

Edexcel WorkSkills

BTEC Level 1 Award or Certificate in WorkSkills (Section 96 approved to 31/08/2011)

QCF

Approved ages	14-16	✓	16-18	✓	18+	✓	19+	✓
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Job-related **WorkSkills** in bite-size e-learning chunks, accredited and endorsed by Edexcel, are available on vision2learn for **schools**.

Edexcel has developed the flexible suite of **WorkSkills** units to help learners develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. Learners can study 11 units to build a personalised course of study at Level 1 and achieve a BTEC qualification.

WorkSkills courses	Study hours	Credit values
Your Enterprise Skills		
Planning an Enterprise Activity	10	1
Running an Enterprise Activity	10	1
Your 'Finding a Job' Skills		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
Your Work Placement Skills		
Preparing for Work Placement	10	1
Learning from Work Placement	10	2
Your Work-Life Balance Skills		
Alternatives to Paid Work	10	1
Working as a Volunteer	10	2
Managing your own Money	20	2
Credit framework		
Learners can build up credits to achieve the following qualifications:		
3 credits = Level 1 BTEC Award in WorkSkills (QCF)		
13 credits = Level 1 BTEC Certificate in WorkSkills (QCF)		

WorkSkills is suitable for KS3 year 9 students and KS4 year 10 and 11 students. 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.

Benefits for schools include:

- Accreditation for work learners may already be doing, e.g. work placements, PSHE.
- Greater pupil awareness of the knowledge, attitudes and behaviour employers are looking for.
- Minimal disruption to timetable. **WorkSkills** has been designed to fit into the curriculum and easily integrated with Levels 1 and 2.
- Flexible online study – 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.

Facts and figures	2010/11
Edexcel registration and certification:	
Level 1 BTEC Award	£18.30
Level 1 BTEC Certificate	£28.90
Qualification Aim Numbers:	
Level 1 BTEC Award	5004073X
Level 1 BTEC Certificate	50040741
14-19 curriculum information	2010/11
Contribution to Level 1 threshold:	
Award	5%
Certificate	20%
Point score:	
Award	6.3
Certificate	25
Discount code	HC42

Edexcel WorkSkills

BTEC Level 2 Award, Certificate, Extended Certificate or Diploma in WorkSkills (Section 96 approved to 31/08/2011)

QCF

Approved ages	14-16	✓	16-18	✓	18+	✓	19+	✓
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Job-related **WorkSkills** in bite-size e-learning chunks, accredited and endorsed by Edexcel, are available on vision2learn for **schools**.

Edexcel has developed the flexible suite of **WorkSkills** units to help learners develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. Learners can 'pick and mix' from 30 units to build a personalised course of study at Level 2 and achieve a BTEC qualification.

WorkSkills courses	Study hours	Credit values
Your Enterprise Skills		
Planning an Enterprise Activity	10	1
Running an Enterprise Activity	10	1
Producing a Product	10	1
Your 'At Work' Skills		
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
Your 'Finding a Job' Skills		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
Your Work Placement Skills		
Preparing for Work Placement	10	1
Learning from Work Placement	10	2
Your Work-Life Balance Skills		
Alternatives to Paid Work	10	1
Working as a Volunteer	10	2
Managing your own Money	20	2
Managing your Health at Work	10	1
Credit framework		
Learners can build up credits to achieve the following qualifications:		
3 credits = Level 2 BTEC Award in WorkSkills (QCF)		
13 credits = Level 2 BTEC Certificate in WorkSkills (QCF)		
18 credits = Level 2 BTEC Extended Certificate in WorkSkills (QCF)		
37 credits = Level 2 BTEC Diploma in WorkSkills (QCF)		

WorkSkills is suitable for KS3 year 9 students and KS4 year 10 and 11 students. 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.

Benefits for schools include:

- Accreditation for work learners may already be doing, e.g. work placements, PSHE.
- Greater pupil awareness of the knowledge, attitudes and behaviour employers are looking for.
- Minimal disruption to timetable. **WorkSkills** has been designed to fit into the curriculum and easily integrated with Levels 1 and 2.
- Flexible online study – 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.

Under 16 year olds have a maximum of 360 GLH per qualification. To stay within this limit learners should incorporate 'Learning from Work Placement' and/or 'Working as a Volunteer' as part of their Diploma qualification.

Facts and figures	2010/11
Edexcel registration and certification:	
Level 2 BTEC Award	£18.30
Level 2 BTEC Certificate	£28.90
Level 2 BTEC Extended Certificate	£28.90
Level 2 BTEC Diploma	£81.20
Qualification Aim Numbers:	
Level 2 BTEC Award	50040765
Level 2 BTEC Certificate	50040716
Level 2 BTEC Extended Certificate	50067199
Level 2 BTEC Diploma	50040777
14-19 curriculum information	
2010/11	
Contribution to Level 2 threshold:	
Award	5%
Certificate	20%
Extended Certificate	40%
Diploma	80%
Point score:	
Award	11.5
Certificate	46
Extended Certificate	92
Diploma	184
Discount code	HC42