



Skills Development Guidance for Tutors

Tutors are expected to consider learners' skills development in the following two areas: course-related skills and transferable and employability skills and attributes.

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 and 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: Identify a recipe from the Love Food Hate Waste website

Course related Skill: Internet research

Transferable and employability skills and attributes

Tutors should develop the following skills and attributes in their course delivery, discuss them with the learners and help them to identify when they are developing them.

Skills	Attributes
<input type="checkbox"/> listening	<input type="checkbox"/> confidence
<input type="checkbox"/> presenting	<input type="checkbox"/> resilience
<input type="checkbox"/> problem solving	<input type="checkbox"/> independence
<input type="checkbox"/> creativity	<input type="checkbox"/> tolerance
<input type="checkbox"/> staying positive	
<input type="checkbox"/> aiming high	
<input type="checkbox"/> leadership	
<input type="checkbox"/> teamwork	

NOTE: on their ILPs and Learner Feedback forms, learners will be asked to feedback whether they have developed their:

- course-related skills
- transferable and employability skills and attributes