

Curriculum Pathway:

BTEC Entry Level 2 in Pre-vocational Study

Spring Term 1
2023

Unit 19: Create a Document

- ▶ Unit in brief: Learners will develop their skills, with support and guidance, in using text & images to create a document for purpose.
- ▶ Unit Introduction: Producing documents is a common task in our personal and working lives. The range of documents could be application forms, CV's, grocery orders, study reports, notes from meetings etc. In each case the document will have a purpose. In this unit learners will consider a range of documents and their purposes and produce their own professional document – CV.

Additional information: This unit has a large personal skills and employment focus. The CV will form the basis of the work that is completed for this unit and provide evidence for the overall BTEC qualification. However, conversations around work experience will also further enhance this unit. For most students, the aim would be to use their CV to gain them some work experience within the next term. For others, just conversations around work experience will start to open thoughts and build confidence towards gaining work experience in the near future.