



WorkSkills from Edexcel

WorkSkills for graduates/graduate trainee schemes

The CBI's Deputy Director-General, John Cridland, described the CBI/Edexcel Education & Skills Survey 2008 as a wake up call to students and universities. The survey revealed not only that a mere 30% of graduate jobs demand a specific degree discipline, but also that it is the wider employability skills that strong candidates possess that are their most valuable asset.

Team-working and communications skills are most highly prized

Graduates with a strong academic record and an excellent degree can still experience difficulty finding (and bedding into) that all-important first job. The **WorkSkills** suite focuses on the soft skills that employers believe are lacking in many job candidates. **WorkSkills** units can be delivered as part of a university careers programme or FE college curriculum. Equally important, **WorkSkills** can be easily incorporated into an established graduate training scheme, delivering an internationally recognised BTEC qualification.

*The table below lists skills that a graduate 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.*

Graduate/undergraduate: representative profile	WorkSkills unit suggestions	Learner benefits
Potential unrecognised existing skills	Earn recognition	Graduates and undergraduates: <ul style="list-style-type: none"> - gain formal recognition for skills they acquired or currently use at university
Collaborative learning	Learning with Colleagues and Other Learners	<ul style="list-style-type: none"> - apply their skills to a workplace task and appreciate its value to an employer
Analytical skills	Summarising Documents	<ul style="list-style-type: none"> - promote their individual views with clarity and confidence
Articulating theories and solutions	Contributing to Meetings	
Potential skills gaps	Upskill	
Facing workplace challenges	Solving Work-Related Problems	<ul style="list-style-type: none"> - produce real evidence of hands on problem-solving capability
Leadership skills	Practising Leadership Skills with Others	<ul style="list-style-type: none"> - learn leadership theory and practice
Entrepreneurial experience	Running an Enterprise Activity	<ul style="list-style-type: none"> - assimilate business principles and disciplines

*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



Kai, 22, Politics and French graduate

Kai graduated with a 2:1 last year, but is still looking for work.

Where I am now

"I wrongly assumed that my degree would be a passport to my dream job but I totally underestimated how competitive the job market would be. My CV's going up against thousands of other graduates with similar degrees, the problem is a lot of them have relevant work experience that I lack. **WorkSkills** will give me a way of translating some of the skills I've gained through study into a real life vocational qualification that employers can relate to."

Where I want WorkSkills to take me

"I can use material I produced while at university to show that I've achieved some of the learning outcomes in units like *Working in a Team* and *Summarising Documents*. So I'll take some units to consolidate skills I've already got."

The part I'm most looking forward to is gaining new work-specific skills. I'm going to take *Setting and Meeting Targets at Work* and *Planning an Enterprise Activity*. Since I'm not employed at the moment and the units at each level aren't very long I'm aiming for a BTEC Certificate (that's 13 units) by the end of the year. I'm sure that **WorkSkills** will kickstart my career."

*This is a representative composite case study based on conversations about **WorkSkills** held between Edexcel researchers and recent graduates.*

CBI/Edexcel Education & Skills Survey 2008

This survey revealed that employers believe a constructive attitude to work and good communication skills are more important than a graduate's degree subject **or result**. 86% of employers ranked positive attitude and employability skills in their top three demands. These skills include team-working, communication, business awareness, self-management and problem-solving.

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

Edexcel

190 High Holborn London WC1V 7BH
Online enquiries: www.edexcel.org.uk/ask
Tel: 0844 576 0031
Fax: 020 7190 5700
www.edexcel.org.uk

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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.