ILRS participation in Key Skills provision

Reasons for introduction of key skills

- Widening participation
- Employer requirements
- Need for autonomous learning

Characteristics of skills teaching

- Skills and level required are identified throughout the degree programme
- Compulsory level one skills module
- skills are embedded in teaching at later levels
- Direct entry students must demonstrate their ability at the level of entry

What are the skills?

- Personal and career development
- Effective learning
- Communication
- Teamwork
- IT
- Numeracy

Personal & career development

LEVEL ONE:

- Identify their own strengths and weakness
- Investigate career options
- Plan personal development

Personal & career development

LEVEL THREE:

- Analyse employability
- Check suitability for desired career
- Prepare CV/interview
- Assemble portfolio of evidence
- Know where to find information and help

Effective learning

LEVEL ONE:
- Consider learning styles
- Identify arguments in assigned reading
- Use library resources effectively
- Manage time

Effective learning

LEVEL ONE continued:

- Use different approaches to learning
- Seek and use feedback
- Develop skills in analysis and synthesis of information
- Prepare an academic argument

Effective learning

LEVEL THREE:

- Reflect on learning styles
- Challenge and explore alternative views
- Take responsibility for time management
- Research and problem solve independently

Effective learning

LEVEL THREE continued:

- Use wide range of sources selectively
- Participate in different assessment processes
- Monitor and evaluate academic performance

Communication

LEVEL ONE:

- Participate in group discussions
- Recognise and construct an argument
- Reference written material
- Use standard English
- Take notes effectively

Communication

LEVEL THREE:

- Produce effective written and verbal materials
- Base communication on reasoned argument
- Evaluate others' arguments

Communication

LEVEL THREE continued:

- Use standard English and subject specific vocabulary
- Deliver a presentation
- Assess quality

Teamwork

LEVEL ONE:

- Identify what makes a successful team
- Participate in a team
- Assess members' roles and contributions
- Assess team achievements

Teamwork

LEVEL THREE
- Identify personal strengths
- Be flexible in their roles
- Contribute to group tasks
- Explain and document group process

Teamwork

LEVEL THREE continued:
- Evaluate the group processes
- Give and receive constructive feedback

Information Technology

LEVEL ONE:

- Word process
- Make a presentation
- Use Email and attachments
- Use web for information
- Use electronic databases
- Use online packages as required

Information Technology

LEVEL THREE:

- Search for, process, integrate and evaluate complex information
- Justify choice
- Evaluate usefulness
- Participate in electronic discussion groups
- Evaluate and create web sites

Numeracy

LEVEL ONE:

- Use numbers confidently
- Interpret numerical data
- Represent numerical data
- Demonstrate a range of numerical concepts

Numeracy

LEVEL THREE:

- Present, analyse, compare and interpret data
- Explain data
- Use formulae

ILRS participation in the process

LEVEL ONE:
- One hour induction
- Lecture
- Online tests
- Workshops
- Evaluation = 20% of module mark

ILRS participation in the process

LEVEL THREE:
- Subject specific workshops
- Evaluation = inclusion of skills within the final project/dissertation

Induction - available to all new students

- Orientation in the LRC
- Service rules
- Where to get help
- Where to get information
- Health and safety
- Use of computer desktop services

Lecture - setting the context

- Why have a skills module?
- ILRS role in key skills teaching
- What are the skills?
- How will these be tested?
- What help is available?

Lecture - which skills?

- Information skills
- Computing skills
- Social skills
- Time management
- Self-awareness
- Personal responsibility

Information skills

- Organisation
- Research
- Communication

Computing skills

- Word processing
- Use of Email
- Use of the Internet
- ECDL

Social skills

- Working with others
- Respecting the working environment
- Expect them to keep the rules

Time management

- Arriving on time
- Planning ahead
- Meeting deadlines

Self awareness

- Assessing their own abilities
- Assessing their own needs

Personal responsibility

- Choosing the appropriate workshops
- Starting the coursework in good time
- Seeking extra help if needed
- Living with the consequences

How?

- By providing the coursework at the beginning of the course so that the standard required is identified
- By providing time-tabled workshops which they must select according to need
- By allowing multiple attempts at the coursework

How will these be tested?

