

Introduction

This pack has been designed to enable you, the Tutor, to ensure that any candidate who takes part in these activities has the opportunity to gain evidence for the three Key Skill areas of Communication, Application of Number and Information Technology at the desired levels.

The activities can be undertaken either by school, college or work based candidates. The activities can be easily adapted to suit the particular circumstances of the organisation.

These activities can be undertaken by either a large or small group of people. Candidates working towards different levels should be encouraged to work together.

The planning, preparation, implementation and evaluation stages of the activities are set out for you in easy to follow step by step guides.

It is assumed that you will make the activities REAL events. This way the candidates have the experience of being part of a realistic activity, which can also be made fun, whilst gathering their Key Skills evidence.

The Key Skills Activities Sheets set out clearly what tasks will provide the evidence required for each level. They contain a wide range of activities, all mapped to the evidence they will produce.

During development the following curriculum areas were taken into account:

Art and Design	Information Technology
Biology	Land and Environment
Business	Languages
Chemistry	Manufacturing
Construction and Built Environment	Mathematics
Economics	Media Studies
Engineering	Performing arts
English Literature	Physics
Geography	Psychology
Health and Social Care	Religious Studies
History	Retail Distribution
Hospitality and Catering	Science

How to Use This Pack

Candidates do not have to work towards all the Key Skills. They may choose to work towards one or two. It is not assumed that a candidate will do all Key Skills at the same level but that they may wish to gain evidence for different Key Skills at different levels.

You should agree which levels and which Key Skills the candidates are working towards **before** they begin the activity.

It is possible to select Key Skills Activity Sheets at different levels for each of the Key Skills.

For example:

Candidate 1:	KS Level 2	Application of Number
	KS Level 2	Information Technology
	KS Level 3	Communication

Candidate 2:	KS Level 3	Application of Number
	KS Level 3	Information Technology
	KS Level 2	Communication

Candidate 3:	KS Level 1	Application of Number
	KS Level 2	Information Technology
	KS Level 1	Communication

When you have completed a draft outline of your planned activities you should then consult the Key Skills Activities Sheets ie The Event, The Design Brief, The Press and The Shopping Centre.

About the Step by Step guides

The step by step guides to the activities are by no means exhaustive.

They are simply a list of pointers, guidelines and, we hope, helpful hints.

You should insert anything you feel necessary at any point.

They are outlines - for you to enhance!!

Before You Begin

NOW you must:

1. Read all the pre-information material thoroughly.
2. Make sure you are familiar with the evidence requirements of all the Key Skills:

Level 1, 2 and 3 in Communication, Application of Number and Numeracy.
3. Identify with each candidate individually which levels they will work towards. (see examples on How to Use This Pack.) Use the Candidate Log Sheet to record the levels the students are working towards.
4. Draft an outline of your planned activities - consult the Key Skills Activities Sheets ie The Event, The Design Brief, The Press and The Shopping Centre.
5. Plan for regular, formalised and minuted meetings with the candidates. These will demonstrate the progress being made and provide evidence.
6. Make continual reference to 'Guidance on the Key Skills units' produced by QCA to make sure that the evidence you have produced meets their criteria.