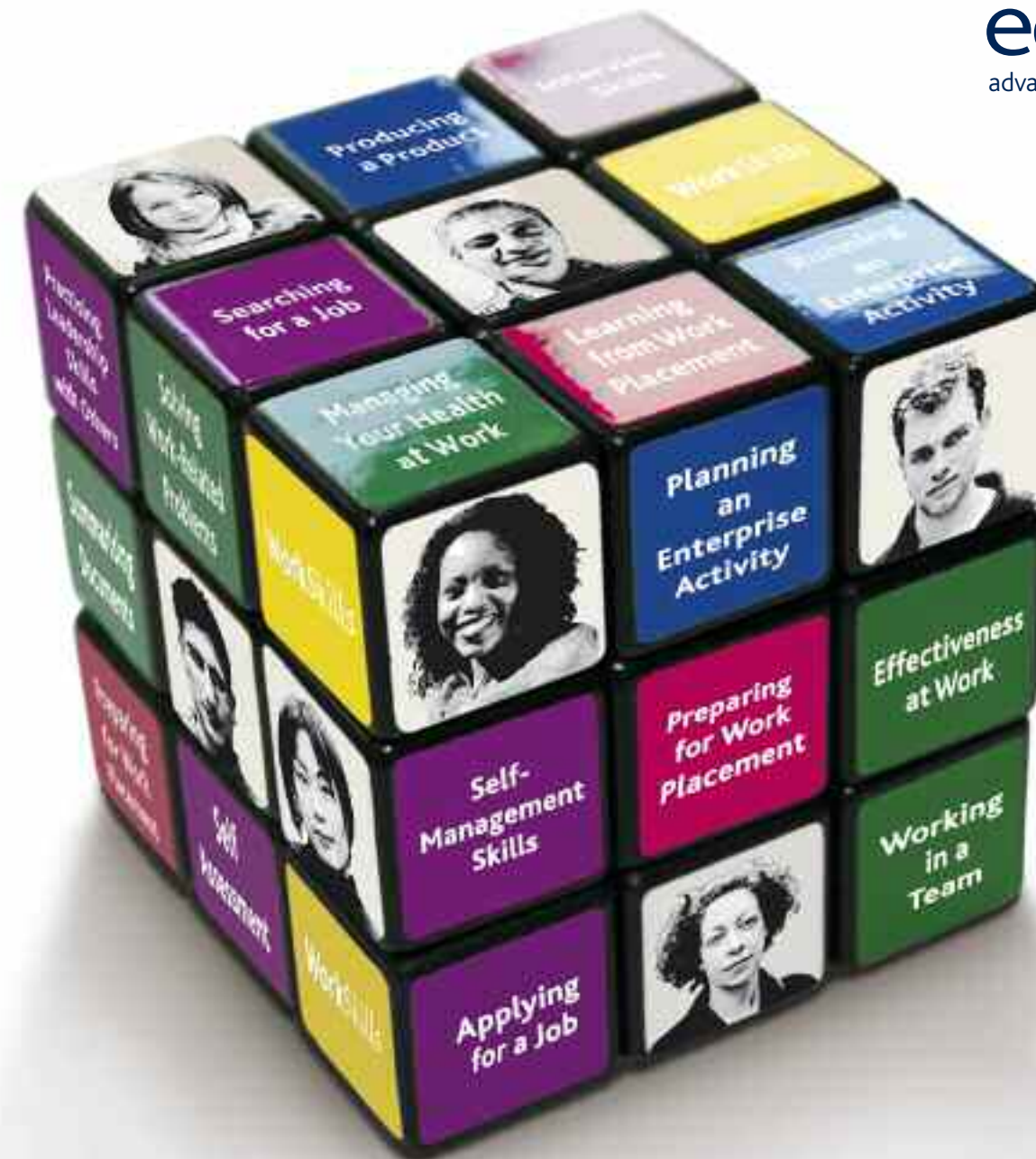
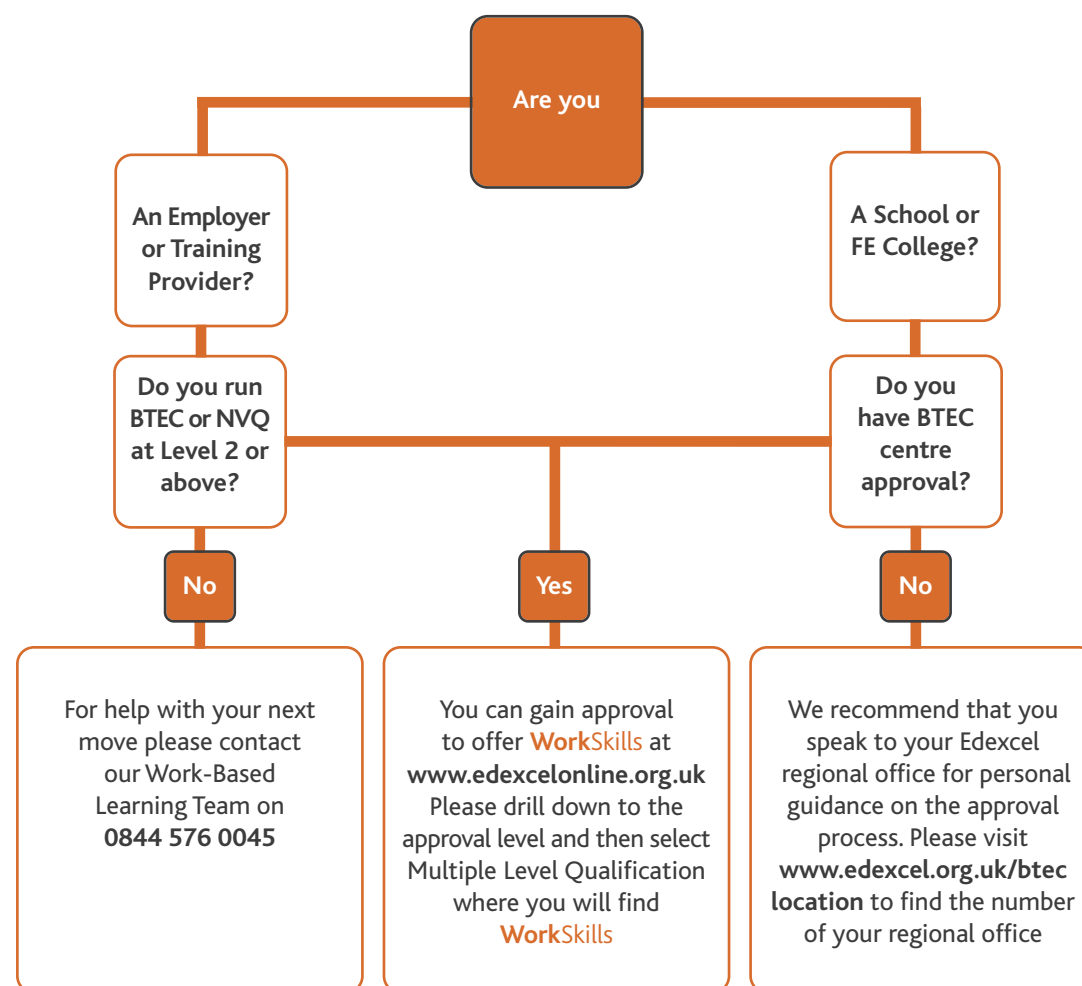


