**Skills Development Guidance for Tutors**

Tutors are expected to consider Learners skills development in the following areas:

**Course Related Skills**

These are skills that the tutor expects the learner to develop in order to achieve their course targets (either SMART tutor set or awarding body).

Course Related Skills are directly linked to the course targets but do not include the Transferable/Employability Skills that are listed below.

***Examples***

ICT Course

*Course Target:* Learner to produce a CV

*Course Related Skill:* Learner will develop formatting skills

Cookery Course

*Course Target:* Prepare a meal for a family of four on a budget of £1.00 per head

*Course related Skill:* Learner will develop budgeting skills

**Transferable/Employability Skills (and attributes)**

Tutors should consider potential development of the following skills (and attributes) when delivering their courses. They should discuss the skills (and attributes) with the learners and help them to realise when they are developing them, e.g. by completing this task we will be developing our teamwork/listening/problem solving skills etc.

|  |  |  |
| --- | --- | --- |
| **Skills** | | **Attributes** |
| 🞏 listening  🞏 speaking/presenting  🞏 problem solving  🞏 creativity | 🞏 staying positive  🞏 aiming high  🞏 leadership  🞏 teamwork | 🞏 confidence  🞏 resilience  🞏 independence  🞏 tolerance |

**NOTE:** Learners will be asked to feedback whether they have developed both Course Related and Transferable/Employability Skills (and attributes) on their ILP and Learner Feedback form.