

BTEC WorkSkills at Brookfield (Kemp Street)

WorkSkills is a suite of BTEC qualifications designed to equip learners with the essential skills for job success and career development. The main purpose is to develop learners' employability skills. There is a large choice of units that fully reflect the realities of the modern workplace.

These qualifications were first launched in 2008 and since then have been extremely successful with significant numbers of learners undertaking programmes each year. There are learners from 14-60 undertaking Workskills qualifications and it is this broad appeal that really sets them apart.

The suites were updated in 2020/21 to reflect current demands in the workplace for all learners working at Entry to Level 2.

The structure of Workskills is flexible and designed to support programmes that are learner-led. There is a range of qualification sizes at Entry 1,2,3, Level 1 and Level 2 to ensure that there is one to suit everyone.

All pupils at Brookfield (Kemp Street) undertake a course of study in WorkSkills. The knowledge, skills and understanding the course provides is relevant, current and useful for the pupils in their post 16 progression and for their future employment. Pupils are given an insight into a variety of different areas with the aim of giving pupils greater knowledge and self-awareness of what is needed to be successful in the workplace. There is a focus on their own personal and social skills and how to refine these to make themselves more employable. Pupils will also learn specific capabilities and skills that will better equip them for future employment. The areas that we as a school have decided to dedicate our programme of study have been carefully selected based on the needs, abilities and personal circumstances of our pupils. The specific areas of focus that pupils develop their skills and knowledge in are as follows:

UNIT 1

Considering Your Own Work Related Skills and Behaviours

The aim of this unit is for learners to understand what makes them tick and learn to develop their skills and enhance their personal behaviours to improve their employability prospects. This could include self-employment.

In this unit they will consider their personal behaviours and skills and learn to manage their strengths and weaknesses, so that they can make effective plans and improve their employability prospects. They will devise strategies to improve on their weaknesses and overcome any barriers that may have been holding them back. They will produce an employability prompt sheet that will improve their approach to job-seeking in their chosen sector and their potential effectiveness in the workplace.

UNIT 2

Selecting and Applying for a Job

The aim of this unit is for learners to consider how to find suitable job opportunities that match their skills and interests. Learners will also explore how to present themselves and their skills in different types of application documents.

Different employers in different job sectors will recruit people in a range of ways. In applying for full, part-time or voluntary jobs, apprenticeships or placements pupils will need to know how and where these employers advertise their vacancies. It is also important to understand the key information to include when applying for different job opportunities and how to present this information in the right way to help them to be considered for the next stage in the recruitment process.

UNIT 4

Prepare and Participate in an Interview

The aim of this unit is for learners to understand different types of interviews used in the recruitment process and develop skills to help them prepare for interviews.

In this unit they will explore different types of interviews and consider effective ways to prepare for interviews. They will prepare for an interview and demonstrate their skills and experience in an interview situation.

As mentioned, all pupils have the opportunity to study workskills. Each pupil will follow a specific size of qualification based on factors such as their own individual needs, their own skills and circumstances, academic ability and other curriculum demands a pupil may have. As such, qualification achievement for each pupil will be the BTEC LEVEL 1 EXTENDED AWARD IN WORKSKILLS (105 learning hours - 35 hours per unit)