



# **BTEC** for below Level 2

## **Overview Guide**

Flexible, skills-based qualifications  
for all your below Level 2 learners

September 2019

# Welcome

Welcome to your guide to BTEC qualifications specifically created for your below Level 2 learners.

You'll find details of our **Entry Level and Level 1 qualifications** designed to help learners acquire the personal, social and employability skills they will need to progress to independent living, further study or employment. We've also included information about our **Explorer Courses** for Level 1 learners looking to bridge skills gaps they may have or explore a short taster of a sector before choosing to go on to further study or training.

All our new below Level 2 courses have been designed to:

- **capture learner interest**
- **boost achievement and progression**
- **increase course retention rates.**

Pearson is the only awarding body offering such a wide range of vocational, skills-based qualifications at this level and we are committed to continuing to offer practical, skills-based qualifications to help your learners confidently take their next steps.

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# BTEC works for below Level 2

We understand the importance of making qualifications at this level practical and motivating for your learners, and as flexible as possible for you, so you can deliver courses precisely around their needs and aspirations.

Our new qualifications have been designed to give your Entry Level and Level 1 learners the opportunity to **show what they can do** not purely what they know.

- All **units are skills-based** and taught within a variety of different contexts such as self development, independence or vocational study.
- **Pre-vocational Entry Level 1 and Entry Level 2** qualifications are pass only and offer your learners a way to develop the essential personal and social skills they will need to progress to independent living, future employment or further study.
- **Grading for Entry Level 3 and Level 1** means learners are motivated by their own progress and you have a clearer idea of when they are ready to move on and what progression route will be best for them.

# Flexibility built in

We've designed these qualifications to complement one another in style and content giving you maximum flexibility.

Within each level you'll find a range of sizes so you can more closely match learners to qualifications that will reflect their current skills set. This means you can offer them realistic progression routes reflective of the pace and mode of learning.

- Move learners across levels and sectors to maximise progression opportunities.
- Change the focus and context of your delivery so it reflects your locality keeping lessons relevant and motivating.

This flexible approach gives you the opportunity to create learning programmes based on the individual needs of your learners and offer them the best possible learning experience.

*"Learners progressing to Level 2 provision have had much more success in terms of retention and achievement"*

