

# WORKSKILLS



Pearson BTEC Workskills Level 2  
Content Mapping for Transversal Skills in  
Northern Ireland

**Assessment Guidance**



## How does BTEC Workskills help schools meet the new Transversal Skills standards in Northern Ireland?

### Introduction

*UNESCO defines transversal skills as: "Skills that are typically considered as not specifically related to a particular job, task, academic discipline, or area of knowledge and that can be used in a wide variety of situations and work settings (for example, organisational skills)." These skills 'cut across' different tasks and roles and are sometimes known as employability skills, meta skills, or transferrable skills. [TVETipedia Glossary \(unesco.org\)](https://www.unesco.org/en/tvet/glossary)*

The purpose of this guide is to explain how transversal skills of students can be developed using the Pearson BTEC Workskills Level 2 qualification.

BTEC Workskills Level 2 is a vocational qualification that equips learners with essential employability or transversal skills. In Northern Ireland, this qualification can help educational providers meet the 8 categories of transversal skills, as outlined below:

1. ***Problem Solving and Decision Making:*** BTEC Workskills Level 2 includes units on problem-solving skills, such as how to identify problems, generate solutions, and evaluate the effectiveness of different solutions. It also covers decision-making skills, such as how to weigh up different options and make informed decisions. These skills enable learners to think critically, evaluate options, and make informed decisions, which are essential skills in any workplace.
2. ***Numeracy:*** The qualification includes units that develop numeracy skills, such as how to interpret numerical data, use basic mathematical operations, and apply mathematical concepts in practical situations. These skills enable learners to handle numerical information with confidence, which is essential in many jobs, particularly in fields such as finance, accounting, and engineering.

3. **Literacy:** BTEC Workskills Level 2 includes units that develop literacy skills, such as how to write effectively, use correct grammar and punctuation, and understand complex texts. These skills enable learners to communicate effectively in writing, which is essential in many workplaces, particularly in fields such as administration, journalism, and law.
4. **Digital Literacy:** The qualification includes units that develop digital literacy skills, such as how to use digital tools and technologies, how to communicate effectively online, and how to protect personal data. These skills enable learners to use technology confidently and safely, which is essential in the modern workplace.
5. **Work Professionalism:** BTEC Workskills Level 2 includes units that develop work professionalism skills, such as how to behave appropriately in the workplace, how to present oneself professionally, and how to meet workplace expectations. These skills enable learners to act professionally and work effectively in any workplace.
6. **Working with Others:** The qualification includes units that develop teamwork skills, such as how to contribute to team objectives, build relationships with team members, and resolve conflicts. These skills enable learners to work effectively with others, which is essential in any workplace.
7. **Self-Management:** BTEC Workskills Level 2 includes units that develop self-management skills, such as how to set goals, manage time effectively, and deal with stress. These skills enable learners to be organized, productive, and resilient, which is essential for success in any workplace.
8. **Citizenship:** The qualification includes units that develop citizenship skills, such as how to work effectively with people from different cultural backgrounds, respect cultural differences, and avoid cultural stereotypes. These skills enable learners to be culturally competent and inclusive, which is essential in today's diverse workplace.

BTEC Workskills Level 2 can help educational providers in Northern Ireland meet the 8 categories of transversal skills by providing learners with a range of practical, transferable skills that are essential for success in the modern workplace.

Please visit the specification page to find out more about our unique offering and how choosing BTEC Workskills will help you to develop learners' transversal skills. [BTEC WorkSkills Level 2 Specification \(pearson.com\)](https://www.pearson.com/uk/qualifications/btec-workskills/level-2/specification)

## Content Mapping

Below is a list showing how BTEC Workskills can help to deliver transversal skills. The list is not exhaustive as there is flexibility in how units are taught which means other transversal skills could also be brought into the units taught.

Using this mapping guide, you will be able to put together a suitable programme so that your centre can meet the requirements for transversal skills.

**All units can be mapped to the following transversal skill:**

***Self-Management*** Time management: ability to identify tasks and plan, prioritise and adapt when faced with changing circumstances. **This is because each unit requires students to complete an assessment which is time limited.**

Pearson Unit	Pearson Unit Title	Links to Transversal Skills
Unit 1	Developing Work-related Skills and Behaviours	<b><i>Work professionalism</i></b> : <u>Commitment</u> : ability to maintain a professional attitude, showing consideration and respect for others in the workplace. <b><i>Working with others</i></b> : <u>Verbal and non-verbal Communication</u> : ability to confidently express oneself using clear verbal and non-verbal communication <u>Listening and Empathy</u> : ability to listen and take on board information. Can understand others' perceptions, opinions, concerns and can provide respectable feedback when appropriate. May include others and create space for their opinions and concerns.

