

WorkSkills

Overview Guide

Entry Level 1 and 2



Introduction

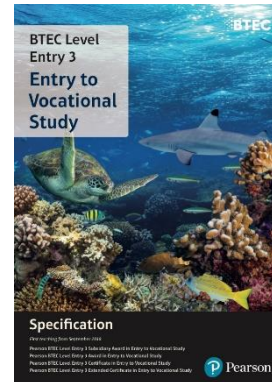
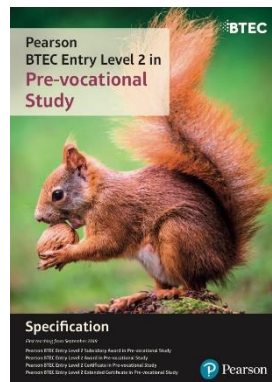
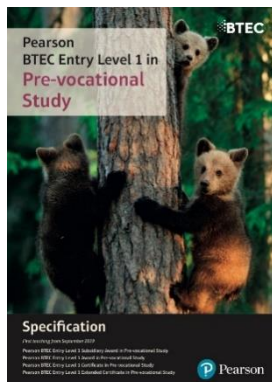
The Pearson BTEC Entry Level 1 and 2 WorkSkills qualifications have been developed to meet the employability needs of all learners working at Entry Level 1 and 2. Our Entry WorkSkills suites reflect key principles that engage learners through practical activities, encourage learning ownership, provide opportunities for personal reflection and promote progression to further study and future employment.

Suite overview

Qualification Title	GLH	Qualification purpose	Rules of combination
Pearson BTEC Entry Level 1 and 2 Award in Work Skills	45	<p>This qualification enables learners to target areas of employability they need to develop in order to achieve their progression aims. Learners can select the unit that meets their individual aims to ensure they can build the employment skills relevant to their career path.</p> <p>The award sized qualification consists of a choice of 2 units. Unit one focuses on understanding the employment recruitment processes, whilst unit two focuses on the practical skills learners need to develop to carry out work related activities. This personalised approach allows learners to select the most appropriate unit to meet their learning needs.</p> <p>Learners who have both knowledge and skills gaps should study the certificate sized qualification.</p> <p>This gradual building of skills and knowledge will support other aspects of a learner's programme of study. Learners studying this qualification can progress into the workplace with the knowledge and skills they gain from this award as well as progress onto other qualifications that are aligned to the learner's career plan.</p>	Learners take either unit 1 or 2
Pearson BTEC Entry Level 1 and 2 Certificate in Work Skills	120	<p>This qualification is best placed as part of a programme of study that support a learner towards gaining employability skills. In the certificate learners can develop their work skills to complete vocationally related tasks that are contextualised to their individual learning programme and progression goal. The emphasis of this qualification is the gradual application of learnt skills and knowledge in a work context and introduces continual improvement in a learner's approach to work related tasks.</p> <p>The certificate consists of three units that reflect a process of learning, these being; awareness of recruitment processes, exploration and development of skills and the confirmation of employability knowledge and skills through practical task-based activities and tasks.</p> <p>Learners studying this qualification can progress onto other work skills qualifications to further develop skills and knowledge or move into a vocationally specific role or qualification that is aligned with their career choices.</p>	Learners take all 3 units

Providing a holistic meaningful and engaging learning experience

Pearson's development of the WorkSkills suites ensures that we have a comprehensive curriculum offer for all of our BTEC learners. These new qualifications are intended to complement and enhance the learning experience and form part of a wider offer of vocational learning. To find out more, click on the images below.



Learner recruitment and level placement

Pearson are expecting our centres to recruit and place learners on qualifications with integrity, recognising learner stage of development and longer-term goals. We are expecting tutors to make informed decisions based on learners' previous experiences and initial/diagnostic assessment outcomes.

Qualification sizes and purposes

The qualifications are **pass/fail** only. They consist of 3 units that can be chosen to make up the size of the qualification.

