



## WorkSkills from Edexcel

### WorkSkills for job seekers

A lack of skills can mean some people yo-yo between low-skilled jobs and periods of unemployment. The **WorkSkills** suite of qualifications has been developed with the aim of upskilling these **Jobcentre Plus** customers. Learners can take bite-sized units leading to a BTEC Award, Certificate and Diploma centred on the skills, behaviours and attitudes that employers most value in potential recruits.

#### Designed for maximum assessment flexibility

You can choose the assessment method most suited to your learners, be it a portfolio, a short test, an interview or a combination of methods. So you have plenty of scope to demonstrate the skills required for a specific unit. Your learners can also draw on relevant subject matter from other courses (such as Skills for Life), assignments or units to achieve the assessment criteria.

*The table below lists skills that a job seeker 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.*

Job seeker: representative profile	WorkSkills unit suggestions	Learner benefits
Potential unrecognised existing skills	Earn recognition	Job seekers: <ul style="list-style-type: none"> <li>- gain formal recognition for their ability to slot in to different workplaces</li> </ul>
Social skills	Building Working Relationships with Colleagues	<ul style="list-style-type: none"> <li>- understand how their numeracy skills could help them at work</li> </ul>
Money management	Managing your Own Money	<ul style="list-style-type: none"> <li>- recognise the value of their past experience to future employers</li> </ul>
Manual dexterity	Producing a Product	
Potential skills gaps	Upskill	Job seekers: <ul style="list-style-type: none"> <li>- explore all avenues to employment, while developing English and IT skills</li> </ul>
Job hunting	Searching for a Job	<ul style="list-style-type: none"> <li>- further develop their numeracy skills and demonstrate accountability</li> </ul>
Demonstrating responsibility	Being Responsible for Other People's Money	<ul style="list-style-type: none"> <li>- develop up to date, professional communication skills and build confidence</li> </ul>
Work-appropriate communication skills	Communicating Solutions to Others	

*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



## **Paresh, 23, currently looking for work**

Paresh has had a number of casual jobs since leaving school including car valeting, factory work, mini-cabbing and catering.

### **Where I am now**

"I'm a hard worker and I've got good references. But I've done mainly casual work where it's last in, first out. When I was younger I didn't mind as long as I was earning, but now I want to stay somewhere and make my mark. I watch The Apprentice and I think I'm better than a lot of them. I want some qualifications to prove it."

### **Where I want WorkSkills to take me**

"**WorkSkills** looks good because the skills are based on real life. I can prove I've already done some of the things they want for units like *Producing a Product* and *Building Working Relationships with Colleagues*. It means what I've done up to now is worth something. I like the way the units say what you're going to learn upfront, like *Speaking Confidently at Work*. After about 30 hours work I should get a **BTEC Award**, which will be my first qualification since school. Then I'll do the Certificate. It'll give me an edge when I go for jobs and I can start at a higher level."

*This is a representative composite case study based on conversations about **WorkSkills** held between Edexcel researchers and Jobcentre Plus customers.*

## **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](http://www.edexcel.org.uk/worksheets)  
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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.