



WorkSkills from Edexcel

WorkSkills Student Booklet

Developed by Preston College



Name: _____

Course/Subject: _____



Contents

What is this book for?	2
Entry 3 BTEC Award in Work Skills	3
Your College Mentor	4
Action Plan	5
Induction	6-8
Health and Safety	9-13
Weekly Progress Logs	14-20
Progress Reviews	21-22
Weekly Progress Logs	23-28
Progress Reviews	29-30
Weekly Progress Logs	31-36
Progress Reviews	37-38
Workplace Assessments	39-41
End of course reviews	42-45
Evidence Pages	46-50

Produced by Chris Gunn, Preston College (01772) 225392

What is this book for?

The aim of this booklet is to help you keep a record of your progress.

Completion of the booklet along with the tasks you are set in class will help you to gain a BTEC Award in WorkSkills (Entry 3).

BTEC qualifications are recognised by employers, colleges and universities.

The book will also help you to identify your skills, qualities and strengths.



**THIS BOOK IS EXTREMELY IMPORTANT AND
SHOULD BE COMPLETED EVERY WEEK YOU
ATTEND CLASSES**

BTEC Award in WorkSkills (Entry 3)

To gain a BTEC Award in WorkSkills you need to build up 3 credits.

You will be assessed on 2 of the WorkSkills units:

Unit 9 Self Management Skills (worth 2 credits)

Unit 12 Conduct at Work (worth 1 credit)

Your tutor will assess your progress and conduct.

You will also need to review your own progress and assess yourself.

Completing this book will help you gather the evidence you need to provide to gain your BTEC Award in WorkSkills.

The Assessment Criteria covered in this booklet are listed in brackets after each task/question.

Good luck on your course.

Your details

Student Name: _____

PEP Booklet issued: _____

Hand in date: _____

For Tutor use only:

Tutor Name: _____

Internal Verification Date: _____

IV sign off: _____

Date: _____

Action Plan



Name: _____ Date: _____

Goals/Aims	What I need to do to achieve my goals	Deadline	Achieved Yes/No	Follow-up Actions	Achieved Yes/No
1.					
2.					
3.					
4.					

Section 1



WELCOME!

Induction Activities

1. How do you feel?



Ace

Quite good

Mmm...

Not so good

Explain your answer: _____

2. Why do you want to come to college?

Put these in order: 1 = most important; 5 = least important

Subject	Rank
To try something different	
To learn new skills	
To improve your confidence	
To make new friends	
To help you make right choices for your future	

3. Do you have any ideas about what you would like to do next or after college? YES NO

If yes, what?

- Go to college
- Go on a training programme, eg: E2E/Prince's Trust
- Get an apprenticeship
- Get a job





What areas would you like more information about?

- College courses eg: _____
- Training programmes eg: _____
- Apprenticeships eg: _____
- Jobs eg: _____





4. Please try to be honest - there is no right/wrong answer:

At this moment in time:

a) How motivated do you feel?

			
Very	Quite	OK	Not much

b) What is your attendance like?

			
Excellent	Good	OK	Not good

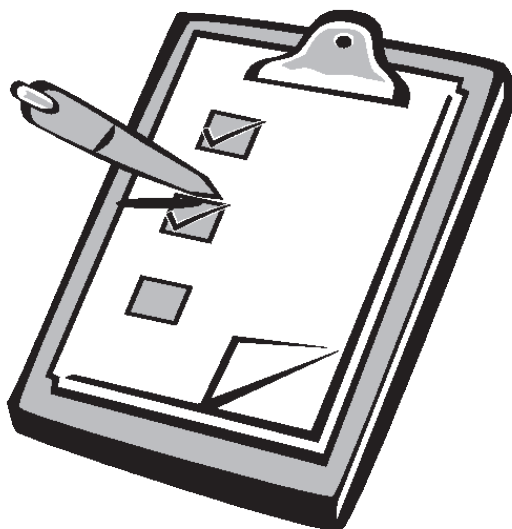
c) What would you like to improve?

