

**‘Skills for Success’(SFS)**

**MKC Competencies**

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| **My Future** | SFS code |
| **My goal**– I have identified a long-term goal | MF1 |
| **Getting started** – I have identified the things that I need to do now to reach my long term goal | MF2 |
| **Job investigation** – I have identified the careers that I can do with my skills and knowledge | MF3 |
| **Personal skills and behaviours**– I have identified the skills and behaviours I already have that will help me reach my career goals | MF4 |
| **Applying**– I know the process for applying for a job, apprenticeship or further study | MF5 |
| **Digital employability**– I know how to use digital tools to help me to find work and to present myself well | MF6 |
| **Presenting myself**– I can present myself well to others via an application, cv, presentation or interview | MF7 |

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| **Ready for work -GroFar:** | SFS code |
| **Listening**– I can listen well, identify what people want from me and ask questions if I don’t understand | GF1 |
| **Presenting**– I am confident about speaking appropriately to different people face to face and via written communication | GF2 |
| **Problem Solving**– I can come up with new ideas and evaluate their effectiveness to solve complex problems | GF3 |
| **Creativity**– I can develop creativity using a variety of tools and methods on my own and while working collaboratively | GF4 |
| **Staying positive –**I am enthusiastic, don’t give up and see the positive side of difficult situations | GF5 |
| **Aiming high**– I am reliable, organised, accurate in my work, reflective to enable me to move forward and can follow instructions | GF6 |
| **Leadership**– I can support, and lead a team by using team members strengths to succeed | GF7 |
| **Teamwork**– I listen to, contribute and support any team that I am in | GF8 |

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| **My study** | SFS code |
| **Metacognition**– I know how to learn | MS1 |
| **Note**-**taking –**I can take effective notes in a number of ways | MS2 |
| **Revising**– I can revise effectively and in a way that gets results | MS3 |
| **Researching**– I can use a number of research methods and determine “fake” from “real” information and news | MS4 |
| **Independence**– I can work independently and can manage distractions | MS5 |
| **Assignments**– I can analyse assignment questions to plan effectively what I need to do to gain the highest mark that I can. | MS6 |
| **Writing**– I can write assignment using the appropriate style and language | MS7 |
| **Time**-**Management –**I can plan my time to ensure project / assignment work is complete by the deadline | MS8 |
| **Reference**– I can reference any sources effectively | MS9 |

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| **Attitude & Behaviour** | SFS code |
| **Reliable –**I am punctual, attend academic sessions, and take advantage of wider opportunities. | AB1 |
| **Resilient –** I understand that sometimes things don’t go to plan, but recognise these as learning opportunities | AB2 |
| **Inspire –** I am able to inspire others | AB3 |
| **Supporter –** I am willing to support others in all areas of my life | AB4 |
| **Determined –** I don’t give up | AB5 |
| **Passionate –** I have developed a passion for my subject which means that I make time to find out more | AB6 |
| **Thinking –** I have growth mindset, I think things through and allow myself to be creative in my thinking | AB7 |
| **Respect –** I show respect for others and listen to all views from an informed position | AB8 |
| **Diversity –** I have an understanding of what life is like for people different from me | AB9 |
| **Equality –** I am aware that people should be treated equally | AB10 |

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| **Wellbeing** | SFS code |
| **Healthy body –**I understand how to look after my physical self | W1 |
| **Healthy mind –** I understand how to look after my mental health | W2 |
| **Feelings –** I am able to identify the difference between fact, thoughts and feelings | W3 |
| **Achievement –** I understand that I can achieve amazing things | W4 |
| **Calm –** I can keep calm in the face of stressful situations | W5 |
| **Safeguarding –** I understand how to keep myself safe in a variety of situations | W6 |

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| **Digital skills** | SFS code |
| **IT proficiency –**I can use the devices and software I need to help me study effectively and safely | DS1 |
| **Cloud computing –** I can save my files and access them from my college cloud account | DS2 |
| **Information literacy –** I can find relevant information online | DS3 |
| **Curation –** I can use a digital tool to bookmark information for future access and use | DS4 |
| **Copyright –** I can use information and resources legally | DS5 |
| **Data literacy –** I can collect, interpret and present data to help my study or personal development | DS6 |
| **Media literacy –** I can access, and make sense of information and messages in a variety of media | DS7 |
| **Digital creation –** I can create and share digital artefacts for different audiences | DS8 |
| **Digital communication and collaboration –** I can communicate and collaborate safely online | DS9 |
| **Digital participation –** I follow others and have used networks pertinent to my subject | DS10 |
| **Digital identity –** I understand how to manage my identify and profile online to present myself appropriately | DS11 |
| **Digital wellbeing –** I know how to stay safe, access appropriate wellbeing support and to balance my time online. | DS12 |