

BTEC WorkSkills

Sample Activities



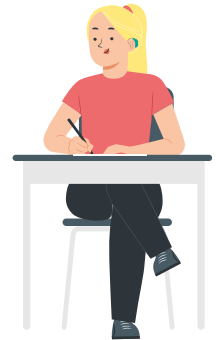


Welcome to Sweet Education!

We specialise in designing innovative and engaging resources to support the delivery of BTEC qualifications.

If you're reading this introduction, it likely means that you're interested in delivering the BTEC Level 1 or 2 WorkSkills qualification to your students, and using Sweet resources to help you!

This sample book has been designed to support you in understanding the WorkSkills resources and qualification, and help you to navigate the different topics with confidence and clarity.



So, what is BTEC WorkSkills, and why is it essential for students?

If you're already familiar with our Personal Growth and Wellbeing (PGW) qualification, you'll know that we specialise in qualifications that develop skills and give students a better chance at success. The WorkSkills qualification is no different, and will now sit alongside the PGW in our suite of brilliantly engaging qualifications.

The WorkSkills resources comprise six units, each designed to address fundamental areas of employability for students. The units can help students to secure employment, develop vital work-related behaviours, and embark on a journey towards their dream careers. Delivered together, these units lead to a BTEC qualification with GCSE equivalency.

The WorkSkills resources will be available as physical workbooks for students to complete in class. You can mix and match books, and deliver the topics in any order to best suit the needs of your learners.

We invite you to explore the subsequent pages and engage with the themes, questions, and activities that will shape your students' educational experience.



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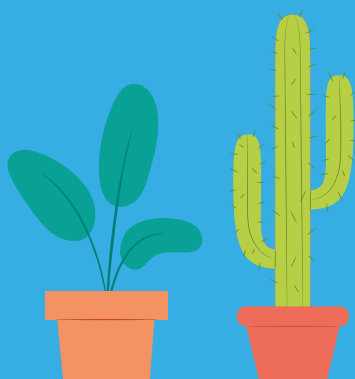
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Developing Work-Related Skills and Behaviours

Introduction

To stand the best chance of getting the job or career that you want, it is important to understand the work-related skills and behaviours that you need. In this unit, you will learn about the skills and behaviours that are valued in the world of work. Looking at different job roles and career opportunities, you will consider which skills, attitudes and behaviours are needed in your chosen field. You will complete an audit that will allow you to analyse your own qualities and reflect on your current strengths and weaknesses. This unit will help you to develop strategies to develop your weaker areas.

Example Activity

One method of obtaining a job is to visit a recruitment consultant. A recruitment consultant is a person who specialises in matching candidates to the right vacancies on behalf of organisations.

Scenario

You have an appointment with a recruitment consultant. In preparation for your first meeting, they have asked you to prepare a detailed presentation about your employability skills and behaviours so that they can help to find you suitable job roles.

Using the results of your skills audit, produce a detailed presentation that includes a discussion of the following:

- Your long-term career aspirations
- Your skills, behaviours, values and attitudes
- Your hobbies and interests
- Your areas for development and strategies to improve.



Example Activity

Select one of the following people from the list below and research how their skills and behaviours have made them successful.

- Steven Bartlett
- Malala Yousafzai
- Marcus Rashford
- Kylie Jenner
- Elon Musk
- Dwayne "The Rock" Johnson
- Serena Williams.

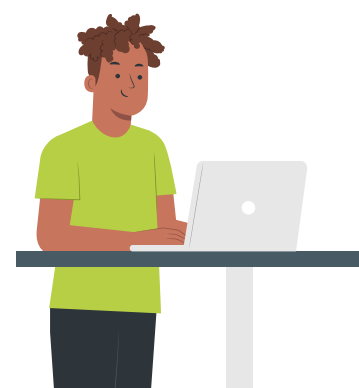
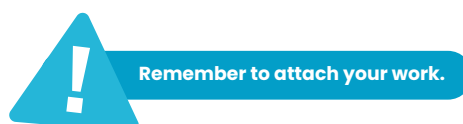


Skills	How have these skills helped?
Behaviours	How have these behaviours helped?

Choose one of the above entrepreneurs (or someone else that you admire) to produce a PowerPoint presentation that talks about their life, career and the skills and behaviours that have made them successful. Include the following:

- Who they are and some basic biographical information
- Their career, business or life achievements
- Their skills, qualifications, values, attributes and behaviours
- What difficulties they have overcome and how
- How their skills and behaviours have positively and/or negatively impacted their career.

