

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



EDLounge Instructions for Workskills

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- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



CONTENTS

Step by step procedures needed to set up Workskills through EDLounge

The Stages:

- Introduction
- Unit Framework
- Instruction
- Flexible Assessment
- Flexible Framework - Pick and Mix units
- Case studies
- Administration
- Gaining approval to offer WorkSkills
- Employers and Training Providers:
- Registering Learners
- Lead Internal Verifiers
- OSCA2
- OSCA2 windows
- Level 3 OSCA2:
- Advice from BTEC Assessment:
- Training
- 3 types of induction events:
- Getting Ready to Teach WorkSkills
- Resources
- Publication codes:
- Prices, late fees, transfers and top ups
- Late Fees
- Top ups
- Transfers
- WorkSkills equivalencies and credit values
- Assessment and grading
- Approval
- Contact Us

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Introduction

WorkSkills is a flexible suite of BTEC qualifications suitable for learners of all ages and at all stages of their working lives and can now . EDLounge as you know is an online resource to help students and teachers raise attendance, attainment and behaviour.

WorkSkills Information

More information of the Workskills can be seen at the following link

<http://www.edexcel.com/quals/workskills/Documents/Updated-8pg-WS-Brochure-for-website.pdf>

The Workskills specifications can be viewed below

Entry3:

<http://www.edexcel.com/migrationdocuments/Workskills/BTEC%20WorkSkills%20Entry%20Level%203%20specification.pdf>

Level 1

<http://www.edexcel.com/migrationdocuments/Workskills/BTEC%20WorkSkills%20Level%201-specification.pdf>

Level 2

<http://www.edexcel.com/migrationdocuments/Workskills/BTEC%20WorkSkills%20Level%202-specification.pdf>

EDLounge has been created by Headteachers to improve attendance, behaviour and attainment alongside helping staff deliver subjects to NEETs, inclusion, exclusion and problematic students

This innovative resource aims to:

- Improve disengaged and NEETs students' knowledge and understanding of the range of subjects in a relaxed and enjoyable environment through interactive learning approaches
- Increase behaviour, motivation and attendance whilst promoting a fun learning approach
- Gain vocational qualifications (EDEXCEL Workskills) for NEETs, problematic and disengaged students through in a range of subjects
- Enable teaching staff to track, monitor and view graphical and theoretical data of student's progress in English, Maths and Science.
- Reward students instantly for answers submitted, effort, grade, commitment, coursework, homework and time.
- Reduce exclusions, lower persistent absences and enhance learning whilst enabling the students to have the ability of working independently.

Vocational Qualifications can now be delivered online through EDLounge. EDLounge has now been granted the Workskills qualification by EDEXCEL. Students can now independently gain an entry 3 or a Level 1 qualification in Workskills.

Unit Framework

In order to gain a Workskills qualification, students must pass the following units. These units can be completed, and taught independently or as a whole process for learners. Students need to complete these Workskills lessons and demonstrate that they can attain all of the learning outcomes for the unit.

Within each unit and lesson in EDLounge the assessment criteria describes the level of achievement required to meet the learning outcomes enabling students to learn about the Workskills, qualities, skills and qualifications gained through each aspect / lesson and unit. The Units taught within EDLounge are:

- Unit 1: Alternatives to Paid Work
- Unit 2: Working as a Volunteer
- Unit 3: Managing Your Own Money
- Unit 4: Being Responsible for Other People's Money
- Unit 5: Searching for a Job
- Unit 6: Applying for a Job
- Unit 7: Preparing for an Interview
- Unit 8: Interview Skills
- Unit 9: Self-management Skills
- Unit 10: Self-assessment
- Unit 11: Career Progression
- Unit 12: Developing Personal Skills for Leadership
- Unit 13: Practising Leadership Skills with Others
- Unit 14: Learning with Colleagues and Other Learners
- Unit 15: Communicating Solutions to Others
- Unit 16: Positive Attitudes and Behaviours at Work
- Unit 17: Working in a Team
- Unit 18: Learning from More Experienced People
- Unit 19: Building Working Relationships with Colleagues
- Unit 20: Building Working Relationships with Customers
- Unit 21: Investigating Rights and Responsibilities at Work
- Unit 22: Managing Your Health at Work
- Unit 23: Setting and Meeting Targets at Work
- Unit 24: Solving Work-related Problems
- Unit 25: Taking Notes at Meetings
- Unit 26: Summarising Documents
- Unit 27: Contributing to Meetings
- Unit 28: Preparing for Work Placement
- Unit 29: Learning from Work Placement
- Unit 30: Safe Learning in the Workplace
- Unit 31: Planning an Enterprise Activity
- Unit 32: Running an Enterprise Activity
- Unit 33: Producing a Product

