



WorkSkills from Edexcel

New flexible skills
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 is seeking accreditation for 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.

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 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.



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', December 2006.

Edexcel WorkSkills Suite

The planned suite will consist of up to 30 stand-alone units, from Entry 3 to Level 2, that can be used in a variety of qualifications. The units, typically 10 hours each, are flexible and can be combined to create qualifications of different sizes and at different levels to suit the needs of the individual learner.

Learners can choose from four skills pathways:

1/ Personal Life Skills

2/ Sustainable Employability Skills

3/ Work Placement Skills

4/ Skills for Business

Units			
1. Positive Alternatives to Paid Work	2. Working as a Volunteer	3. Conduct in the Workplace	4. Preparing for Interview
5. Interview Skills	6. Preparing for a Job Application	7. Applying for a Job	8. Managing your own Time
9. Researching the Workplace	10. Managing your own Money	11. Handling Money at Work	12. Setting and Meeting Targets at Work
13. Managing your own Health at Work	14. Investigating Rights and Responsibilities at Work	15. Seeking Solutions to Work-Related Problems	16. Developing Communicative Skills for Work
17. Working Together	18. Effectiveness at Work	19. Building Positive Working Relationships	20. Managing your own Career
21. Career Progression Skills	22. Self Assessment	23. Interview Technique	24. Preparing for Work Placement
25. Learning from Work Placement	26. Safe Learner*	27. Setting up an Enterprise Activity	28. Enterprise Skills
29. Producing a Product	NOTE: All units are subject to change prior to accreditation. Typically 1 unit = 10 hours *Safe Learner at L2 = 30 hours		

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 10 hour units as is right for them. So you can put together tailor-made BTECs at Award, Certificate or Diploma Level.

You can select an appropriate assessment method

We will send your centre a range of assessment methods. 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.

Work experience earns accreditation

Work placements are integral to the curriculum in many schools, colleges and training establishments. 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 - Benefits at a glance

Schools	Colleges	Training Providers	Employers
Motivated pupils will recognise the value to their own career progression	Motivated students – WorkSkills is relevant to job seekers and those progressing to further study	Provides new progression routes	'Bite size' 10-hour units mean minimal staffing disruption
Accreditation for work you may already be doing, eg work placements, PHSE	Accreditation for work you may already be doing, eg interview skills, career planning	Additional revenue stream meets commercial demand for skills training and qualifications	Units will improve the ABC of employability: Attitude, Behaviour and Communication
Improved pupil attitude, communication and behaviour	Improved student attitude, communication and behaviour	Meet the social cohesion agenda	Can be used as an effective induction or refresher tool
Minimal disruption to timetable. WorkSkills has been designed to fit in to the curriculum and is easily integrated with Level 1 and Level 2	Minimal disruption to timetable. WorkSkills has been designed to fit in to the curriculum	Widens your portfolio	Option to create your own customised qualification

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.



To register for updates on **WorkSkills** visit www.edexcel.org.uk/workskills today

Your questions answered

Q. Can I offer **WorkSkills** units?

A. If your school, college or workplace currently offers BTECs you can offer the units immediately. Call **0844 5760026** to find out how simple it is to gain BTEC approval. Or complete our online form at www.edexcel.org.uk/ask

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.



The case for **WorkSkills**:

A UK skilled labour deficit of 2.2m is predicted for 2020.

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

Q. When will the units be available and will they be graded?

A. Units will be available for first teaching from September 2008. These will be entry 3 to Level 2 units and will operate on a pass only basis. Units from Level 3 upwards will be available from September 2009.

Q. How long is each unit?

A. Each unit is available at different levels and typically involves 10 hours of learning. There are exceptions; for example, unit 28, 'Safe Learner', is 30 hours.

Q. What qualifications are available?

A. There will be a range of qualifications at Entry 3, Level 1 and Level 2. These will add up to a BTEC Award, Certificate or Diploma, depending on the number of units taken.

Q. Are there any external assessments?

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

Q. Will WorkSkills fit into my school/college curriculum?

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



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About Edexcel

Edexcel, a Pearson company, is the UK's largest awarding body, offering academic and vocational qualifications and testing to more than 25,000 schools, colleges, employers and other places of learning here and in over 100 countries worldwide. Our qualifications include GCSE, AS and A Level, NVQ and the BTEC suite of vocational qualifications from entry level to BTEC Higher National Diplomas and Foundation Degrees.

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