

STEP UP

Name

**Level 2 Certificate in
Employability Skills and
Occupational Studies for the
Workplace**

Summer 2025

We are delighted you have chosen to study the Level 2 Step Up course at Worthing College.

Instructions: This pack will help you make the best possible start to studying this subject.

The tasks in this pack:

- Should take you **about 4 hours to complete.**
- Should be handed into your teacher when teaching starts – ***in September 2025***– with your name on it for assessment.
- Are also available on the internet – follow the links in the document.

If you need help: The tasks are designed to get a bit more difficult as you work through them as they are preparing you for studying at a higher level and to become an effective independent learner. You should try to get as far as you can working on your own but if you do need help, please email us at gettingreadyfor@worthing.ac.uk, telling us which Getting Ready For pack you are working on and what help you need. Help is available throughout the summer holidays.

Skills Focus for this Getting Ready for Pack

- **Identifying personal strengths**
- **Writing about yourself**

The tasks to complete are on the next page. Have a great summer and we look forward to meeting you in September!



Summer work – Introduction to Step Up

| Target | Type of task | Task | Deadline |
|---------------|-----------------------|---|--|
| <i>All</i> | Identifying strengths | <p>Click on this link Hyper-Specific Greatest Strength And Weakness Quiz (buzzfeed.com) and complete the online test to help you think about your own strengths and weaknesses. When you have finished it, look at the results and then summarise them in the box below.</p> <p>Challenge: How far do you agree with the quiz results. Explain in each box below if it has accurately described your strengths and weaknesses</p> | Week starting 8 th September 2025 |
| <i>All</i> | Planning and writing | <p>Complete the Step Up: Information Pack at the end of this document. This will help your course teachers, Lizzie and Sarah, get to know you quickly. Your work can be typed or hand-written but must be smartly presented.</p> <p>In your pack you should include:</p> <ul style="list-style-type: none"> • A paragraph describing yourself in detail (where you live, which school you went to, what you like doing in your spare time etc) • A paragraph about why you want to come to Worthing College and why you want to do the Step Up course • A paragraph about your personal strengths and weaknesses. You can use the results from the Aptitude Test, but can also give your own thoughts based on your experiences as a student and in your life outside of college | Week starting 8 th September 2025 |

MY STRENGTHS:

Step Up: Information Pack

Name: _____

About Me

Write a paragraph describing yourself in detail. You can include things like where you live, what school you went to, what you look like, pets, hobbies, interests etc.

Why I want to come to Worthing College and take the Step Up course

My strengths and weaknesses

What things are you good at? What positive qualities do you have? What are you not so good at?

Other information

Is there anything else you think it would be useful for us to know about you? If so, write it here.

Work Placement Week

All students are required to participate in a **compulsory** week-long work placement. It is recommended that the placement chosen is either relevant to your course, or relevant to what your future career aspirations are.

Work placement form submission deadline

| <p>All L2 and L3 students studying on triple or double courses will be given their work placement week dates by their course leaders when they start in September.</p> <p>The deadline to submit your placement forms are as follows:</p> | Date of work placement week | Deadline for returning completed form |
|---|--|---------------------------------------|
| | Dec-25 | 24th October 2025 |
| | January / February 2026 | 24th October 2025 |
| | March / April 2026 | 19th December 2025 |
| | May / June 2026 | 13th February 2026 |
| <p>All students studying 2 or more single subjects will have the option of either carrying out their work placement during:</p> <ul style="list-style-type: none"> • February half term • Easter holidays • May half term • 22nd – 26th June 2026 <p>The deadline to submit your placement forms are as follows:</p> | Date of work placement week | Deadline for returning completed form |
| | February half term (16th - 20th February) | Friday 24th October 2025 |
| | Easter holidays (27th March - 13th April) | Friday 19th December 2025 |
| | May half term (26th - 29th May) | Friday 13th February 2026 |
| | 22nd – 26th June | Friday 1st May 2026 |