



WorkSkills from Edexcel

WorkSkills for employees

Employees looking to progress, either with their existing employer or in the wider employment arena, need to demonstrate a strong skill-base. In particular, employers have identified soft skills such as strong communication, leadership and self-management skills as essential to individual career progression.

Building on existing experience, skills and aspirations

The **WorkSkills** suite of qualifications is ideal for learners in employment since it's made up of flexible units that can be fitted around a learner's current workplace responsibilities. The wide range of units enables learners to further develop their strengths and abilities and match their profile to relevant career opportunities.

*The table below lists skills that an employee wishing to progress may already have, and suggests the **WorkSkills** units that they could take to gain formal recognition for those skills. It also identifies potential skills gaps and names the **WorkSkills** units which could help them to upskill.*

Employee: representative profile	WorkSkills unit suggestions	Learner benefits
Potential unrecognised existing skills	Earn recognition	Employees: - gain formal recognition for skills they are already using in the workplace
Meeting deadlines	Setting and Meeting Targets at Work	- understand the value of these skills to employers
Communicating effectively	Contributing to Meetings	- express their individual views with confidence
Problem solving in a team	Communicating Solutions to Others	
Potential skills gaps	Upskill	Employees: - learn to evaluate potential employment opportunities in the context of their ongoing career development
Career planning	Career Progression	- develop the skills required for inspired leadership
Leadership skills	Developing Personal Skills for Leadership	- update their interview technique
Self promotion	Interview Skills	

*Note: There are 88 units in the highly flexible **WorkSkills** suite. The central column of this table features just 6 of the units to give you a flavour of the choice available*

WorkSkills in action

Anya, 37, Administration Officer

Anya has been in the same job for five years and is looking to progress.



Where I am now

"Over the years supervisory posts have come up within my firm but I've lacked the confidence to apply for them. I know I'm well-regarded at work but I feel I've been overlooked for promotion. **WorkSkills** will prove to management that I'm serious about my career."

Where I want WorkSkills to take me

"Now that my kids are older I've got the time to take a **BTEC Diploma in WorkSkills**. Lots of the units appeal to me but I'll start with *Preparing for an Interview* because it'll help me to have appropriate questions and answers ready when I go for a more senior position. The kind of roles I'm interested in require leadership skills, relationship building skills and self management. So *Developing Personal Skills for Leadership* and *Practising Leadership Skills with Others* will give me scenarios to help me refine my own leadership techniques.

I'm quite self-disciplined so I'm hoping I'll have evidence from my day-to-day work to complete the *Self-Management Skills* unit. From my employer's point of view my commitment to **WorkSkills** will be hard evidence that I'm ready and willing to progress. I can't wait to get started because I'm certain it will count in my favour."

*This is a representative composite case study based on conversations about **WorkSkills** held between Edexcel researchers and adults in employment, wishing to progress their careers.*

The CBI/Edexcel Education & Skills Survey 2008

This survey revealed that wider employability skills such as **team-working** and **communications skills** were deemed to be the most valuable assets in the workforce. Employers reported that **employees** and job seekers who could demonstrate these attributes were more likely to succeed in the workplace.

For further information please visit www.edexcel.org.uk/worksheets or call 0844 576 0026

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About Edexcel

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Our general qualifications taken internationally include GCSEs, AS and A Levels, IGCSEs and O Levels. Our vocational qualifications include NVQ and BTEC from entry level to Higher National Diplomas. Our entire vocational portfolio had over one million registrations across 45 countries.