

***There is a Welsh version of this document available.***

# 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, digital literacy, and essential employability skills across all levels from entry level to level 3.

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 it is the responsibility of all staff to develop the skills of learners, and in addition, to be mindful of their own skills development needs.

Through the Staff Skills Journey, Cardiff and Vale College is committed to developing their staff to continually improve their literacy, numeracy and digital literacy skills.

The College will ensure that all learners will be assessed in their literacy and numeracy at the start of their course, and where applicable, digital literacy. From these assessment results appropriate support will be put in place, and all staff will have the information to ensure appropriate action can be taken to work on the development needs of learners.

The College will ensure that learners will have targets set and these will be monitored from the outcome of their literacy, numeracy and digital literacy assessment.

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

## Principles

This policy is underpinned by several key principles:

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- People who access Cardiff and Vale College must be **safeguarded** and **protected** from harm.
- 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 Tutors and Support Staff are responsible for:

- assessing learners for skills;
- putting supportive measures in place;
- target setting for learners' skills development and monitoring those targets;
- developing their own skills through ongoing professional development.

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Learners are responsible for:

- knowing their skills levels and set targets;
- 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.

## Linked Policies

Quality Policy  
Equality, Diversity and Inclusion Policy  
Teaching, Learning and Assessment Policy  
Professional Learning Policy  
Data Protection Policy

## Linked Procedures

Professional Learning Procedure

## 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:** 19/04/2013

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**Approved by:** CQSA

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**Review date:** 20<sup>th</sup> June 2024

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**Responsible Manager:** Head of Learner Success

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**Executive Lead:** Assistant Principal

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**Accessible to Students:** Yes

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