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

*Course related Skill:* Internet research

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

Tutors should factor in the development of the following skills (and attributes) into their course delivery, discuss them with the learners and help them to identify when they are developing them.

|  |  |  |
| --- | --- | --- |
| **Skills** | | **Attributes** |
| 🞏 listening  🞏 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 ILPs and Learner Feedback form.