*"Retention was over 90% for all pathways and many achieved 100%."*

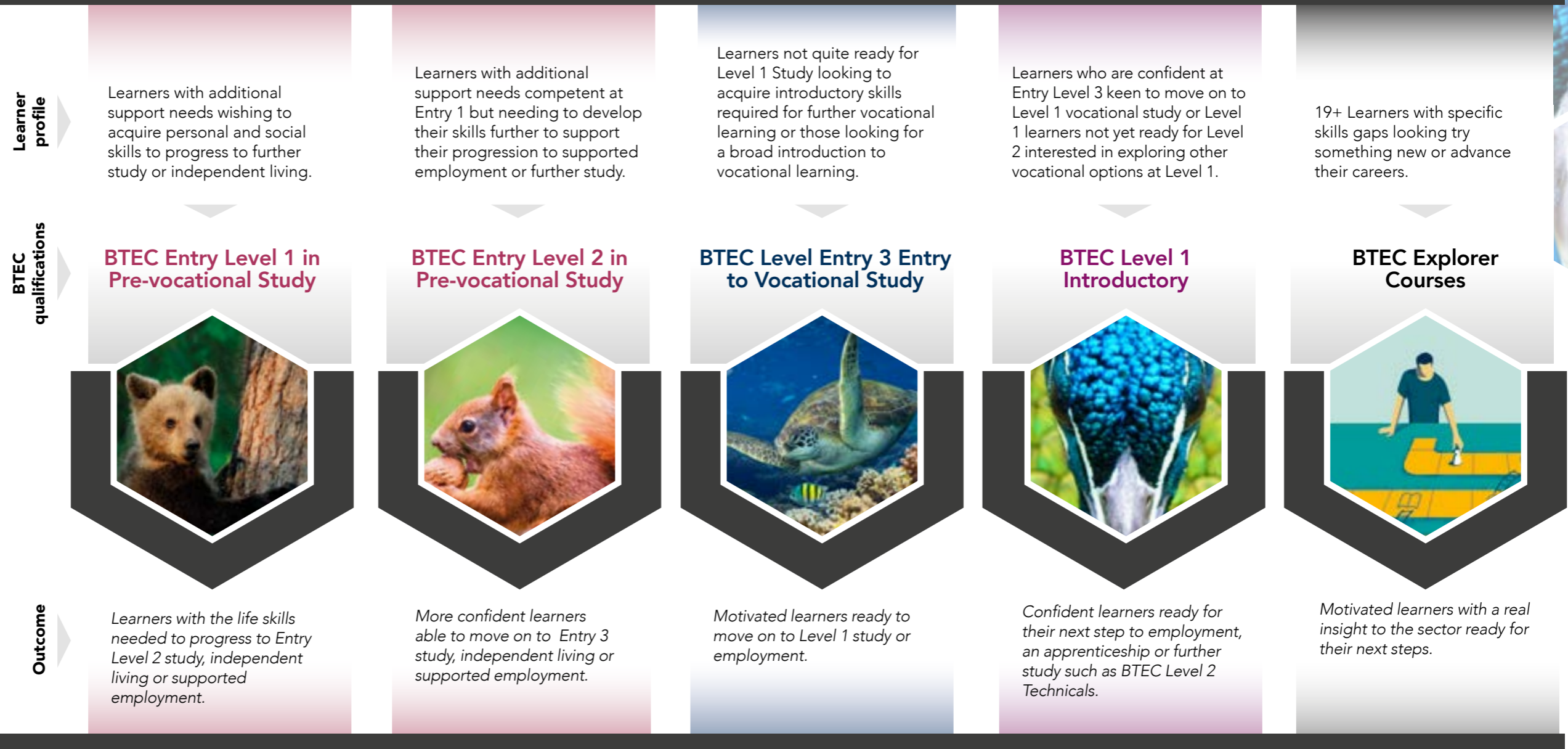
*MidKent College*



# Progress with BTEC

## BTEC qualifications offer progression opportunities for all your below Level 2 learners.

This map illustrates a range of likely learner profiles at this level and suggests the most relevant qualifications for them as well as potential progression opportunities.



# BTEC Entry Level 1 and Entry Level 2 in Pre-vocational Study

Our new pre-vocational qualifications for Entry 1 and Entry 2 learners have been designed so you can offer your learners practical, skills-based courses that can be tailored to suit their specific needs.

The qualification units have been designed to complement and aid progression from Entry 1 to Entry 2 helping learners to develop their skills through guided practical tasks.

Four sizes available:

- Subsidiary Award (30 GLH)
- Award (60 GLH)
- Certificate (120 GLH)
- Extended Certificate (300 GLH)

## Teaching and assessment

Assessment is pass only, there are 20 optional units to choose from and no mandatory units.

All optional units are generic and themed around:

- Skills for Personal Development
- Skills for current and future study
- Skills for current and future employment.

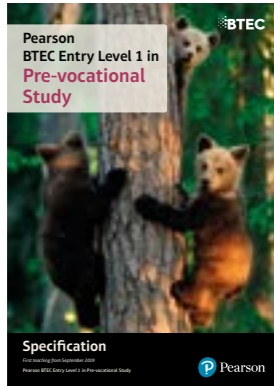
## Course structure

Pre-vocational Qualifications	Subsidiary Award (30 GLH)	Award (60 GLH)	Certificate (120 GLH)	Extended Certificate (300 GLH)
<b>Entry 1 in Pre-vocational Study</b>	Choose 1 unit from 20	Choose 2 units from 20	Choose 4 units from 20	Choose 10 units from 20
<b>Entry 2 in Pre-vocational Study</b>	Choose 1 unit from 20	Choose 2 units from 20	Choose 4 units from 20	Choose 10 units from 20

