Table 1 Key skills in daily life

Key skill	Examples of use	How confident are you?
Improving own learning and performance	Using different learning strategies effectively.	
	Seeking feedback to monitor and improve our own performance.	
	Using a learning diary to help us reflect on how we are learning.	
	Planning the next stages in career development.	
Communication	Giving a presentation to other students or colleagues at work.	
	Writing up a project report.	
	Discussing the concepts and ideas, which might explain a particular issue or event.	
	Evaluating the outcomes of a piece of work and identifying key points for others.	
Information technology	Planning how we are going to make the best use of IT in our studies and information-gathering activities.	
	Setting up a database for a project.	
	Integrating text, images and tables in a report, or other piece of work.	
Information literacy	Recognizing a gap in our knowledge and identifying the information needed.	
	Planning and carrying out a search for information on a specific topic.	
	Evaluating and organizing information so that it can be recorded effectively and presented to others.	
Application of number	Planning how to collect and record data for a project in a way that will make it easy to analyse.	
	Selecting and applying appropriate statistical techniques to a set of raw data and checking the results.	
	Interpreting data and presenting it in an assignment or project using appropriate charts, graphs and diagrams.	
	Evaluating cost and design estimates for a project based on data collected.	
Problem solving	Identifying and exploring problems.	
	Negotiating methods to resolve and manage problems.	
	Working with others to develop different strategies for solving problems.	
Working with others	Working in a team to complete an assignment, or work-based problem.	
	Planning and organizing an event.	