**HNC/D Social Sciences Academic Competencies and Skills Profile**

This profile outlines the range of academic competencies and skills that are developed through studying the HNC/D Social Sciences Award. Competencies and skills that are specific and essential to academic studies, but also general and transferable to support both academic progression and employment.

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| **Skills** | **Where and how the skill was achieved** | **Evaluation** |
| 1. **Communication**
 |  | **1** | **2** | **3** |
| Understand the differences in presenting types of communication – presentations, essays, reports, posters etc. |  |  |  |  |
| Check written work for errors before submission |  |  |  |  |
| Use a range of ICT packages to support work |  |  |  |  |
| Express ideas appropriately and accurately in writing |  |  |  |  |
| 1. **Time Management**
 |  | **1** | **2** | **3** |
| Prioritise and plan work to manage time effectively |  |  |  |  |
| Meet deadlines |  |  |  |  |
| Identify resources required to complete set tasks |  |  |  |  |
| Harness motivation and hard work to assist in completion of work objectives |  |  |  |  |
| 1. **Problem Solving**
 |  | **1** | **2** | **3** |
| Make good use of verbal reasoning skills, able to handle complex data and make selective use of information |  |  |  |  |
| Use an appropriate approach to questioning in order to gain information from which to draw conclusions  |  |  |  |  |
| Consider the ideas of others to help solve problems |  |  |  |  |
| Use and apply a range of numerical and statistical skills  |  |  |  |  |
| 1. **Critical and Creative Thinker**
 |  | **1** | **2** | **3** |
| Relate and compare data from different sources, identify issues and obtain relevant information  |  |  |  |  |
| Review a range of different points of view and select the most appropriate conclusion |  |  |  |  |
| Distinguish between different types of information to inform conclusions |  |  |  |  |
| Identify significant opportunities and be pro-active in putting forward ideas for problem solving. |  |  |  |  |
| 1. **Collaboration**
 |  | **1** | **2** | **3** |
| Build and develop working relationships with academic staff, peers and colleagues |  |  |  |  |
| Work effectively with others to complete tasks and achieve results |  |  |  |  |
| Interact well with others and work co-operatively as a team member |  |  |  |  |
| 1. **Independent Learner**
 |  | **1** | **2** | **3** |
| Work without supervision and use own initiative |  |  |  |  |
| Keep track of work schedules and deadlines by applying multi-tasking abilities |  |  |  |  |
| Make appropriate adjustments when undertaking tasks |  |  |  |  |

**Key**

1= Fully competent

2= Competent

3= Some development required

Tutor signature

Student signature