



WorkSkills from Edexcel

Apprenticeships with WorkSkills

Apprenticeships are well regarded by employers since they enable young people to gain proven vocational qualifications while working. *Apprenticeships with WorkSkills* complements the technical training currently provided by an apprenticeship by adding functional and soft skills to your learners' skill base.

Delivering the soft skills valued by employers

Communication skills, teamwork, problem solving and positive attitudes at work: you can now teach these highly prized skills with the **WorkSkills** qualification. Your learners can also gain formal recognition for the skills they have acquired in the workplace, build confidence and plan career progression by learning how to apply for jobs, together with interview skills.

The table below lists skills that an apprentice 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.

Apprentice: representative profile	WorkSkills unit suggestions	Learner benefits
Potential unrecognised existing skills	Earn recognition	Apprentices:
Listening skills	Learning from More Experienced People	- gain formal recognition for skills they already use on a daily basis in their workplace
Time management	Learning from Work Placement	- understand the value of their current skills to their employer
Self discipline	Self-Management Skills	- build confidence and self esteem
Potential skills gaps	Upskill	Apprentices:
Communication skills	Speaking Confidently at Work	- develop up to date, workplace-appropriate communication skills
Problem solving	Solving Work-Related Problems	- identify and fill skills gaps, making them more productive
Career planning	Interview Skills	- take ownership of their career progression, while accumulating language and numeracy 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

Lloyd, 17, apprentice in customer services

Lloyd is one year into a three-year apprenticeship.



Where I am now

"I like the look of **WorkSkills** because I can get a certificate for things I'm doing right now to hold down my job. I know I've already learnt loads of useful stuff at work because I look at my mates who are at college full time, and in some ways I'm streets ahead of them. Plus with **WorkSkills** I'll learn new stuff I'm going to need to get on. Each unit is short so college can make it part of my apprenticeship. This is all real – it's not airy fairy stuff you learn and never need again."

Where I want WorkSkills to take me

"I'm going to start with *Learning from More Experienced People*, *Learning from Work Placement* and *Self-Management Skills*. These are skills I can prove I've got from working over the last year. **That'll earn me a BTEC Award in WorkSkills.**

Next I'll take *Speaking Confidently at Work*, *Solving Work-Related Problems* and *Interview Skills*. I reckon they'll be tough coz none of that stuff comes naturally to me but it'll prove I want to get ahead at work. I think it'll give me an advantage when I want to move on."

This is a representative composite case study based on conversations about WorkSkills held between Edexcel researchers and young people in apprenticeships.

"An increasing number of UK organisations are facing acute recruitment and skills shortages. Apprenticeships provide employers with the opportunity to meet these skills demands and at the same time provide personal development for employees. Employers need to step up to the demands of a knowledge economy and train all their staff with both basic and soft skills."

John McGurk, Learning, Training and Development Adviser, The Chartered Institute of Personnel and Development

For further information please visit 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.