

> The WorkSkills units and their credit values at Entry 3, Level 1 and Level 2

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

> The WorkSkills Plus (Level 3) unit titles and credit values

Unit Title	Credit value
Career Development	2
Maximising Potential When Applying for a Job	1
Strategies to Improve Job Interview Skills	2
Preparing for Work Placement	1
Reflecting on Work Placement	1
Developing Confidence for Work	1
Organising and Chairing Meetings	1
Personal Skills for Leadership	1
Presentations for Work	1
Planning for Professional Development	2
Reviewing Professional Development	1
Negotiation Skills and Persuasion in the Workplace	2
Giving and Receiving Feedback	2
Coaching Skills for the Workplace	2
Mentoring Skills for the Workplace	2
Recognition and resolution of Bullying in the Workplace	1
Managing a Work/Life Balance	1
Project Management Skills	1
Skills for a Portfolio Career	1
Skills for Starting a Business	1