



Working with Others



Literacy



Planning and Organising



Creative Thinking



Numeracy



ICT



Problem Solving



Leadership



Communication



Practical skills

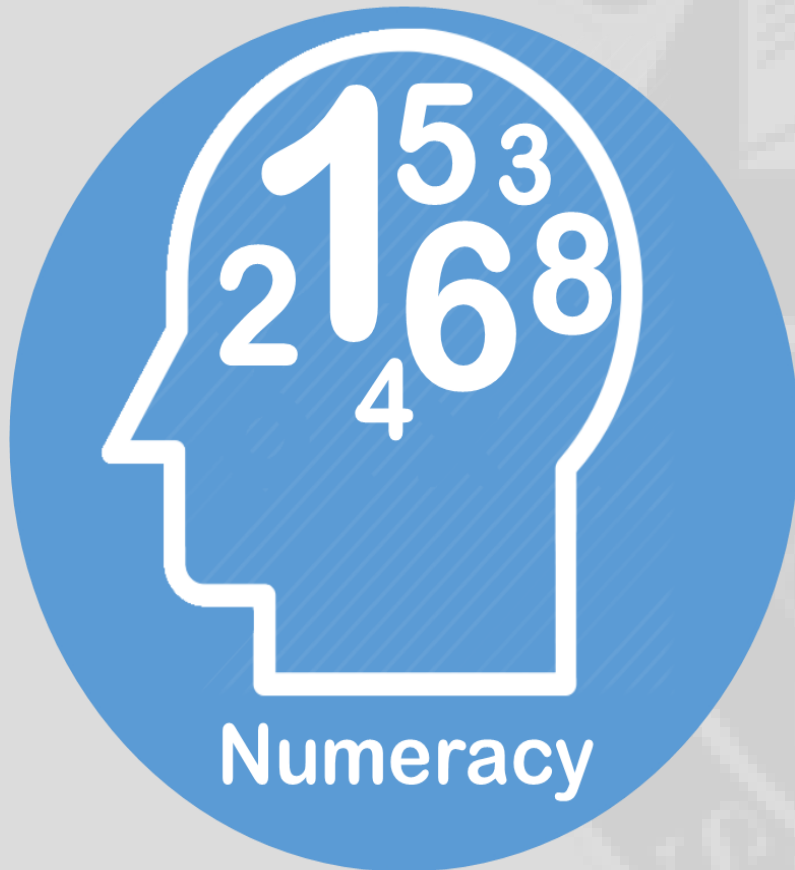
Kilsyth Academy Skills Framework

Produced in partnership with Skills Development Scotland and our employer partner BAM



Skill

Numeracy

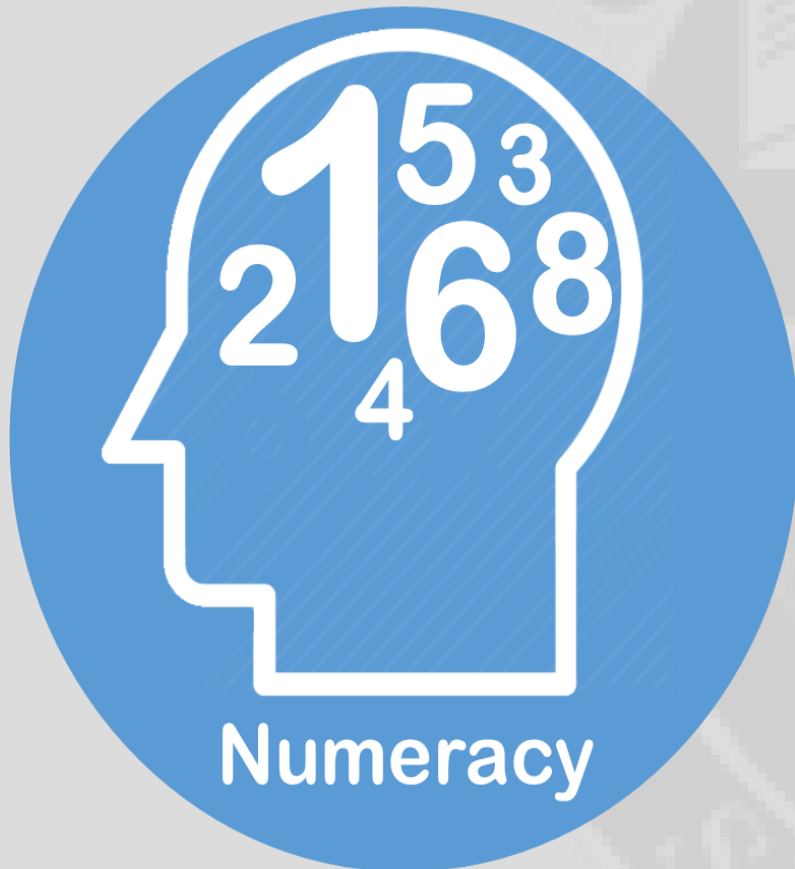


Definition

- A life skill which supports all areas of learning.
- Able to work with numbers.
- Be able to understand and use:
graphs, diagrams, statistics, percentages and calculations.