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- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Within EDLounge the lessons allow learning through an innovative medium where the unit's objectives, criteria and assessment statements are delivered. There are also Workskills coursework files where the assessment criteria within each unit / lesson are identified. In these files there are assignments, tasks, short tests, podcasts, video diaries, video presentations, role-plays, performances and work-based assessments / tasks which should be completed independently by the student to show their knowledge and understanding. The EDLounge team feel it is essential to also deliver the units and topics found within the objectives and assessment. Even though all criteria points are included within our unit lessons and coursework files (within the vocational area) of EDLounge it would certainly be beneficial for those students to receive some classroom based work alongside the online tools, lesson file, handouts and coursework files that are provided within edlounge.

Instructions

Within the following booklet you will be able to see the following aspects of the EDEXCEL Workskills Qualification and how it can be granted through EDLounge. This booklet will enable you to see how you can get started in delivering Workskills through EDLounge.

Please note: Students do not just earn a qualification in each of the vocational aspects through EDLounge and Workskills – they **MUST** complete all tasks. Within every lesson and session there are tasks that students must complete for aspects of the assessment criteria and the units. All tasks, questions and files must be completed and submitted to the final and lead verifier.



(It would be beneficial if you could set up a secure area on your VLE or within a student area that is password protected for each student to save and update work. This will enable students to save and enhance their work as they progress through the Workskills units, lesson and qualifications)

It is the responsibility of the Verifier (Not of EDLounge Ltd) to mark the assignments, assessment and coursework files to match the standards of their verification, assessment criteria and training standards. ALL work is to be finally verified by the verifier by your school but, please remember, you do not have to create more work and coursework files as we have done those for you. Every task within EDLounge clearly matches the assessment criteria for the units in the Entry Level 3 or Level 1 or 2 Workskills qualification. If a student does not finish or submit a piece of work, part of a task or an area of the assessment criteria then they cannot gain a qualification or credit in that specific unit.

We recommend that it would be beneficial to your students qualifications that you also deliver lessons and perform group work / discussions about the criteria found within the Workskills specification. This will then enable the students to learn independently whilst using EDLounge for Workskills sessions, lessons, worksheets and coursework areas. By doing this students will develop their knowledge and understanding of what they must complete within the units found in the vocational areas prior to completing their coursework files.

It would also benefit your organisation if designated staff members are on hand to deliver lessons specific to their students learning styles. We would recommend Independent planning will work alongside the EDLounge resources to help their students learn and progress in Workskills.

Implementation and Assessment

Flexible Assessment

The WorkSkills suite has been designed to offer centres and learners maximum flexibility. Centres can choose the most appropriate method of assessment to suit the needs of their learners, whether this is a portfolio, a short test, an interview or a combination of methods.

Flexible Framework - Pick and Mix units



For learners completing standard BTEC WorkSkills qualifications there are no mandatory or optional units – the learner can pick and mix as many or as few units as is right for them without combining more than one unit of the same title within one qualification (i.e. the learner could not do the same unit at Entry 3, Level 1 and Level 2 and then claim a BTEC Award).

Learners that are registered for the STEM Leadership Skills qualification, the Extended Level 2 Certificate or following the Deloitte Employability Initiative will be required to follow certain rules of combination.

Please see the 'WorkSkills Derivatives' sheet in this pack for further information.

Case studies

We have three case studies, complete with detailed delivery models which are available to download from the website at: www.edexcel.com/workskills and then select 'Implementation'. The case studies offer exemplar delivery models from Whickham School, Preston College and Nova Training.

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Administration

Gaining approval to offer WorkSkills

- Schools and FE:

Existing Edexcel BTEC centres will need to gain qualification approval before they can offer WorkSkills.

Approval is instant via Edexcel Online by following this route:

BTEC homepage > Approvals – Schools and FE > Qualification Approval > Multiple Level Qualification (from the drop down menu ‘Qualification Level’) > WorkSkills (from the drop down menu ‘Sector’).

Employers and Training Providers:

Employers and Training Providers that already offer BTEC qualifications can gain instant qualification approval via Edexcel Online by following this route:

BTEC homepage > Approvals – Other Centres and Higher Awards > Approval Agreement Form (select ‘I agree’) > Multiple Level Qualification (from the drop down menu ‘Qualification Level’) > WorkSkills (from the drop down menu ‘Sector’)

Schools and Colleges that are new to Edexcel or do not currently offer BTEC qualifications will need to contact their Regional Office for further information about becoming an Edexcel centre.