See next page for full list of optional study units

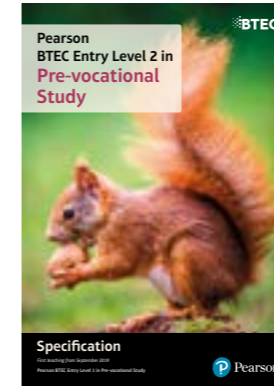


# Optional study units



## Entry 1 in Pre-vocational Study

1. Engaging in New Situations
2. Following Given Routines
3. Handling Own Money
4. Preparing a Meal for Yourself
5. Going on a Prepared Visit
6. Engaging in Personal Health and Wellbeing
7. Helping with an Event
8. Contributing to a Customer Service
9. Developing Digital Communication Skills
10. Participating in a Performance
11. Communicating with Others
12. Participating in a Sports Activity
13. Producing a Product
14. Taking Part in a Creative Activity
15. Exploring an Enterprise Activity
16. Exploring Future Options in the Local community
17. Engaging in a Team Activity
18. Working Towards a Given Target
19. Producing a Basic Document
20. Navigating from One Place to Another



## Entry 2 in Pre-vocational Study

1. Adapting to New Situations
2. Following Instructions to Carry Out a Task
3. Handling Money Transactions
4. Preparing a Meal for Others
5. Participating in a Visit
6. Understanding Personal Health and Wellbeing
7. Contribute to Running an Event
8. Providing a Customer Service
9. Using Digital Skills
10. Contributing to a Performance
11. Communicating with Others
12. Contribute to a Team Sport Activity
13. Create a Product
14. Being Creative
15. Participating in an Enterprise Activity
16. Finding out about Future Options
17. Contributing to a Team Activity
18. Working towards an Agreed Target
19. Producing a Document
20. Using Public Transport



# BTEC Level Entry 3 Entry to Vocational Study

Our BTEC Entry to Vocational Study qualifications give you the opportunity to offer your below Level 2 learners a taste of the skills they will need for further Vocational Study.

We've created units that are generic in nature so you can apply them to different contexts through activities most relevant to your learners and your centre.

## Grading

All units are graded Pass or Merit giving your learners a chance to see their own progress and boost their interest and motivation to succeed. You'll also be able to assess their abilities and their potential.

## Assessment

We've included tips and ideas for how assessment for each unit can be contextualised for a particular sector, as well as highlighted practical opportunities to develop and assess English and Maths skills within each unit.

## Teaching

You'll find a range of suggested activities for introducing, developing and embedding skills within the specification document for each unit and additional help and support in our [\*\*BTEC Entry to Vocational Study Delivery Guide\*\*](#) available free to download from our website.

## Course structure

There are 20 units available for learners across four qualifications sizes including a mix of mandatory and optional units.

## Mandatory Units

The following chart shows the Mandatory Core Units (Units 1 and 2) that learners will need to achieve, along with the number of Optional Units required for each size of qualification.

Mandatory Core Units	Subsidiary Award (70 GLH)	Award (110 GLH)	Certificate (180 GLH)	Extended Certificate (300 GLH)
<b>Unit 1: Skills for Learning (30GLH)</b>	✓	✓	✓	✓
<b>Unit 2: Team Challenge (30 GLH)</b>			✓	✓
<b>Optional Units (40 GLH)</b>	Choose 1 from 20	Choose 2 from 20	Choose 3 from 20	Choose 6 from 20

## Optional Units

We've listed below all the Optional Units available. Units 1 and 2 are Mandatory Units - see chart opposite for details.

- Unit 3: Finding Out About a Topic
- Unit 4: Designing a Product
- Unit 5: Creating a Product
- Unit 6: Presenting to Others
- Unit 7: Making an Event a Success
- Unit 8: Providing Customer Service
- Unit 9: Going on a Visit
- Unit 10: Financial Awareness
- Unit 11: Living with Online Technology
- Unit 12: Using Technology for a Purpose
- Unit 13: Supporting Other Individuals
- Unit 14: Communicating with People
- Unit 15: Problem Solving by Thinking Creatively
- Unit 16: Contributing to the Community
- Unit 17: Managing Time
- Unit 18: Responding to a Situation
- Unit 19: Health and Wellbeing for the Workplace
- Unit 20: Using Guidance



## Find out more

Download your course materials at:  
[quals.pearson.com/btecE3](https://quals.pearson.com/btecE3)



# BTEC Level 1 Introductory

Practical, graded, skills-based qualifications available across 16 industry sectors designed to give your learners the core skills they will need to progress to further study or employment.