How to sign up for WorkSkills

As **WorkSkills** is a BTEC accredited qualification you will need to be given BTEC centre approval. Simply follow this flow chart for your next move.



About Edexcel

Edexcel, a Pearson company, is the UK's largest awarding body offering academic and vocational qualifications and testing to schools, colleges, employers and other places of learning in the UK and internationally. In 2007 we delivered 9.6 million exam scripts in over 85 countries, with 4.5 million marked onscreen using the groundbreaking ePen technology.

Our general qualifications taken internationally include GCSEs, AS and A Levels, IGCSEs and O Levels. Our vocational qualifications include NVQ and BTEC from entry level to Higher National Diplomas. Our entire vocational portfolio had over one million registrations across 45 countries.

Further copies of this brochure are available from Edexcel publications:
Tel: 01623 467 467
Fax: 01623 450 481
Publication code: Z020536

Edexcel
190 High Holborn,
London WC1V 7BH

Tel: 0844 576 0031
Fax: 020 7190 5700
www.edexcel.org.uk

WorkSkills from Edexcel

New easy-to-assemble BTEC qualifications that stack up to job success

The skills to gain and retain a job

At every stage of our lives we need work-related skills. In response to the demand for employable people, Edexcel has developed a flexible suite of BTEC qualifications called **WorkSkills**. To gain a BTEC in **WorkSkills** learners can choose from a wide range of different units, many of which build on skills already taught in schools and colleges.

WorkSkills has been developed following wide-ranging research

Edexcel consulted employers, training providers, schools and colleges to define and deliver the skills that will help people to obtain and retain a job.

Together we agreed the following:

- Functional Skills are often most successfully absorbed when embedded in work-related activities.
- **WorkSkills** should encompass work placement, interview techniques, teamwork and vocational skills.

- Just as importantly, **WorkSkills** should help people acquire the soft skills that we know employers are looking for; adaptability, a positive 'can do' attitude, objectivity about strengths and weaknesses and a willingness to continue learning throughout their working lives.

Each unit contains the ingredients identified as essential for success.

