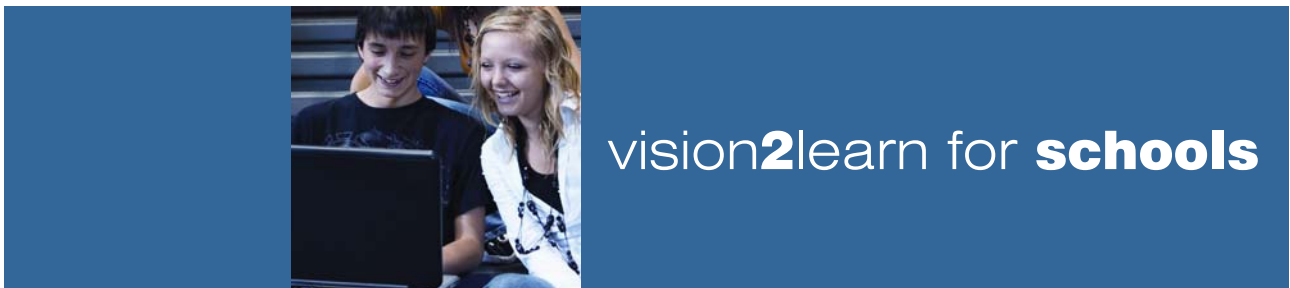


# WorkSkills

from Edexcel and vision2learn for schools



New flexible skills *online*  
that stack up to job success

## The skills to gain and retain a job

At every stage in our lives we need work-related skills. In response to the demand for employable people, Edexcel have produced a flexible suite of units called **WorkSkills**. These units build on the skills already taught in schools and colleges, recognising them with a formal qualification. We're delighted that **WorkSkills** e-learning units are available on **vision2learn for schools** to help your learners study towards a **BTEC Award, Certificate or Diploma in WorkSkills** by combining credit-based units at Level 1 and/or 2.

### **WorkSkills** is being developed following wide-ranging research

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

Together they 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.**



### The case for **WorkSkills**:

**There are currently 3.4m unskilled jobs in the UK. By 2020 this will have fallen to 600,000.**

Source: Leitch Report 'Prosperity for all in the Global Economy - World Class Skills',

## Edexcel WorkSkills Suite - Available online with vision2learn for schools

Level 1 Unit titles	Study hours	Credits
<b>Your Work Life Balance Skills</b>		
Alternatives to Paid Work	10	1
Managing your own Money	20	2
<b>Your At Work Skills</b>		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
Preparing for Work Placement	10	1
Learning from Work Placement	20	2

Level 2 Unit titles	Study hours	Credits
<b>Your Enterprise Skills</b>		
Planning an Enterprise Activity	10	1
Running an Enterprise Activity	10	1
Producing a Product	10	1
<b>Your At Work Skills</b>		
Building Working Relationships with Colleagues	20	2
Working in a Team	30	3
Effectiveness at Work	10	1
Developing Personal Skills for Leadership	20	2
Practising Leadership Skills with Others	20	2
Building Working Relationships with Customers	20	2
Self-Management Skills	20	2
Self Assessment	20	2
Setting and Meeting Targets at Work	20	2
Investigating Rights and Responsibilities at Work	10	1
Career Progression	20	2
Summarising Documents	10	1
Contributing to Meetings	10	1
Learning with Colleagues and Other Learners	20	2
Learning from More Experienced People	20	2
Communicating Solutions to Others	20	2
Solving Work Related Problems	20	2
<b>Your Finding a Job Skills</b>		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
<b>Your Work Placement Skills</b>		
Preparing for Work Placement	10	1
Learning from Work Placement	20	2
<b>Your Work Life Balance Skills</b>		
Alternatives to Paid Work	10	1
Working as a Volunteer	20	2
Managing your own Money	20	2
Managing your Health at Work	10	1

Edexcel's suite consists of stand-alone units, from Entry 3 to Level 2, that can be used in a variety of qualifications. The units are flexible and can be combined to create qualifications of different sizes and at different levels to suit the needs of the individual learner. Level 1 and 2

### Credit framework

Learners can build up credits to achieve the following qualifications:

**3 credits = Level 1 or 2 BTEC Award in WorkSkills**

**13 credits = Level 1 or 2 BTEC Certificate in WorkSkills**

**37 credits = Level 1 or 2 BTEC Diploma in WorkSkills**

## WorkSkills on vision2learn for schools: a case study

Anna is a 15-year-old student in Year 10. She is just beginning to think about her future career options. There are loads of choices available, from going to university or college, to starting work or pursuing an apprenticeship. With so many options, it's difficult to know where to start...

Anna had the opportunity to carry out a 3-week work experience placement. It was a great chance to learn valuable work-based skills, gain experience in an area that she's interested in and start building her CV.



