Administration Guide

What is Skilled for Life?

Skilled for Life is a flexible toolkit designed to support centres to build and deliver personalised programmes of learning that effectively equip learners with the skills and knowledge required to secure and sustain work. It comprises units and qualifications of learning, accompanying teaching and learning resources, Initial Assessment tools for English and maths and optional behavioural diagnostic and job search tools.

Flexibility is the main feature – whatever the needs of your learners, however you want to deliver training, Skilled for Life will allow you to build a programme of learning that meets your requirements.

Because of the flexibility of Skilled for Life, some of the administrative procedures are a little different to our other products. The processes have been designed to be as simple to use for our customers as they can, whilst maintaining the flexibility this product requires.

Contents

1. Approval

If you are currently running BTEC qualifications at Level 2 or below, approval for Skilled for Life will be available to gain instantly online.

All of the screens required for the product are housed under a new Skilled for Life & Traineeship dropdown menu. From there choose 'Approvals' then 'Create New' and select Skilled for Life as the Qualification Type. In the dropdown menu titled Sector, there are two options; 'Skilled for Life' and 'Skilled for Life Level 2/Traineeship'. 'Skilled for Life' provides approval to deliver all units and qualifications in the Skilled for Life framework from Entry Level to Level 1. 'Skilled for Life Level 2/Traineeship' provides approval to deliver all units and qualifications from Entry Level to Level 2. Please note that if you do not have Skilled for Life Level 2/Traineeship approval then you will not be able to access Level 2 units.

Welcome to the Skilled for Life Approval page.

Here you will be able to gain instant approval for Skilled for Life as long as you are currently running BTEC qualifications.

Qualification Type (help): SKILLED FOR LIFE

Sector: SKILLED FOR LIFE LEVEL 2/TRAINEESHIP

Programmes in the SKILLED FOR LIFE LEVEL 2/TRAINEESHIP qualification Frameworks Covered

Title	Level
LEVEL 2 SKILLED FOR LIFE (1-3 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (1-3 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (13-24 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (13-24 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (25-36 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (25-36 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (4-6 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (4-6 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (49-56 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (49-56 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (57+ CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (57+ CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (7-12 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (7-12 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (1-3 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (1-3 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (13-24 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (13-24 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (25-36 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (25-36 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (37-48 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (37-48 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (4-6 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (4-6 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE

If you agree to the linked terms and conditions select that box, click submit and approval will be granted making the frameworks available for registrations right away.

If you are not currently an Edexcel centre, or are not currently delivering BTEC qualifications, please complete our Expression of Interest form to let us know you would like to offer Skilled for Life. A member of our Approvals team will contact you to discuss becoming an approved centre.

2. Registration

Skilled for Life is a credit based product. This means that learners are registered onto a package of credits rather than individual qualifications.

There are a number of different sized credit packages available, allowing you to register learners for the amount of credits they are expected to complete.

If you have 'Skilled for Life Level 2/Traineeship' approval and are delivering programmes containing Level 2 units, you will need to ensure that learners are registered onto a Level 2 credit package (for example, titled Level 2 Skilled for Life 1-3 Credits). These packages provide access to all Skilled for Life units at Entry Level to Level 2. Standard Skilled for Life credit packages (for example, titled Skilled for Life 1-3 Credits) provide access to Skilled for Life units at Entry Level to Level 1.

If you require additional credits these can be purchased by transferring learners to the appropriate sized Credit Package.

You are also given the option of purchasing the SelfSmart and our MyWorkSearch. These tools are available for a small additional fee plus VAT and will be invoiced separately to your registrations. Further details of the service are described in section 4 and 5.

Otherwise the registration process mirrors that used for vocational qualifications. Choose the Skilled for Life & Traineeship drop down, then under the 'Candidates' menu choose 'Register Candidate'. You will have the option to either enter learner details individually or upload a spreadsheet to register bulk.

