



Department
for Education

Framework for transferable skills and work-related behaviours

**V Levels, foundation certificates and
occupational certificates
subject content development**

**Supporting guidance for subject
consultation**

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1. Introduction

The purpose of this document is to set out the common language used in V Levels, Foundation Certificates and Occupational Certificates that is included in the subject content for the transferable skills and work-related behaviours.

This document should be read alongside the qualification subject content which sets out the skills and behaviours that can be developed and demonstrated by engaging with work-related outcomes and learning outcomes.

This framework is broadly the same as that approved for use in T Levels subject content.

The lists below are indicative and are not intended to be exhaustive. The transferable skills and work-related behaviours will be kept under review and updated as appropriate, part of the subject content development process.

The framework provides further information for awarding organisations (AOs) when creating the detail of qualification specifications.

2. Transferable Skills

Transferable skills that may be developed and demonstrated through the subject content:

Term	Definition
Analysing	Identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering.
Communicating	Active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone.
Creativity	Lateral thinking, making novel connections, handling ambiguity, taking acceptable risks, forming ideas iteratively, future-proofing.
Critical thinking	Questioning, evaluating pros and cons, using logic and reasoned argument, synthesising and concluding.
Decision making	Clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding.
Evaluating	Considering and appraising process and evidence, making recommendations.
Investigating	Identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests.
Leading	Inspiring others, setting direction, taking responsibility, modelling appropriate behaviours.

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Term	Definition
Observing	Situational awareness, monitoring.
Physical dexterity	Precise and controlled movement, agility, co-ordination, delicacy, appropriate application of force.
Planning	Identifying discrete steps, estimating time and resources, prioritising, coordinating, sequencing activity.
Recording	Transcribing, noting, capturing, saving, storing.
Self-managing	Monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice.

3. Work-related Behaviours

Work-related behaviours signposted where they can be developed through engagement with the subject content, so that awarding organisations may set out in specifications for teaching and learning:

Term	Definition
Adaptable	Able to adjust to new conditions.
Assertive	Having or showing a confident and forceful personality.
Attention to detail	The ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small.
Committed	Dedicated; pledged or bound to a certain course or policy.
Empathetic	Showing an ability to understand and share the feelings of another.
Enterprising	Having or showing initiative and resourcefulness.
Enthusiastic	Having or showing intense and eager enjoyment, interest, or approval. You show how much you like or enjoy it by the way that you behave and talk.
Flexible	Ready and able to change so as to adapt to different circumstances.
Focussed	Giving a lot of attention, time, effort, etc. to one particular area of a business, and knowing exactly what you want to achieve.
Helpful	Useful; ready to give help.
Honest	Truthful and sincere.

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Term	Definition
Inclusive	Not excluding any of the parties or groups involved in something.
Independent	Free from outside control; not subject to another's authority.
Integrity	Being honest and having strong moral principles.
Perceptive	Having or showing sensitive insight.
Persistent	Continuing firmly or obstinately in an opinion or course of action in spite of difficulty or opposition.
Polite	Having or showing behaviour that is respectful and considerate of other people.
Professional	Conducting oneself with responsibility, integrity, accountability, and excellence.
Punctual	Happening or doing something at the agreed or proper time.
Reflective	Reflective people are people who reflect on things-that is, look back at things that have been done or said in order to think calmly and quietly about them.
Reliable	Consistently good in quality and performance; able to be trusted.
Resilient	Able to withstand or recover quickly from difficult conditions.
Respectful	Respect means that you accept somebody for who they are, even when they are different from you or you do not agree with them.
Responsible	Accountable, amenable, answerable, and liable. Having an obligation to do something, or having control over or care for someone, as part of one's job or role.
Responsive	Reacting quickly and positively.
Self-aware	The ability to focus on yourself and how your actions, thoughts, or emotions do or do not align with your internal standards.
Self-confident	Behaving calmly because you have no doubts about your ability or knowledge. It means you accept and trust yourself and have a sense of control in your life. You know your strengths and weakness well, and have a positive view of yourself. You set realistic expectations and goals, communicate assertively, and can handle criticism.
Self-Controlled	Having control over emotions and actions.

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Term	Definition
Socially adept	Socially adept people have the skills and competence to thrive in various social settings. They tend to enjoy interacting with others, and they get along with people easily. They know how to keep conversations going, and they are usually great with small talk.
Takes initiative	The ability to assess and initiate things independently.
Tolerant	Showing willingness to allow the existence of opinions or behaviour that one does not necessarily agree with.



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