



## KEY STEPS

# WHAT DO I NEED TO DO?

### Choose challenges

Look through the challenges with your tutor and choose which modules and challenges you would like to do.

- You will need to complete 30 hours of work to gain a Key Steps certificate
- You can gain up to 3 Key Steps certificates, meaning you could do 30, 60 or 90 hours of work in total

### Doing Key Steps online?

Log in to your e-portfolio at:  
<http://eportfolio.asdan.org.uk>



### Record your skills

Tick the skills you have used while completing the challenges using the tick boxes alongside each challenge.

See the next page for a list of skills and meanings.

### Complete Skills Sheets

Decide with your tutor which challenges you are going to use for your Skills Sheets.

- Certificate 1 = 2 sets of Skills Sheet 1
- Certificate 2 = 2 sets of Skills Sheet 2
- Certificate 3 = 2 sets of Skills Sheet 3

You do not need to do a Skills Sheet for every challenge!

### Collect evidence

As you work through your challenges, make sure you collect evidence to prove that you have done the challenge.

### Complete the Summary of Achievement and Personal Statement

Once you have finished your challenges, complete the Summary of Achievement and the Personal Statement.

This will show how you have developed your skills, how you felt about the programme and what you want to do next.

You need to complete a separate Summary of Achievement and Personal Statement for each certificate.

### Submit your finished portfolio

Check your portfolio to make sure it includes all your evidence and recording documents then submit it to your tutor.

### Well done!

You have now completed your programme and will receive your certificate shortly.



# KEY STEPS MY SKILLS

## Recording your skills

Key Steps challenges provide an excellent opportunity to develop the skills of:

- Teamwork
- Learning
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

## The importance of Key/Core Skills

These skills are an everyday part of adult and working life.

You need to be able to: make yourself understood when speaking and writing; plan your own learning; work with others; carry out basic calculations; and use information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

## Teamwork



This skill is about how you work with others when planning and carrying out activities and achieving shared goals. This will involve working with a group of people.

## Learning



This skill is about learning something new or doing something better. It is about planning and working towards targets to improve your performance, and reviewing your progress.

## Coping with Problems



This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.

## Use of IT



This skill is about how you use IT for different purposes: finding, exploring, developing and presenting information, including text, images and numbers.

## Use of English



This skill is about how you communicate and obtain information, for example, by taking part in discussions, researching a topic and presenting your findings, or writing a report.

## Use of Maths



This skill is about applying your number skills in straightforward tasks, doing calculations, interpreting results and presenting findings.