Skills Framework Subject Posters

Overview

Hertfordshire
Local Enterprise Partnership

Help your students recognise the skills and qualities that Hertfordshire employers value

Students are constantly developing transferable skills by studying subjects in school; often without realising they are doing so. Some skills may be developed in all subjects, such as effective time management, whereas others may be specific to particular subjects.

We have carried out online research into the skills students can develop, by looking at GCSE and A level specifications and profiles for higher education subjects and produced this set of 13 Skills Framework Subject Posters.

They are designed for subject teachers to use in order to help their students identify the skills they have learnt whilst studying.

Each poster is unique; highlighting the specific framework skills students can develop and the ways in which they can do so, although there are many factors which are common to all subjects.

The subjects covered are:-

- Art, Design & Technology
- Business & Economics
- English
- Geography
- History
- ICT & Computer Science
- Mathematics
- Media
- Modern Foreign Languages
- Music and Performing Arts
- Physical Education
- Psychology, Sociology, Philosophy & Religious Studies
- Sciences

Joint Dialogue: How are schools developing real employability skills

This national research into employability skills has been carried out with employers and teachers by the by the Education and Employers, The Edge Foundation and National Education Union.

These are some of the responses from the Teachers' Survey …

- 92% say problem solving skills are developed through classwork
- 92% say communication skills are developed through classwork
- 81% say self-management skills are developed though homework
- 90% say teamwork skills are developed through classwork
- 66% say numeracy skills are developed through classwork in subjects other than maths
- 64% say digital skills are developed through classwork (and 62% also say they are developed through homework)
- 79% say confidence is developed through classwork
- 74% say resilience is developed through classwork
- 67% say drive is developed through classwork
- 88% say creativity is developed through classwork

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Studying…

Art, Design & Technology

Hertfordshire Local Enterprise Partnership

By studying Art, Design & Technology, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating and showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on creative group projects/tasks with other students
- Present ideas and information verbally, for example when delivering presentations
- Present ideas visually through creative projects
- Present ideas and information in written format in project plans and essays
- Plan, design and carry out creative projects
- Make decisions about which materials and methods to use when creating a project
- Critically assess a piece of work and suggest ways in which it could be improved
- Produce a commercially viable portfolio with designs that fulfil a specific brief
- Identify problems and find solutions when a project is not going to plan
- Use specialist software

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Studying…

Business & Economics

Hertfordshire Local Enterprise Partnership

By studying Business & Economics, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions ▸ Being able to adapt to change
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts ▸ Being able to understand costs and expenditure
Literacy	▸ Being able to express themselves verbally and in writing ▸ Being able to understand business etiquette
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT ▸ Understanding the development in technology for business
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Plan and project manage business tasks
- Interpret and use financial data and statistical analysis methods
- Present ideas and complex information verbally, for example when delivering presentations
- Present ideas and information in a written format, for example in reports and project plans
- Assess problems logically and formulate solutions
- Evaluate and assess data, draw conclusions and make recommendations
- Use specialised software
- Demonstrate commercial awareness and the need to make a profit
- Accurately record, maintain and present data/statistics

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Studying…

English

Hertfordshire Local Enterprise Partnership

By studying English, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm
Confidence	▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to look for better ways and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas and information in a written format, for example in essays
- Present ideas and information verbally, for example when delivering presentations
- Use the English language effectively
- Write creatively in a style and format which is appropriate for the target audience
- Carry out research into a range of texts for a specific project and extract and collate relevant information
- Evaluate, interpret and compare the content, style and structure of different texts
- Understand and interpret the meaning, language and nuances of texts

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Studying…

Geography

Hertfordshire
Local Enterprise Partnership

By studying Geography, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Plan and carry out field work studies
- Present ideas and complex information verbally, for example when delivering presentations
- Convey ideas and information in a written format, for example in reports and project plans
- Demonstrate that they are able to understand and interpret abstract concepts
- Use relevant technical language
- Accurately record, maintain and present data/statistics
- Evaluate and assess data, draw conclusions and make recommendations
- Assess problems logically and formulate solutions
- Carry out research from a variety of sources and extract/collate relevant information