- | | |
|---|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Conduct |
| <input type="checkbox"/> Written work | <input type="checkbox"/> Behaviour towards others |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Timekeeping |
| <input type="checkbox"/> Numeracy skills | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> IT skills | <input type="checkbox"/> Motivation |

4. Do you have any ideas about which career/job you would like? YES/NO

If yes, what area(s)? _____

Health and Safety



Introduction to the Workplace (Health & Safety)

Unit 9 Self Management Skills & Unit 12 Conduct at Work

1. In any workplace it is important that employees understand that they will need to be able to manage themselves effectively in the workplace. In a group discuss reasons why employees need self-management skills. Write down your answers (*Unit 9 1.1*)

1) _____

2) _____

3) _____

2. List the areas you will need to take responsibility for in the workplace eg conduct, attitude towards others, dress/uniform. (*Unit 9 1.2*)

1) _____

2) _____

3) _____

**3. In the workplace/class, how should you behave towards:
(Unit 12 1.1)**

1) Other students _____

2) Tutors _____

3) Customers _____

**4. In groups discuss appropriate ground rules for conduct in
a given workplace with your tutor and fellow students.
(Unit 12 1.1)**

Make a note of the workplace that you are considering and
then record the ground rules for appropriate conduct

5. What is appropriate clothing for this workplace/class?
(Unit 12 1.1)

Why? _____

6. What other equipment will you need? (Unit 12 1.1/ Unit 9 1.1)

List:

7. In the workplace it is important that you work efficiently and safely. (Unit 12 1.1/Unit 9 1.1/Unit 9 1.2)

a) If you are not feeling well, what would you do?

b) If you were unsure about a task or how to operate a piece of machinery/equipment what would you do?

8. It is important that workers turn up on time and complete tasks by deadlines. (Unit 9 2.1/ Unit 12 1.1)

What will you do to make sure you:

a) Arrive at work on time?

b) Complete set tasks on time?

9. Clear communication is essential in the workplace to help others, to check you are doing the right job, for safety, etc. (Unit 9 1.1/ Unit 9 1.2/ Unit 12 1.1)

What will you do to make sure you:

a) Help others?

b) Work safely?

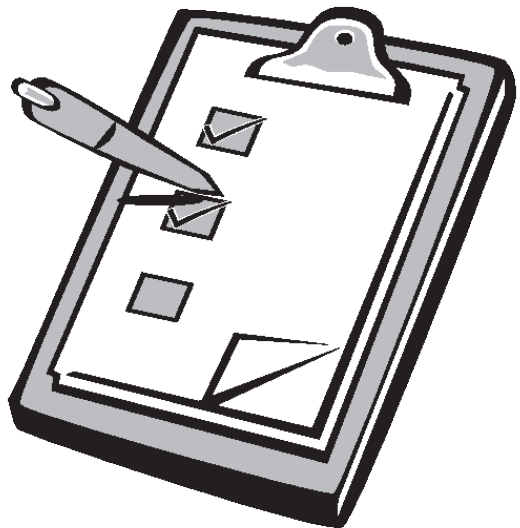
c) Check you are doing the job correctly?

Weekly Progress Logs



Each week you will need to complete a log and review of your progress.

This will help build up evidence for your BTEC Award in WorkSkills.



