



Btec Level 2 Extended Certificate in Work Skills Transition Pack

Student Name.....



St George's
Academy



You are required to complete the following pages which contain a series of activities in order to be accepted onto the Work Skills course.

All work must be submitted on your first lesson in September and **must** be completed in detail.

You will be submitting 3 different documents:

1. Personal skills audit
2. CV
3. Potential Work Experience Employers

Work Skills



Personal Skills Audit:

On a scale of 1-6 (1 being low, 6 being high) tick the relevant boxes. Add up your total scores for each segment.

Date: _____ Name: _____

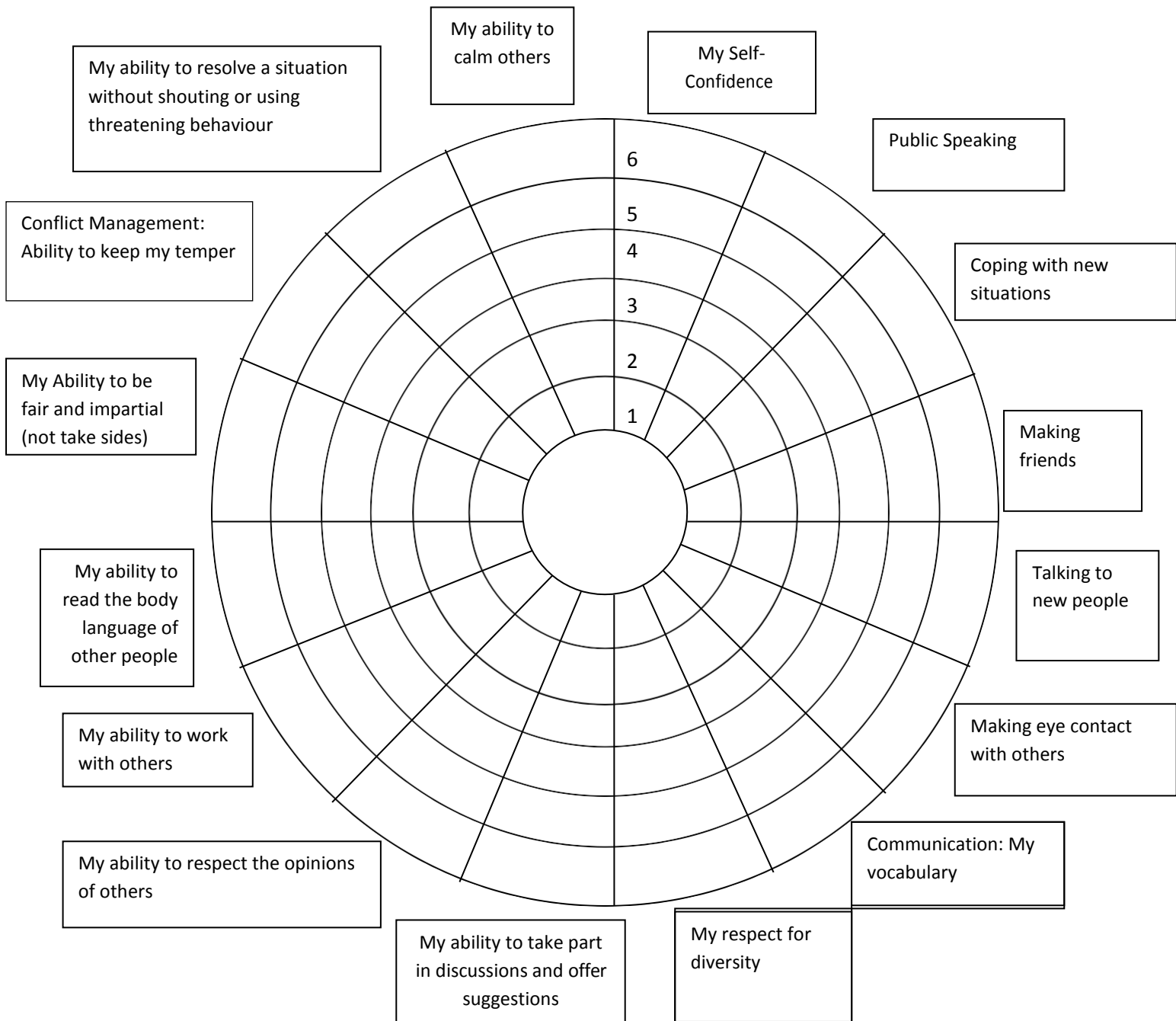
My Personal Work Skills Audit	1	2	3	4	5	6
Confidence						
Public speaking						
Coping with new situations						
Making friends						
Talking to strangers						
Making eye contact with others						
Communication						
Vocabulary						
Clear speech						
Body language						
Respect for diversity						
Honesty and directness						
Teamwork						
Ability to work with others						
Ability to take orders						
Ability to listen and respond to others						
Respect for the opinions of others						
Ability to participate in discussions and offer suggestions						
Interpersonal skills						
Sensitivity to others						
Ability to cope with the distress of others						
Diplomacy						
Ability to be fair and impartial						
Able to read body language of others						
Conflict management						
Ability to keep your temper						
Ability to calm others						
Ability to resolve a situation without shouting or violence						
Confidence to step in to help others who are in conflict						
Ability to liaise with all different kinds of people						

Confidence	Communication	Teamwork	Inter personal skills	Conflict Management

Work Skills



On a scale of 1-6 (1 being low, 6 being high) colour in the appropriate segments below:



Work Skills



What are my strongest skills?	How can I use these to help myself and the workplace work effectively?
What skills to I need to develop further?	How could development of my skills help me to work more effectively?

