


Workplace Skills for Life checklists

Workplace Skills for Life checklists are a simple, adaptable and effective way to demonstrate the relevance of Skills for Life and identify the specific language, literacy and numeracy skills required in a vocational sector, NVQ, specific workplace or job role.

Checklists can be used:

- to explain the range, scope and relevance of Skills for Life – what Skills for Life includes
- as cue questions or prompts for brokers and business development teams to use when talking to an employer about Skills for Life and linking this to business needs
- directly with employers to show the relevance of Skills for Life to their workplace
- for employers to identify the specific skills and tasks to be included in workplace Skills for Life delivery and the performance outcomes they seek from training
- to gain ‘buy in’ and ownership from managers, supervisors and NVQ teams
- as a tool to support the planning of Skills for Life input – between Skills for Life teams and employers or NVQ assessors
- to show employees, vocational learners and NVQ candidates the vocational relevance and benefits of developing Skills for Life, at an induction or taster session for example
- as a vocationally relevant self-assessment tool alongside a generic initial assessment
- to inform an ILP and to assess progress.


Move On
to World Class Skills



Workplace learning and Skills for Life checklist

Tick the skills you would regard as part of Skills for Life. The skills are *not* listed in order of difficulty.

Put a set of instructions in order.	Draw a basic sketch plan of a site or a building to scale.	
Read key words on the sides of boxes correctly.	Work out the quantity of materials needed for a decorating job.	
Read and understand a health and safety notice.	Mix cleaning solutions or weed-killer in correct ratios.	
Write a short note to a worker to notify them of a change of rota.	Add and subtract amounts of cash.	
Complete timesheets and work related documents.	Understand the importance of accuracy in number calculations.	
Exchange a short email with a colleague.	Work out a price including a 20% reduction on a product.	
Follow a set of instructions.	Check own wage slip and deductions.	
Write a set of instructions.	Write down sequences of figures correctly.	
Fill in an accident or incident report form effectively.	Work out the volume of soil for tubs in the horticultural department.	
Plan and draft a report for a meeting.	Measure a length of wood to the correct cm or mm.	
Plan and draft a formal letter.	Make a line graph showing the number of clients to the rent office.	
Use the index of a catalogue to find an item or locate a supplier in the local authority directory.	Work out the quantity of paint needed for an area of wall.	

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The workplace Skills for Life checklists are presented as a mixture of English and maths skills, and in a random order of importance and difficulty. However they could be separated into different subjects and organised according to importance or curriculum level, where that is more appropriate, or more columns added to allow for graded self-assessment, e.g. from ‘very confident’ to ‘not at all confident’ or from ‘used often’ to ‘never used’.

It is intended that the checklists are adapted and contextualised further as they are used, and blank rows are included for each user to identify additional relevant skills. The headings are suggestions only and the content and language can be changed to match the intended audience.

The checklists can be downloaded from the Get On At Work section of the Move On web site (www.move-on.org.uk).