

Key Skills

Key skills are the skills that you need in order to operate confidently and successfully in school, college, university, work, training, and life in general.

They are a range of generic skills that underpin the success in education, employment, lifelong learning and personal development. They are practical, applied skills relevant to both young people and adult learners. They will often be developed through other subjects or main programmes, such as A levels or Apprenticeships, but may also be studied in their own right.

They are designed to help you progress at your own pace. Each level of the key skill incorporates and builds on the previous one. They not only recognize your current capabilities, they also require you to identify how you can further improve your skills to meet new demands at higher levels.

At Intec we cover two main Key skills:

Communication Level 1 and 2	Communication Key Skills essentially covers speaking, listening, reading and writing skills. Communication is essential to every area of life. It doesn't matter whether you're at work, in college or out socially. At some point you're going to be using some form of communication. It could be anything from using the telephone or writing e-mails to giving presentations and writing reports.
Application of Number Level 1 and 2	Application of Number Key Skills is essentially the interpretation of information involving numbers, carrying out calculations, interpreting results and presenting findings. Application of number can be applied to all aspects of life whether it be studying your wage slip, booking a holiday or measuring materials in a DIY project. At some point you're going to be using some form of number application and will need an understanding on how to interpret and carry out calculations.

The above Key skills for Levels 1 and 2 will be assessed by completing a portfolio of evidence to support your work and passing a multiple choice test

In some circumstances you will be exempt from the whole Key skills qualification or the test.

If you already have GCSE:

Maths A* – C	Exempt from Test & Portfolio
Maths D – G	Exempt from Level 1 Application of Number Test
English A* – C	Exempt from Test & Portfolio
English D – G	Exempt from Level 1 Communication Test

Prior qualifications do have restrictions and they can only be considered as proxy if they are less than 5 years old for A* - C and less than 3 years old for D - G. Copies of the original certificates will need to be provided as evidence for the awarding body.

For more information please call - Freephone 0808 100 1155