



This guide sets out the common meanings of the terms used within SFEDI Awards qualifications

Glossary of Qualification Terms

What is being looked for within a qualification's requirements can sometimes be difficult to understand so to help we have produced this handy guide of common terms used within our qualifications.

This guide will help you to understand the level of detail required by a learner when producing evidence to meet the assessment criteria within our qualifications.

Term	Definition
Act (as a role model)	Provide guidance through actions, behaviour, words impacting positively on others
Actively Listen	Concentrate fully on what is being said
Agree	Have the same opinion about a subject matter; concur with a point of view
Analyse	Examine a subject methodically with care and attention to detail in order to explain and interpret it
Apply (standards)	Link existing knowledge to new or different situations
Apply (data)	Link existing knowledge to new or different situations
Assess	Evaluate or estimate the nature, ability or quality of an item, subject, theory, etc.
Be Responsive	Show sensitivity to people, events, subjects, theories or take actions to support people, events, subjects, theories
Calculate	Determine the amount or number of something or determine by reasoning, experience or common sense
Carry Out	Complete a task or an activity
Clarify	Create less confusion or make a subject or theory more comprehensible
Classify	Arrange a group of people, items, theories, subjects in classes or categories according to shared qualities or characteristics
Collate	Collect and combine texts, information, data
Communicate	Exchange, pass on or share information, news or ideas to another person or group of people

Compare	Estimate, measure or note the similarities and differences between items, subjects, theories, people
Compare and Contrast	Estimate, measure or note the similarities between items, subjects, theories, people (compare) and to look for the differences between items, subjects, theories, people (contrast)
Compile	Produce a list by assembling information collected from other sources
Complete	Finish making or doing by having all the necessary or appropriate parts
Collaborate	Work jointly with others on an activity or project
Conduct	Organise and carry out an activity or project
Consider	Think carefully about a subject before making a decision
Contrast	Estimate, measure or note the differences between items, subjects, theories, people
Contribute to	Provide ideas or opinions about a subject, theory, situation
Co-ordinate	Bring different elements into a harmonious order
Critically Analyse	Examine a subject methodically with care and attention to detail in order to explain and interpret it and present a subjective opinion or evaluation of the subject
Critically Assess	Make a judgment based on careful consideration of the evidence for and against something and present a subjective opinion or evaluation of the subject
Critically Compare	Estimate, measure or note the similarities and differences between items, subjects, theories, people and present a subjective opinion or evaluation of the subject
Critically Evaluate	Make a judgment based on careful consideration of the evidence for and against something and present a subjective opinion or evaluation of the subject
Define	The precise meaning of a term, word or phrase
Demonstrate	Show how making use of examples to illustrate
Describe	Identify and explain the features of an item, subject, theory, people

Design	Decide on the structure of an activity, process, item
Detail	Provide full listing with all relevant information
Develop	Build on a topic or activity providing further detail
Diagnose	Make use of evidence in order to identify the cause of a situation
Differentiate	Identify the differences between at least two subjects, theories, people, situations, items
Discuss	Explain a subject, theory presenting both sides of an issue and, where appropriate, take a position and explore the implications
Distinguish between	Identify the differences between multiple items, subjects, theories, people especially where confusion is a possibility
Draw Conclusions (which...)	Identify outcomes which could lead to recommendations
Elaborate	Provide a full answer exploring the issues and justifying any conclusions
Empower	Enable or permit people to undertake activities
Enable	Empower, aid, support or help people to make decisions or take part in processes or undertake tasks
Encourage	Support people to achieve tasks, activities
Engage	Work with others to complete activities or complete activities to provide information or solutions
Establish	Secure acceptance for or agreement of or come to an understanding with
Estimate	Provide an approximate decision or opinion of a subject, theory making use of prior knowledge or experience
Evaluate	Evaluate or estimate the nature, ability or quality of an item, subject, theory, etc.
Examine	Consider something in detail establishing the key facts and important issues surrounding a topic
Explain	Provide clarity to a topic giving an account as to how and why it occurs or what is meant by the use of the term in a particular context

