

# CIFEC



## Course booklet

2019-2020

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## COURSE INFORMATION

### Art & Design : BTEC Level 2 Extended Certificate

#### Course outline

The Certificate includes 2 core units while the Extended Certificate includes 3 core units and 1 specialist unit

#### Core Units:

Contextual references in art and design (Certificate and Extended Certificate)

2D visual communication (Certificate and Extended Certificate)

3D visual communication (Extended Certificate)

#### Specialist Units:

Working with visual arts briefs (Extended Certificate)

#### Teaching styles

Learning takes place through a variety of teaching methods e.g. workshops, group critiques, research sessions, gallery visits etc. Students will produce individual projects and presentations involving their own research. Regular homework will be a feature of this course.

#### Assessment

Students will be assessed by a portfolio for each unit and a PowerPoint presentation.

#### Resources and facilities

BTEC L2 textbooks/teacher resources/imacs/cameras/art materials

#### Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills

#### Essential Equipment

Some materials will be provided however students will need to supply their own sketchbook, paint brushes, drawing pencils etc.

## Summary

Level 2 course - One year

Progression - Leads to BTEC Level 3, Vocational AS levels or Associate Degree

Awarding Body – Pearson

8 hours per week

Entry requirements  
None

# **Certificate in IMI Light Vehicle Maintenance**

## **Course Information**

## **Offered at IMI Level 1 and 2**

**Course Outline** The course includes a wide range of units relating to light cars and trucks motor vehicle chassis system within the world of work. During the course, you will develop effective work ethics, knowledge and skills through classroom activities, practical task and projects, team work and employability skills.

Examples of Unit titles include:

L101- Health and Safety Practices in Vehicle Maintenance

L102- Tools, Equipment and Materials for Vehicle Maintenance

L103- Spark Ignition Engine Systems, Components and Operation

L105-Engien Liquid Cooling and Lubrication Systems Components and Operation

## **Teaching styles**

Learning takes place through a variety of teaching methods e.g. activity based learning, teacher-based interactive sessions, student practical practices. Students will be given written and practical individual and group projects and review learning at the end of each unit.

## **Assessment**

Students will be assessed by written and practical evidence at the end of each unit. However, they are also able to be creative with their review of learning by attaching photographs of them completing practical tasks.

## **Resources and facilities**

IMI teacher resources/laptops/Workshop tools and Equipment

## **Summary**

This is an exceptional opportunity to gain an IMI Certificate and preparing young learning minds for the world of work within the timeframe of one year.

## **Progression**

Upon successful completion of IMI Level I & II, some learners have progressed to UCCI/ICCI or continue studies overseas in Florida at UTI. Past students after completion can also move into the Automotive Industry as a Junior Technician or working in Quick Lobe Bays and Service Centers.

## Beauty Therapy Services: BTEC Level 2 Extended Certificate

### Course outline

The Extended Certificate course includes 7 mandatory units.

### Mandatory Units:

Follow Health and Safety Practice in the Salon  
Client Care and Communication in Beauty-related Industries  
Promote Products and Services to Clients in Salon  
Provide Facial Skincare  
Apply Make-up  
Provide Manicure Treatments  
Provide Pedicure Treatments

### Teaching styles

Learning takes place through a variety of teaching methods e.g. teacher-led sessions. Students will produce individual projects and assignments involving their own research and therefore need to work on their own account. Regular homework will be a feature of this course.

### Assessment

Students will be assessed by a portfolio assignment for each unit in addition to class work. Every unit contains practical assessment.

### Resources and facilities

BTEC L2 textbooks/teacher resources/laptops/beauty therapy products and equipment.

### Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills

## Summary

**Level 2 course - One year**

**Progression - Leads to BTEC Level 3, Vocational AS levels or Associate Degree.**

**Career pathways include entry level jobs within the industry such Spa assistant or Beauty therapy trainee.**

**(as long as other requirements are met – 5 x L2 passes including Math and English).**

**Awarding Body – Pearson**

**8 hours a week**

## **Work placement**

Work placement in a beauty salon/hair salon or spa is mandatory

### **Additional certification**

**In addition to their BTEC qualification students will be required to obtain a DEH certificate in Health and Safety for Cosmetologists at a charge of CI\$15**

**Business: BTEC Level 2 Certificate or Extended Certificate**

### **Course outline**

The Extended Certificate course includes 2 core modules and 4 specialist modules chosen by the teacher. The Certificate course covers fewer units and must be taken with another subject.