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Studying…

History

Hertfordshire Local Enterprise Partnership

By studying History, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Present ideas and information verbally, for example when delivering presentations
- Convey ideas and information in a written format, for example in essays and reports
- Demonstrate that they can appreciate, assess and evaluate the different factors that influence society, questioning and summarising findings
- Demonstrate that they can judge historical text as fact or fiction
- Carry out research from a variety of sources and extract/collate relevant information

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Studying…

ICT & Computer Science

Hertfordshire
Local Enterprise Partnership

By studying ICT & Computer Science, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT ▸ Understanding the development in technology for business
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey complex information both verbally and in writing, for example in reports
- Use technical language correctly
- Use specialist software
- Plan, organise and work towards a project
- Adapt to cope with changing technology
- Find logical solutions to complex ICT problems
- Extract and evaluate relevant data and draw logical conclusions
- Accurately record, maintain and present data/statistics

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Studying…

Mathematics

Hertfordshire Local Enterprise Partnership

By studying Mathematics, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being able to hold conversations with peers, managers and customers ▸ Recognising their own strengths and being able to present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Numeracy	▸ Being able to understand and apply mathematical concepts ▸ Being able to understand costs and expenditure
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems ▸ Being able to look for better ways and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload to ensure tasks are completed within designated timescales
- Work on group projects/tasks with other students
- Write reports and present findings
- Convey complex ideas and arguments in writing and verbally
- Confidently understand and manipulate numerical data
- Assess a mathematical problem logically and formulate a solution
- Extract and evaluate relevant data and draw logical conclusions
- Accurately record, maintain and present data/statistics
- Use relevant technical language

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Studying…

Media

Hertfordshire Local Enterprise Partnership

By studying Media, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing ▸ Being able to understand business etiquette verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT ▸ Understanding the development in technology for business
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas and information by a range of methods, as appropriate to the target audience
- Plan and produce creative projects in a style and format appropriate for the target audience
- Assess and evaluate information, draw conclusions and present findings
- Carry out research from a variety of sources, extracting and collating relevant information
- Work to a specific brief
- Use appropriate ICT methods

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Studying…

Modern Foreign Languages

Hertfordshire
Local Enterprise Partnership

By studying Modern Foreign Languages, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to plan and organise tasks
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas and information in another language in a written format
- Demonstrate they can listen, understand and interpret conversation in another language
- Translate text into another language
- Read, understand and interpret texts in another language
- Assess and evaluate text written in another language, questioning and summarising findings
- Take part in overseas group visits to experience culture and improve language skills

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Studying…

Music & Performing Arts

Hertfordshire
Local Enterprise Partnership

By studying Music & Performing Arts, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector ▸ Pursuing ambitions and goals
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Literacy	▸ Being able to express themselves verbally
Business and customer awareness	▸ Being able to communicate with customers (their audience) ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students or perform in a band, orchestra or with a theatre/dance group
- Engage an audience in a performance
- Convey ideas and arguments in a written format, such as in essays
- Present ideas and information verbally
- Critically assess a piece of work and suggest ways in which it could be improved
- Read, understand and interpret a script, musical score or dance notation and then perform it
- Plan, organise and project manage a performance
- Use specialist software to create and record music
- Overcome nervousness to perform under pressure
- Devote the time and energy required to practice and rehearse in order to achieve the desired level of performance

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Studying…

Physical Education

Hertfordshire Local Enterprise Partnership

By studying Physical Education, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector ▸ Pursuing ambitions and goals
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students or play in a team
- Convey ideas and information in a written format in essays and reports
- Communicate verbally with team members when taking part in a sporting activity
- Motivate themselves and other team members taking part in a sporting activity
- Plan, organise and manage a project, including planning tactics for a match or sporting activity
- Extract and evaluate relevant data and information and draw logical conclusions
- Understand and interpret sporting regulations in order to be able to complete within the “rules of the game”
- Overcome nervousness in order to perform competitively under pressure in matches, tournaments and other sporting events
- Devote the time and energy needed to train to reach the required level of performance

