

USING THE OU SKILLS CARDS

The three sets of skills cards have been created using the Open University's frameworks for employability and digital & information literacy (DIL), and its guidance on skills for academic study. The statements define the skills, capabilities and attributes students will develop and use during their study. They are designed to help you think about how you can scaffold skills as students move through their learning journey.

The Employability and DIL cards define the skills, capabilities and attributes students will have developed by the end of each level of study. Level 1 = first year undergraduate, level 2 = second year undergraduate, level 3 = third year undergraduate and PG = taught masters level. The statements for academic study skills are generic for all levels. As students progress through study their engagement with these skills will become more sophisticated.

The aim of the cards is to support curriculum teams in embedding skills into the curriculum at all stages from first year undergraduate to masters level. Each set of skills cards can be used on its own, or together with the other sets of cards, to consider skills development throughout qualifications or programmes, or for specific modules. This can be done at the design (or redesign) stage, or for existing curriculum in presentation.

Use the cards in workshops and meetings to look at how skills relate to intended learning outcomes, and to visualise skills development and progression.

Some suggested activities are listed below that you can do with others or alone. To carry out the activities you will need a copy of the relevant learning outcomes. You may also want to look at assessment tasks and criteria to help you identify which skills to focus on.

Activity suggestions

Academic study skills cards

Activity 1: Module level

- Look at the intended learning outcomes for the module
- Consider what skills are, or will be, embedded in other modules in the qualification pathway, before and after this one
- Prioritise the top 5 skills to be developed in this specific module
- What learning activities will you build into your module materials so that students have opportunity to develop and reflect on these skills?
- How do these skills relate to digital and information literacy (DIL) skills, and support students' employability skills and attributes?

Activity 2: qualification level (undergraduate)

- Create a document or online space with three columns, one for each level of study
- Take the set of study skills cards
- Consider what students will be doing at each level of the curriculum and how you will embed study skills appropriately. Add your ideas to the document or online space.
- What learning activities will you develop at each level of study?
- How do these study skills relate to DIL skills, and support students' employability skills and attributes?
- How will you provide opportunity for students to reflect on their skills and to identify gaps?

DIL skills cards

Activity 1: module level:

- Look at the intended learning outcomes for the module
- Filter the DIL skills cards to separate out those relevant to the level of study
- Consider what skills are, or will be, embedded in other modules in the qualification pathway and put those cards to one side
- Prioritise the top 5 skills to be developed in this specific module
- What learning activities and prompts will you build into your module materials so that students have opportunity to develop and reflect on these skills?
- How do these skills relate to study skills, and support students' employability skills and attributes?
- How will you provide opportunity for students to reflect on their skills and identify gaps?

Activity 2: qualification level (undergraduate)

- Create a document or online space with three columns, one for each level of study
- Take all the undergraduate-level DIL skills cards
- Consider how you will embed each skill at each level of the curriculum and add your ideas to the document or online space
- What learning activities will you develop at each level of study?
- How will you assess these skills?
- How do these DIL skills relate to study skills, and support employability skills and attributes?

Employability skills cards

Activity 1: module level

- Look at the intended learning outcomes for the module
- Filter the Employability skills cards to separate out those relevant to the level of study
- Consider what skills are, or will be, embedded in other modules in the qualification pathway and put those cards to one side
- Prioritise the top 5 skills to be developed in this specific module
- What learning activities and prompts will you build into your module materials so that students have opportunity to develop and reflect on these skills?

Activity 2: qualification level (undergraduate)

- Create a document or online space with three columns, one for each level of study
- Take all the undergraduate-level Employability skills cards
- Consider how you will embed each skill at each level of the curriculum, and add your ideas to the document or online space
- What learning activities will you develop at each level of study?
- How will these employability skills be supported by DIL and study skills?
- How will you enable students to make the connection between what they are doing for study and their wider skills for employability and everyday life?

There are many other creative ways you can use these sets of cards and we'd love to hear what you are doing.

You can contact us at LDS-LearningDesign@open.ac.uk or via Twitter at [@OU_LD_Team](https://twitter.com/OU_LD_Team) to share your ideas.