Weekly Progress Logs

1

Date: _____

1. What did you do/learn today? (*Unit 9 AC: 3.1*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

Weekly Progress Logs

2

Date: _____

1. What did you do/learn today? (*Unit 9 AC: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9 AC: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9 AC: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9 AC: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour (*Unit 9 AC: 3.1/ Unit AC: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9 AC: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)





3. Identify something(s) you would like (or need) to improve (*Unit 9 AC: 3.1/ Unit 12 AC: 3.1*)

Progress Reviews





(Assessment criteria Unit 9: 2.1, 2.2 Unit 12: 2.2, 2.3)

Over the last few weeks have you:





1a) Attended classes on time

			
Always	Mostly	Sometimes	Need To Improve





1b) Returned after the break on time

			
Always	Mostly	Sometimes	Need To Improve

2. Attended classes with the appropriate clothing and equipment?

			
Always	Mostly	Sometimes	Need To Improve

3. Completed tasks by set deadlines?

			
Always	Mostly	Sometimes	Need To Improve

4. What have you done best? (Unit 9 AC: 3.1/ Unit 12 AC: 3.1)

5. What do you need to improve? (*Unit 9: 3.1/ Unit 12: 3.1*)

6. Who can help/advise you? (*Unit 9: 2.3*)

List those who have helped/can help and advise you:

Tutor Feedback (*Unit 9: 2.1, 2.2, 3.1, Unit 12: 2.2, 2.3, 3.1*)

Signature: _____ Date: _____

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 9.2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (Unit 9: 3.1, 2.3)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (Unit 9: 3.1/Unit 12: 3.1)

3. Identify something(s) you would like (or need) to improve (Unit 9: 3.1/ Unit 12: 3.1)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)





3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Progress Reviews





(Assessment criteria *Unit 9: 2.1, 2.2/ Unit 12: 2.2, 2.3*)

Over the last few weeks have you:





1a) Attended classes on time

			
Always	Mostly	Sometimes	Need To Improve





1b) Returned after the break on time

			
Always	Mostly	Sometimes	Need To Improve

2. Attended classes with the appropriate clothing and equipment?

			
Always	Mostly	Sometimes	Need To Improve

3. Completed tasks by set deadlines?

			
Always	Mostly	Sometimes	Need To Improve

4. What have you done best? (*Unit 9: 3.1/ Unit 12: 3.1*)

5. What do you need to improve? (Unit 9: 3.1 Unit 12: 3.1)

6. Who can help/advise you? (Unit 9: 2.3)

List those who have helped/can help and advise you:

Tutor Feedback (Unit 9: 2.1, 2.2, 3.1 Unit 12: 2.2, 2.3, 3.1)

Signature: _____ Date: _____

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9.3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)

3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Date: _____

1. What did you do/learn today? (*Unit 9: 3.1, 2.3*)

Did anyone help/advise you? Yes/No

Who? _____

2. Identify something(s) you have done well, e.g. a task, your timekeeping, behaviour, etc (*Unit 9: 3.1/ Unit 12: 3.1*)





3. Identify something(s) you would like (or need) to improve (*Unit 9: 3.1/ Unit 12: 3.1*)

Progress Reviews





(Assessment criteria: *Unit 9: 2.1, 2.2 Unit 12: 2.2, 2.3*)

Over the last few weeks have you:





1a) Attended classes on time

			
Always	Mostly	Sometimes	Need To Improve





1b) Returned after the break on time

			
Always	Mostly	Sometimes	Need To Improve

2. Attended classes with the appropriate clothing and equipment?

			
Always	Mostly	Sometimes	Need To Improve

3. Completed tasks by set deadlines?

			
Always	Mostly	Sometimes	Need To Improve

4. What have you done best? (*Unit 9: 3.1/ Unit 12: 3.1*)

5. What do you need to improve? (Unit 9: 3.1/ Unit 12: 3.1)

6. Who can help/advise you? (Unit 9: 2.3)

List those who have helped/can help and advise you:

Tutor Feedback (Unit 9: 2.1, 2.2, 3.1 Unit 12: 2.2, 2.3, 3.1)