Remember to write your presentation in your own words.





Working as Part of a Team

Introduction

Teamwork happens when people work together towards a common goal. That goal could be professional or personal. Working together enables us to tackle big projects and audacious goals that wouldn't be possible alone. All sorts of tasks become easier and faster through teamwork. It is important to understand the key skills needed for an effective team and to be able to identify how each team member can contribute to a task and ensure that their skills are utilised effectively. It is also important to identify barriers to teamworking and ways that these barriers can be overcome. In this unit, you will work in a team to complete a task. You will need to understand your role in the team, the roles of others, and how you can work together utilising each member of the team's skills effectively. At the end of the unit, you will be able to review your own and the team's performance.

Example Activity

According to employers, one of the most valuable team working skills that young people lack when entering employment is resilience.

In pairs, discuss what resilience means and write the definition in your own words below.



Below is a list of workplace challenges that may require resilience. **Choose TWO challenges from the list and outline why resilience would help you to overcome them.**

- A tight deadline
- A conflict between team members
- A large workload
- A change to your job role or responsibilities.

Example Activity

Part 1

Imagine you are recruiting people to make up the perfect team. It could be a sports, school or work-based team. **Create a recruitment poster that describes what kind of people you need. You must include the following:**

- A summary of what the team is and what they are trying to achieve
- A list of team roles that are needed (Include a space for people to add their names).

Part 2

Now that everyone has created their posters, your teacher should display them in the classroom. **Analyse the different teams in your classmates' posters and add your name to any roles that you think you would be suitable for.**

Describe the team(s) you have signed up for.

Which role(s) did you think you were most suitable for? Explain your answer.

Example Activity

With everything you have learnt so far about teamwork, you will now work as a small group on a task to show how you can develop and apply your teamworking skills.

Brief: *Your community depends on charities or volunteers to make a difference to the local environment and the lives of its members. You will need to work as a team to plan a project or event that benefits your local or wider community.*

The final outcome must include:

- A presentation about the aims and objectives of the project or event
- Promotional materials used to raise awareness of the project or event
- A risk assessment of the project or event
- Evidence of planning such as minutes from meetings, timescales, costings, and resources for the project or event
- A reflection about the success of the project and teamwork.





Being Entrepreneurial

Introduction

In this unit, you will be given the opportunity to find out what is involved in becoming an entrepreneur. You will consider the behaviours and motivations of an entrepreneur. You will also look at what is needed to conduct a successful enterprise activity and carry it out. Throughout this unit, you will develop an understanding of how to increase the success rate of an enterprise activity and how to evaluate its performance.

Example Activity

Scenario

You are going to pitch a business idea to an investment group and need to persuade them to invest £1000 in your company.

Identify two positive behaviours, values or attitudes that you should display. Explain why these may help to persuade the investors to buy into your idea.

Positive behaviours, values or attitudes	Why?

Identify two negative behaviours, values or attitudes that you should avoid. Explain why these may turn the investment group off your idea.

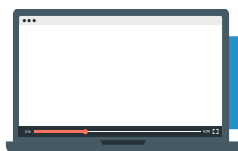
Negative behaviours, values or attitudes	Why?



Example Activity

Networking is an excellent way for entrepreneurs to work with others and make useful contacts who could help with the success of their enterprise. For example, a person opening a food truck might attend a networking event to find suppliers.

Watch the following video clip of some young people attending a networking event. Then make notes in the table below about the skills used in networking events.

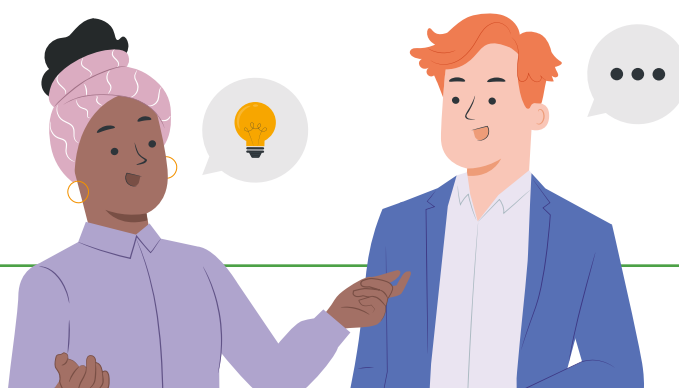
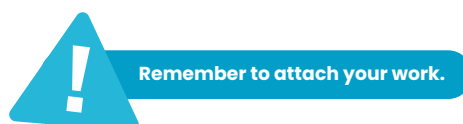


Careers Speed Networking for Young People

Skills	Why are these important when attending a networking event?

