements to develop an original idea or engage in creative thinking).	- Designing - Constructing - Planning - Producing - Inventing - Devising - Making	
Systems Thinking (Interprets the world as an interconnected network. Seeing how parts of a system work together)	- Relating - Analysing - Generalising - Incorporating - Arranging - Connecting - Co-ordinating	- Ordering - Predicting - Association - Correlation - Forseeing - Integrating

Skills for Life

Skill for life	What the skill might look like…..	
Creativity Open-mindedness	• Having a growth mind-set • Learning from mistakes • Being excited to try new things Being flexible • Being adaptable • Functioning well with uncertainty • Hypothesising	• Exploring multiple view points • Knowing you can do it if you have input and practice • Thinking inside and outside the box
Creativity Curiosity	• Asking open questions • Noticing things • Looking for patterns, connections and exceptions • Thinking of possible reasons	• Researching • Asking "What if…" • Making use of previous knowledge
Creativity Imagination	• Creative thinking • Letting your imagination go • Think up new ideas and questions • Use your intuition	• Generating and refining ideas • Exploring options • Inventing
Creativity Solving Problems	• Working hard • Keep practising • Keep going • Trying new strategies • Asking for help • Starting again • Taking a brain break • Asking questions • Knowing what to do when you don't know what to do	• Identifying problems • Finding resources to help • Using results to inform next steps • Distilling/refining ideas • Crafting, delivering and presenting solutions • Evaluating impact and success of solutions
Creativity Transferability	• Using what you have learned in real life context • Linking to previous learning • Modelling success • Using what works for others • Linking and applying different kinds of learning in new situations	

Skills for Life (continued)

Skill for life	What the skill might look like…..	
Literacy	• Communication – verbal and non-verbal • Active listening • Expressing feelings • Giving and receiving feedback	• Identifying main ideas in texts • Comparing and contrasting language in their culture and others • Creating texts
Numeracy	• Using numbers • Having confidence in using numeracy • Applying skills in other areas • Understanding and using numeracy in real life contexts e.g. financial management	• Explaining my thinking • Interpreting data
Health and wellbeing	• Respecting self • Setting challenges • Recognising strengths • Motivation • Perseverance • Having confidence • Having a positive attitude • Being resilient to change • Recognising others strengths • Respecting others • Having awareness of how to deal with conflict	• Building relationships • Contributing to teamwork • Supporting other people • Inspiring others • Understanding what eat, how active we are impacts on our wellbeing • Making informed choices • Managing risk
Enterprise	• Showing initiative • Being creative • Contributing ideas • Identifying problems • Having a positive attitude to change • Leadership • Persuading others/ Exerting influence • Delegate to others • Take different roles	• Having clear goals/planning • Set high standards • Managing money • Applying skill in real life context • Using different strategies • Finding resources to help • Use results to form next steps
Learning for Sustainability	• Taking responsibility • Demonstrating empathy and tolerance • Knowing place in family, community and wider world	• Respecting the natural environment • Using evidence to form opinions • Understanding and respecting UNCRC rights • Understanding right and wrong and explaining reasoning

	• Being aware of consequences of our actions • Awareness of Global and Environmental issues	• Compare similarities/differences • Taking action - local and global

Skills for Life (continued)

Skill for life	What the skill might look like…..	
Digital literacy	• Demonstrating responsible and safe use • Creating digital and non-digital solutions • Being creative and innovative • Using technology to problem solve • Having knowledge and understanding of big ideas/concepts of technology and new technologies	• Making informed choices about the use of digital technology • Searching and retrieving information to inform thinking • Evaluating products, systems and services • Presentation skills • Leading and interacting with others

Skills for Work

Skill for work	What the skill might look like…..	
Managing Time	• Prioritising • Delegating • Being aware of time passing • Accepting the deadline • Sharing roles/ responsibilities • Manage distractions	• Do one thing at a time • Break things down • Using self-regulation strategies
Planning and Organising	• Focusing on the task • Planning and thinking it through • Drawing diagrams, jot down thoughts or things that help you think	• Setting goals and challenges • Recognising your own and others' strengths
Communicating	• Talking about what they are learning and why • Can ask for help • Asking questions • Can share strategies for learning • Presenting in different ways	• Recognising and using verbal and non-verbal • Active listening • Expressing feelings • Giving and receiving feedback
Undertaking tasks at short notice	• Flexibility • Keeping to timescales/deadlines • Reprioritising	• Re-planning • Having a positive attitude to change
Working with others	• Make a positive contribution • Listening to others • Saying when you don't understand • Being kind when you disagree • Explaining things to help others • Being tolerant • Using positive language • Can use self-regulation strategies • Understanding others have expectations of me	• Recognising and using others strengths • Valuing everyone's contribution • Inspiring and motivate others • Peer assessment • Treating others equally • Appreciating diversity
Thinking critically/ creatively	• Asking questions • Crafting, delivering and presenting solutions • Thinking inside and outside the box • Considering alternatives • Big picture thinking	• Wondering 'What if…?' • Being curious • Playing with ideas • Developing ethical views

Managing and being managed by others	• Can use self-regulation strategies • Exerting influence • Taking a lead • Persuading others • Having empathy	• Taking turns • Delegating to others • Contributing ideas • Accepting other ideas • Accepting roles and responsibilities

Skills for Work (continued)

Skill for work	What the skill might look like	
Learning and continuing to learn	• Being resilient • Perseverance • Reviewing your work • Improving one thing first • Trying to be better than last time • Taking small steps • Actively seeking feedback • Seeing errors as opportunities • Asking questions • Identifying areas of strength and development	• Recognising how a skill can be transferred • Relating skills to work • Having a positive attitude • Making informed choices • Managing risk • Being ambitious • Evaluating
Taking responsibility for our own development	• Don't compare yourself to others • Feeling proud of all your achievements • Actively seeking feedback • Recognising when you need help • Seeking challenge • Showing initiative	• Motivation • Perseverance • Self-belief • Goal setting skills • Having clear goals • Set high standards • Can self-assess • Knowing how you learn • Being independent