

# BTEC WorkSkills

## What is BTEC WorkSkills?

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 BTEC WorkSkills, students can apply their learning to secure employment, develop vital work-related behaviours, and embark on a journey towards their dream careers.



## What will students learn?



### 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

**BOOK 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

**BOOK 2**



### Being Entrepreneurial

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

**BOOK 3**



### Developing Job Application Skills

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

**BOOK 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

**BOOK 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

**BOOK 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 no.	Performance points
Level 2	L2 Certificate	6 units (210 GLH)	2 GCSEs A*-C	C00/4431/6	92
	L2 Foundation Certificate	4 units (140 GLH)	1 GCSE A*-C	C00/5166/2	46
	L2 Award	2 units (70 GLH)	0.5 GCSEs A*-C	C00/4431/4	23
	L2 Subsidiary Award	1 unit (35 GLH)	0.25 GCSEs A*-C	C00/4431/3	11.5
Level 1	L1 Certificate	6 units (210 GLH)	2 GCSEs D-G	C00/4431/2	50
	L1 Foundation Certificate	4 units (140 GLH)	1 GCSE D-G	C00/5166/1	25
	L1 Award	2 units (70 GLH)	0.5 GCSEs D-G	C00/4431/0	12.5
	L1 Subsidiary Award	1 unit (35 GLH)	0.25 GCSEs D-G	C00/4430/9	6.25

## What skills will students gain?

CV writing

Project planning

Being resilient

Problem solving

Team work

Visit us at [www.sweet.education](http://www.sweet.education) to download a FREE digital sample of the new WorkSkills resource!



## How much does it cost?

There are three costs to the WorkSkills qualification:

1. Initial staff training
2. Workbooks
3. Registration of learners



### STAFF TRAINING

£275 per staff member  
(Group discounts available)

1

To book training, get in touch with us at: [info@sweet.education](mailto:info@sweet.education)

2

### WORKBOOKS

£21.95 for a complete set of 6 books  
£4.00 per individual book

To order books, visit: [www.sweet.education/shop](http://www.sweet.education/shop)

### REGISTRATIONS

£38.95 for a Subsidiary Award  
£43.95 for an Award  
£55.50 for a Foundation Certificate  
£66.55 for a Certificate

3

To register learners, **add their details to your registration document** (sent by your IQA)

*VAT and postage costs apply.*

## What happens next?

Once you've received training, ordered your books and registered your learners, you are ready to deliver the BTEC WorkSkills qualification with Sweet!

As a Sweet customer, you'll gain access to additional materials to help you deliver the qualification.

And remember that we're here to support you, so if you ever need help, just pop us an email or give us a ring and we can point you in the right direction.



## How can I get started?

If you're interested in delivering the BTEC WorkSkills qualification with Sweet resources, we'd love to hear from you.

Get in touch with us for a no-obligation discussion about the course and how we can support you.



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