Carry out some research and create a leaflet that gives young entrepreneurs advice about how to behave at a networking event.

Your leaflet should provide practical tips and advice to ensure successful contacts are made, as well as things to consider before, during and after the event.





Developing Job Application Skills

Introduction

In this unit, you will consider the types of employment or placements that will be suitable for your future career. You will also be able to access sources of information to find relevant job opportunities. You will understand how to present yourself effectively in writing to progress through the stages of recruitment, and you will learn how to provide a positive first impression to organisations.

Example Activity

Complete a personal skills and qualities audit using the template below.

In the second column, score yourself on each skill and quality. Then ask someone else to score you in the third column. Finally, add the two figures together to find out your strengths and your areas for development. Use the scoring chart below:

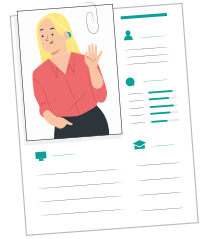
- 5 points if you are excellent at something
- 4 points if you are very good at something
- 3 points if you are good at something
- 2 points to indicate a slight weakness
- 1 point to indicate a significant weakness.



Skill/Qualities	I am	Someone else thinks I am	My score out of 10
Problem solving			
Thinking creatively			
Communicating with others			
Flexible			
Can handle money well			
Organised			
Stay focused			
Motivate others			
Good at planning			

According to your scores, what are your top three skills or qualities?

- 1.
- 2.
- 3.



Do you agree with your top three? Why?

Example Activity

Over to you now! Conduct research into a range of job roles that you could apply for in the short term (within the next 12 months) and medium term (between 12 months and 5 years). **Try to find at least three short-term and three medium-term roles. You can attach the evidence of your searches below. Just make sure that they are suitable roles for you.**



Looking at the jobs that you have identified, select the two roles that you feel are the most suitable for you and give your reasons below.

Job 1	Job 2
What is it? _____	What is it? _____
Who is it with? _____	Who is it with? _____
Why is it suitable for me? _____ _____ _____	Why is it suitable for me? _____ _____ _____



Planning for Career Entry and Progression

Introduction

In this unit, you will develop an understanding of what a career pathway is and the connection between your skills, qualities, experience and aspirations to achieve a professional goal. You will explore potential further learning, initial career opportunities, information and resources needed to support your own progression.

Example Activity

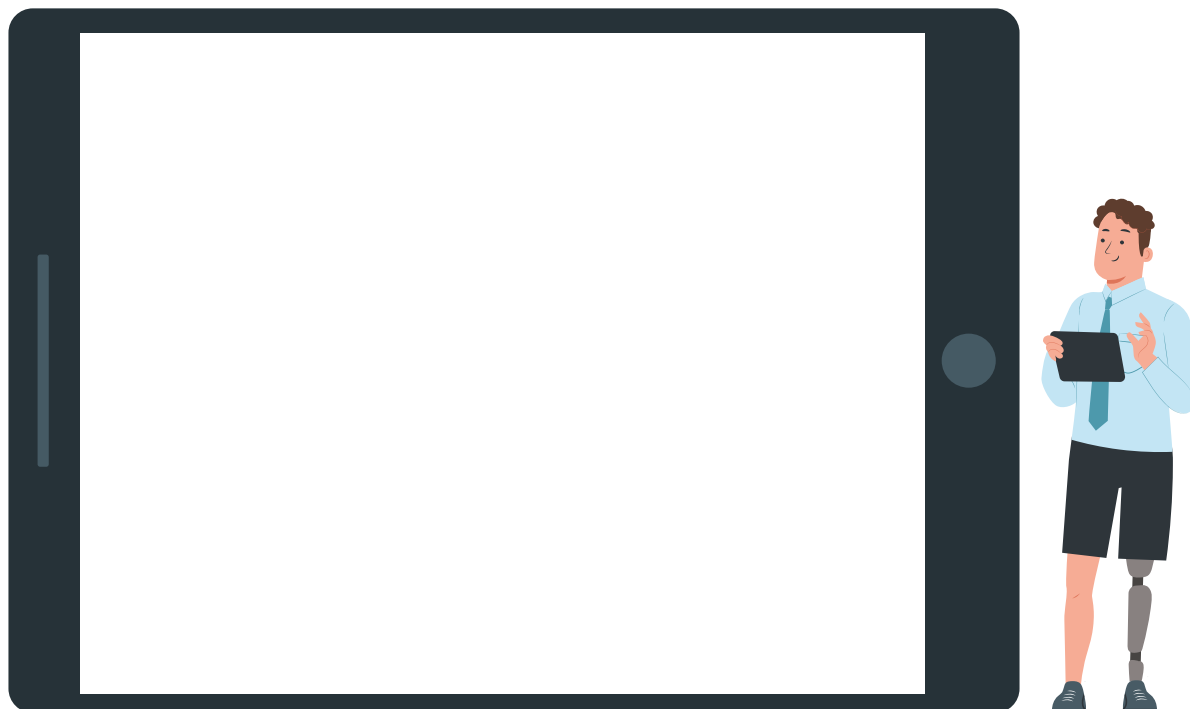
The world of employment can at times feel confusing and scary. As you begin your journey into employment, it is important to understand that great achievements do not happen overnight. They are the result of continuous efforts, planning and patience.