#### **(Extended) Core Units:**

1. Business Purposes
2. Functional Areas of Business

#### **Optional Specialist Units:**

3. Financial Forecasting
10. Personal Selling
18. Working in Business Teams
20. Managing personal finance

### **Teaching styles**

Learning takes place through a variety of teaching methods e.g. teacher-led sessions. Students will produce individual projects and assignments involving their own research and therefore need to work on their own account. Regular homework will be a feature of this course.

### **Assessment**

Students will be assessed by a portfolio assignment for each unit in addition to class work. Students must meet deadlines to ensure that they can resubmit coursework and aim for the higher grades.

On successful completion of the course students can achieve the final grade of **pass, merit, distinction** or a **distinction \***.

## **Summary**

**Level 2 course - One year**

**Progression - Leads to BTEC Level 3, Vocational AS levels or Associate Degree**

**Awarding Body – Pearson**

**8 hours per week**

**4 hours per week (Certificate)**

**Resources and facilities**

BTEC L2 textbooks/teacher resources/laptops/Edmodo

- Blue or Black pens
- 1 x composition notebook
- 1 x Binder
- 30cm long ruler
- Basic calculator (any model)
- Memory key (at least 8gb)
- #2 pencils with erasers

**Key features**

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills

**Entry requirements**

A general interest in the subject and at least a level 4 or grade D in English.

# Business: BTEC Level 3 Certificate

## Course outline

The Certificate course includes 2 core modules and 1 specialist module chosen by the teacher

### Core Units:

1. The Business Environment
2. Business Resources

### Optional Specialist Unit:

3. Introduction to Marketing

## Teaching styles

Learning takes place through a variety of teaching methods e.g. teacher-led sessions. Students will produce individual projects and assignments involving their own research and therefore need to work **on their own account**. Regular homework will be a feature of this course.

## Assessment

Students will be assessed by a portfolio assignment for each unit in addition to class work. Students must **meet deadlines** to ensure that they can resubmit coursework and aim for the higher grades.

On successful completion of the course students can achieve the final grade of **pass, merit, distinction** or a **distinction \***.

## Resources and facilities

BTEC L3 textbooks/teacher resources/laptops/Edmodo/Guest Speakers from local and international businesses.

## Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills

## Entry requirements

## Summary

**Level 3 course - One year**

**This qualification is equivalent to an AS level, which is half an 'A' level.**

**Progression - Leads to Associate Degree, contribution towards College/University entry (as long as other requirements are met – 5 x L2 passes including Maths and English/further level three subjects and qualifications).**

**Awarding Body – Pearson**

**8 hours per week**



A general interest in the subject and 5 level 2 passes including at least a grade 2/B in English.

## **BTEC Creative Media Level 3 Certificate in Film & Television**

## **Course outline**

The Certificate is a 30 credit unit and equivalent to one AS Level.

### **Units of Study for the Certificate:**

Pre Production Techniques for the Creative Media Industries

Communication Skills for Creative Media Production

Social Action & Community Media

Presentation Techniques for Broadcast

### **Teaching styles**

Learning takes place through a variety of teaching methods e.g. teacher-led sessions, workshops and group work. Students will produce individual projects and assignments involving their own research, however students will need to collaborate on some practical work. Regular homework will be a feature of this course.

### **Assessment**

Students will be assessed by a portfolio assignment for each unit.

### **Resources and facilities**

BTEC L3 textbooks, dedicated media library, teacher resources, imacs, cameras, production office, production studio.

### **Key features**

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship skills, personal learning skills, thinking skills and problem solving skills.

### **Entry requirements**

A general interest in the subject and 5 level 2 passes including at least a grade 2/B in English.

## **Summary**

**Level 3 course - One year**

**Progression – UCCI**

**Awarding Body – Pearson**

**8 hours per week**

**Entry requirements:**

**Students need to have at least 5 Level 2 passes including English.**

### **Essential Equipment**

students will need to make sure they have the following at the start of the course:

Ruler

Black Ink Pens

Pencils

Erasers

1 black three ring binder

12 pack of colour pencils

Stick glue

Memory key

headphones

notebook

# BTEC Creative Media Level 2 Extended Certificate (FILM)

## Course outline

Students study theory and practical units to develop a music video project and a long form advertisement during the year.