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Studying…

Religious Studies, Psychology, Sociology & Philosophy

Hertfordshire Local Enterprise Partnership

By studying Religious Studies, Psychology, Sociology & Philosophy, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas, information and arguments in a written format in essays and reports
- Present ideas, information and arguments verbally, including delivering presentations
- Appreciate, assess and evaluate the different factors that influence society, questioning and summarising findings
- Respect the views and ideas of others
- Carry out research from a variety of sources and extract and collate relevant information
- Appreciate and analyse the diversity of complex social situations

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Studying…

Sciences

Hertfordshire Local Enterprise Partnership

By studying Sciences, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating and showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students, including laboratory or fieldwork experiments
- Convey complex ideas and information in a written format, for example in reports
- Convey complex ideas and information verbally, for example when delivering presentations
- Plan, design and carry out experiments/investigations
- Use relevant technical language correctly
- Extract and evaluate relevant data from a range of sources and draw logical conclusions
- Accurately record, maintain and present data/statistics
- Assess a scientific problem logically and formulate a solutions
- Understand and interpret abstract concepts

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Studying…

Art, Design & Technology

Hertfordshire Local Enterprise Partnership

By studying Art, Design & Technology, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating and showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on creative group projects/tasks with other students
- Present ideas and information verbally, for example when delivering presentations
- Present ideas visually through creative projects
- Present ideas and information in written format in project plans and essays
- Plan, design and carry out creative projects
- Make decisions about which materials and methods to use when creating a project
- Critically assess a piece of work and suggest ways in which it could be improved
- Produce a commercially viable portfolio with designs that fulfil a specific brief
- Identify problems and find solutions when a project is not going to plan
- Use specialist software

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Studying…

Business & Economics

Hertfordshire
Local Enterprise Partnership

By studying Business & Economics, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions ▸ Being able to adapt to change
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts ▸ Being able to understand costs and expenditure
Literacy	▸ Being able to express themselves verbally and in writing ▸ Being able to understand business etiquette
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT ▸ Understanding the development in technology for business
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Plan and project manage business tasks
- Interpret and use financial data and statistical analysis methods
- Present ideas and complex information verbally, for example when delivering presentations
- Present ideas and information in a written format, for example in reports and project plans
- Assess problems logically and formulate solutions
- Evaluate and assess data, draw conclusions and make recommendations
- Use specialised software
- Demonstrate commercial awareness and the need to make a profit
- Accurately record, maintain and present data/statistics

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Studying…

English

Hertfordshire Local Enterprise Partnership

By studying English, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm
Confidence	▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to look for better ways and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas and information in a written format, for example in essays
- Present ideas and information verbally, for example when delivering presentations
- Use the English language effectively
- Write creatively in a style and format which is appropriate for the target audience
- Carry out research into a range of texts for a specific project and extract and collate relevant information
- Evaluate, interpret and compare the content, style and structure of different texts
- Understand and interpret the meaning, language and nuances of texts

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Studying…

Geography

Hertfordshire Local Enterprise Partnership

By studying Geography, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Plan and carry out field work studies
- Present ideas and complex information verbally, for example when delivering presentations
- Convey ideas and information in a written format, for example in reports and project plans
- Demonstrate that they are able to understand and interpret abstract concepts
- Use relevant technical language
- Accurately record, maintain and present data/statistics
- Evaluate and assess data, draw conclusions and make recommendations
- Assess problems logically and formulate solutions
- Carry out research from a variety of sources and extract/collate relevant information

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Studying…

History

Hertfordshire Local Enterprise Partnership

By studying History, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Present ideas and information verbally, for example when delivering presentations
- Convey ideas and information in a written format, for example in essays and reports
- Demonstrate that they can appreciate, assess and evaluate the different factors that influence society, questioning and summarising findings
- Demonstrate that they can judge historical text as fact or fiction
- Carry out research from a variety of sources and extract/collate relevant information