When talking about employment, we can use two distinct terms to describe what we do. Some people will have a *job* and others will work towards a *career*.

As a group, research and discuss the differences between a job and a career. Use the space below to describe at least two differences that you have discussed.



Below is a completely blank slate, it has been wiped clear of all ideas that parents, guardians, teachers, social media and society might have told you about jobs. **Use this slate to create a vision board of the things you like!** If you enjoy drawing nature, there's a job for that; if you enjoy blogging or using social media, there's a job for that; if you like watching movies, there's a job for that; if you like video games, there's a job for that; if you like being creative with make-up and hair dyes, there's a job for that too!



Example Activity

Work in a small group to consider how demonstrating positive behaviours can help you within both work and study. Once you have discussed the importance of demonstrating good behaviours and how they can help you in your career or studies, make some notes below. If you are struggling for ideas on positive behaviours, your tutor can guide you, or you can conduct your own research. Ensure that you discuss a range of different behaviours, such as being: reliable, collaborative, welcoming, accepting of others, hardworking, dedicated, committed, enthusiastic, willing to learn and open-minded.

Positive behaviour 1	Positive behaviour 2
<p>Give an example of why it might be useful or where you have used it:</p>	<p>Give an example of why it might be useful or where you have used it:</p>



Equality and Diversity in the Workplace

Introduction

In this unit, you will explore equality legislation and examine how it can support individuals in the workplace. You will learn that whatever our differences, it is important that individuals at work are treated equally and given the same opportunities as one another. You will also explore why it is important to embrace differences and why having a diverse workforce can benefit organisations.

Example Activity



Read the quote below and answer the questions that follow.

“No one is born hating another person because of the colour of their skin, their background, or their religion. People must learn to hate, and if they can learn to hate, they can be taught to love, for love comes more naturally to the human heart than its opposite.”

Nelson Mandela

What do you think this quote means?

How do you think it links to discrimination and prejudice?



Example Activity

Each of the four adverts below shows a form of discrimination. Can you work out what is wrong with each advert?

1

Wanted: Newspaper Boy

£15 a round

2

Secretary required for immediate start

Well qualified, 21-40 years old

3

Retail Assistant

Adam's Bay Electronics

Essential: Experience in retail or sales

Preferred: Candidates who are British and live near Adam's Bay

Exceptional opportunity to join a fast-growing business with a fantastic team and exciting progression programme.

4

Job Description: Factory worker

Base: Cardiff

Salary: £24K per annum

Role Summary

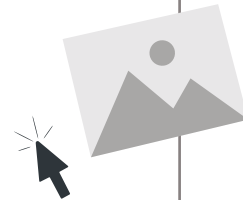
Operate tools and machinery

Work on production line

Carry out testing and quality checks

Maintain or repair equipment as required.

Note: due to the physically demanding nature of this role, we cannot accept applications from those with physical disabilities, or those who are pregnant/planning on becoming pregnant in the near future.



No.	What is the problem with this advert?
1	
2	
3	
4	

What is the difference between prejudice and discrimination?

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