Employers and Training Providers that are new to Edexcel should contact the Work Based Learning Team on 0844 576 0045

Registering Learners

Centres should be aware that they must register learners no later than one month after the enrolment date. Registrations are made in the usual way via EDI or Edexcel Online.

Centres should register learners before they complete the OSCA assessments, this will avoid confusion when it comes to SV allocation and certification.

Lead Internal Verifiers

Every WorkSkills centre must have a Lead Internal Verifier in place. Only in cases where centres are multi site should there be more than one nominated Lead IV in place.

Depending on cohort size, it is expected that every learner should be internally verified and at least one sample from every unit being delivered should be internally verified. If cohort sizes prevent the Lead Internal Verifier from being able to IV every student, then we would expect at least 50% of the total cohort to be internally verified.

In this situation, it would still be expected that at least one assignment from every unit being delivered be internally verified.

It is the responsibility of the Lead IV to complete the OSCA2 online assessment as part of the quality assurance process for WorkSkills.

OSCA2

The Lead IV from each centre must complete OSCA2 before they can apply for certification. Before attempting the online assessments the Lead IV should have attended a Compulsory Induction session.

The OSCA2 assessments can be completed during 3 windows throughout the year. It is the responsibility of centres to complete OSCA in good time before they plan to certificate their learners.

If the Lead IV successfully completes the OSCA assessment they will be awarded a 3 year 'green 'ag' status which allows them to internally verify all of their own work. Centres that fail the OSCA assessment will be allocated an external verifier who will sample their work. All of the work that is put forward for external verification must have been internally verified beforehand.

The link to OASCA 2 can be viewed here:

<http://www.edexcel.com/iwantto/I%20want%20to%20%20Tasks/Online-Standardisation-OSCA-2-guidance-2009-10.pdf>

The step by step procedure for new centres can be viewed here:

<http://www1.edexcel.org.uk/pages/workskills>

The confirmed OSCA2 windows for 2009-2010 are:

OSCA2 window 3

Practice period opens 19th April 2010

Assessment window opens 3rd May - 31st May 2010

Important information:

Level 3 OSCA2:

Please note that centres registering learners for Level 3 qualifications will need to complete an additional OSCA assessment for Level 3 regardless of whether or not they have already successfully completed OSCA2 for Entry 3, Level 1 and Level 2.

For centres completing OSCA2 for the first time, successful completion of the Level 3 assessment will also sign off the lower levels. (i.e. if they successfully complete the OSCA2 assessment for Level 3 they won't be required to do additional assessments for Entry 3, Level 1 and Level 2).

Advice from BTEC Assessment:

BTEC Assessment have advised that centres have a considerably higher success rate with the OSCA assessments if they complete them once they have already begun delivering and assessing the WorkSkills qualifications.

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Centres should not complete OSCA before they have made live registrations as this can cause problems with SV allocations if they are unsuccessful at OSCA2. Our systems will only allocate SVs to centres that have live registrations.

Training

The WorkSkills training programme has been designed to support every aspect of delivery and assessment. There are two distinct training programmes:

1. The Compulsory Induction for Lead Internal verifiers (Free and Compulsory)
 All WorkSkills centres must have a nominated Lead Internal Verifier in place. It is the responsibility of the Lead Internal Verifier to attend a Compulsory Induction session as part of the quality assurance process for the WorkSkills qualifications. The compulsory induction is only open to the Lead IV from each centre.

There are 3 types of induction events:

i. 'New to BTEC WorkSkills'

These are full day, face to face sessions aimed specifically at centres with less than two years' experience of delivering BTEC qualifications.

ii. Lead IV Induction for WorkSkills (face to face)

These are half day induction events aimed at centres with over two years' experience of delivering BTEC qualifications. The half day events will be delivered as face to face sessions.

iii. Lead IV Induction for WorkSkills (Centra)

These half day induction events are also aimed at centres with more than two years' experience of delivering BTECs. They are delivered via Centra, an online webinar service that can be accessed from any PC with a broadband connection. These sessions will be suitable for centres that do not wish to travel to face to face events.

*Please note that all centres must have gained approval to offer WorkSkills before they can attend any of the IV induction events. These sessions are only open to the nominated Lead Internal Verifier from each centre. Each IV will only need to attend one Induction session.