		<p><u>Emotional Intelligence</u>: ability to develop and maintain good relationships, communicate clearly, inspire and influence others, work well in a team and manage conflict</p> <p><i>Problem Solving and Decision Making</i>: <u>Critical Thinking</u>: ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Self-Management</i>: <u>Self Initiative</u>: ability to identify and take opportunities, to use initiative and recognise how important this is in personal development.</p>
Unit 2	Developing Job Application Skills	<p><i>Problem Solving and Decision Making</i>: <u>Critical Thinking</u>: ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Work professionalism</i>: <u>Commitment</u>: ability to maintain a professional attitude, showing consideration and respect for others in the workplace.</p> <p><i>Numeracy and Literacy</i>: <u>Literacy</u>: ability to apply reading, writing, speaking, and listening skills across a variety of subject areas.</p> <p><i>Digital Literacy</i>: <u>Information and Data Literacy</u>: ability to handle information find, interpret, and evaluate information and data from multiple sources using a range of devices. <u>Digital Content Creation</u>: ability to identify and use appropriate software to design and display content for different purposes and audiences.</p> <p><i>Self-Management</i>: <u>Self Initiative</u>: ability to identify and take opportunities, to use initiative and recognise how important this is in personal development.</p>
Unit 3	Understanding Types of Employment Contract	<p><i>Self-Management</i>: <u>Self Initiative</u>: ability to identify and take opportunities, to use initiative and recognise how important this is in personal development.</p> <p><u>Emotional Intelligence</u>: ability to recognise own emotions and how they</p>

		<p>affect thoughts and behaviour. Ability to recognise own strengths and weaknesses and have self-confidence.</p> <p><i>Numeracy and Literacy:</i> <u>Literacy:</u> ability to apply reading, writing, speaking, and listening skills across a variety of subject areas.</p> <p><i>Digital Literacy:</i> <u>Information and Data Literacy:</u> ability to handle information find, interpret, and evaluate information and data from multiple sources using a range of devices. <u>Health, Safety and Security:</u> ability to stay healthy, safe, and legal online – protecting data, identity, and wellbeing, including online transaction and digital footprint</p> <p><i>Problem Solving and Decision Making:</i> <u>Critical Thinking:</u> ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Numeracy and Literacy:</i> <u>Numeracy:</u> ability to understand and apply mathematical concepts and skills to solve problems in a variety of situations and real-life scenarios.</p>
Unit 4	Developing Interview Skills	<p><i>Citizenship:</i> Ability to confidently demonstrate intercultural understanding through working in diverse groups.</p> <p><i>Self-Management:</i> <u>Self-Initiative:</u> ability to identify and take opportunities, to use initiative and recognise how important this is in personal development.</p> <p><i>Work professionalism:</i> <u>Commitment:</u> ability to maintain a professional attitude, showing consideration and respect for others in the workplace.</p> <p><i>Working with Others:</i> <u>Emotional Intelligence:</u> ability to develop and maintain good relationships, communicate clearly, inspire and influence others, work well in a team and manage conflict.</p> <p><i>Self-Management:</i> <u>Emotional Intelligence:</u> ability to recognise own emotions and how they affect thoughts and behaviour. Ability to recognise own strengths and</p>