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Studying…

ICT & Computer Science

Hertfordshire
Local Enterprise Partnership

By studying ICT & Computer Science, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT ▸ Understanding the development in technology for business
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey complex information both verbally and in writing, for example in reports
- Use technical language correctly
- Use specialist software
- Plan, organise and work towards a project
- Adapt to cope with changing technology
- Find logical solutions to complex ICT problems
- Extract and evaluate relevant data and draw logical conclusions
- Accurately record, maintain and present data/statistics

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Skills Framework Subject Posters

Overview

Hertfordshire
Local Enterprise Partnership

Help your students recognise the skills and qualities that Hertfordshire employers value

Students are constantly developing transferable skills by studying subjects in school; often without realising they are doing so. Some skills may be developed in all subjects, such as effective time management, whereas others may be specific to particular subjects.

We have carried out online research into the skills students can develop, by looking at GCSE and A level specifications and profiles for higher education subjects and produced this set of 13 Skills Framework Subject Posters.

They are designed for subject teachers to use in order to help their students identify the skills they have learnt whilst studying.

Each poster is unique; highlighting the specific framework skills students can develop and the ways in which they can do so, although there are many factors which are common to all subjects.

The subjects covered are:-

- Art, Design & Technology
- Business & Economics
- English
- Geography
- History
- ICT & Computer Science
- Mathematics
- Media
- Modern Foreign Languages
- Music and Performing Arts
- Physical Education
- Psychology, Sociology, Philosophy & Religious Studies
- Sciences

Joint Dialogue: How are schools developing real employability skills

This national research into employability skills has been carried out with employers and teachers by the by the Education and Employers, The Edge Foundation and National Education Union.

These are some of the responses from the Teachers' Survey …

- 92% say problem solving skills are developed through classwork
- 92% say communication skills are developed through classwork
- 81% say self-management skills are developed though homework
- 90% say teamwork skills are developed through classwork
- 66% say numeracy skills are developed through classwork in subjects other than maths
- 64% say digital skills are developed through classwork (and 62% also say they are developed through homework)
- 79% say confidence is developed through classwork
- 74% say resilience is developed through classwork
- 67% say drive is developed through classwork
- 88% say creativity is developed through classwork

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Studying…

Mathematics

Hertfordshire Local Enterprise Partnership

By studying Mathematics, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being able to hold conversations with peers, managers and customers ▸ Recognising their own strengths and being able to present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Numeracy	▸ Being able to understand and apply mathematical concepts ▸ Being able to understand costs and expenditure
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems ▸ Being able to look for better ways and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload to ensure tasks are completed within designated timescales
- Work on group projects/tasks with other students
- Write reports and present findings
- Convey complex ideas and arguments in writing and verbally
- Confidently understand and manipulate numerical data
- Assess a mathematical problem logically and formulate a solution
- Extract and evaluate relevant data and draw logical conclusions
- Accurately record, maintain and present data/statistics
- Use relevant technical language

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Studying…

Media

Hertfordshire Local Enterprise Partnership

By studying Media, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing ▸ Being able to understand business etiquette verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT ▸ Understanding the development in technology for business
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas and information by a range of methods, as appropriate to the target audience
- Plan and produce creative projects in a style and format appropriate for the target audience
- Assess and evaluate information, draw conclusions and present findings
- Carry out research from a variety of sources, extracting and collating relevant information
- Work to a specific brief
- Use appropriate ICT methods

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Studying…

Modern Foreign Languages

Hertfordshire
Local Enterprise Partnership

By studying Modern Foreign Languages, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to plan and organise tasks
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas and information in another language in a written format
- Demonstrate they can listen, understand and interpret conversation in another language
- Translate text into another language
- Read, understand and interpret texts in another language
- Assess and evaluate text written in another language, questioning and summarising findings
- Take part in overseas group visits to experience culture and improve language skills