WorkSkills advocates:

'This qualification is extremely relevant today. Students are learning how to write letters of application, how to prepare for an interview and to be ready for the workplace. I think students need to be given this kind of information.'

Pat Tilley
Key Skills Curriculum Manager
Brooklands College, Weybridge



Edexcel WorkSkills Suite

WorkSkills offers a wide-ranging package of bite-sized learning units at Entry Level 3, Level 1 and Level 2. The manageable size and sheer flexibility of the units enables learners to accumulate unit credits at their own pace. Learners can then build credits to gain BTEC Award, Certificate and Diploma qualifications.

Learners choose units from any of four skills pathways:

- 1/ Personal Life Skills
- 2/ Sustainable Employability Skills
- 3/ Work Placement Skills
- 4/ Skills for Business

How to create a BTEC in WorkSkills

BTEC Award = 3 credits
BTEC Certificate = 13 credits
BTEC Diploma = 37 credits

These are the minimum number of credits required for each BTEC qualification.

Units			
Alternatives to Paid Work E3 L1 L2	Working as a Volunteer E3 L1 L2	Managing Your Own Money E3 L1 L2	Being Responsible for Other People's Money E3 L1
Searching for a Job E3 L1 L2	Applying for a Job E3 L1 L2	Preparing for an Interview E3 L1 L2	Interview Skills E3 L1 L2
Self-Management Skills E3 L1 L2	Self-Assessment E3 L1 L2	Career Progression E3 L1 L2	Developing Personal Skills for Leadership L1 L2
Practising Leadership Skills with Others L1 L2	Learning with Colleagues and Other Learners L1 L2	Communicating Solutions to Others L1 L2	Conduct at Work E3
Positive Attitudes and Behaviours at Work L1	Effectiveness at Work L2	Working in a Team E3 L1 L2	Learning from More Experienced People L1 L2
Building Working Relationships with Colleagues L1 L2	Building Working Relationships with Customers L1 L2	Investigating Rights and Responsibilities at Work E3 L1 L2	Managing Your Health at Work E3 L1 L2
Setting and Meeting Targets at Work E3 L1 L2	Solving Work-Related Problems E3 L1 L2	Presenting Accurate Documents E3	Taking Notes at Meetings E3
Summarising Documents L1 L2	Speaking Confidently at Work E3	Contributing to Meetings L1 L2	Preparing for Work Placement E3 L1 L2
Learning from Work Placement E3 L1 L2	Safe Learning in the Workplace E3 L1	Planning an Enterprise Activity E3 L1 L2	Running an Enterprise Activity E3 L1 L2
Producing a Product E3 L1 L2	E3 = Units available at Entry Level 3 L1 = Units available at Level 1 L2 = Units available at Level 2		

Use WorkSkills to build tailor-made BTECs

Build your own BTEC

You can help your learners and employees to choose as many or as few units as is right for them. So you can help individual learners to put together a tailor-made BTEC in **WorkSkills** at Award, Certificate or Diploma Level.

You can select an appropriate assessment method

We will provide guidance on a range of assessment methods so that you have the freedom to select the most effective assessment activity. This could be a portfolio, a short test, an interview or a combination of methods.

Add value to existing qualifications

WorkSkills is highly versatile. Learners taking BTECs, GCSEs, GCEs, Diplomas, NVQs, Apprenticeships and other recognised courses can fit **WorkSkills** units into their timetable, adding a further work-based qualification to their CV.

Work experience earns accreditation

Work placements are integral to the curriculum in many schools, colleges and training organisations. **WorkSkills** Work Placement units credit learners for skills they gain during work placements. Since the Trident Trust, the UK's largest national provider of work experience for students aged 14-16 years, is part of Edexcel, you can count on unparalleled support.



The ABC of Employability; Attitude, Behaviour and Communication

The purpose of all **WorkSkills** units is to enhance employability. The suite has been designed for ultimate flexibility, allowing learners to select the units that they believe will be most valuable in helping them to gain and retain a job, and then advance within the workplace.

Identify skills gaps and select units to meet them

The suite structure allows learners to, in effect, design their own BTEC in **WorkSkills**. They can choose as many or as few units as is right for them, and wrap them into a qualification that is relevant to their needs. In this way **WorkSkills** enables learners to:

- enhance and develop their employability skills
- build confidence
- gain an internationally recognised BTEC qualification, incorporating Functional Skills or Skills for Life
- enjoy a rewarding learning journey that equips them to progress from Award to Certificate and Diploma Level.

WorkSkills advocates:

'I'm looking forward to using the new **WorkSkills** units in school. I like the fact that it's modular and in manageable units. It means we can get accreditation for the work that the students are already doing.'

