

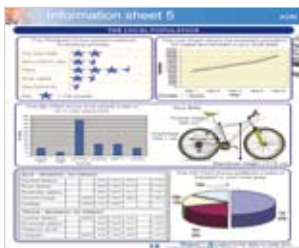


## Welcome to the 'Business of Key Skills' from BigStride

These guidance notes have been designed to ease your path through your samples and it is recommended you read these notes before starting.

For each of our sectors, you have access to six activities (covering levels 1 & 2) and you can simply choose from our generic samples or those that have been tailored specifically to your sector (or all of them!) – Simply download them from SmartScreen!

## WHAT IS IN MY SAMPLES?



### Information Sheets

Background information and examples to work with. Learners interpret or complete their Information Sheet and then complete their own work.

**Learners use one for each activity!**



### Learner Notes

Describe each activity, explain what is required and also give guidance in completing each element.

**Each activity has them!**



### Numbers / Comms Sheets

Learners answer mandatory questions on 'Numbers Sheets', or for comms they have optional 'Communication sheets' to help.

**One for every AON or COMMS activity!**



### Support Documents

These are given as reference material to further support the learner and to provide lots of hints and tips!

**These have been provided where required!**

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## HOW DO I USE MY SAMPLES?

The samples can be used with a variety of learners. It is intended that the materials are used to support learners in achieving their underpinning knowledge confidently and provide the adequate portfolio evidence.

Individual activities can also be used to reinforce and further extend skills, or as a revision resource.

*The material can be used in a number of ways; some examples are given below:*

- A Key Skills session
- At Home or in the Workplace
- Linked to vocational qualification
- Adapt the activities to support Functional Skills

In completing our activities, learners will automatically build their underpinning knowledge (**Part A of the Key Skill standards**).

Our structure also directs learners in what they need to do and how to complete and illustrate their own work (**Part B of the Key Skill standards**).



## MORE SUPPORT AWAITS FROM CITY&GUILDS

**Our sample 'Business of Key Skills' materials are the perfect complement to those already on SmartScreen, if you would like to purchase our complete pack you would also benefit from the following:**

### **Mapped to National Occupational Standards**

Our activities are aligned with NOS mandatory units for each sector. You also receive guidance in how to further link our activities to all other units of your NOS.

### **Practice Sheets**

We will also provide you with sector based practice sheets (AON questions and answers) for contextualised learning. You could use these to support your teaching!

### **Learner Downloads**

Extra documents are provided to help the learners complete their activities – avoiding you needing to source your own! **These include tools to use for '360 degree feedback' and 'Learning plans'.**

### **Example available activities**

- Buying sector basics
- Interpret client satisfaction feedback
- Design an event menu
- Create consultation tools
- Analyse industry equipment
- Personal development plan
- Research new promotions
- Create an advertisement campaign
- Deliver a short talk

**Our packs are available to purchase from [www.bigstride.co.uk](http://www.bigstride.co.uk)**



*A complete pack offers:*  
A **26** activity tool-kit, **100** AON test questions,  
Learner downloads, **17** practice sheets to collect and  
all mapped to NOS!