## Units of Study for the Certificate:

Pre Production Techniques for the Creative Media Industries

Communication Skills for Creative Media Production

Presentation Techniques for Broadcast

## Teaching styles

Learning takes place through a variety of teaching methods e.g. teacher-led sessions, workshops and group work. Students will produce individual projects and assignments involving their own research, however students will need to collaborate on some practical work. Regular homework will be a feature of this course.

## Assessment

Students will be assessed by a portfolio assignment for each unit.

## Resources and facilities

BTEC textbooks, dedicated media library, teacher resources, imacs, cameras, FINAL CUT PRO, production office, production studio.

## Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship skills, personal learning skills, thinking skills and problem solving skills.

## Entry requirements

A general interest in the subject

## Summary

**Level 2 course - One year**

**Progression – UCCI**

**Awarding Body – Pearson**

**8 hours per week**

## Essential Equipment

students will need to make sure they have the following at the start of the course:

Ruler

Black Ink Pens

Pencils

Erasers

1 black three ring binder

12 pack of colour pencils

Stick glue

Memory key

notebook

# BTEC Creative Media Level 2 Certificate

## Course outline

Students have to cover theory and practical units in order to pass the course

## Units of Study for the Certificate:

Depending on interest, the course will focus on either Photography or Graphic Design

## Teaching styles

Learning takes place through a variety of teaching methods e.g. teacher-led sessions, workshops and group work. Students will produce individual projects and assignments involving their own research, however students will need to collaborate on some practical work. Regular homework will be a feature of this course.

## Assessment

Students will be assessed by a portfolio assignment for each unit.

## Resources and facilities

BTEC textbooks, dedicated media library, teacher resources, imacs, cameras, production office, production studio.

## Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship skills, personal learning skills, thinking skills and problem solving skills.

## Entry requirements

A general interest in the subject

## Summary

**Level 2 course - One year**

**Progression – UCCI**

**Awarding Body – Pearson**

**4 hours per week**

## Essential Equipment

students will need to make sure they have the following at the start of the course:

Ruler  
Black Ink Pens  
Pencils  
Erasers  
1 black three ring binder  
12 pack of colour pencils  
Stick glue  
Memory key notebook

# Construction: BTEC Level 2 Certificate

## Course outline

Key Specialist Units can include

Trowel Operations  
Painting and Decorating  
Carpentry and Joinery  
Health and Safety,  
Environmental and Construction Sciences  
Materials Technology  
Building Construction Technology and Design  
Construction Mathematics  
Surveying, Building Services  
Construction Management  
Estimating and Tendering  
Structural Mathematics and Computer Aided Design

The programme will also encourage you to develop the personal skills and qualities you need for work and learning.

The course aims to provide both the academic education and the technical skills required for a career in construction, one of the largest industries in the world.

## Teaching styles

You will complete portfolio assignments for each unit, that are based on realistic workplace situations and activities. Therefore the teaching styles will reflect the diversity required to complete these assignments. There will be group discussions, case study work, presentations, individual research, role play situations, practical application. There will be a lot of emphasis on students making contact with, and finding out information from real Construction workers and

## Summary

**Level 2 course**

**One year**

**Progression – BTEC Level 3  
Certificate or Subsidiary  
Diploma/Associate Degree**

**Awarding Body – Pearson**

**4 hours per week**

organisations to ensure that you learn what it is like to work in this area.

### **Assessment**

All units are assessed by assignments with no final exam.

## **Extended Project: Level 3 (for students who have Grade II English)**

If you have passed Maths or English, you are required to take either Extended Project or Human & Social Biology.

The Extended Project is an excellent opportunity to give you the advantage over other students. It defines you as someone who is able to work independently beyond the traditional confines of academic study, to manage your time and learning and to make a contribution to the wider community. These are the very skills, attributes and interests that the top universities and employers are looking for and the course gives you the opportunity to show that you have what is required to succeed at the very top.