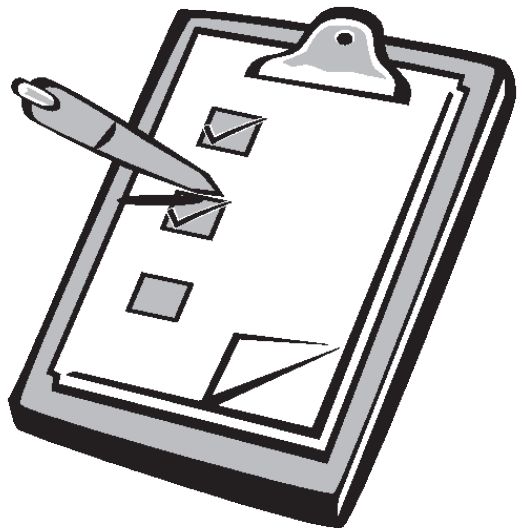
Signature: _____ Date: _____

Workplace Assessments



This will be carried out by a tutor or assessor.

You need a tick in each 'Yes' column to pass.



Workplace Assessments

Workplace Assessment			
Assessment Criteria: Unit 9 (2.1, 2.3) Unit 12 (1.1, 2.1, 2.2, 2.3)			
Every section must be achieved to gain a pass in these units			
Communication	Assessment Criteria	Yes/No	Comments
Is the candidate polite to colleagues?	Unit 12: 2.1		
Does the candidate listen to instructions carefully?	Unit 12: 1.1		
Does the candidate know who to ask if they are unsure about the task/ need support	Unit 9: 2.3		
Dress			
Does the candidate dress appropriately for the workplace?	Unit 12: 2.2		
Does the candidate wear appropriate safety clothing?	Unit 12: 2.2		
Timekeeping			
Did the candidate arrive on time for the start of the session?	Unit 9: 2.1 Unit 12: 2.3		
Did the candidate return promptly from any breaks?	Unit 12: 2.3		
Did the candidate complete set tasks within appropriate time frame?	Unit 9: 2.1 Unit 12: 2.3		

Supervisor's signature: _____

Date of assessment: _____

Workplace Assessments

Workplace Assessment			
<i>Assessment Criteria: Unit 9 (2.1) Unit 12 (12.2.1/12.2.2/12.2.3)</i>			
Every section must be achieved to gain a pass in these units			
Communication	Assessment Criteria	Yes/No	Comments
Is the candidate polite to colleagues?	Unit 12: 2.1		
Does the candidate listen to instructions carefully?	Unit 12: 1.1		
Does the candidate know who to ask if they are unsure about the task/ need support	Unit 9: 2.3		
Dress			
Does the candidate dress appropriately for the workplace?	Unit 12: 2.2		
Does the candidate wear appropriate safety clothing?	Unit 12: 2.2		
Timekeeping			
Did the candidate arrive on time for the start of the session?	Unit 9: 2.1 Unit 12: 2.3		
Did the candidate return promptly from any breaks?	Unit 12: 2.3		
Did the candidate complete set tasks within appropriate time frame?	Unit 9: 2.1 Unit 12: 2.3		

Supervisor's signature: _____

Date of assessment: _____

End of course reviews



End of course review

1. Have you enjoyed the WorkSkills course?

Please explain why

YES	NO

2. What do you think you have learnt? (Unit 9 3.1)

3. What do you think has improved? (Unit 9 3.1)

(Tick all that apply)

Attendance

Conduct

Written work

Behaviour towards others

Communication skills

Timekeeping

Numeracy skills

Attitude

IT skills

Motivation

4. Do you think this has helped you get a better idea of what you want to do in the future?

YES	NO

5. Give one example of an activity/task from the course that you think went well and one that you think did not. (Unit 9 3.1)

End of Course Checklist

Qualities

These are important - employers want young people with the right qualities for their work places.

Which qualities do you have? Tick those you think apply to you.

Qualities	Tick here if yes
1. On time/punctual	
2. Reliable	
3. Responsible	
4. Helpful	
5. Polite	
6. Well organised	
7. Good at coming up with ideas	
8. Friendly	
9. Flexible	
10. Hard working	
11. Outgoing	
12. Enthusiastic	
13. Energetic	
14. Shy	
15. Honest	
16. Trustworthy	
17. Mature/Sensible	

Now choose 3-4 words that describe you best:

I am ... _____

Skills

Employers also want young people with appropriate skills.

