

## Skills for Learning, Life and Work

<b>Working with others skills</b> <ul style="list-style-type: none"> <li>• Take responsibility for my contribution to group tasks</li> <li>• Carry out a role within a group e.g. time keeper</li> <li>• Listen to the views of others in group discussions</li> <li>• Contribute to group discussions</li> <li>• Give reasons for my suggestions to others</li> <li>• Encourage and support others in the group</li> <li>• Compromise with others in the group</li> <li>• Self-evaluate my own contribution to group work</li> </ul>	<b>Numeracy skills</b> Use numeracy across learning and in everyday life. Know, understand, use and draw conclusions involving: <ul style="list-style-type: none"> <li>• Estimating and rounding</li> <li>• Mental and written strategies to solve add, subtract, multiply and divide calculations</li> <li>• Fractions, decimal fractions and percentages</li> <li>• Money and financial information</li> <li>• Time</li> <li>• Measure</li> <li>• Chance and uncertainty</li> <li>• Information from charts, diagrams and tables</li> </ul>	<b>Literacy skills</b> <ul style="list-style-type: none"> <li>• Read fluently</li> <li>• Read to understand and respond to main ideas</li> <li>• Find, select, sort, summarise information from a range of sources</li> <li>• Create texts of different types for different purposes</li> <li>• Write imaginatively</li> <li>• Write personally</li> <li>• Write functionally</li> <li>• Use strategies to edit and improve work</li> <li>• Present to an audience</li> <li>• Talk to and work within a group in a variety of roles for different purposes</li> </ul>
<b>Leadership Skills</b> <ul style="list-style-type: none"> <li>• Guide a group</li> <li>• Show initiative</li> <li>• Listen to, respect and value the views of others</li> <li>• Make sure everyone gets a say</li> <li>• Give out tasks and check they are completed</li> <li>• Make decisions</li> <li>• Be a good role model</li> <li>• Give and receive feedback</li> </ul>	<b>Personal learning planning skills</b> <ul style="list-style-type: none"> <li>• Identify and discuss my own learning</li> <li>• Be reflective</li> <li>• Set realistic next steps for myself</li> <li>• Use appropriate language to evaluate my learning</li> <li>• Recognise my achievements</li> <li>• Identify strengths and areas for improvement</li> <li>• Take on board suggestions for improvement</li> <li>• Have a positive attitude to my learning</li> <li>• Be motivated to do well</li> </ul>	<b>Thinking skills</b> <ul style="list-style-type: none"> <li>• Remember, recall, recognise or locate information</li> <li>• Explain, summarise and translate ideas</li> <li>• Use or apply knowledge and understanding in different contexts</li> <li>• Break down information into parts - analyse</li> <li>• Make an informed judgement about something - evaluate</li> <li>• Create new ideas and products</li> </ul>
<b>Physical coordination and movement skills</b> <ul style="list-style-type: none"> <li>• Use equipment and apparatus safely and follow safety rules</li> <li>• Create movement patterns and sequences on my own and with others</li> <li>• Show stamina and flexibility</li> <li>• Move my body with a sense of rhythm</li> <li>• Show awareness of others when moving my body</li> <li>• Work as part of a team when playing games</li> </ul>	<b>Health and wellbeing skills</b> <ul style="list-style-type: none"> <li>• Value myself and respect others</li> <li>• Make and keep positive friendships</li> <li>• Demonstrate resilience and confidence</li> <li>• Communicate well</li> <li>• Make good choices</li> <li>• Promote a healthy lifestyle</li> <li>• Recognise and make links between rights and responsibilities</li> <li>• Seek and accept help positively</li> <li>• Assess and manage risk</li> <li>• Recognise and reflect on my strengths and those of others</li> <li>• Demonstrate an awareness of other peoples' differences</li> </ul>	<b>Enterprise and employability skills</b> <ul style="list-style-type: none"> <li>• Take initiative</li> <li>• Be resourceful</li> <li>• Be creative</li> <li>• Manage resources and time</li> <li>• Be an effective communicator</li> <li>• Be resilient</li> <li>• Work well with others</li> <li>• Understand roles and responsibilities</li> <li>• Be motivated</li> <li>• Show self-control</li> </ul>