If you are a centre with 'Skilled for Life Level 2/Traineeship' approval you will be contacted by Edexcel shortly after making your first registrations. This is to confirm which sectors you are intending to deliver, so that an appropriate SV is allocated.
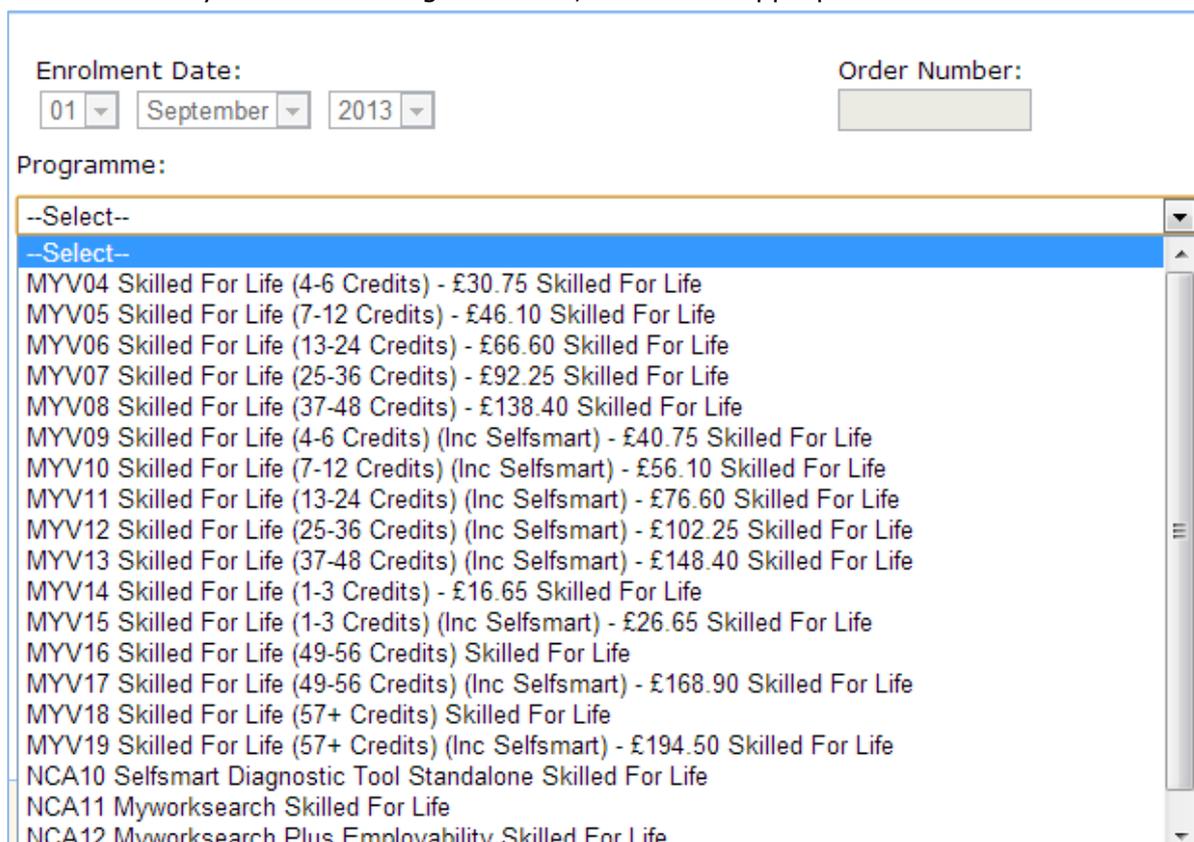
Enrolment Date: Order Number:
01 ▾ September ▾ 2013 ▾

Programme:

--Select-- ▾

--Select--
MYV04 Skilled For Life (4-6 Credits) - £30.75 Skilled For Life
MYV05 Skilled For Life (7-12 Credits) - £46.10 Skilled For Life
MYV06 Skilled For Life (13-24 Credits) - £66.60 Skilled For Life
MYV07 Skilled For Life (25-36 Credits) - £92.25 Skilled For Life
MYV08 Skilled For Life (37-48 Credits) - £138.40 Skilled For Life
MYV09 Skilled For Life (4-6 Credits) (Inc Selfsmart) - £40.75 Skilled For Life
MYV10 Skilled For Life (7-12 Credits) (Inc Selfsmart) - £56.10 Skilled For Life
MYV11 Skilled For Life (13-24 Credits) (Inc Selfsmart) - £76.60 Skilled For Life
MYV12 Skilled For Life (25-36 Credits) (Inc Selfsmart) - £102.25 Skilled For Life
MYV13 Skilled For Life (37-48 Credits) (Inc Selfsmart) - £148.40 Skilled For Life
MYV14 Skilled For Life (1-3 Credits) - £16.65 Skilled For Life
MYV15 Skilled For Life (1-3 Credits) (Inc Selfsmart) - £26.65 Skilled For Life
MYV16 Skilled For Life (49-56 Credits) Skilled For Life
MYV17 Skilled For Life (49-56 Credits) (Inc Selfsmart) - £168.90 Skilled For Life
MYV18 Skilled For Life (57+ Credits) Skilled For Life
MYV19 Skilled For Life (57+ Credits) (Inc Selfsmart) - £194.50 Skilled For Life
NCA10 Selfsmart Diagnostic Tool Standalone Skilled For Life
NCA11 Myworksearch Skilled For Life
NCA12 Myworksearch Plus Employability Skilled For Life

