



WorkSkills from Edexcel

WorkSkills for 14-19 year olds

Employers rate strong workplace skills and relevant work experience among the most important factors when recruiting. This means many 14-19 year olds who will leave school or college with academic or vocational qualifications find themselves in a Catch 22 situation: How can they prove that they are work-ready and have the skills to contribute to the workplace when they don't have the relevant experience?

WorkSkills will bridge the recruitment credibility gap

Delivering presentations in class, completing assignments within deadlines and managing personal study time are all ways of developing the communication, management and negotiation skills that are valued so highly in the workplace. **WorkSkills** units will help students to understand how these skills are relevant to the workplace and why they play a key role in developing successful working practices and career progression opportunities.

The table below lists skills that a 14-19 year old 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.

14-19: representative profile	WorkSkills unit suggestions	Learner benefits
Potential unrecognised existing skills	Earn recognition	14-19s: <ul style="list-style-type: none"> - gain formal recognition for skills they already use on a daily basis at school or college - understand the value of these skills to future employers
Collaborative skills	Working in a Team	<ul style="list-style-type: none"> - gain formal recognition for skills they already use on a daily basis at school or college - understand the value of these skills to future employers
Group learning	Learning with Colleagues and Other Learners	<ul style="list-style-type: none"> - build confidence and self esteem
Planning skills	Preparing for Work Placement	
Potential skills gaps	Upskill	14-19s: <ul style="list-style-type: none"> - develop practical skills that will help them make a positive impression - establish a responsible attitude to health and safety at work - appreciate the value employers place on enthusiasm, gaining language and numeracy skills
Self-presentation skills	Preparing for an Interview	
Risk assessment	Safe Learning in the Workplace	
'Can do' attitude	Positive Attitude and Behaviours at Work	

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

Zoe, 15, GCSE student

Zoe is studying for GCSE's and plans to stay on in the Sixth Form.



Where I am now

"My mum had a Saturday job when she was my age but the law's different now. Luckily everyone does two week's work experience in Year 11, which should help me find out what it's like at work. My teacher says that the time we spend in class getting ready for work experience will count towards getting the *Preparing for Work Placement* WorkSkills unit."

Where I want WorkSkills to take me

"In my first year in Sixth Form I'll only need to take two more WorkSkills units to get a BTEC Award in WorkSkills. My mum and dad are really pleased that I'll be getting an extra qualification. They think it'll give me an advantage later. All the units look interesting and practical too. I don't know what I'll do yet in the Sixth Form, maybe *Conduct at Work* or *Preparing for an Interview*. The good thing is because each unit doesn't take up a lot of time it won't interfere with my A level work."

This is a representative composite case study based on conversations about WorkSkills held between Edexcel researchers and young people aged 14-19.

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 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
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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.