Before she applied for her work placement, Anna's Careers Guidance teacher suggested that she completed an Edexcel **WorkSkills** module online with **vision2learn for schools**. **WorkSkills** helps learners to develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. With the help of the **WorkSkills Applying for a Job** module, Anna produced a CV and covering letter to send to prospective employers.

**WorkSkills** on **vision2learn for schools** is completed via fun, interactive study sessions online, so Anna could study where and when it suited her, from school or home. She obtained instant feedback through online quizzes and completed an online assessment at the end of the module.

The **vision2learn** e-learning system automatically tracked Anna's progress and stored her work in an online portfolio. All the necessary content and resources are included in the online **WorkSkills** programme, so Anna's Careers Guidance teacher didn't have to spend hours preparing teaching materials in advance.

Anna secured a placement with a local engineering company. Finding a job is one challenge, but knowing how to think, learn and behave in the workplace is just as challenging! So, before she started, she worked her way through the **Preparing for Work Placement WorkSkills** module. This helped her to research her placement organisation, know what was expected of her during the placement and prepare a list of skills goals.

Thanks to **WorkSkills**, Anna was 'ready for work' and this helped her to really make the most of her 3-week work placement. When she finished her placement, Ann reflected on her experience using the **WorkSkills Learning from Work Placement** module. This helped to increase her understanding of the placement and how it could contribute to further development.

Anna was able to 'pick and mix' from the **WorkSkills** modules to build a personalised course of study and achieve a **Level 2 BTEC Award in WorkSkills** — a fantastic addition to her CV! What's more, Anna's **WorkSkills** qualification will also contribute to her GCSE points score.

Anna is part of a new generation of career learning. To find out how Edexcel **WorkSkills** delivered online on **vision2learn for schools** could benefit your learners please contact **Rachel Smith, Business Development Manager**, [rachel.smith@creatingcareers.com](mailto:rachel.smith@creatingcareers.com), 01661 864470 or mobile 07967 354553.

# Use **WorkSkills on** vision2learn for schools to build tailor-made BTECs

## Build your own BTEC

You can help your learners to choose as many or as few 10-20 hour online units as is right for them, leading to tailor-made BTECs at Award, Certificate or Diploma at Level 1 or 2.

## You can select an appropriate assessment method

Edexcel have a range of assessment methods available. This gives you the freedom to select the most effective assessment activity, whether it's 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 and other recognised courses can fit **WorkSkills** into their timetable, adding a further work-based qualification to their CV. As **WorkSkills** is available online through **vision2learn's** interactive online learning platform, the units can be studied 24/7 either at school, or at home.



## Work experience earns accreditation

Work placements are integral to the curriculum in many schools. The 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.

## WorkSkills with vision2learn for schools -

### Benefits for schools

- Accreditation for work pupils may already be doing, e.g. work placements, PHSE.
- Improved pupil attitude, communication and behaviour.
- Motivated pupils will recognise the value to their own career progression.
- Minimal disruption to timetable. **WorkSkills** has been designed to fit into the curriculum and is easily integrated with Level 1 and 2.
- Flexibility through studying online - learners can complete the units at school or at home.
- Studying online puts the learner in control and provides an alternative to traditional classroom teaching.

#### The case for **WorkSkills**:

A better skilled workforce could bring an estimated gain of £80bn to the British economy over the next 30 years.

Source: Leitch Report 'Prosperity for all in the Global Economy - World Class Skills', December 2006.



## Your questions answered

### Q. Are there any external assessments?

A. No. All assessments will be conducted internally by the provider.

### Q. What qualifications are available?

A. Edexcel has a range of qualifications at Entry 3, Level 1 and Level 2. With **vision2learn** learners can achieve a BTEC Award, Certificate or Diploma, by combining units at Level 1 and/or 2.

### Q. Is WorkSkills relevant for all learners?

A. Yes. **WorkSkills** offers a range of qualifications designed to meet the needs of all learners at all stages of their lives.

### Q. How long is each unit?

A. Each unit typically involves between 10 and 20 study hours.

### Q. Will WorkSkills fit into my school curriculum?

A. Yes. **WorkSkills** is an excellent addition to existing BTEC, GCSE, GCE, Diploma, NVQ and vocational qualifications.

### Q. How are the WorkSkills qualifications comparable to GCSEs?

A.

Level	Qualification	GCSE Equivalent	Grade Equivalent
1	Award	0.25	D-G
1	Certificate	1	D-G
1	Diploma	4	D-G
2	Award	0.25	A*-C
2	Certificate	1	A*-C
2	Diploma	4	A*-C



## Contact us

For more information about **vision2learn for schools** and Edexcel **WorkSkills** or to arrange a **free** demonstration, please contact:

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