		<p>weaknesses and have self-confidence. <u>Risk</u>: ability to undertake tasks beyond comfort zone and to calculate risks, make decisions and be accountable.</p> <p><i>Digital Literacy</i>: <u>Information and Data Literacy</u>: ability to handle information find, interpret, and evaluate information and data from multiple sources using a range of devices</p>
Unit 5	Celebrating Equality and Diversity in the Workplace	<p><i>Citizenship</i>: Ability to confidently demonstrate intercultural understanding through working in diverse groups.</p> <p><i>Digital Literacy</i>: <u>Digital Content Creation</u>: ability to identify and use appropriate software to design and display content for different purposes and audiences.</p> <p><u>Connecting and Collaborating</u>: ability to interact with others communicate, collaborate and network effectively using digital tools for projects and social interaction.</p> <p><i>Work Professionalism</i>: <u>Leadership</u>: ability to influence and motivate others to achieve a common purpose or goal.</p> <p><i>Working with others</i>: <u>Verbal and non-verbal Communication</u>: ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership</u>: ability to influence and motivate others to achieve a common purpose or goal.</p> <p><i>Self-Management</i>: <u>Resilience</u>: ability to accept and adapt to change, challenges, and difficulties, taking positive action.</p>
Unit 6	Understanding Work-based Rights and Responsibilities	<p><i>Self-Management</i>: <u>Resilience</u>: ability to accept and adapt to change, challenges, and difficulties, taking positive action. <u>Risk</u>: ability to undertake tasks beyond comfort zone and to calculate risks, make decisions and be accountable</p> <p><i>Digital Literacy</i>: <u>Digital Content Creation</u>: ability to identify and use appropriate software to design and display content for different purposes and audiences.</p> <p><u>Connecting and Collaborating</u>: ability to interact with others communicate, collaborate and network effectively using digital tools for projects and social interaction. <u>Information and Data Literacy</u>: ability to handle information – find,</p>

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Unit 7	Planning for Career Entry and Progression	<p><i>Digital Literacy</i>: <u>Digital Content Creation</u>: ability to identify and use appropriate software to design and display content for different purposes and audiences.</p> <p><u>Connecting and Collaborating</u>: ability to interact with others communicate, collaborate and network effectively using digital tools for projects and social interaction. <u>Information and Data Literacy</u>: ability to handle information – find, interpret, and evaluate information and data from multiple sources using a range of devices.</p> <p><i>Numeracy and Literacy</i>: <u>Literacy</u>: ability to apply reading, writing, speaking, and listening skills across a variety of subject areas.</p> <p><i>Problem Solving and Decision Making</i>: <u>Critical Thinking</u>: ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Digital Literacy</i>: <u>Learning and Working Online</u>: ability to learn and work in a blended environment - using digital tools to learn and manage tasks.</p> <p><i>Work Professionalism</i>: <u>Commitment</u>: ability to maintain a professional attitude, showing consideration and respect for others in the workplace.</p>



Unit 8	Applying Literacy in the Workplace	<p><i>Numeracy and Literacy:</i> <u>Literacy</u>: ability to apply reading, writing, speaking, and listening skills across a variety of subject areas.</p> <p><i>Problem Solving and Decision Making:</i> <u>Creativity and Innovation</u>: ability to identify problems and come up with effective solutions and make decisions using innovative and creative thinking</p> <p><i>Digital Literacy:</i> <u>Learning and Working Online</u>: ability to learn and work in a blended environment - using digital tools to learn and manage tasks. <u>Digital Content Creation</u>: ability to identify and use appropriate software to design and display content for different purposes and audiences. <u>Connecting and Collaborating</u>: ability to interact with others communicate, collaborate and network effectively using digital tools for projects and social interaction. <u>Information and Data Literacy</u>: ability to handle information – find, interpret, and evaluate information and data from multiple sources using a range of devices.</p> <p><i>Working with others:</i> <u>Verbal and non-verbal Communication</u>: ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership</u>: ability to influence and motivate others to achieve a common purpose or goal.</p>
Unit 9	Applying Numeracy in the Workplace	<p><i>Numeracy and Literacy:</i> <u>Numeracy</u>: ability to understand and apply mathematical concepts and skills to solve problems in a variety of situations and real-life scenarios.</p> <p><i>Digital Literacy:</i> <u>Learning and Working Online</u>: ability to learn and work in a blended environment - using digital tools to learn and manage tasks. <u>Digital Content Creation</u>: ability to identify and use appropriate software to design and display content for different purposes and audiences. <u>Connecting and Collaborating</u>: ability to interact with others communicate, collaborate and network effectively using digital tools for projects and social interaction. <u>Information and Data Literacy</u>: ability to handle information – find, interpret, and evaluate information and data from multiple sources using a range of devices.</p>