- Three tests, each marked online
  They are:
- IT exercise
- Library exercise
- Information seeking exercise

Printable copies are available online

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Quiz Introduction: IT exercise
Return to Quiz

Before you start the quiz

The quiz questions

- all the questions for this quiz will be presented to you at one time.
- the questions may be answered in any order.

How do I begin the quiz?

To begin the quiz, click the **Begin quiz** button at the bottom of these instructions.   The *quiz screen* appears in a new browser window. **Note**: please allow the quiz to load completely before attempting to do anything else.

[Begin quiz]

When you are in the quiz

What do you see?

1. Quiz summary information

• the title of the quiz
• your name
• your start time

Document: Done

Start | Microsoft PowerPoint - [bel... | HUM1111 Humanities... | Microsoft Word - Document1 | 14:42

Finish | Help

● Unanswered
★ Answered

1 ●	2 ●	3 ●	4 ●	5 ●
6 ●	7 ●	8 ●	9 ●	10 ●
11 ●	12 ●	13 ●	14 ●	15 ●
16 ●	17 ●	18 ●	19 ●	20 ●

Question 1 (5 points)

Student Admission Card

If you allow someone to take an item out
on your card and they fail to return it,
whose responsibility is it to pay the fine?

- ○ 1. The Library
- ○ 2. Yours
- ○ 3. The person who used your card

Save answer

Question 2 (5 points)

Borrowing Limit

How many items are you allowed to take out at one time?

- ○ 1. 10
- ○ 2. 12
- ○ 3. 6

Save answer

WebCT

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4. short stories

Score 0 / 5 *(Question not answered.)*

Question 30 (5 points)

What does the word 'ham' at the end of a place name indicate?

1. a clearing in the woods
2. a homstead or estate
3. the presence of salt
4. the crossing of a river

Score 0 / 5 *(Question not answered.)*

Total score 12 / 100 = 12.0%

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Useful Links

Listed below are links to resources that will help you complete the exercises.

Library Catalogue   TM Resources

Printable copy of the Library exercise   Printable copy of the Research exercise

Printable copy of the IT exercise   ILRS Lecture presentation slides

Start   Microsoft PowerPoi...   HUM1111 Humaniti...   Microsoft Word - D...   **HUM1111 Hum...**   WebCT Quiz - Nets...   14:49

Value of webCT

- Students can have as many attempts as they like
- Finding the right answer is the learning process
- exercise can be done from anywhere
- 80% pass mark

Workshops

LIBRARY WORKSHOP 1

- Borrowing rights
- LRC regulations
- Use of library catalogue
- Elements of a bibliographic citation
- Managing their library record online

Workshops

LIBRARY WORKSHOP 2

- Difference between full text and a bibliographic citation
- When they would need a database
- Search techniques for databases and Internet
- Use of ATHENS accounts

Workshops

COMPUTING WORKSHOPS:

- Using the computer and managing files

- Word processing introduction- menu and toolbar, formatting text, changing font, headers, footers and page numbers, margins, spell check, saving files

Workshops

COMPUTING WORKSHOPS continued:

- Word processing intermediate - opening files, bullet points, columns and tables, borders and shading, inserting graphics and files, drawing, using find and help commands

- Web and Email

Workshops

COMPUTING WORKSHOPS
continued:

- PowerPoint
- EXCEL
- Introduction to Macs

Level three participation

LIBRARY WORKSHOPS:

- arranged at the request of academic colleagues
- subject specific
- group specific
- with agreed outcomes

Level three participation

Workshops will cover:

- Resources within MX in a subject area
- Selection of search terms
- Search strategies
- Managing the information

Level three participation

LIBRARY WORKSHOPS continued:
- Writing a bibliography
- Searching the Web
- How to evaluate results
- Use of interlibrary loans
- Use of other libraries
- Time management

Level three participation

COMPUTING WORKSHOPS:
- Scanning
- Photoshop
- PageMaker (DTP)

Level three participation

AUDIO-VISUAL SERVICES:
- Using a camcorder
- Audio recording
- Analogue video editing
- Premiere - digital editing

The future

- Students will be more skilled on arrival
- Time management will become more important
- Skills for employability will need to be wider

The future

- More use of electronic environment
- Different use of staff time
- electronic helpdesks
- specialist help
- implications for professional training