Ruth Bullard
Enterprise Coordinator
The Blyth Jex School, Norwich



WorkSkills Quality Assurance

Edexcel has devised comprehensive Quality Assurance systems to ensure that **WorkSkills** is:

Flexible

You can complete the standardisation process in your own time and at your own pace using our online standardisation system.

Supportive

Edexcel will provide all internal verifiers and assessors with mandatory training and standardisation instruction to ensure high quality delivery and well prepared teaching staff. Equally important, if your centre has little or no experience of delivering BTECs, we'll give you early training and support.

Comprehensive

Our QA process covers the entire **WorkSkills** suite, rather than individual qualifications. This means that once your centre is approved you can go ahead and teach any or all of the **WorkSkills** units. You can also rely on us to carry out rigorous centre risk assessments so you can rest assured that your centre is operating to the highest standards.

WorkSkills advocates:

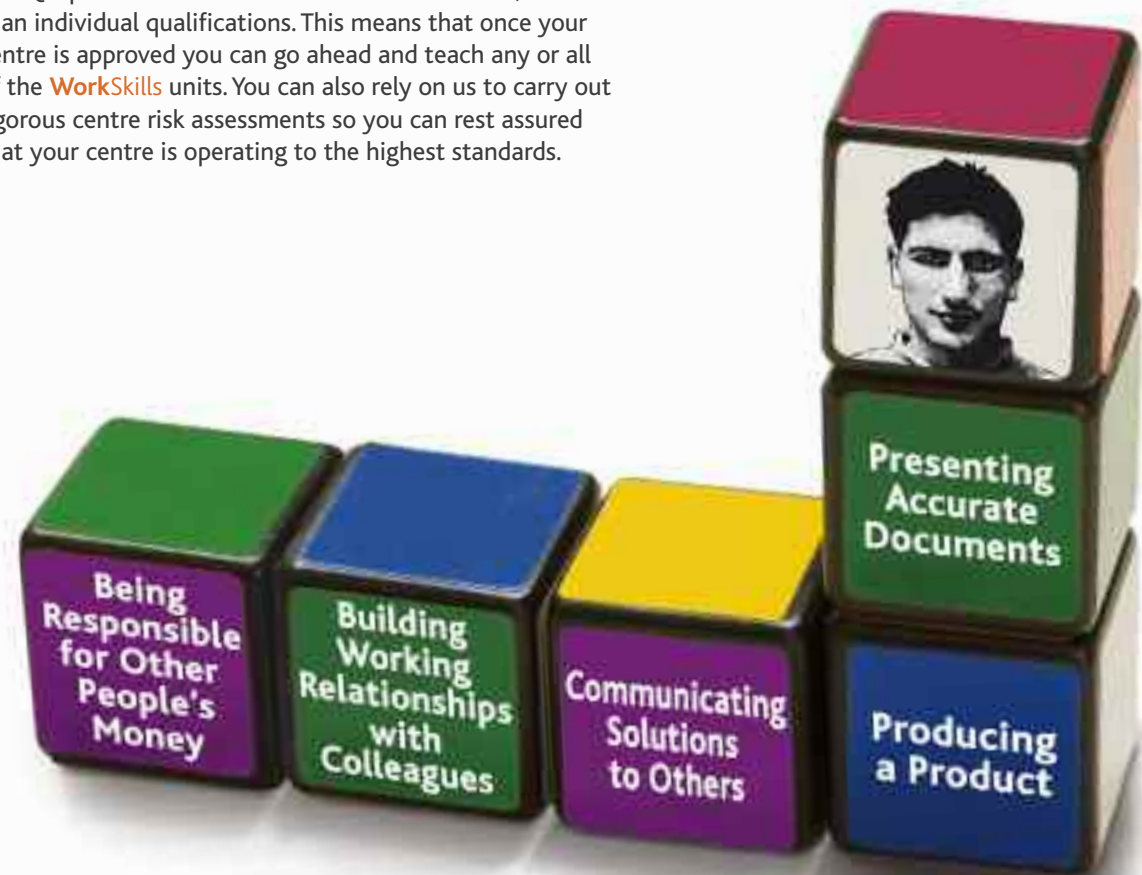
'It'll be very useful to have these skills, especially when I have to leave college and look for a job. Knowing how to present myself in an interview and how to write up a CV will be good.'

Daniel Hickey,
ND in Motorsport Engineering,
Brooklands College, Weybridge

WorkSkills learners

The **WorkSkills** suite is particularly appropriate for the learner groups below:

- 14 - 19 year olds
- Apprentices
- Employees
- Graduates
- Job seekers
- Offenders
- Adult returners



4 easy ways to register your interest

1. Visit www.edexcel.org.uk/workskills
2. Email workskills@edexcel.org.uk
3. Call 0844 576 0026
4. Contact your regional Edexcel officer