### **Course outline**

During the course you will be required to plan, manage, develop, review and present a project of your own choice. This means that you are able to gain a qualification in a topic that you love doing as a hobby or just want to expand upon. Students are encouraged to choose something with their future degree or career in mind, particularly with a community based focus that can make a difference

### **What skills will I learn?**

- How to select and interpret information
- How to make decisions and take action
- How to construct and communicate arguments
- How to take responsibility for your own learning
- Project management

### **Assessment**

The project is assessed entirely via a Project Log and Report. You will produce a portfolio of evidence and make a presentation about the action undertaken.

### **What the Universities say**

Geoff Parks, Director of Admissions at Cambridge University, said, "The potential benefits are enormous. Opportunities to get deeply involved in a subject that

interests you, to develop research skills, to pull together different areas of the other subjects you are studying and to develop extended writing skills will all be enormously valuable preparation for going to university. I would strongly encourage students to do an extended project whichever university they want to go to.”

### **Progression**

Extended Projects define you as someone capable of working beyond the curriculum, a person who is self motivated and able to successfully project managed, working to targets and review their work – Universities and Employers want all of these qualities.

## **Health and Social Care: BTEC Level 2 Extended Certificate**

### **Course outline**

You will study **five** (5) units in total for the Extended Certificate.

All students study **four** core units:

- Communication in Health and Social Care
- Individual Rights in Health and Social Care
- Individual Needs in Health and Social Care
- Ensuring Safe Environments in Health and Social Care

You will also study **one** specialist unit for the Extended Certificate.

- Vocational Experience – for this unit you will complete a work experience placement in an approved Health or Social Care setting. You will report on skills used and experiences.

### **Teaching styles**

You will complete portfolio assignments for each unit that are based on realistic workplace situations and activities.

### **Summary**

**Level 2 course**

**One year**

**Progression – BTEC Level 3 Certificate or Subsidiary Diploma/Associate Degree**

**Career Pathway – Teacher’s Aide, Health Care Aide, Social Worker Trainee**

**Awarding Body – Pearson**

**8 hours per week**

Therefore the teaching styles will reflect the diversity required to complete these assignments. There will be group discussions, case study work, presentations, individual research, role play situations, practical application. There will be a lot of emphasis on students making contact with, and finding out information from real Health & Social Care workers and organisations to ensure that you get the best understanding of what it is like to work in this field.

### **Assessment**

All units are assessed by portfolio assignments which are graded to give an overall grade for the qualification.

### **Resources and facilities**

Local Health & Social Care organisations and professionals will be important resources. Health and Social Care Textbook.

Cayman and international Health and Safety Laws.

### **Key features**

This course provides a very good basis on which to enter employment in Health & Social Care related careers, and also allows progression onto further study in Health & Social Care and related subjects.

Students will also participate in a Professional Health Care Aide Training programme instructed by the Health Services Authority.

### **Provisional entry requirements**

An interest in Health and Social Care would be advantageous.

Level 2 Pass in English (grade A-C) and at least two other Level 2 subject passes.



# Hospitality: BTEC Level 2 First Certificate and Extended Certificate

## Course outline

The Certificate course includes three (3) mandatory modules and the Extended Certificate course includes two (2) mandatory modules and (2) specialist modules.

## Mandatory Units:

Working in the Hospitality Industry  
Products, Services and Support in the Hospitality Industry

## Optional Specialist Units:

Planning and Running a Hospitality Event (C), (EXT)  
Contemporary World Food (EXT)

## Teaching styles

Learning takes place through a variety of teaching methods e.g. teacher-led sessions. Students will produce individual projects and assignments involving their own research and therefore need to work on their own account. Regular homework will be a feature of this course.

## Assessment

Students will be assessed by a portfolio assignment for each unit in addition to class work.

## Resources and facilities

Hospitality textbooks, computers and practical Facilities  
BTEC L2 textbooks/teacher resources/laptops

## Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills

## Entry requirements

Keen interest in future careers working within hospitality industry.