Work Skills



What are my Strengths	What are my Weaknesses
What opportunities do I have to improve these?	What things could be a threat (things that may stop you)

Work Skills



Curriculum Vitae (CV)

You should prepare a new CV in preparation for the world of work and for your potential work experience placement.

The CV should look professional and contain all current and relevant information. There is a copy of a CV layout below that you should use as your template. Remember it is important that your spelling and punctuation are accurate as this reflects you and your attention to detail.

Work Skills



CV Template.....

Your Name

24 Long Crescent, Sleaford, Lincolnshire, NG34 7ZZ
Tel: 01529 309123/ 07429055478 Email: yourname@btinternet.com

Profile

A reliable, enthusiastic and hardworking individual who has gained useful work experience while gaining excellent grades at school. Ready to develop new skills and take on any new challenges.

Education

St Georges Academy, Sleaford

2007 – Present

Qualifications

Subject:	Level:	Grade:
Maths	GCSE	A
English Language	GCSE	A
English Literature	GCSE	A
Statistics	GCSE	A
Physical Education	GCSE	A
Product Design	GCSE	A
Core Science	GCSE	B
Additional Science	GCSE	B
ICT	GCSE	B
Religious Education	GCSE	C
Business Extended Certificate	BTEC Level 2- Worth 2 GCSE'S	Di*/A*
Construction	BTEC Level 2- Worth 4 GCSE'S	Di*/A*

Currently

Currently in last year of education studying Level 3 Extended Diploma Certificate in Public Services at St Georges Academy 6th Form, predicted Distinction Merit Merit.

Employment History

The Italian Job, Sleaford

December 2011- August 20XX

Duties involved the professional running of a local restaurant in Sleaford in the form of waiting, making sure that all customers received the excellent service that they expect to receive in a restaurant. Responsible for all aspects from taking orders and serving food and drink, to cash handling, washing up and maintaining high standards at all times in the restaurant.

Boggle Newsagent, Sleaford

August 2009 – August 20xx

Responsible for the efficient running of the Newsagents daily, whether that be delivering papers in the morning or serving the customers, making sure that all of the stock was organised, in the correct places and replenished when required. Relied upon in this role for 4 years, showing reliability and commitment.

Work Skills



Gardening Work, Heckington

August 2010 – July 2013

Responsible for carrying out gardening jobs for a pensioner in the local area, duties included; cutting her grass, weeding, planting bulbs, sorting and organising tools.

Work Experience

Tesco stores Ltd, Sleaford

July 2011

Duties included replenishing and organising stock, using PDA machines and other types of technical equipment. Checking deliveries and making sure the deliveries were correct, keeping dairy, frozen, fruit and vegetables legal, making sure they were in date. Other roles included security tagging alcohol, DVD's and other expensive items as well as maintaining organisation in the warehouse. Other duties involved shadowing checkout staff in their day to day roles as well as observing the responsibilities of store managers.

Fitness First Gym, Boston

July 2011

Responsible for the running of classes alongside the personal trainers, maintaining the equipment, shadowing personal trainers and managers, helping on reception and organising paperwork. This allowed new skills to be learnt about how a gym operates on a daily basis, especially about customer service and what a customer expects to receive.

Hobbies/ Interests

Currently play football for Sleaford Town FC which involves commitments to training and travelling all around Lincolnshire to play matches. Also currently representing Lincolnshire County FA and the academy football teams since 2007, undertaking roles of House and Sports Captains during time at St Georges Academy.

Other Qualifications

Fully First Aid Trained L3 First Aid at work
Health and Safety Certificate.

Held Since:
September 2010 (valid for 3 years).
July 2011.

References (these cannot be family members)

Mr F Bloggs
St George's Academy
Sleaford
Lincolnshire NG34 7PS

Mr Boggle
Boggle's Newsagents
Sleaford
Lincolnshire NG34 7XX

Work Skills



Work Experience

Your final task is to investigate potential work experience placements.

You will need to carry out some research and provide information in the table below about the work experience places that you would like to go to in the new school year. It would be great if you could approach these employers prior to starting the course to ask them if they would be prepared to accept you on a twice weekly to do some work experience with them. Remember you will have to get there so you will need to choose a potential employer that is accessible to you.

Name of Business	Employer Contact Number	Type of Business	Have you already contacted them (Yes/No)? What was there response?