

# Skills Policy

## Scope and Purpose of Policy

The purpose of this policy is to outline CAVC's intention to develop the skills of all our learners regardless of mode or location of study.

This policy applies to all learners within the College.

## Policy Statements

Cardiff and Vale College is committed to the development of the skills of all learners. In this context, the term skills refers to literacy, numeracy, information and digital literacy, and the wider key skills across all levels from pre-entry to level 4 and beyond.

It is recognised that these skills are key to enabling learners to reach their full potential in work, education, community participation and life in general. Skills development is to be embedded into all curriculums and therefore the responsibility of all staff to develop the skills of learners, and in addition, to be mindful of their own skills' development needs.

Cardiff and Vale College is committed to developing their staff to continually improve their Literacy and Numeracy skills.

The College will ensure that all learners will be assessed in their literacy and numeracy at the start of their course, and from those assessment results appropriate support is put in place, and that all staff has that information to ensure appropriate action can be taken to work on development needs.

The College will ensure that learners will have targets set and monitored from the outcome of literacy and numeracy assessment.

In addition to literacy and numeracy support, the College will provide dedicated ESOL support to learners whom English is not their first language.

### *Principles*

*This Policy is underpinned by several key principles:*

- *People who access Cardiff and Vale College must be **safeguarded** and **protected** from harm.*

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- Our learners must be supported to achieve their potential while at College, in an environment where their **wellbeing** is fulfilled so they feel good about themselves and respect others.
- While at College our learners will develop the **skills** they need to enable them to progress successfully throughout their lives.
- A commitment to restorative approaches to ensure that we repair harm and build relationships.

The College is committed to:

- Assessing learners' skills at the start of their course;
- Communicating assessment outcomes to tutors;
- Providing a variety of support mechanisms to meet the needs of learners;
- Target setting and monitoring of skills for all learners;
- Supporting the development of embedding skills into the curriculum;
- Developing the skills of staff.

### Responsibilities

The Board of Governors are responsible for:

- Approving this Policy.

Senior Management are responsible for:

- Reviewing this Policy and the attached procedures.
- Providing Scale of Need information to the LLWR
- Sharing Scale of Need information with partner organisations to meet the needs within a collaborative approach.

All Teaching and Learning Skills Support Staff are responsible for:

- Assessing learners for skills;
- Putting supportive measures in place;
- Target setting for learners' skills development and monitoring those targets.

Learners are responsible for:

- Knowing their skills levels and set targets;

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- Developing independent access to skills support mechanisms.

## Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment is being undertaken for this policy.

## Health and Safety Implications

## Linked Policies

Quality Policy  
Equality and Diversity Policy  
Learning Teaching and Assessment  
Staff Development Policy  
Data Protection Policy

## Linked Procedures

Skills Procedure  
Staff Development Procedure

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## Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

**Date approved:** 19/04/13

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**Approved by:** CQSA

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**Review date:** 20/06/2020

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**Responsible Manager:** Head of Skills

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**Executive Lead:** Vice Principal Curriculum & Standards EE

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**Accessible to Students:** Yes

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