

Structure of the Edexcel Entry Level BTEC qualifications in WorkSkills (Entry 3)

UNITS		Credit Value
Unit 1	Alternatives to Paid Work	1
Unit 2	Working as a Volunteer	2
Unit 3	Managing your own Money	2
Unit 4	Being Responsible for Other People's Money	1
Unit 5	Searching for a Job	1
Unit 6	Applying for a Job	1
Unit 7	Preparing for an Interview	1
Unit 8	Interview Skills	1
Unit 9	Self Management Skills	2
Unit 10	Self Assessment	1
Unit 11	Career Progression	1
Unit 12	Conduct at Work	1
Unit 13	Working in a Team	3
Unit 14	Investigating Rights and Responsibilities at Work	1
Unit 15	Managing your Health at Work	1
Unit 16	Setting and Meeting Targets at Work	2
Unit 17	Solving Work-Related Problems	2
Unit 18	Presenting Accurate Documents	1
Unit 19	Speaking Confidently at Work	1
Unit 20	Preparing for Work Placement	1
Unit 21	Learning from Work Placement	2
Unit 22	Safe Learning in the Workplace	1
Unit 23	Planning an Enterprise Activity	1
Unit 24	Running an Enterprise Activity	1
Unit 25	Producing a Product	1

Structure of the Edexcel Level 1 BTEC qualifications in WorkSkills

UNITS		Credit Value
Unit 1	Alternatives to Paid Work	1
Unit 2	Working as a Volunteer	2
Unit 3	Managing your own Money	2
Unit 4	Being Responsible for Other People's Money	1
Unit 5	Searching for a Job	1
Unit 6	Applying for a Job	1
Unit 7	Preparing for an Interview	1
Unit 8	Interview Skills	1
Unit 9	Self Management Skills	2
Unit 10	Self Assessment	1
Unit 11	Career Progression	2
Unit 12	Developing Personal Skills for Leadership	2
Unit 13	Practising Leadership Skills with Others	2
Unit 14	Learning with Colleagues and Other Learners	2
Unit 15	Communicating Solutions to Others	2
Unit 16	Positive Attitudes and Behaviours at Work	1
Unit 17	Working in a Team	3
Unit 18	Learning from More Experienced People	2
Unit 19	Building Working Relationships with Colleagues	2
Unit 20	Building Working Relationships with Customers	2
Unit 21	Investigating Rights and Responsibilities at Work	1
Unit 22	Managing your Health at Work	1
Unit 23	Setting and Meeting Targets at Work	2
Unit 24	Solving Work-Related Problems	2
Unit 25	Taking Notes at Meetings	1
Unit 26	Summarising Documents	1
Unit 27	Contributing to Meetings	1
Unit 28	Preparing for Work Placement	1
Unit 29	Learning from Work Placement	2
Unit 30	Safe Learning in the Workplace	1
Unit 31	Planning an Enterprise Activity	1
Unit 32	Running an Enterprise Activity	1
Unit 33	Producing a Product	1

Structure of the Edexcel Level 2 BTEC qualifications in WorkSkills

UNITS		Credit Value
Unit 1	Alternatives to Paid Work	1
Unit 2	Working as a Volunteer	2
Unit 3	Managing your own Money	2
Unit 4	Searching for a Job	1
Unit 5	Applying for a Job	1
Unit 6	Preparing for an Interview	1
Unit 7	Interview Skills	1
Unit 8	Self Management Skills	2
Unit 9	Self Assessment	2
Unit 10	Career Progression	2
Unit 11	Developing Personal Skills for Leadership	2
Unit 12	Practising Leadership Skills with Others	2
Unit 13	Learning with Colleagues and Other Learners	2
Unit 14	Communicating Solutions to Others	2
Unit 15	Effectiveness at Work	1
Unit 16	Working in a Team	3
Unit 17	Learning from More Experienced People	2
Unit 18	Building Working Relationships with Colleagues	2
Unit 19	Building Working Relationships with Customers	2
Unit 20	Investigating Rights and Responsibilities at Work	1
Unit 21	Managing your Health at Work	1
Unit 22	Setting and Meeting Targets at Work	2
Unit 23	Solving Work-Related Problems	2
Unit 24	Summarising Documents	1
Unit 25	Contributing to Meetings	1
Unit 26	Preparing for Work Placement	1
Unit 27	Learning from Work Placement	2
Unit 28	Planning an Enterprise Activity	1
Unit 29	Running an Enterprise Activity	1
Unit 30	Producing a Product	1