Skill

Numeracy



Examples

- Calculate wages.
- Take measurements.
- Develop spreadsheets and graphs to identify e.g. spend profiles and supplier trends. Calculate profit.
- Carrying out stability testing e.g. on a crane – need to know correct weights to lift.

Skill

Literacy



Definition

- Needed for all areas of learning.
- Being able to write clearly for others to understand.
- Having good spelling and reading skills required to do your job.

Skill

Literacy

Examples

- Give clear written and verbal feedback.
- Write technical reports to explain methods to a varied audience.
- Communicating findings and recommendations.
- Order goods and services.
- Taking large quantities of information and transforming it into concise, readable and engaging language.



Skill

ICT



Definition

- Being able to use computers and other devices to process information.
- Able to use the internet, email and basic computing packages such as Microsoft word.

Skill

ICT

Examples

- Use Word, Excel, PowerPoint and Outlook – these are essential basics.
- Research issues or new technologies and produce presentations.
- Use Skype to hold meetings with people out with your office.



Skill

Communication



Definition

Being able to explain your ideas and opinions clearly and confidently to others, through listening, speaking, writing and presenting.

Skill

Communication



Examples

- Being confident – not pushy – in your own thoughts is demonstrated by how you communicate with others.
- Liaising with others and presenting information in terms non-specialists can understand.
- Clear and plain written and verbal communication.
- Talking to people and being prepared to listen fully – even if not in agreement.
- Communication is key to making things happen.

Skill

**Working with
Others**



Definition

- . It's about team work.
- . Being able to work with others, contributing to and supporting others within the team to reach your common goal.

Skill

Working with Others



Examples

- The ability to work in a team is a cornerstone of most industries – if everyone is involved they feel valued and respected.
- Building positive relationships with other people.
- Liaising with colleagues in other parts of the business – not just in your own team.

Skill

Leadership



Definition

- Being able to motivate and communicate with people at different levels.
- Taking responsibility for yourself and your team.
- Showing commitment and flexibility in your approach to work, setting an example for others.

Skill

Leadership



Examples

- Leadership is being proactive and owning whatever task you must do.
- Encourage the development of others and lead by example.
- Set and monitor targets.
- Share knowledge of best practice so all can learn.
- Do the best job you can and take pride in what you do.

Skill

Planning and Organisation



Planning and
Organising

Definition

- . Being able to make plans and do tasks in order of importance, ensuring that work gets done on time.
- . Able to identify potential clashes in e.g. delivery dates and required dates.

Skill

Planning and Organisation



Examples

- List and prioritise your actions.
- Set daily tasks and monitor your progress – has a goal been achieved or not?
- Meet deadlines.
- Plan ahead – create calendars or reminders through email.

Skill

Problem Solving



Definition

Being able to find solutions to problems, by understanding what is causing the problem and developing a solution to solve the problem or issue.

Skill

Problem Solving



Examples

- Working as a team to solve a problem.
- Recognised as a core part of many jobs e.g. a material can only be used in temperatures over 10°C but the external temperature is below that – you need to work with others to come up with a solution.
- Combine several different methods e.g. to reduce pollution caused by a project.
- Willing to ask for help.
- Fault finding.

Skill

Creative Thinking

Definition

Being able to provide different ideas to come up with new approaches.



Creative Thinking

Skill

Creative Thinking



Examples

- Develop fresh ideas.
- Think 'outside of the box' to produce innovative plans and solutions.
- Propose alternative types of materials that may be cheaper.
- Review what you do to make improvements.

Skill

Practical Skills



Definition

Good hand to eye co-ordination. Able to:

- work with small and large tools
- use initiative
- take instruction.

Skill

Practical Skills



Examples

- Good practical skills essential in e.g. construction – are the plans buildable?
- Acknowledge and demonstrate all health and safety requirements.
- Know how to use tools safely and correctly.