

**T Level Transition - Certificate in Workskills Year Plan
2025 - 2026**

This qualification enables learners to target the areas of employability they need to improve in order to achieve their progression aims. Learners can select the unit that meets their individual needs to ensure they can build the employment skills relevant to their career path. In the Certificate learners can develop their work skills to complete vocationally-related tasks that are contextualised to their individual learning programme and progression goal. The emphasis of this qualification is the gradual application of learnt skills and knowledge in a work context and introduces continual improvement in a learner’s approach to work-related tasks. The Entry 2 Certificate is more demanding than that at Level 1, requiring learners to demonstrate greater understanding and adopt a more sophisticated approach to the demonstration of skills. The Certificate consists of three units that reflect a process of learning, these being; awareness of recruitment processes, exploration and development of skills and the confirmation of employability knowledge and skills through practical, task-based activities and tasks.

Learners studying this qualification can progress onto other Workskills qualifications to further develop skills and knowledge or move into a vocationally specific role or qualification that is aligned with their career choices. Learners who already have the understanding of job recruitment processes or basic practical job-related skills should consider the Award in Workskills to meet these needs.

Intent:	Course Specification	Key Vocabulary	Oracy Links	Cultural Capital
<p>Unit 1 - Exploring the job recruitment process Students to explore job opportunities and find out how to apply for a specific job.</p> <p>Unit 2 - Participate in job related activities In this unit you will experience a range of different job and activities associated with them.</p> <p>Unit 3 - Carry out job related tasks Students to experience different tasks that you might be expected to carry out</p>	<p>https://drive.google.com/drive/folders/1CP48Kvjku9ZwWdOtpd-xJT2fzht-9F0T</p>	<p>Unit 1</p> <ul style="list-style-type: none"> ● Recruitment processes ● Work sectors ● Organisational structure ● Advertisement and marketing <p>Unit 2</p> <ul style="list-style-type: none"> ● Health and safety guidelines ● Measurements ● Security settings <p>Unit 3</p> <ul style="list-style-type: none"> ● Cooperation ● Personality types 	<p>Unit 1 Students to prepare and participate in one to one job interview process</p> <p>Unit 2 Participate in job related activities</p> <p>Unit 3 Receiving and reviewing customer enquiries, preparing and serving food, checking and replenishing stock.</p>	<p>Throughout the course students will be working within industry settings in a variety of employer and industry sectors. Students will be required to show evidence of knowledge and participation of the job application process.</p>

<p>when you are working with others in a specific job sector.</p>				
	<p>Career Links:</p> <p>Unit 1</p> <ul style="list-style-type: none"> ● Review and demonstrate application process of current job vacancies. <p>Unit 2</p> <ul style="list-style-type: none"> ● Demonstrate health and safety procedures in the workplace ● Preparing for and participating in job related activities <p>Unit 3</p> <ul style="list-style-type: none"> ● Students to spend time working within an industry setting including sorting refuse, taking customer orders, preparing and serving food, replenishing stock, cleaning and replacing items, and clearing land. 	<p>Knowledge</p> <p>Skills</p> <ul style="list-style-type: none"> ● Research skills ● Personal and social skills ● Communication ● Teamwork 	<p>Misconceptions and how they will be addressed:</p>	<p>SEN Students</p> <p>Teachers will refer to student passports for the SEN students they teach.</p>

Year 12

Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Unit 1 Explore the job recruitment process	Unit 1 Explore the job recruitment process	Unit 1 Explore the job recruitment process	Unit 2 Participate in job related activities	Coursework Completed and submitted to exam board						

Sept - Nov

Content

1 - Intro and CV update

2. Employability skills

3- Types of work pattern- research definitions and examples, complete advantages/disadvantages.

3- Create slides on different types of places of work - demands, health and safety, qualifications, skills, examples

4- Facebook profiles of different types of job opportunities; customer facing, providing a service, front of house, back office.

5- Review an organisational structure and job roles

6- Review of a job advert - key information; job title, hours of work, job role, skills required, closing date.

7- Job advertisement sources; online e.g. social media, search engines, job boards - offline newspapers, word of mouth, job centres

8- Overview of recruitment process - Research to match job descriptions with skills and interests, application form, CV, writing a letter, phoning an employer, visiting prior to interview. The interview process, selection, appointment and feedback process.

Assessment:

Learning Outcome A

P1 - Gather 2 job opportunities that are suitable for students with relevant T Level qualifications. One online/offline Explain how your skills, qualifications, experience link to the job advertisement. Discuss working pattern and job role of the advert. For that job advert outline the organisational structure of the business.

P2 - Outline the stages of employer recruitment process accompanied by a brief description of each stage.