Which skills do you have?

Give yourself a grade out of 5 for how good your skills are.

1 = Excellent; 5 = Need to improve

Skills	Grade (1 to 5)
Communication skills (listening, speaking and writing)	
Research skills (eg using books and internet)	
Practical skills (making/repairing/building)	
Drawing	
Using computers	
Using numbers and calculations	
Solving problems	
Using machines/tools	
Managing money	
Working as part of a team	
Planning tasks	
Organise events	
Get a point across without having to argue	
Help to explain things to others	
Listen to instructions carefully	

Skills can also be your strengths

Overall - try to summarise your strengths, eg:
your skills and qualities

Evidence Pages

The next four pages have been left blank with spaces for you to provide examples of evidence.

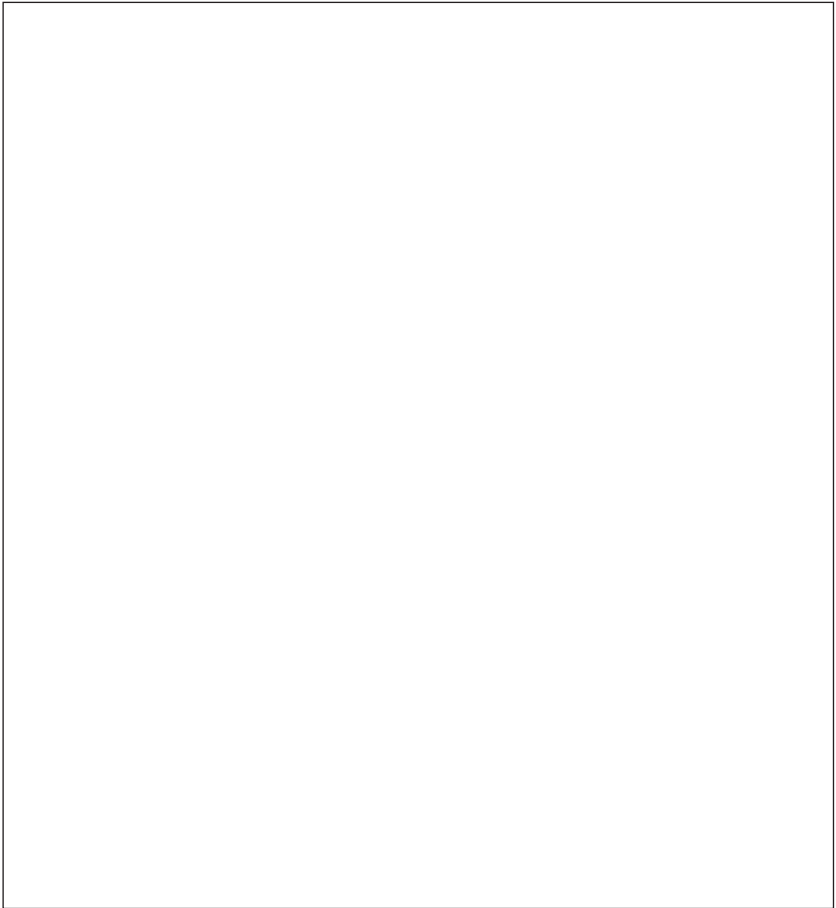


Evidence might include:

- a photograph of you wearing appropriate clothing in the workshop/class
- a photograph of a task you have completed to an appropriate standard
- a typed up explanation of your behaviour towards others in your group, tutors, customers, etc. signed by your tutor
- an example of how you have interacted appropriately with colleagues
- or something else you want to include

You can stick evidence to the pages or attach it using paper clips etc.