## Summary

**Level 2 course - One year**

**Progression - Leads to BTEC Level 3, Vocational AS levels or Associate Degree**

**Career Pathway – Server, Front Desk Assistant, Beach Attendant, Prep Cook**

**(Ext. Certificate: as long as other requirements are met – 2 x L2 passes including Math and English, L2 Pass in Food & Nutrition).**

**Awarding Body – Pearson**

**4 – 8 hours per week**

**In addition to their BTEC qualification students completing the Ext. Certificate in Hospitality will be required to obtain a DEH certificate in Food Handling at a charge of CI\$15.**

**BTEC Level 2 Certificate in IT (QCF) 500/9551/1**

### **Course outline**

The course includes 1 core module and 1 specialist module chosen by the teacher

#### **Core Unit (Mandatory):**

1. Communicating in the IT Industry

#### **Optional Specialist Units (1 from:)**

3. Computer Systems
17. Website Development

The Extended Certificate Course may be offered and includes both optional units and the core unit.

#### **Teaching styles**

Learning takes place through a variety of teaching methods e.g. teacher-led sessions, student practicals. Students will develop individual projects and assignments.

#### **Assessment**

Students will be assessed by a portfolio assignment for each unit in addition to class work. It is essential that assignment deadlines are met – under new regulations students who do not submit on time will fail the assignment.

#### **Resources and facilities**

BTEC L2 textbooks/teacher resources/PC lab

#### **Key features**

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills.

## **Summary**

**Level 2 course - One year. The BTEC Level 2 Certificate is broadly equivalent to one GCSE.**

**Progression - On successful completion of a BTEC First qualification, learners can progress to or within employment and/or continue their study in the same, or related vocational area.(as long as other requirements are met – 5 x L2 passes incl Maths and English).**

**Awarding Body – Pearson**

#### **Entry requirements**

You should have the interest and potential to succeed in achieving the qualification and ideally be able to show you have a standard of literacy, numeracy and general education equivalent to four GCSEs graded D-G, or you should be able to show you have completed a Level 1 or 2 qualification in EDPM.

# BTEC Level 2 Extended Certificate in IT (QCF)

## Course outline

The course includes 2 core module and 2 specialist module chosen by the teacher

## Core Unit (Mandatory):

1. Communicating in the IT Industry
2. Working in the IT Industry

## Specialist Units

3. Computer Systems
17. Website Development

The Extended Certificate Course may be offered and includes both optional units and the core unit.

## Teaching styles

Learning takes place through a variety of teaching methods e.g. teacher-led sessions, student practicals. Students will develop individual projects and assignments.

## Assessment

Students will be assessed by a portfolio assignment for each unit in addition to class work. It is essential that assignment deadlines are met – under new regulations students who do not submit on time will fail the assignment.

## Resources and facilities

BTEC L2 textbooks/teacher resources/PC lab

## Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills.

## Summary

**Level 2 course - One year. The BTEC Level 2 extended Certificate is broadly equivalent to one GCSE.**

**Progression - On successful completion of a BTEC First qualification, learners can progress to or within employment and/or continue their study in the same, or related vocational area.(as long as other requirements are met – 5 x L2 passes incl Maths and English).**

**Awarding Body – Pearson**

### Entry requirements

You should have the interest and potential to succeed in achieving the qualification and ideally be able to show you have a standard of literacy, numeracy and general education equivalent to four GCSEs graded D-G, or you should be able to show you have completed a Level 1 or 2 qualification in EDPM.

# Sport: BTEC Level 2 International Certificate

## Course outline

The Certificate course includes one (1) mandatory module and 1 specialist module chosen by the assessor.

### Mandatory Units:

Fitness testing and training

### Optional Specialist Units:

Practical sport

Outdoor and adventurous activities

**The Certificate Course includes 1 mandatory unit and 1 specialist unit.**

## Teaching styles

Learning takes place through a variety of teaching methods e.g. teacher-led sessions and practical participation. Students will produce individual projects and assignments involving their own research and therefore need to work on their own account. Regular homework will be a feature of this course.

## Assessment

Students will be assessed by a portfolio assignment for each unit in addition to class work. Compulsory practical sessions will be assessed in sailing and rock climbing.

## Resources and facilities

BTEC L2 textbooks/teacher resources/laptops

## Key features

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills

## Summary

**Level 2 course - One year**

**Progression - Leads to BTEC Level 3, Vocational AS levels or Associate Degree**

**(as long as other requirements are met – 2 x L2 passes incl Maths and English).**

**Awarding Body – Pearson**

**4 periods a week**

# Vocational Studies: BTEC Level 1 Certificate

## Course outline

You will take five (5) units in total for the Certificate. Some students may take the certificate over 8 hours per week if appropriate.

