

Curriculum Modelling

The following curriculum models demonstrate a number of ways of combining units to create a 13-credit BTEC Certificate in Workskills. In each case the focus of the qualification is determined by the suggested core units. The strands listed below are suggested ways of combining the WorkSkills units, as such there are no rules of combination for WorkSkills.

Unless otherwise specified the unit titles and numbers are from the WorkSkills Level 2 Specification. The suggested models are based on using existing timetable provision. Although there are no fixed rules of combination for any of the WorkSkills qualifications in this instance we have suggested core and optional credits for each of the strands. The core credits are marked in bold.

	Type of Course	Age Range	Providers	Units (credit value in brackets)
1	<p>WorkSkills Work Experience Strand</p> <p>This Certificate could be delivered through work experience preparation and delivery time. In addition some units such as Interview Skills could be embedded in English Lessons. Units can be delivered as part of PSHE.</p>	<ul style="list-style-type: none"> • 14-16 • Schools 	<ul style="list-style-type: none"> • Schools 	<p>3 core credits:</p> <ul style="list-style-type: none"> • Unit 26 Preparing for Work Placement (1) • Unit 27 Learning for Work Placement (2) <p><i>As well as 10 credits from the following:</i></p> <ul style="list-style-type: none"> • Unit 6 Preparing for an Interview (1) • Unit 7 Interview Skills(2) • Unit 8 Self Management Skills (2) • Unit 9 Self Assessment(2) • Unit 15 Effectiveness at Work (1) • Unit 20 Investigating Rights and Responsibilities at Work(1) • Unit 21 Managing Your Health at Work (1) • Unit 23 Solving Work-Related Problems
2	<p>WorkSkills Enterprise Strand</p> <p>The WorkSkills units can be delivered to fulfil learners' entitlement to the Enterprise Agenda</p>	<ul style="list-style-type: none"> • 14+ 	<ul style="list-style-type: none"> • Schools • Colleges 	<p>5 core credits:</p> <ul style="list-style-type: none"> • Unit 28 Planning and Enterprise Activity (1) • Unit 29 Running an Enterprise Activity (1) • Unit 16 Working in a Team (3) <p><i>As well as 9 credits from the following:</i></p> <ul style="list-style-type: none"> • Unit 25 Contributing to Meetings (1) • Unit 8 Self Management Skills (2) • Unit 9 Self Assessment (2) • Unit 11 Developing Personal Skills for Leadership (2) • Unit 11 Developing Personal Skills for Leadership (2) • Unit 30 Producing a Product (1)

<p>3</p>	<p>WorkSkills Personal and Professional Development Strand</p> <p>Schools and Colleges: This Certificate could be delivered as part of work experience, careers education and enterprise projects</p> <p>Employers: This Certificate could be delivered as part of an appraisal review</p> <p>identifying skills gaps or areas for development</p> <p>Training Providers: This Certificate could be delivered as part of an up-skilling and development programme for job seekers</p>	<ul style="list-style-type: none"> • 19+ • Employees • Job Seekers 	<ul style="list-style-type: none"> • Employers • Training Providers • Colleges 	<p>9 core credits:</p> <ul style="list-style-type: none"> • Unit 8 Self Management Skills (2) • Unit 9 Self Assessment (2) • Unit 15 Effectiveness at Work (1) • Unit 22 Setting and Meeting Targets at Work(2) • Unit 23 Solving Work-Related Problems (2) <p>As well as 5 credits from the following:</p> <ul style="list-style-type: none"> • Unit 10 Career Progression (2) • Unit 13 Learning with Colleagues and Other Learners (2) • Unit 14 Communicating Solutions to Others (2) • Unit 16 Working in a Team (3) • Unit 21 Managing your Health at Work (1) • Unit 24 Summarising Documents (1) • Unit 25 Contributing to Meetings (1) • Unit 28 Planning an Enterprise Activity • Unit 29 Running an Enterprise Activity
<p>4</p>	<p>WorkSkills PLTS Strand View the PLTS Framework</p>	<ul style="list-style-type: none"> • 14-19 	<ul style="list-style-type: none"> • Schools • Colleges 	<p>13 credits from the following units:</p> <ul style="list-style-type: none"> • Unit 8 Self Management Skills (2) • Unit 9 Self Assessment (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 22 Setting and Meeting Targets at Work (2) • Unit 23 Solving Work Related Problems (2) • Unit 25 Contributing to Meetings (1) • Unit 28 Planning an Enterprise Activity (1) • Unit 29 Running an Enterprise Activity (1) • Unit 26 Preparing for Work Placement (1) • Unit 27 Learning from Work Placement (2) • Unit 15 Effectiveness at Work (1)

5	<p>WorkSkills Every Child Matters Strand (PSHE)</p> <p>www.everychildmatters.gov.uk</p>	<ul style="list-style-type: none"> • 14-16 	<ul style="list-style-type: none"> • Schools 	<p>13 Core credits:</p> <ul style="list-style-type: none"> • Unit 3 Managing your own Money (2) • Unit 8 Self Management Skills (2) • Unit 13 Learning with Colleagues and Other Learners (2) • Unit 14 Communicating Solutions to Others (2) • Unit 20 Investigating Rights and Responsibilities at Work (1) • Unit 21 Managing your Health at Work (1) <p><i>As well as 3 credits from the following:</i></p> <ul style="list-style-type: none"> • Unit 1 Alternatives to Paid Work (1) • Unit 2 Working as a Volunteer (2) • Unit 28 Planning an Enterprise Activity (1) • Unit 29 Running an Enterprise Activity (1)
6	<p>Preparing for Entry to Work (Level 1)</p>	<ul style="list-style-type: none"> • 14-19 • Job Seekers • Adult Returners 	<ul style="list-style-type: none"> • Schools • Colleges • Training Providers 	<p>9 core credits:</p> <ul style="list-style-type: none"> • Unit 9 Self Management Skills (2) • Unit 10 Self Assessment (2) • Unit 16 Positive Attitudes and Behaviours at Work(1) • Unit 23 Setting and Meeting Targets at Work(2) • Unit 24 Solving Work-Related Problems (2) <p><i>As well as 5 additional credits from the following:</i></p> <ul style="list-style-type: none"> • Unit 11 Career Progression (2) • Unit 14 Learning with Colleagues and Other Learners (2) • Unit 15 Communicating Solutions to Others (2) • Unit 17 Working in a Team (3) • Unit 22 Managing your Health at Work (1) • Unit 26 Summarising Documents (1) • Unit 25 Taking Notes at Meetings (1) • Unit 27 Contributing to Meetings