Evidence Page



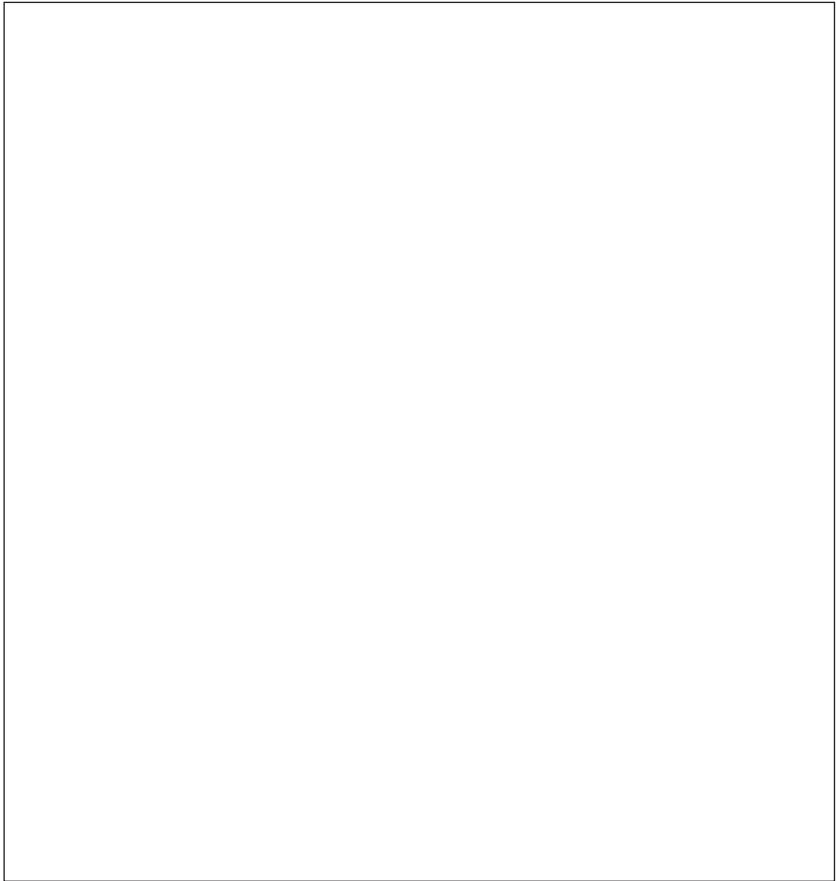
Brief explanation of evidence

Unit: _____ Assessment Criteria met: _____

Explanation of evidence:

