



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

*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/workskills](http://www.edexcel.org.uk/workskills)  
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#### About Edexcel

Edexcel, a Pearson company, is the UK's largest awarding body offering academic and vocational qualifications and testing to schools, colleges, employers and other places of learning in the UK and internationally. In 2007 we delivered 9.6 million exam scripts in over 85 countries, with 4.5 million marked onscreen using the groundbreaking ePen technology.

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.