

BTEC WORKSKILLS (Level 2)

Examination Board:

Edexcel

Aims of the course:

Work Skills is an Edexcel BTEC qualification that has been developed after a lot of research and consultation with employers, training providers, schools and colleges.

The aim of Work Skills is to help you improve your knowledge, understanding and skills that are necessary to gain and retain employment.

Throughout the course you will be given numerous opportunities to develop a wide range of employability attributes, which include: general communication skills, applied numeracy, team working, problem solving and perseverance.

The course will appeal if you:

Would like to gain more information and experience of work related skills and knowledge

Want to find out more about career progression through research, team work and independent study

Enjoy studying an area that will broaden your experiences

Want the opportunity to apply the theory of the course to practical work in the work place.

Enjoy discovering about yourself in 'hands-on' situations

Wish to study a course which is active, fun and enjoyable

Structure and Content at Level 2

The course consists of 18 credits, completed over the two years which are related to employment based situations. This allows you to learn by completing assignments that are based on realistic workplace situations. You will use independent learning skills to research information from a variety of sources and have the opportunity to explore case studies from different types of jobs.

The course introduces you to particular areas of employment and provides a good basis to progress to advanced work-related qualifications.

Examples of Units :

- Your Enterprise Skills -
- Running an Enterprise Activity
- Producing Product

- Your at Work Skills -
- Working in a Team
- Building Working Relationships with Colleagues
- You Finding a Job Skills—
- Searching for a Job
- Interview Skills
- Your Work Placement Skills -
- Preparing for Work Placement
- Learning from Work Placement
- Your Work—Life Balance Skills -
- Managing your own Money
- Managing your health at Work

Assessment

Each unit is assessed internally and graded by a portfolio piece of work. You will receive feedback on your progress throughout the course. Evidence of coursework can be recorded through a number of means such as PowerPoint presentations, wall displays, Word reports, role play assessment and working in teams

Where can I go after completing this course?

Study further BTEC and other qualifications— you may choose to pursue the Level Three in Work Skills

Progress into a career in a wide range of jobs having experienced the skills which will help you understand what is required.

**Further details about any aspect of the course can be obtained from;
Miss Afandi**