Date _____ Signed (tutor) _____

Evidence Page



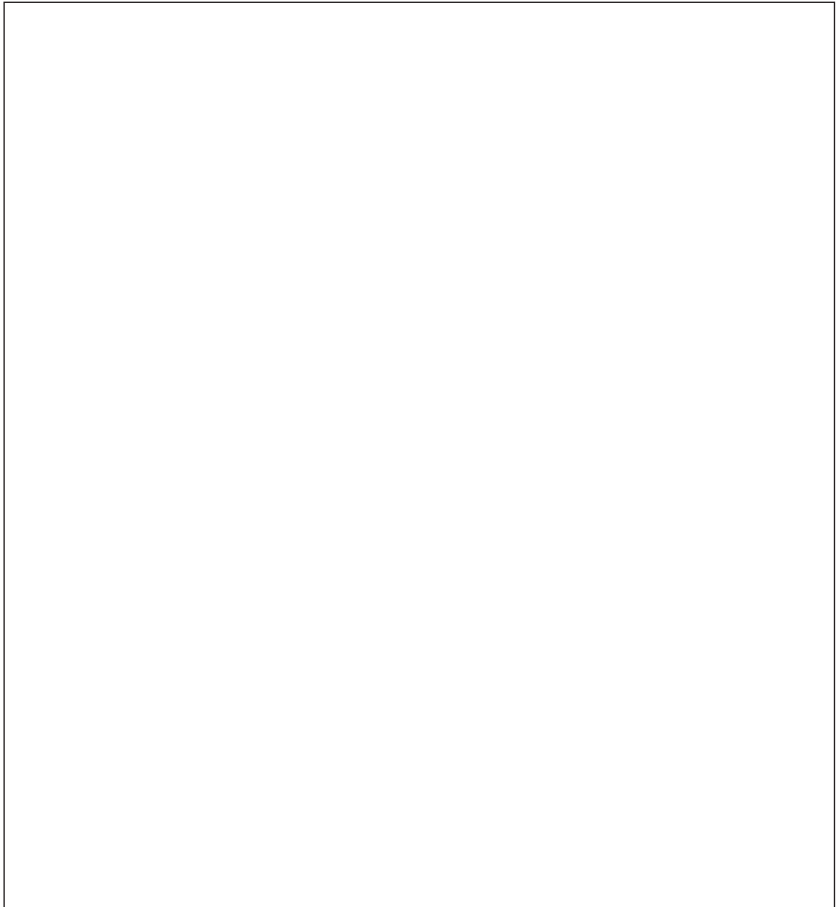
Brief explanation of evidence

Unit: _____ Assessment Criteria met: _____

Explanation of evidence:

Date _____ Signed (tutor) _____

Evidence Page



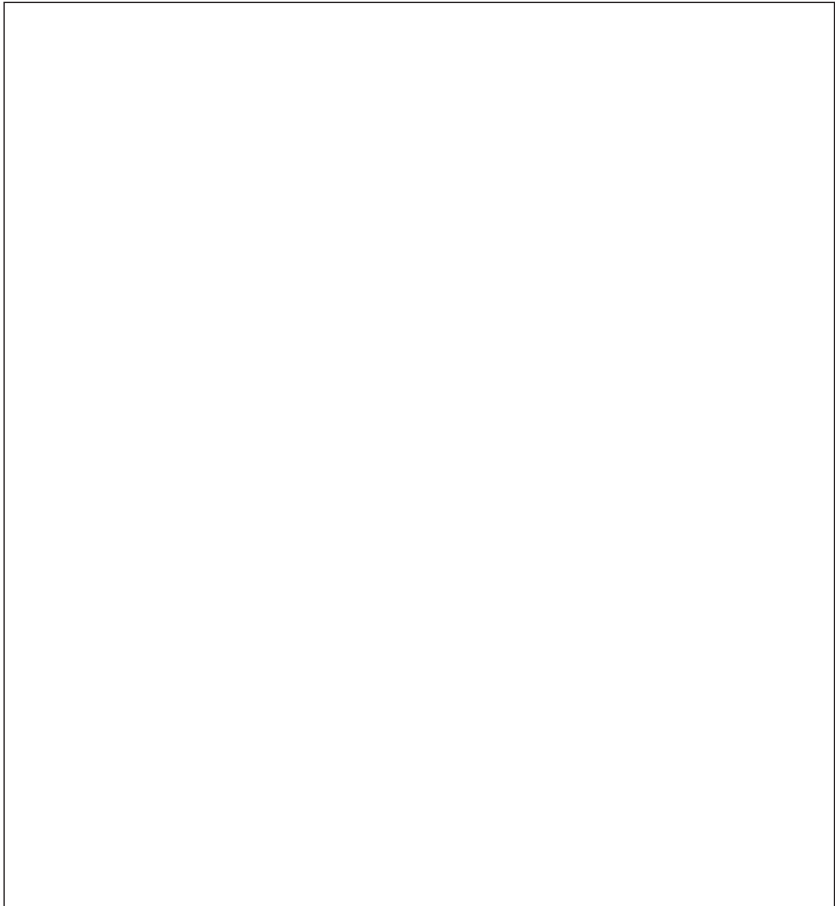
Brief explanation of evidence

Unit: _____ Assessment Criteria met: _____

Explanation of evidence:

Date _____ Signed (tutor) _____

Evidence Page



Brief explanation of evidence

Unit: _____ Assessment Criteria met: _____

Explanation of evidence:

Date _____ Signed (tutor) _____