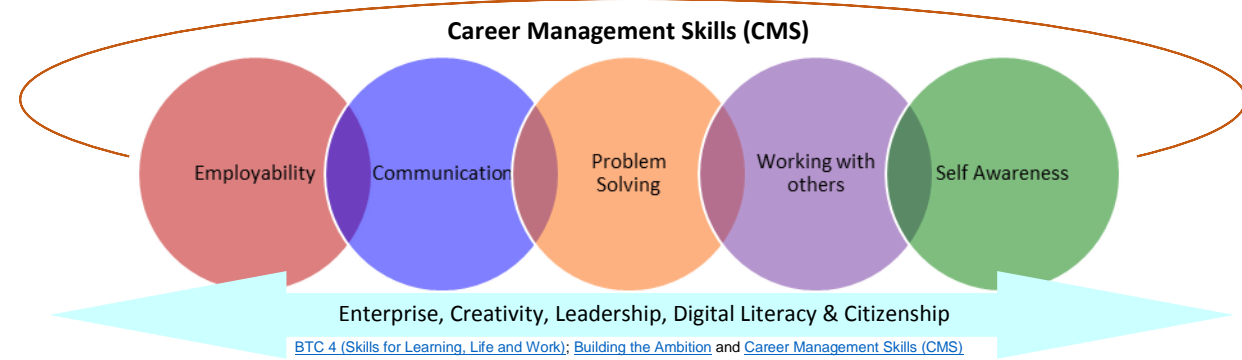


Fact Sheet: 3-18 'Skills' Framework



- **Employability** – Developing the personal skills, knowledge and understanding and attitudes to **gain or prepare for employment** in a rapidly changing economic environment
- **Communication** – Demonstrate the ability to interact, listen and effectively use different qualities to inform and be informed by others, verbally and written; including the use of various media
- **Problem solving** – Demonstrate the ability to critically plan, review, organise and evaluate solutions for a project, event or challenge, whilst using individual thinking, literacy and numeracy skills
- **Working with others** – Demonstrate the ability to independently, or as a leader, plan and carry out projects in small groups, sharing tasks and responsibilities, and being ready and willing to learn from and with others, whilst working towards a common goal
- **Self Awareness** – Demonstrate the ability to reflect on the skills that have been learnt and record this appropriately in a profile, allowing identification of next steps in order to progress onto the next stage of education or work

Employability	<p>Ability to identify research and/or describe different jobs that exist (H)</p> <p>Ability to articulate the behaviours and attributes needed for the world of work (H/ST)</p> <p>Awareness of the different aspects of recruitment and selection processes (H)</p> <p>Awareness of and ability to use different techniques to apply for a job/s (e.g. online applications) (H)</p> <p>Awareness of and ability to use qualities and attributes to hone and participate in various selection processes, such as interviews (H/N/S)</p> <p>Ability to access and form networks to influence employment opportunities (N)</p>	Communication	<p>Ability to create and communicate ideas, opinions and information and to meet a purpose (e.g. to persuade) (ST/N)</p> <p>Ability to understand and interpret ideas, opinions and information presented (orally/written) for a purpose (e.g. debate) (N)</p> <p>Ability to draw on non-verbal communication as appropriate (S)</p> <p>Ability to assess, manage and use ICT effectively to handle and convey information (H/N)</p> <p>Ability to use skills and qualities to network with people from different industries (N)</p>	Problem Solving	<p>Ability to identify and select appropriate strategies to solve various problems (S)</p> <p>Ability to analyse and breakdown information/data into parts (ST/H)</p> <p>Ability to evaluate data to ensure validity and then make informed judgements (ST/H)</p> <p>Ability to apply knowledge and understanding within different contexts/thinking (ST)</p> <p>Ability to persevere and demonstrate confidence when attempting to solve problems (ST)</p> <p>Ability to generate new ideas and products, based on solutions (ST)</p>	Working with others	<p>Ability to engage in 'win-win' negotiations (N)</p> <p>Ability to listen to and to respect the views of others, when contributing to group tasks (N)</p> <p>Ability to accept responsibility for and carry out a role when working with others, including as a leader (N)</p> <p>Ability to build and sustain positive relationships with the group (N)</p> <p>Ability to develop capacity in others during group activities (N)</p> <p>Ability to be assertive in demonstrating high standards of interaction and behaviour (N)</p>	Self Awareness	<p>Ability to recognise and reflect on personal strengths, skills and abilities (S/ST)</p> <p>Ability to set, achieve and recognise achievement of personal goals/targets (S/ST)</p> <p>Ability to make informed choices when planning next steps (S/ST)</p> <p>Ability to manage emotions and reactions (S)</p> <p>Ability to use planning strategies to handle deadlines and targets (S/ST)</p> <p>Ability to use a range of skills to resolve conflict effectively and fairly (S/ST)</p> <p>Ability to meet challenges positively with resilience and an open mindset (S/ST)</p>
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Career Education Standards (3-18) (colour-coded to the skills ...) [\(Education Scotland: Career Education Standards \(3-18\)\)](#)