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Unit 10	Planning the Use of Digital Products and Services in the Workplace	<p><i>Digital Literacy:</i> <u>Learning and Working Online:</u> ability to learn and work in a blended environment - using digital tools to learn and manage tasks. <u>Digital Content Creation:</u> ability to identify and use appropriate software to design and display content for different purposes and audiences. <u>Connecting and Collaborating:</u> ability to interact with others communicate, collaborate and network effectively using digital tools for projects and social interaction. <u>Information and Data Literacy:</u> ability to handle information – find, interpret, and evaluate information and data from multiple sources using a range of devices.</p> <p><i>Working with others:</i> <u>Verbal and non-verbal Communication:</u> ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal. <u>Listening and Empathy:</u> ability to listen and take on board information. Can understand others’ perceptions, opinions, concerns and can provide respectable feedback when appropriate. May include others and create space for their opinions and concerns.</p> <p><i>Work professionalism:</i> <u>Commitment:</u> ability to maintain a professional attitude, showing consideration and respect for others in the workplace. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal.</p>

Unit 11	Using IT to Manage Information at Work	<p><i>Digital Literacy:</i> <u>Learning and Working Online:</u> ability to learn and work in a blended environment - using digital tools to learn and manage tasks. <u>Digital Content Creation:</u> ability to identify and use appropriate software to design and display content for different purposes and audiences. <u>Connecting and Collaborating:</u> ability to interact with others communicate, collaborate and network effectively using digital tools for projects and social interaction. <u>Information and Data Literacy:</u> ability to handle information – find, interpret, and evaluate information and data from multiple sources using a range of devices.</p> <p><i>Working with others:</i> <u>Verbal and non-verbal Communication:</u> ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal. <u>Listening and Empathy:</u> ability to listen and take on board information. Can understand others' perceptions, opinions, concerns and can provide respectable feedback when appropriate. May include others and create space for their opinions and concerns.</p> <p><i>Work professionalism:</i> <u>Commitment:</u> ability to maintain a professional attitude, showing consideration and respect for others in the workplace. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal.</p> <p><i>Problem Solving and Decision Making:</i> <u>Critical Thinking:</u> ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Numeracy and Literacy:</i> <u>Literacy:</u> ability to apply reading, writing, speaking, and listening skills across a variety of subject areas. <u>Numeracy:</u> ability to understand and apply mathematical concepts and skills to solve problems in a variety of situations and real-life scenarios.</p>
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Unit 12	Assessing and Managing Risk in the Workplace	<p><i>Working with others:</i> <u>Verbal and non-verbal Communication:</u> ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal. <u>Listening and Empathy:</u> ability to listen and take on board information. Can understand others' perceptions, opinions, concerns and can provide respectable feedback when appropriate. May include others and create space for their opinions and concerns.</p> <p><i>Work professionalism:</i> <u>Commitment:</u> ability to maintain a professional attitude, showing consideration and respect for others in the workplace. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal.</p> <p><i>Problem Solving and Decision Making:</i> <u>Critical Thinking:</u> ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Numeracy and Literacy:</i> <u>Numeracy:</u> ability to understand and apply mathematical concepts and skills to solve problems in a variety of situations and real-life scenarios.</p>
Unit 13	Working as Part of a Team	<p><i>Citizenship:</i> Ability to confidently demonstrate intercultural understanding through working in diverse groups.</p> <p><i>Problem Solving and Decision Making:</i> <u>Creativity and Innovation:</u> ability to identify problems and come up with effective solutions and make decisions using innovative and creative thinking. <u>Critical Thinking:</u> ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions</p>

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		to identify and take opportunities, to use initiative and recognise how important this is in personal development.
Unit 14	Anticipating and Meeting Customer Needs and Expectations	<p><i>Citizenship:</i> Ability to confidently demonstrate intercultural understanding through working in diverse groups.</p> <p><i>Problem Solving and Decision Making:</i> <u>Creativity and Innovation:</u> ability to identify problems and come up with effective solutions and make decisions using innovative and creative thinking. <u>Critical Thinking:</u> ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Numeracy and Literacy:</i> <u>Literacy:</u> ability to apply reading, writing, speaking and listening skills across a variety of subject areas. <u>Numeracy:</u> ability to understand and apply mathematical concepts and skills to solve problems in a variety of situations and real-life scenarios.</p> <p><i>Digital Literacy:</i> <u>Information and Data Literacy:</u> ability to handle information find, interpret, and evaluate information and data from multiple sources using a range of devices. <u>Health, Safety and Security:</u> ability to stay healthy, safe, and legal online – protecting data, identity and wellbeing, including online transaction and digital footprint</p> <p><i>Work professionalism:</i> <u>Commitment:</u> ability to maintain a professional attitude, showing consideration and respect for others in the workplace. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal.</p> <p><i>Working with others:</i> <u>Verbal and non-verbal Communication:</u> ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership:</u> ability to influence and motivate others to achieve a common purpose or goal. <u>Listening and Empathy:</u> ability to listen and take on board information. Can understand others' perceptions, opinions, concerns and can provide respectable</p>

