

Faculty of Education Transferable Skills

The Education Tripos enables students to develop the following transferable skills.

1. *Intellectual skills (e.g. critical, analytical, synthesising and problem-solving skills)*

All these skills are central to the study of Education and the responsibility for fostering them is shared jointly by the Faculty and the Colleges. They are developed in lectures, classes, discussion groups, seminars, supervisions and examinations.

2. *Communication skills (written and oral)*

Writing skills are practised in essays and dissertations and as it is principally supervisors who help students to improve their writing, this aspect of their development is primarily the responsibility of Director of Studies.

Responsibility for the development of oral skills falls both to the Faculty, which organises discussion groups and seminars in which students debate educational issues, and to Directors of Studies, who arrange supervisions for students and in some cases run College seminars.

Since education students are mainly supervised in small groups, there is the opportunity to develop their oral skills through discussion. Within the University there are societies and reading groups which also enable students to refine their oral skills.

3. *Organisational skills (e.g. working independently, taking initiative, time-management)*

Education students are, from the beginning of their course, encouraged to work independently and to explore problems on their own initiative. These skills are encouraged by lecturers and supervisors providing bibliographies and references to articles and books in order that students may read them. An independent approach is also taken by encouraging students to attend any lectures given for the Education Tripos (and indeed any lectures given in the University).

The essays and dissertations submitted by students require them to make informed choices and enable them to follow their own interests.

Education students also have the additional challenge of having to study education along with their subject studies.

The task of developing an ability to use time productively falls mainly on Directors of Studies and Supervisors, who discuss with students ways of managing the demands imposed by their course.

4. *Interpersonal skills (e.g. the ability to work with or motivate others, flexibility/adaptability)*

The ability to work with others is fostered in the Faculty discussion groups, classes and seminars, in supervisions, where students are taught together, and in College groups of Education students. The responsibility for developing these skills is shared between the Faculty and the Colleges.

5. *Research and Investigative skills*

During their research project Education undergraduates are required to learn the major approaches and research methods used in investigation. The Faculty Librarian and College Librarians are available to show them how to use basic library resources and Directors of Studies and Supervisors give them advice about how to search for information on particular topics.

6. *Numeracy*

Statistical analysis skills are used by Education undergraduates during the completion of their research project undertaken as part of the course.

7. *Computer Literacy*

Education undergraduates are required to become very proficient in the use of the usual computer software such as Word, Excel and Powerpoint but in addition will be expected to carry out research and data analysis using SPSS.