3. Booking a Test

For units which have onscreen testing available, tests are booked using the BTEC area of Edexcel Online and the 'Onscreen Testing' menu option select "Book a test"
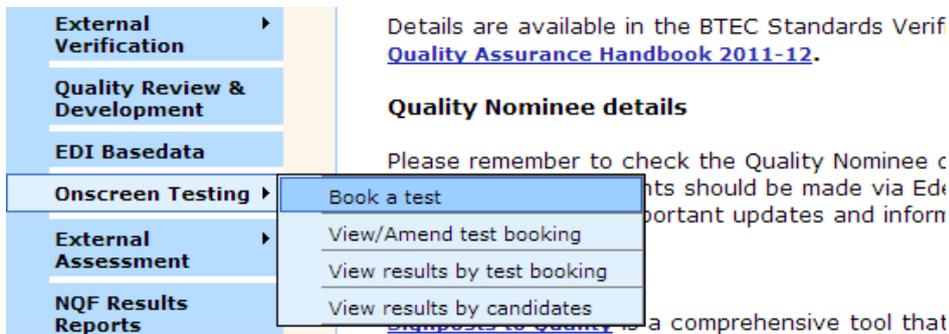
Using the drop down boxes specify the programme you wish to book. For Skilled for Life, this is the credit package that you have registered learners on to. Then choose the test you wish to book as well as the time and venue.

If you click 'next', you will be presented with a list of all candidates registered on the credit package or you can narrow the search using the refine learner section.

From the list of learners tick the box to the left of the registration number to inform us that the learner will be sitting this test and click 'submit'.

Test Details

Programme	HPK41:LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)		
Test	TEST 5 - UNDERSTANDING RETAIL HEALTH AND SAFETY		
Venue	XVH835	**Date**	25/10/2013 18:00

Records Per Page: 25 ⌄ [Refresh]   [Back] [Submit]

All ☐	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25% ☐
☐	EY00200		ROY	AYERS	16/07/1985		☐
☐	EY00201		NICOLA	DAVIES	23/06/1956		☐
☐	EY00202		CARL	LEWIS	02/06/1986		☐

[Back] [Submit]

If the learner has already passed the test or is already booked you will see an error screen like the one below and will not be able to book for the learners with errors against them until they have been resolved.

Booking has not been submitted. Please correct the errors before submitting (*Hover the mouse over the candidate records to see the actual error*).

☐ Test previously passed
☐ Test booking already exists
☐ Booking clash
☐ Other error

Records Per Page: 25 ⌄ [Refresh]   [Back] [Submit]

All ☑	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25% ☐
☐	EY00200		ROY	AYERS	16/07/1985		☐
☐	EY00201	ERROR : Test booking already exists	DAVIES	23/06/1956		☐
☐	EY00202		CARL	LEWIS	02/06/1986		☐

[Back] [Submit]

If everything is ok you will get a confirmation that the test has been booked and the details will be passed to the system where you can download and complete the relevant tests.

4. SelfSmart Behavioural Diagnostic Tool

SelfSmart is an online profiling and behavioural diagnostic tool that accurately identifies people's personal barriers to learning and provides the individual learner and supporting organisations with solutions to address these problems.

SelfSmart is owned by the company Clearaims. Pearson is formally partnering with Clearaims to enable centres to access the tool.

Centres offering Skilled for Life programme have the option to use this tool as part of their behavioural diagnostic assessment. SelfSmart is purchased through Edexcel Online and can be purchased alongside a Skilled for Life credit package for a small additional fee, providing access for the entire duration of a Skilled for Life programme or until registration is closed.