All students take **two** core units:

- **Self-Assessment**
- **Career Progression**

You will also take **four** specialist unit for the Certificate.

- **Using office equipment in a business environment** – for this unit you will learn about a select number of regularly used pieces of office equipment and how to use them effectively.
- **Planning an enterprise activity** – you work as a team to gather ideas and make decisions regarding a fundraising activity.
- **Running an enterprise activity** – in this unit you will put all your ideas and plans together to carry out a fundraising activity.
- **Preparing and serving Drinks** – this unit will involve you learning about a select number of hot and cold beverages and how they should be prepared and presented.
- **Basic food preparation and cooking** – you will learn about simple cooking methods and other skills needed to prepare food.

## Teaching styles

You will complete portfolio assignments for each unit that are based on realistic workplace situations and activities.

Therefore the teaching styles will reflect the diversity required to complete these assignments. There will be group discussions, case study work, presentations, individual research, role play situations, practical application.

## Summary

**Level 1 course**

**One year**

**Progression – BTEC Level 2 Certificate /Employment**

**Awarding Body – Pearson**

**4 – 8 hours per week**

**Assessment**

All units are assessed by portfolio assignments which are graded to give an overall grade for the qualification.

**Resources and facilities**

Local organisations and professionals will be important resources. To keep up to date with developments, computers will play an important role to help complete essential research.

**Key features**

This course provides a very good basis on which to enter employment in related careers, and also allows progression onto further study.

**Provisional entry requirements**

An interest in Vocational Studies would be advantageous.

Level 1 Passes (grade D-F)

# **BTEC Level 2 Sport and Active Leisure – Watersports (Outdoor Education)**

**This course is only available to students accepted on the Watersports Apprenticeship programme.**

## **Course outline**

The Certificate course includes one (1) mandatory module

## **Mandatory Units:**

Outdoor and adventurous activities

**The Certificate Course includes 1 mandatory unit**

## **Teaching styles**

Learning takes place through a variety of teaching methods e.g. teacher-led sessions and practical participation. Students will produce individual projects and assignments involving their own research and therefore need to work on their own account. Regular homework will be a feature of this course.

## **Assessment**

Students will be assessed by a portfolio assignment for each unit in addition to class work. Practical diving skills will be assessed during work placement.

## **Resources and facilities**

BTEC L2 textbooks/teacher resources/laptops

## **Key features**

Students will be offered additional workshops to develop their portfolios and improve their literacy and numeracy skills. They will also be able to learn valuable citizenship and personal, learning and thinking skills

## **Summary**

**Level 2 course - One year**

**Progression - Leads to BTEC Level 3, Vocational AS levels or Associate Degree**

**(as long as other requirements are met – 2 x L2 passes incl Maths and English).**

**Awarding Body – Pearson**

**4 hours per week**



# Certificate in Work Skills

## Course Information

Offered at BTEC Level 1 and 2

**Course Outline** The course includes a wide range of units relating to the world of work. During the course, you will develop effective work practices through classroom activities whilst improving your presentation, team work and English skills.

### Examples of Unit titles include:

Applying for a job and Interview skills  
Preparing for work placement  
Building working relationships in the workplace  
Managing your money  
Solving work-related problems

### Teaching styles

Learning takes place through a variety of teaching methods e.g. activity based learning, teacher-based sessions, student practices. Students will develop individual projects and review learning in assessment workbooks at the end of each unit.

### Assessment

Students will be assessed by written evidence at the end of each unit. However, they are also able to be creative with their review of learning through posters, video and photographs of their work.

### Resources and facilities

BTEC teacher resources/laptops

### Summary

This is a unique opportunity to gain a BTEC Certificate while preparing young people for the world of work - One year.

### Progression

Upon successful completion of BTEC Workskills, some learners have progressed to UCCI and ICCI leading them to study in Higher Education overseas on Bachelor Degree level. Successful BTEC Workskills students have also found full time and part-time Entry Level employment opportunities locally within a variety of sectors such as Cayman Islands Government, law, finance, hospitality and tourism, health and social care, IT and customer service.