**Graded** Pass, Merit or Distinction to motivate your learners and help you easily assess their potential.

**Assessment** is through a mix of common mandatory units and a choice of optional units giving you the flexibility to move learners between courses while they are on-programme.

**Key teaching areas** in each unit include the sector skills and knowledge required along with transferable skills, such as communication and managing information, and opportunities to develop functional skills.

## Course structure

Mandatory Core Units	Award* (70 GLH)	Certificate (180 GLH)	Diploma (360 GLH)
Unit 1: Being Organised (30 GLH)		✓	✓
Unit 2: Developing a Personal Progression Plan (30 GLH)	✓	✓	✓
Unit 3: Working with Others (30 GLH)			✓
Unit 4: Researching a Topic (30 GLH)			✓
Optional Units (40 GLH)	Choose 1	Choose 3	Choose

Vocational Studies Award has 110 GLH and learners choose 2 Optional Units from the range of Level 1 Introductory sectors.



## Vocational Studies

### Flexible topic choices

In addition to the 16 industry sector qualifications available, learners also have the option of taking a Vocational Studies qualification.

This extremely popular option offers your learners a broader introduction to vocational learning and you more freedom to choose the context of your delivery and assessment.

- **Mandatory Units** are the same as those in the individual Level 1 Introductory sector qualifications, so you have flexibility in your delivery.
- **Optional Units** can be picked from the range of other Level 1 Introductory sectors available, giving learners the opportunity to explore a range of industry sectors.
- **110 GLH Award** – learners choosing to take the Vocational Studies Award choose two optional units rather than the usual one in the other Level 1 Introductory sectors so learners at this level can still experience more than one industry sector.

On completion of their Vocational Studies course, learners could progress to further Level 1 study choosing to specialise in a specific sector or go on to Level 2 study.



See next page for full list of Level 1 Introductory qualifications

# BTEC Level 1 Introductory qualifications available



## Applied Science

### Topics Include:

- Making and testing products
- Carrying out experiments
- Investigating, measuring and testing



## Art and Design

### Topics Include:

- Creating and designing
- Planning and marketing an exhibition
- Different types of art methods



## Business

### Topics Include:

- Exploring local business
- Branding and visual displays
- Meetings and events
- Communication and finance



## Caring for Children

### Topics Include:

- Emotional and social support
- Safe childcare
- Healthy eating
- Reading and numeracy
- Creative and physical activities



## Construction

### Topics Include:

- Drawing a plan
- Simple building and carpentry
- Minor repairs
- Decorating
- Electrical circuits
- Costing a job



## Digital Media

### Topics Include:

- Storyboards, layouts and interactive presentations
- Producing adverts and animations
- Audio and film making
- Editing and sharing media



## Engineering

### Topics Include:

- Using hand tools and machinery
- Welding processes
- Electrical circuits and Installations
- Using CAD
- Routine services on motor vehicles



## Hair and Beauty

### Topics Include:

- Carrying out hair and beauty tasks
- Customer service
- Presenting a hair and beauty ideas
- Developing nail art, make-up and hair styling techniques



## Health and Social Care

### Topics Include:

- Health and social care services communication skills
- Healthy lifestyle advice
- Caring activities
- Safe use of equipment



## Hospitality and Tourism

### Topics Include:

- Preparing, cooking and serving food and drink
- Visitor attractions
- Running and promoting events
- Customer service



## Information Technology

### Topics Include:

- Developing and using digital technologies
- Solving IT problems
- Creating spreadsheets, websites and computer programmes



## Land-based

### Topics Include:

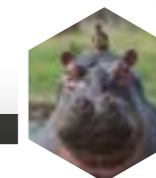
- Caring for, feeding and moving animals
- Growing and keeping healthy plants
- Using tools and machinery
- Preparing soil for planting



## Performing Arts

### Topics Include:

- Using stimulus for performance
- Designing and providing technical support
- Performance: Acting, Dance Music
- Rehearsing and preparing for a performance



## Public Services

### Topics Include:

- Finding out about public services
- Taking part in fitness, sport and adventurous activities
- Security and responding to incidents
- Assisting members of the public