Pearson/Edexcel centres who are not offering Skilled for Life programmes can also purchase SelfSmart as a 'standalone' with 12 months access to the tool. Centres purchase SelfSmart without a credit package through the 'Skilled for Life & Traineeship' tab on Edexcel Online under 'Candidates', then 'register candidates' and it is listed under the available programmes drop down list.
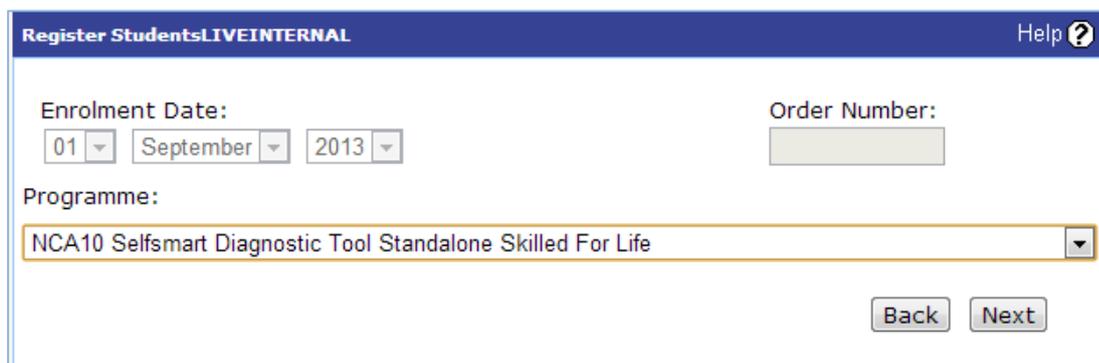
If you have purchased the on-line profiling tool package for your learners, your centre details and individual learner details will be sent directly to SelfSmart. SelfSmart personnel will then contact you and provide you with centre login details to administer the system, a guide on how to use SelfSmart effectively and passwords for the learners.

Further details around SelfSmart can be found on the **Skilled for Life website**.

All technical and content focused queries regarding the service are dealt with directly by SelfSmart. Please contact **info@selfsmart.org** or **0871 222 7430**

5. MyWorkSearch Online Employability Engine

MyWorkSearch is an **online employability engine** that provides learners with employment and career support by offering a job search tool, CV builder, advice centre, career mapper and more to ensure effective job-finding activity and help learners into sustainable employment.

MyWorkSearch allows you to access comprehensive activity reporting, so that you can monitor your learners' progress and learn how to support them.

MyWorkSearch is available to all Pearson/Edexcel approved centres and can be purchased through the 'Skilled for Life & Traineeship' tab on Edexcel Online under 'Candidates', then 'register candidates' and is listed under the available programmes drop down list.
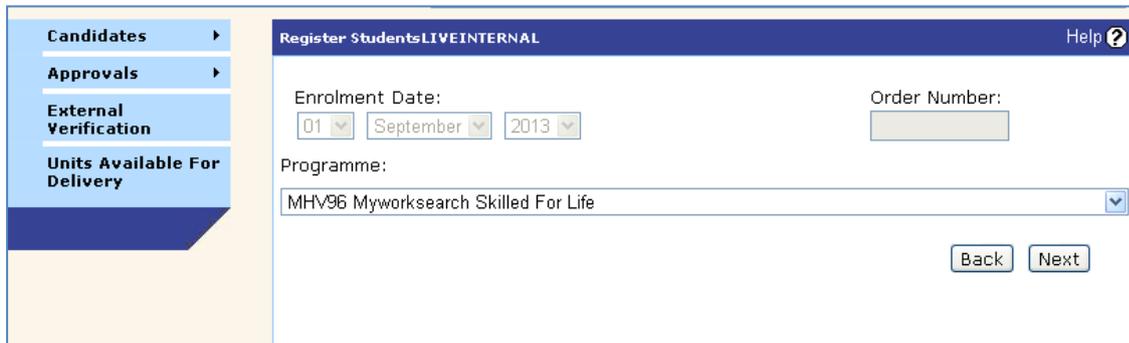
There are three ways to access MyWorkSearch:

'Standard' MyWorkSearch, includes; job search portal, CV building, comprehensive employability eLearning and activity management tools as well as provider login to interact with the jobseeker and observe and report on progress

MyWorkSearch plus Employability, includes; all of the functionality and features of 'Standard' MyWorkSearch, plus the ability to collect evidence of employability activities completed by the user to contribute towards the achievement of Level 1 and 2 WorkSkills units

MyWorkSearch (top up to Employability), Centres who have previously purchased the 'standard' MyWorkSearch access, have the option to 'top up' at a later date to the full MyWorkSearch plus Employability offer, by paying the difference in price between the two tools.

A MyWorkSearch purchase provides 12 months access.

Further details around MyWorkSearch can be found on the **Skilled for Life website**.

All technical and content focused queries regarding the service are dealt with directly by MyWorkSearch. Please contact **info@myworksearch.co.uk** or **020 7870 1000**.

6. Units Available for Delivery

Before you are able to claim certificates you need to indicate which units you will be delivering. You can do this in two ways:

1. Through the 'Units Available for Delivery' screen under the Skilled for Life & Traineeship drop down menu; click the 'Select units group' drop down menu and choose 'All Skilled for Life Units'. A second drop down menu will now be available, allowing you to filter units by sector, subject or Skilled for Life Learning Area. When you have chosen your filter, click 'Show Units' to access the units within that area.