Qualification Title	Learners must take one of the following units
Pearson Entry Level 1 Award in WorkSkills (45 GLH)	1. Being aware of Job Opportunities
	2. Exploring Work Related Activities
Pearson Entry Level 1 Certificate in WorkSkills (120 GLH)	1. Being aware of Job Opportunities
	2. Exploring Work Related Activities
	3. Demonstrating Work Related Tasks

Qualification Title	Learners must take one of the following units
Pearson Entry Level 2 Award in WorkSkills (45 LH)	1. Explore the Job Recruitment Process
	2. Participate in Job Related Activities

Pearson Entry Level 2 Certificate in WorkSkills (120 GLH)	1. Explore the Job Recruitment Process
	2. Participate in Job Related Activities
	3. Carry Out Job Related Tasks

The qualification Content

The qualification content has been designed to provide broad learning themes that are accessible for all learners that may be selected to provide a personalised study programme.

How the qualifications differ across the levels

The knowledge content of the qualifications is similar across the levels. The differentiation, however, is apparent in how the learners respond and use this information based on their own personal experiences, understanding and level of maturity.

The table below shows how the qualifications within the WorkSkills suites differ and require less/more demand of learners depending on their learning stage:

Unit	Unit Titles		Level Differentiators (demand and detail)
1	EL1	Being aware of Job Opportunities	Learners will recognise that job opportunities are available and that there is a process involved when applying. They will participate in a job recruitment process under close supervision but may not complete a whole process.
	EL2	Explore the job recruitment process	Learners will participate in finding out about job opportunities with guidance. They will identify a suitable job role of interest and produce a basic plan that shows the steps required to achieve employment.
Unit	Unit Titles		Level Differentiators (demand and detail)
2	EL1	Exploring Work Related Activities	Learners will prepare for and experience a broad range of work related activities under close supervision. The activities will require single step processes and a level of preparation that may include equipment, materials and specialist clothing.
	EL2	Participate in Job Related Activities	Learners will prepare and participate in a range of work related activities and begin to make choices for themselves as to what material, equipment and is expected of them
Unit	Unit Titles		Level Differentiators (demand and detail)
3	EL1	Demonstrating Work Related Tasks	Learners will follow instructions under close supervision in the completion of work related tasks that involve more than one step/process. They will provide feedback on their performance based on their emotional responses.

	EL2	Carry Out Job Related Tasks	Learners will follow instructions to complete job specific tasks to a suitable standard. They will provide feedback on their performance in relation to the job role.
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How we are supporting Teaching, Learning and Assessment

Teaching and Learning

- The specifications contain detailed guidance on how to deliver the content of the qualification. Centres are advised to pay close attention to the specification and follow the outlined principals. The specification lists the knowledge and skills learners need to develop in order to meet the unit requirements and achieve the overall qualification. The knowledge and skills content reflects the formal teaching required to meet the specified guided learning hours.
- Each unit includes suggested delivery guidance, to help centres plan their teaching and learning.
- We have produced assessment guidance documents that can be accessed the Pearson WorkSkills website.

Learner approaches

These Work Skills qualifications are designed to gain Individual personal responses to the subject matter and encourage learners to apply their understanding of the topic and how it relates to their employment opportunities.

Assessment

- Each unit contains assessment criteria and assessor guidance on what evidence is required from learners
- The units also contain suggested assessment task/s that meet the criteria. Centres are encouraged to write their own assignment briefs based on learner need and local resources available.
- These suites will follow our Work based learning Quality Assurance model to allow centres the flexibility to certificate achievements at any point within the year
- Wherever possible we encourage learners to choose how to present their assessment evidence.