By end of Early Level ...	By end of First Level ...	By end of Second Level ...	By end of BGE ...	Senior Phase ...
<ul style="list-style-type: none"> • I can communicate with people about the different jobs they do in my community • I can discuss some of the rewards that a job brings • I believe I can do any job • I can role play different job roles • I can follow rules and routines and explain why they are important • I can talk about my learning, my strengths and my next steps • I can develop ideas and take part in projects to make things 	<ul style="list-style-type: none"> • I can describe different jobs in my community and some of the skills needed for these • I can learn about the world of work from visits, projects and my experiences • I can talk to employers about myself and about their workplace • I can recognise that there are different ways to get a job • I can talk about the types of jobs that interest me • I believe I can succeed in any area of work • I can talk about my strengths, interests and skills and show evidence of my progress • I can set goals and work towards achieving them • I can adopt different roles when running a business 	<ul style="list-style-type: none"> • I can discuss the relevance of skills to the wider world and make connections between skills and the world of work • I can explain to others my ambitions/what I would like to do and look for ways to achieve them/that • I can recognise the skills I have and need for work • I can apply my skills to get more information about jobs/careers • I can use online tools available to me • I own and can manage my profile and can use it to help me discuss my interest, strengths and skills with my parents/carers and others • I can identify people in my network who help me broaden my horizons • I believe I can maximise my potential in any type of work • I can identify different types of enterprise opportunities and engage in them 	<ul style="list-style-type: none"> • I can demonstrate and apply the skills I have learnt across the curriculum in relation to the world of work • I can identify my interests, strengths and skills and use them to make informed choices • I can manage my profile, share it appropriately and justify my choice of evidence • I can choose a blend of subjects, courses and experiences to enable my career pathways • I can extend and use my networks to find and apply for opportunities that match my interests, strengths and skills • I can access advice and support to help me make informed choices about further learning and opportunities • I can demonstrate diverse thinking when exploring learning opportunities and pathways • I can understand and consistently demonstrate the behaviours an employer looks for in a good employee • I can evaluate risks when developing a business idea and explore different methods of setting up and sustaining an enterprise • I can investigate and assess ethical issues in business and trade decisions 	<ul style="list-style-type: none"> • I can identify the skills I have learnt across the curriculum, how these relate to the world of work and can apply these appropriately during work placements and other work-related learning • I can confidently access and interpret the information I need to make well informed choices about my learning options, pathways and how these relate to possibly future careers • I can work towards achieving qualifications which support me to achieve my future career aspirations • I can share, evaluate and evidence my skills for learning, life and work to help me make successful future choices and changes • I can draw appropriately on evidence from my skills profile to help me complete application forms, create CVs and when practising interview techniques • I can describe all aspects of typical recruitment and selection processes and how to best prepare for and manage these • I can consistently demonstrate the skills, attributes and behaviours needed to sustain and progress my career • I can identify and access support networks that will help me into a positive and sustained destination beyond school • I can assess the opportunities and challenges that entrepreneurship/self-employment can provide as a career option including financial and legal aspects • I can describe the rights and responsibilities placed on employers and employees and how these relate to creating a positive, productive and sustainable work environment