

The BTEC Level 2 Extended Certificate in Workskills is an 200 GLH qualification. Workskills is a suite of BTEC qualifications designed to equip learners with the essential skills for job success and career development.

This qualification helps learners to improve their understanding and application of work-based skills. This flexible, vocational course teaches the knowledge, skills and understanding that are relevant, current and useful for both learners and potential employers. The qualification structure allows learners a wide choice of units across a number of levels to accommodate their needs.

Some of the units offered include; Working in a Team, Developing personal skills for leadership, Preparing for the recruitment process, Practicing leadership skills with others and Preparing for work placement.

Entry requirements

The entry requirements for this course are 5 GCSEs at grades 1-3 (or BTEC equivalents).

Course Content

This is a one year programme and is the equivalent to two GCSEs. Some units may be reviewed to suit students and their own personal development.

Course content will be delivered in a range of different formats and will allow opportunity to apply learning in practical activities such as role plays and work experience.

Units of Work

- Numeracy for the workplace
- Qualities and transferable skills for work
- Self assessment skills
- Developing your CV
- Applying for a job
- Personal presentation for the workplace
- Preparing for the recruitment process
- Preparing for work placement
- Learning from work placement
- Working in a team
- Developing personal skills for leadership
- Practising leadership skills with others

Workskills BTEC Level 2



Assessment

Assessment is 100% coursework. Each unit must be completed to a minimum pass standard in order to pass the course. Tasks will include a individual and group based work. The assessments will involve producing work that would be presented in a manner that would be acceptable in the workplace. IT and hand written assessments will be included in the course along with business presentations and displays.

Approach to Teaching & Learning

- ◆ Group work
- ◆ Class discussion
- ◆ Study Packs
- ◆ Individual Reviews with your teacher
- ◆ Taking the lead in group tasks
- ◆ Individual research

Future Prospects

Having completed this course students will be ideally placed to progress to the BTEC Level 3 Public Services or BTEC Level 3 Business courses where they can develop their skills further.

Alternatively this course is good preparation for entering the workplace environment.