Explore	Make use of a questioning approach to a topic considering a variety of view points
Extrapolate	Select and identify the main points of a subject, theory
Facilitate	Assist or enable
Formulate	Pull together information in order to reach a conclusion
Generate	Produce a....
Give (an example of...)	Provide relevant examples relating to a subject, theory
Give (positive and negative points...)	Provide information to show the advantages and disadvantages of the subject, theory, people, situation, item
Give Constructive Feedback	Support the improvement of people, situations, activities, working practices by providing thought through opinion
Give reasons	Provide information to explain a justification or view point
Give ways	Provide information about how to support the subject, theory
Identify	Highlight the key points to be addressed
Illustrate	Provide examples to aid a discussion in order to make something clear or to explain something
Implement	To action a plan, put in place a series of activities
Indicate	Use words, illustrations or diagrams to point out an area of interest, subject, theory without providing additional detail
Initiate	Begin a process, activity
Interact	Work with people, items, objects or create a working relationship with people, items, objects
Interpret	Provide an explanation of
Intervene effectively	Become involved with people in order to effectively influence their actions or activities

Investigate	Examine a subject, theory
Judgement	Use evidence to reach a decision
Justify	Provide evidence to support a view presenting a balanced argument before stating a final opinion
Label	Provide the correct term for the subject, theory, object, activity
List	A list of words, statements or comments
Listen	Hear what has been presented
Locate	Find, identify or indicate the location of
Maintain	Keep a situation, subject, object in a consistent state or condition
Make	Construct, produce
Manage	Be able to deal with
Measure	Determine the size, amount by measurement
Mentor	Provide an outside perspective through listening to the issues that may be causing concern and provide help by sharing own experiences of both failures and successes providing friendly, unbiased support and guidance
Monitor	Observe the progress of activities, situations, people
Name	Provide the correct term for the subject, theory, object, activity
Negotiate	Reach agreement with another person
Observe	Watch a situation, person, item, object
Order	Arrange in a logical, often sequential, way

Organise	Put items, situations, theories, subjects into a structured order
Outline	Provide the main points of a topic without providing detail
Perform	Carry out or do an action or task
Plan	Organise information in a logical manner and forward think a situation or series of activities
Predict	Using evidence to foresee a situation, event, conclusion
Prepare	Get ready
Present	Put forward, exhibit
Produce	Make, create, bring or find
Promote	Support or actively encourage
Propose	Put forward information, plan of activities for the consideration of others
Protect	Keep safe
Provide	Make available information, products, objects, people
Recognise	Acknowledge the validity of
Recommend	Present a rational and well evidenced point of view to endorse a way of working, activities, situation, theory, subject, people
Record	Maintain an accurate account of situations, activities, comments in writing or through other appropriate means
Reflect on	Consider actions, experiences, learning and how these can promote self development or future activities, decisions
Report	Present information in a formal manner
Represent views of...	Provide the views of others

Research	Conduct an investigation into a subject, situation, theory
Respect	Have a high regard for
Respond to	Reply in writing, verbally, through actions or diagrams
Resolve	Enact a solution to a situation
Review	Look thoroughly into a topic with critical assessment, not just a descriptive approach
Revise	Make revisions to improve or clarify a subject, theory
Secure	Make safe, obtain information, product, items
Select and apply	Reach an informed decision and put in place the activities, recommendations to support the decision
Set objectives	Identify the outcomes required
Share	Provide information, resources to others
Show	Give or demonstrate information or knowledge
Solve	Find an answer to a challenge, problem, situation
State	Use clear language to present the main points of a topic without including detail or complex terminology
Suggest	Put forward ideas on ways of working or undertaking an activity
Summarise	Present the main points of a topic in a condensed manner
Supervise	Oversee the work, product, performance of others
Support	Encourage people or provide credibility to people, subject, theory, activities
Trace	Present events or stages of a process in order

Triangulate	Confirm validity through three pieces of information, evidence
Understand	Comprehend information, subject, situation, theory
Undertake	Make an agreement to complete activities, take part in a situation
Use	Apply knowledge to demonstrate understanding of a subject, theory, topic
Use (a range of...)	Apply knowledge from multiple sources to demonstrate understanding of a subject, theory, topic
Work	Engage with others to complete activities or complete activities to provide information or solutions
Work in partnership	Conduct activities, work practices with two or more people

53 Coniscliffe Road
Darlington
County Durham
DL3 7EH

t: 0845 224 5928

w: <http://www.sfediawards.com>

e: customerservices@sfediawards.com