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Studying…

Music & Performing Arts

Hertfordshire
Local Enterprise Partnership

By studying Music & Performing Arts, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector ▸ Pursuing ambitions and goals
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Literacy	▸ Being able to express themselves verbally
Business and customer awareness	▸ Being able to communicate with customers (their audience) ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students or perform in a band, orchestra or with a theatre/dance group
- Engage an audience in a performance
- Convey ideas and arguments in a written format, such as in essays
- Present ideas and information verbally
- Critically assess a piece of work and suggest ways in which it could be improved
- Read, understand and interpret a script, musical score or dance notation and then perform it
- Plan, organise and project manage a performance
- Use specialist software to create and record music
- Overcome nervousness to perform under pressure
- Devote the time and energy required to practice and rehearse in order to achieve the desired level of performance

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Studying…

Physical Education

Hertfordshire Local Enterprise Partnership

By studying Physical Education, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector ▸ Pursuing ambitions and goals
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students or play in a team
- Convey ideas and information in a written format in essays and reports
- Communicate verbally with team members when taking part in a sporting activity
- Motivate themselves and other team members taking part in a sporting activity
- Plan, organise and manage a project, including planning tactics for a match or sporting activity
- Extract and evaluate relevant data and information and draw logical conclusions
- Understand and interpret sporting regulations in order to be able to complete within the “rules of the game”
- Overcome nervousness in order to perform competitively under pressure in matches, tournaments and other sporting events
- Devote the time and energy needed to train to reach the required level of performance

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Studying…

Religious Studies, Psychology, Sociology & Philosophy

Hertfordshire Local Enterprise Partnership

By studying Religious Studies, Psychology, Sociology & Philosophy, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating ▸ Showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others ▸ Valuing contributions from others
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students
- Convey ideas, information and arguments in a written format in essays and reports
- Present ideas, information and arguments verbally, including delivering presentations
- Appreciate, assess and evaluate the different factors that influence society, questioning and summarising findings
- Respect the views and ideas of others
- Carry out research from a variety of sources and extract and collate relevant information
- Appreciate and analyse the diversity of complex social situations

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Studying…

Sciences

Hertfordshire Local Enterprise Partnership

By studying Sciences, students can develop skills that Hertfordshire employers value. Use these ideas to help your students recognise them.

Skill…	Students can demonstrate this by…
Motivation and ambition	▸ Actively participating and showing enthusiasm ▸ Having knowledge of the sector
Confidence	▸ Being willing to meet new people ▸ Being able to hold conversations with peers and teachers ▸ Being able to recognise their own strengths and present these
Respect and good manners	▸ Being able to listen and learn ▸ Being able to recognise the feelings of others ▸ Being polite ▸ Being able to remain calm
Determination and resilience	▸ Having commitment to get things done ▸ Being able to learn from mistakes and accept criticism ▸ Resisting distractions
Adaptability	▸ Being flexible in order to cope with changing demands ▸ Being able to apply knowledge to different situations
Teamwork	▸ Co-operating with others ▸ Recognising skills in others and valuing their contributions
Numeracy	▸ Being able to understand and apply mathematical concepts
Literacy	▸ Being able to express themselves verbally and in writing
Business and customer awareness	▸ Being able to understand commercial realities ▸ Managing their time effectively
Analytical and problem-solving skills	▸ Being able to investigate systematically ▸ Being able to identify problems and suggest solutions ▸ Being able to plan and organise tasks
Digital technology	▸ Having a basic knowledge of IT
Qualifications	▸ Achieving qualifications valued by employers

Students do this when they…

- Plan and prioritise their workload, ensuring specific tasks are completed within timescales
- Participate in group discussions and debates
- Work on group projects/tasks with other students, including laboratory or fieldwork experiments
- Convey complex ideas and information in a written format, for example in reports
- Convey complex ideas and information verbally, for example when delivering presentations
- Plan, design and carry out experiments/investigations
- Use relevant technical language correctly
- Extract and evaluate relevant data from a range of sources and draw logical conclusions
- Accurately record, maintain and present data/statistics
- Assess a scientific problem logically and formulate a solutions
- Understand and interpret abstract concepts

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