

BTEC WorkSkills

The newest addition to our suite of qualifications

What is BTEC WorkSkills?

Launching in September 2024, BTEC WorkSkills is a dynamic qualification that provides 14–16-year-olds with valuable insights into the realm of work and essential skills for succeeding in any professional environment. Through WorkSkills, students can apply their learning to secure employment, develop vital work-related behaviours, and embark on a journey towards their dream careers.



Which units can students take?



Developing Work-Related Skills and Behaviours

- Analysing personal behaviours, strengths and weaknesses
- Managing skills and behaviours to be effective
- Creating strategies to enhance own employability

UNIT 1



Working as Part of a Team

- Understanding skills needed for successful teamwork
- Exploring the purpose and benefits of teamwork
- Understanding barriers to effective teamwork

UNIT 2



Being Entrepreneurial

- Understanding enterprise and being entrepreneurial
- Identifying entrepreneurial skills
- Planning and running enterprise activities

UNIT 3



Developing Job Application Skills

- Writing excellent job applications
- Securing work experience and placements
- Presenting yourself well during the application process

UNIT 4



Planning for Career Entry and Progression

- Understanding links between skills, qualities and careers
- Exploring current and future learning opportunities
- Creating a career progression plan

UNIT 5



Celebrating Equality and Diversity in the Workplace

- Understanding and appreciating differences
- Exploring legislation and how it affects you and others
- Learning how a diverse workforce can benefit employers

UNIT 6

How is the qualification delivered?

The best part? At Sweet, we provide all the necessary resources for students to achieve the BTEC WorkSkills. Our comprehensive materials cover the entirety of the qualification. The resources are conveniently divided into manageable modules, offering students the flexibility to complete individual units through ready-made, engaging workbooks. This means no exam, and no planning or preparation for teachers – it's all done for you.



What are the qualification options?

Level	Qualification name	Units to complete	GCSE equivalency	Qualification number
Level 2	L2 Certificate	6 units (210 GLH)	2 GCSEs 9-4	603/7631/4
	L2 Extended Award	3 units (105 GLH)	1 GCSE 9-4	603/7630/2
	L2 Award	2 units (70 GLH)	0.5 GCSEs 9-4	603/7629/6
	L2 Subsidiary Award	1 unit (35 GLH)	0.25 GCSEs 9-4	603/7628/4
Level 1	L1 Certificate	6 units (210 GLH)	2 GCSEs 3-1	603/7627/2
	L1 Extended Award	3 units (105 GLH)	1 GCSE 3-1	603/7626/0
	L1 Award	2 units (70 GLH)	0.5 GCSEs 3-1	603/7625/9
	L1 Subsidiary Award	1 unit (35 GLH)	0.25 GCSEs 3-1	603/7624/7

What skills will students gain?

CV writing

Project planning

Being resilient

Problem solving

Team work

Visit us at www.sweet.education to download a FREE digital sample of the new WorkSkills resource!