Entry Level 1 Overview

Unit	Unit Title and Learning Aims	GLH	Purpose statement <i>The purpose of this unit is for learners to...</i>	Suggested Assessment Task(s)
1	<p>Being aware of Job Opportunities</p> <p>A. Find out about job opportunities</p> <p>B. Participate in a job recruitment activity</p>	45	<ul style="list-style-type: none"> Find out about job opportunities available to them. They will then develop an understanding of the processes involved in how to apply for jobs and the expected responses from employers. They will then explore the process for themselves within a simulated or real environment and present a personal response to a given job role 	<ul style="list-style-type: none"> Your task is to present information to support your understanding of job recruitment processes. You will select a vacant job role that that you are the best match for, showing why you believe this to be the case. You may include photographs of job advertisements or screen shots of online advertisements. You should give a short reason why you are interested in this role. You will then take part in a recruitment activity e.g. filling out part of an application form, part of a covering letter, part of a CV. You will need to present your findings as a portfolio of evidence using suitable formats.
2	<p>Exploring Work Related Activities</p> <p>A Prepare for being in a work environment</p> <p>B Demonstrate work related skill</p>	45	<ul style="list-style-type: none"> Consider the demands associated with work activities. They will think about and record the actions taken and what is expected of them. They will then plan and communicate factors needed for preparation to participate in work including time, travel, expected behaviour under close supervision and guidance. They will then participate in a range of activities that 	<ul style="list-style-type: none"> You have been given a set of work activities. You will need to list the requirements needed in preparation, and then carry out those preparations. You will carry out activities and demonstrate your WorkSkills and ability to organise and prepare yourself. Your tutor may use observation, photographic, audio or video methods to

			demonstrate skill and understanding.	capture your work evidence.
3	Demonstrating Work Related Tasks A Prepare for work related tasks B Follow given instructions to complete work related tasks and review performance	30	<ul style="list-style-type: none"> Follow a process or procedure that is related to a given job role. They will then provide feedback on their performance and suggest ways to improve based on their emotional responses. 	<ul style="list-style-type: none"> Your task is to prepare for and complete four work related tasks and give feedback on how well you did. You will need to follow correct processes and procedure including working safely in the preparation and completion of the tasks. You will need to provide evidence of your preparation, completion and review of the given tasks. The evidence may include tutor observation, audio, video, visual or written formats.

Entry Level 2 Overview

Unit	Unit Title and Learning Aims	GLH	Purpose statement <i>The purpose of this unit is for learners to...</i>	Suggested Assessment Task(s)
1	Explore the job recruitment process A Find out about work opportunities and recruitment processes B Produce a plan for a chosen job role	45	<ul style="list-style-type: none"> Find out about job opportunities available to them. They will then develop an understanding of the processes involved in how to apply for jobs and the expected responses from employers. They will then explore the process for themselves within a simulated or real environment and present a personal plan for a given job role 	Your task is to: <ul style="list-style-type: none"> Outline the stages of the employer recruitment process accompanied by a brief description of each stage. Gather information on job roles you think are suitable. Provide information on the steps you now need to take in order to successfully achieve the job role you have chosen. Take part in a one to one discussion outlining what you have found out about

				<p>the job role. You will then present information to support a job application of your choice, this may be a CV, application form, on-line application, personal statement, profile or participation in an interview. You will present your information in a portfolio of evidence</p>
2	<p>Participate in Job Related Activities</p> <p>A Prepare for job related activities</p> <p>B Participate in job related activities</p>	45	<ul style="list-style-type: none"> Consider the demands associated with work activities. They will think about and record the actions taken and what is expected of them. They will then plan and communicate factors needed for preparation to participate in work including time, travel, expected behaviour. They will then participate in activities, work safely and follow expected standards. 	<ul style="list-style-type: none"> Your task is to prepare for and take part in four different job related activities. You will need to identify the equipment, materials and skills needed to complete the activity. You will need to participate in four job related activities. You will need to present your evidence that may use visual, audio or written formats.
3	<p>Carry Out Job Related Tasks</p> <p>A Carry out job related tasks</p> <p>B Review performance when carrying out job related task</p>	30	<ul style="list-style-type: none"> Correctly follow a process or procedure that is related to a given job role. They will work safely and complete the given task to the appropriate expected standard. They will then provide feedback on their performance suggesting/seeking ways to improve. 	<ul style="list-style-type: none"> Your task is to complete three given job-related tasks. You will need to follow the correct processes for each task and work safely. You will need to prepare for each task by making sure you have all the equipment and materials you need, and you are dressed appropriately at the beginning of the task. You will then carry out and complete the tasks. You will then review how you did in the three tasks and then identify where you could improve on one of the tasks.

Supporting Teaching, Learning and Assessment

The following support and guidance documents are available on our website.

<u>ENTRY LEVEL 1</u>	<u>ENTRY LEVEL 2</u>
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