



Key Skills define those generic work-related skills that individuals need in order to be effective, flexible and adaptable workers. The Key Skills range from the equivalent of GCSE (D-G) to first degree. Key Skills are not the same as Basic Skills, which are used to determine the ability to read, write and speak English and use mathematics at a level necessary to function and progress at work and in society in general.

Key Skills are available in England, Wales and Northern Ireland; Scotland uses Core Skills, which are compatible but slightly different.

The attached tables signpost the relevant Key Skills against each unit of competence within the Learning and Development Standards.

The number in each box relates to the appropriate level of Key Skills.

Unit Nos	Communication	Application of Number	Information Technology	Working with Others	Improving Own Learning + Performance	Problem Solving	Personal Skills
L1	4	3	3	4	3	4	5
L2	4	3	3	4	3	4	5
L3	4	2	2	4	3	4	5
L4	4	3	3	4	3	4	5
L5	4	2	2	3	2	4	
L6	3	2	3	3	2	3	
L7	3	3	3	3	3	3	
L8	4	2	2	4	3	4	
L9	3	2	2	3	2	3	
L10	3	2	2	3	2	2	
L11	3	2	2	3	2	2	
L12	3	2	2	3	2	2	
L13	4	3	3	4	3	3	
L14	3	2	2	3	2	3	
L15	4	3	3	4	3	4	
L16	4	2	3	4	3	4	
L17	4	3	3	4	3	4	5
L18	3	2	3	4	4	4	5
L19	4	3	3	4	4	4	5
L20	4	2	2	4	3	4	
L21	4	3	2	4	4	4	5
L22	3	2	2	4	3	4	
L23	3	2	2	3	3	3	
L24	4	2	2	3	3	3	



A1	3	2	2	3	3	3	
A2	3	2	2	3	3	2	
V1	4	3	3	4	3	3	
V2	4	3	3	4	3	4	
G2	4	3	3	4	4	4	5
G3	3	2	2	3	4	4	
P2	4	3	3	4	3	4	5
P8	4	2	2	4	3	4	5
P13	4	3	3	4	3	3	