## Sport

### Topics Include:

- Effects of exercise on the body
- Training, playing and coaching sport
- Sports events and activities
- Keeping active and healthy



## Transport and Vehicle

### Topics Include:

- Replacing and rebuilding engine parts
- Leasing, renting and valeting vehicles
- Exploring vehicle technology
- Developing customer relationships

Download your course materials at: [quals.pearson.com/BTECbelowL2guide](https://quals.pearson.com/BTECbelowL2guide)

# Course materials and teaching support

For all our below Level 2 qualifications you'll find a range of support materials to help you plan, teach and assess your learners as well as a range of training events to help you deliver your courses.

## Course materials

All materials are free to download and are available in the course materials section of the relevant qualification page. You can link to these from our web page: [quals.pearson.com/BTECbelowL2guide](https://quals.pearson.com/BTECbelowL2guide)

## Training

You can register for any of our free training events at [quals.pearson.com/BTECtraining](https://quals.pearson.com/BTECtraining)

You'll also find a range of free role-specific events for those new to BTEC or needing additional help or support particularly around quality assurance processes at [quals.pearson.com/BTECQAevents](https://quals.pearson.com/BTECQAevents)

*"Enlightening and re-assuring, good information and opportunities to talk to other providers".*

*Truro College*

 [quals.pearson.com/BTECbelowL2guide](https://quals.pearson.com/BTECbelowL2guide)

## Plan

### Get to know your course

- Specifications
- Delivery Guides
- Network events
- myBTEC

## Assess and Track

### Guidance and examples of the standard

- Quality Assurance Handbook
- Sample marked learner work
- Standards Verifier support
- Suggested assessment activities
- Assignment Checking Service
- myBTEC

## Teach

### Support for teaching and learning

- Suggested activities
- Suggested unit delivery
- Sample assignment briefs

## Develop

### Training

- Training events:
  - Getting Ready to Teach
  - Network events
  - Centre-based training



## Your time-saving free workflow tool

Designed to work alongside your current VLE or MIS system to save you time throughout the assessment process, myBTEC will:

- help you quickly get started with your new BTEC course
- save you time with course planning, assignments, internal verification, marking and progress tracking.

myBTEC has been specially designed for BTEC qualifications, so you can be confident that you are getting it right.

Find out more

[quals.pearson.com/myBTEC](https://quals.pearson.com/myBTEC)

## New to BTEC?

If you're new to BTEC or need help getting started with your new course we've a web page dedicated to helping you get started.

Find out more at [quals.pearson.com/DeliveringBTEC](https://quals.pearson.com/DeliveringBTEC) and download your quick guide to getting started with BTEC.



# Useful information

We've included below links to qualifications and information you may find helpful when planning your BTEC below Level 2 provision.

## Functional Skills

Functional Skills qualifications are designed to equip learners with the practical skills needed to live learn and work successfully.

- Available in English, Mathematics, and ICT
- Suitable for learners of all ages from Entry 1 to level 2
- Reformed Functional Skills qualifications available from September 2019

See website for full details  
[quals.pearson.com/FSguide](https://quals.pearson.com/FSguide)



## Explorer Courses

Bite-sized qualifications offering 19+ learners the opportunity to bridge gaps in their knowledge and skills or, get a brief taster of a sector ahead of committing to something more substantial.

- Ideal as part of an induction programme or a bridging course from Entry to Level 1.
- Offers learners a true insight into how they might develop their career path in a particular sector.



Explorer courses are available across a range of industry sectors – see website for full details [quals.pearson.com/BTECexplorer](https://quals.pearson.com/BTECexplorer)

## Adult Education Funding

Explore our dedicated web page for the latest information as well as full details of all Pearson qualifications eligible for funding.

- Search the latest funded qualifications list.
- Get help and advice about maximising funding for your centre.
- Explore the different funding streams available.

See website for full details [quals.pearson.com/aefunding](https://quals.pearson.com/aefunding)

Supporting your learners' Adult Education journey.





[quals.pearson.com/BTECbelowL2guide](https://quals.pearson.com/BTECbelowL2guide)



[support.pearson.com/uk/s](mailto:support.pearson.com/uk/s)



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