

# WorkSkills

from Edexcel and vision2learn



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](#) during 2008/9 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

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 2 units are available on vision2learn now and Level 1 units will be available during 2009.

Level 2 Unit titles	Number of study hours	Number of credits	Credit framework
<b>Your Enterprise Skills</b>			Learners can build up credits to achieve the following qualifications:
Planning an Enterprise Activity	10	1	
Running an Enterprise Activity	10	1	
Producing a Product	10	1	
<b>Your At Work Skills</b>			<b>3 credits = Level 2 BTEC Award in WorkSkills</b>  <b>13 credits = Level 2 BTEC Certificate in WorkSkills</b>  <b>37 credits = Level 2 BTEC Diploma in WorkSkills</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	10	2	
<b>Your Work Life Balance Skills</b>			
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	

# Use **WorkSkills on vision2learn** 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 college, or at home.

## 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 with vision2learn - Benefits for colleges

- Motivated learners will recognise the value to their own career progression.
- Accreditation for work you may already be doing, e.g. work placements, PHSE.
- Improved learner attitude, communication and behaviour.
- 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 college 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. Will WorkSkills fit into the college curriculum?

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

### Q. How long is each unit?

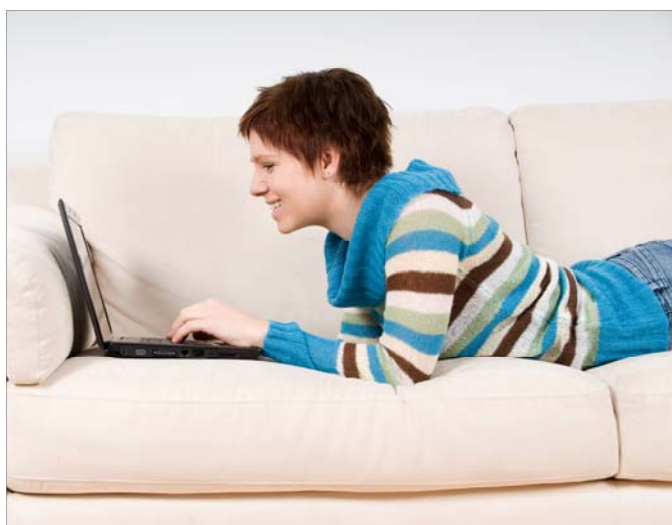
**A.** Each unit typically involves between 10 and 20 study hours.

### 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. 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.



## Contact us

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

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