    When you have selected the units you will deliver, save your selection using the 'update' button to add these units to your 'Centre Favourites' list. Units selected in the Centre Favourites list can be added to and removed at any time which will instantly update those units you are able to claim from, this applies across all Skilled for Life credit sizes.

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2. By building your programmes of learning using the Skilled for Life Online Service: The Online Service has been developed as a free tool to support centres delivering Skilled for Life and Traineeships from Pearson, in building personalised and flexible programmes of learning. Once programmes have been saved as 'Final' in the Online Service, they are exported to EOL and will be listed in the 'Select Units Group' drop down list on the 'Units Available' tab. All units from final programmes are also added to your 'Centre Favourites' drop down list.

You can access the Skilled for Life Online Service through the 'Create new Skilled for Life Programme' button on the Units Available for Delivery page. You can also access the Service and find out more information, including a detailed User guide through the **Skilled for Life website**.

Create New Skilled for Life Programme

Select units group

6 month Employability programme ▼

Centre Favourites | Show Units

When you view a programme which has been created in the Skilled for Life web application, the table below lists the units contained within the programme. These units will have been automatically updated as being available for delivery.

If you are viewing "All Skilled for Life Units", please indicate which other units you are running by ticking the box on the left of the unit. Once you have selected the additional units you are running please click "Update" at the bottom of the screen. Any units which have already been included through a Skilled for Life programme will be greyed-out. If a unit is shown as greyed-out but unselected, it means that the programme containing that unit has not yet been updated (see above).

Available Units

	Code	Unit Title	Category	QCA	Level	Credits
✓	20905B	USING EMAIL	IT	J5024299	1	2
✓	20908B	USING THE INTERNET	IT	T5024296	1	3
✓	24348D	APPLYING FOR A JOB	SKILLS FOR WORK	H5032832	1	1
✓	24349D	PREPARING FOR AN INTERVIEW	SKILLS FOR WORK	K5032833	1	1
✓	24350D	INTERVIEW SKILLS	SKILLS FOR WORK	M5032834	1	1
✓	24363D	INVESTIGATING RIGHTS AND RESPONSIBILITIES AT WORK	SKILLS FOR WORK	K5032847	1	1

7. Reporting Results

Learners are found in the same way as our BTEC and NVQ products, by either searching by candidate or by course within the Candidates menu. Skilled for Life is not in itself a qualification and as such there is no full award option.

The claim types are 'Interim' where a learner has completed some units but may wish to complete more in the future, and 'Final Certificate Claim' indicating the learner has completed all the units they intend to.

An Interim claim will produce a Notification of Performance for your learner, listing all of the units they have achieved to date and keep your Skilled for Life registration open for any future claims.

A Final claim will again produce a Notification of Performance for all units the learner has achieved as well as producing certificates for any qualifications achieved.

Student Report Forms are not available for this product.

You can select units achieved from the 'Select a Skilled for Life Programme' drop down menu. The menu lists all programmes that have been saved as final in the Skilled for Life Online Service, as well as those units you have added to your Centre Favourites.

Claim Type

○ Interim ● Final Certificate Claim   Unselect

Unit certification will be supplied for the units claimed. If those units form an accredited qualification outside of this framework this will automatically be issued in addition without further charge.

Framework Details

| Employability Framework: | FWG19 Skilled For Life (13-24 Credits) (Skilled For Life:) |

Select a Skilled for Life Programme: `6 month Employability programme ▼` `Show Units`

Please ensure that all grades are correctly recorded before clicking on "save". If any incorrect grades are submitted in error, please email ServiceOperations@edexcel.com immediately, stating what amendments you require and quoting the correct unit grades.

Results | Transaction History | Transfer History

Unit Code	Title	Level	Value	P	M	D	U	T		Grade	
21171E	Planning & Participating In Work Ex	1	6	○					Unselect		
20668B	Preparation For Work	1	2	○					Unselect		
20913A	Career Progression	1	2	○					Unselect		
21372B	Exploring Career Choices	1	1	○					Unselect		
21373B	Career Management	1	1	○					Unselect		
24348D	Applying For A Job	1	1	○					Unselect		

If a unit you wish to select is missing please use the Units Available for Delivery screen to add to the list of units being run in your centre and it will appear here.

8. Certification

Before issuing certificates we will check we have verified all sectors, so it's important you tell us up front which sectors you will be delivering. As long as the required quality assurance checks have been completed, unit certificates will be issued for those units completed.

If claiming final certificate we will also check whether those units make up an accredited qualification, if they do we will also issue the appropriate qualification certificate without any further charge. These checks are completed following the production of unit certificates so qualification certificates will be sent separately and received shortly after.