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Unit 15	Managing Work-related Problems	<p><i>Citizenship</i>: Ability to confidently demonstrate intercultural understanding through working in diverse groups.</p> <p><i>Problem Solving and Decision Making</i>: <u>Creativity and Innovation</u>: ability to identify problems and come up with effective solutions and make decisions using innovative and creative thinking. <u>Critical Thinking</u>: ability to carefully and systematically analyse problems to find ways to solve them. Ability to identify several possible solutions and then logically evaluate each one, compare the merits of each, and then select the one most suitable.</p> <p><i>Numeracy and Literacy</i>: <u>Literacy</u>: ability to apply reading, writing, speaking, and listening skills across a variety of subject areas.</p> <p><i>Work professionalism</i>: <u>Commitment</u>: ability to maintain a professional attitude, showing consideration and respect for others in the workplace. <u>Leadership</u>: ability to influence and motivate others to achieve a common purpose or goal.</p> <p><i>Digital Literacy</i>: <u>Information and Data Literacy</u>: ability to handle information find, interpret, and evaluate information and data from multiple sources using a range of devices. <u>Health, Safety and Security</u>: ability to stay healthy, safe, and legal online – protecting data, identity and wellbeing, including online transaction and digital footprint. <u>Connecting and Collaborating</u>: ability to interact with others - communicate, collaborate and network effectively using digital tools for projects and social interaction.</p>

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Unit 16	Planning for and Learning from Work Experience	<p><i>Citizenship</i>: Ability to confidently demonstrate intercultural understanding through working in diverse groups.</p> <p><i>Numeracy and Literacy:</i> <u>Literacy</u>: ability to apply reading, writing, speaking, and listening skills across a variety of subject areas.</p> <p><i>Digital Literacy:</i> <u>Health, Safety and Security</u>: ability to stay healthy, safe, and legal online – protecting data, identity and wellbeing, including online transaction and digital footprint. <u>Learning and Working Online</u>: ability to learn and work in a blended environment - using digital tools to learn and manage tasks</p> <p><i>Work professionalism:</i> <u>Commitment</u>: ability to maintain a professional attitude, showing consideration and respect for others in the workplace.</p> <p><i>Working with others:</i> <u>Verbal and non-verbal Communication</u>: ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership</u>: ability to influence and motivate others to achieve a common purpose or goal.</p>



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Unit 17	Encouraging Environmental Awareness in the Workplace	<p><i>Digital Literacy</i>: <u>Information and Data Literacy</u>: ability to handle information find, interpret, and evaluate information and data from multiple sources using a range of devices. <u>Health, Safety and Security</u>: ability to stay healthy, safe, and legal online – protecting data, identity and wellbeing, including online transaction and digital footprint</p> <p><i>Working with others</i>: <u>Verbal and non-verbal Communication</u>: ability to confidently express oneself using clear verbal and non-verbal communication. <u>Leadership</u>: ability to influence and motivate others to achieve a common purpose or goal. <u>Listening and Empathy</u>: ability to listen and take on board information. Can understand others' perceptions, opinions, concerns and can provide respectable feedback when appropriate. May include others and create space for their opinions and concerns.</p> <p><i>Self-Management</i>: <u>Self-Initiative</u>: ability to identify and take opportunities, to use initiative and recognise how important this is in personal development. <u>Risk</u>: ability to undertake tasks beyond comfort zone and to calculate risks, make decisions and be accountable. <u>Resilience</u>: ability to accept and adapt to change, challenges, and difficulties, taking positive action.</p>
Unit 18	Being Entrepreneurial	<p><i>Citizenship</i>: Ability to confidently demonstrate intercultural understanding through working in diverse groups.</p> <p><i>Problem Solving and Decision Making</i>: <u>Creativity and Innovation</u>: ability to identify problems and come up with effective solutions and make decisions using innovative</p>

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