2. Getting Ready to Teach WorkSkills

This is additional paid for training that focuses on the actual delivery of the qualifications. These training sessions are delivered via a 2 hour webinar and are aimed at anyone teaching WorkSkills. To view a full session timetable visit www.edexcel.com/quals/workskills/Pages/training.aspx

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Resources

The CD toolkit is free and available to all approved WorkSkills centres. It contains electronic copies of the specifications at Entry 3, Level 1 and Level 2 as well as sample assignments, case studies and useful guidance on the WorkSkills quality assurance processes.

Copies of the CD Toolkit can be ordered via Edexcel Online, publication code: Z020754 Specifications

Copies of the WorkSkills specifications are available to order via Edexcel Online and can be downloaded from the website at:

www.edexcel.com/workskills

by selecting the relevant level from the qualification menu.

Publication codes:

BTEC Award and Certificate in WorkSkills (Entry 3) - BA020498

BTEC Award, Certificate and Diploma in WorkSkills (Level 1) - BA020499

BTEC Award, Certificate and Diploma in WorkSkills (Level 2) - BA020500

BTEC Award and Certificate in WorkSkills (Level 3) - BA021761



- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Prices, late fees, transfers and top ups

Prices

- BTEC Award in WorkSkills - £18
- BTEC Certificate in WorkSkills - £28.50
- BTEC Diploma in WorkSkills - £80
- Individual WorkSkills units - £18.80 per unit

Late Fees

There are no late fees for WorkSkills. WorkSkills is a roll on roll off qualification; centres may make registrations at any time throughout the year.

Top ups

Centres that top up to larger qualification will only pay the difference between an Award and a Certificate or a Certificate and a Diploma. There are no additional top up fees. However, top ups can only be made before the learner has claimed certification for the smaller qualification.

Transfers

Learners can put units that they have already been certificated for towards further WorkSkills qualifications. In these cases the centre will need to make an additional registration and will pay the full cost of the qualification. For example, if a learner completed an Award and claimed certification but then wished to progress to a Certificate they would need to make another registration and pay the full cost but could put the units they had already banked towards the new qualification.

Centres will not receive any refund if learners drop down to smaller qualifications.

Funding

The WorkSkills qualifications are eligible for public funding as determined by the DCSF under Sections 96 and 97 of the Learning and Skills Act 2000. For further information please see: <http://www.dfes.gov.uk/section96/>



- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



WorkSkills equivalencies and credit values

The WorkSkills qualifications and credit requirements

Qualification Level Minimum Credits

The WorkSkills qualifications and credit requirements		
Qualification	Level	Minimum Credits
Award	Entry	3
	Level 1	3
	Level 2	3
	Level 3	6
Certificate	Entry	13
	Level 1	13
	Level 2	13
	Level 3	18
Diploma	Level 1	37
	Level 2	37

WorkSkills Performance Points and GCSE Equivalence					
Level	Qualification	GLH	QCA	Points	GCSE Equivalent
1	Award	30	6.3	0.25	E - F
1	Certificate	130	25	1	E - F
1	Diploma	370	100	4	E - F
2	Award	30	11.5	0.25	B
2	Certificate	130	46	1	B
2	Diploma	370	184	4	B

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Assessment and grading

The assessment for the Edexcel Entry 3 and Level 1 BTEC Award, Certificate and Diploma in WorkSkills is based on the achievement of specified criteria which are achieved when the student completes the tasks, worksheets and instructions within every unit and frame worked lesson. Each unit and lesson contains contextualised assessment criteria for unit assessment.

In the Edexcel Entry 3 and Level 1 BTEC Award, Certificate and Diploma in WorkSkills, all units are internally assessed. The overall grading is a pass, based upon the successful achievement of the required number of credits.

We have encouraged a variety of assessment methods, including assignments, tasks, short tests, podcasts, video diaries, video presentations, role-plays, performances and work-based assessments, along with projects and performance observation.

The assessment criteria have been clearly stated in all objectives, tasks and Workskills coursework / lesson files. The student's answers must be individually valid, reliable and fit for purpose, building on the application of the assessment criteria.

Great care has been taken to ensure that assignments used for assessment of a unit cover all the criteria for that unit as set out in the Assessment criteria section of that unit. Tasks and activities enable learners to produce evidence that directly relates to the specified criteria which the final verifier should clearly understand and follow.

The creation of assignments within the coursework files are fit for purpose is vital to achievement by the learners.

Approval

Centres are required to declare their commitment to ensuring quality and appropriate assessment opportunities for learners that lead to valid and accurate assessment outcomes. In addition, centres will commit to undertaking defined training and online standardisation activities. Centres already holding BTEC approval are able to gain qualification approval online. New centres must complete a centre approval application.

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



Contact Us

Please do not hesitate to contact us regarding more information, Workskills qualification or for technical support

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