



*'distilling
knowledge'*

Key Skills for the
**WSET® Level 2
Professional
Certificate**
in Spirits

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Key Skills

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The Intermediate Certificate does not specifically assess any of the key skills. However, it is considered that there are opportunities for students to develop certain key skills and generate evidence for portfolio presentation.

For the benefit of tutors and students a mapping key for the six key skills has been produced. The mapping key will give examples where in the natural course of study for a Level 2 Professional Certificate in Spirits it is possible to practice and generate evidence for portfolios in key skills. It should be noted that the opportunities for developing key skills and generating evidence may be affected by the mode of study adopted.

Not all key skills requirements are covered by the WSET® Level 2 Professional Certificate in Spirits. We therefore advise that any student who wishes to complete the key skills requirements should contact a specialist key skills advisor who should be able to give suitable advice for the completion of tasks. However, two of the key skills have been identified where it is possible to develop and practice key skills.

The Key Skills Identified are:

- Communications
- Improving own learning and performance

To aid the key skills tutor and student we have included tracking guides for the key skills a student should be able to demonstrate when undertaking a WSET® Level 2 Professional Certificate in Spirits.

The guides will identify key skill opportunities that will occur when using the recommended WSET® Tutor Guides and Level 2 Professional Certificate in Spirits Study Packs as part of the course of study for the WSET® Level 2 Professional Certificate in Spirits. Tutors who adopt alternative approaches to teaching may generate different opportunities for the development and demonstration of key skills.



WSET® Level 2 Professional Certificate in Spirits

COMMUNICATION	Key Skill element	Element title	Depth of match of Key Skills evidence requirements
Unit 1 - Element 2 The principle spirits and liqueurs	C2.1a	Contribute to a discussion	Several opportunities for the assessment of key skill requirements
	C2.1b	Give a short talk	Several opportunities for the assessment of key-skill requirements
Unit 1 - All Elements	C2.2	Read and summarise information	Several opportunities for the assessment of key-skills requirements
Unit 1 - All Elements	C2.3	Writing	Several opportunities for the assessment of a short document No requirement in qualification for the production of an extended document
APPLICATION OF NUMBER			
Unit 1 - Element 3 Customer information and advice	N2.1	Interpreting information	Limited opportunities at Level 2
	N2.2	Carry out calculations	No match
	N2.3	Interpreting results and present findings	No match
INFORMATION TECHNOLOGY			
Unit 1 - All Elements	IT2.1	Search for and selecting information	Several opportunities for the assessment of key-skill requirements
	IT2.2	Developing information	No match
	IT2.3	Presenting information	No match



WSET® Level 2 Professional Certificate in Spirits**IMPROVING OWN-LEARNING AND PERFORMANCE**

	Key Skill Element	Element Title	Depth of Match of Key Skills Evidence Requirements
Unit 1 - All elements	LP2.1	Set targets	Several opportunities for the assessment of key-skill requirements when undertaking the recommended private study using the WSET® Level 2 Professional Certificate Study Pack
	LP2.2	Use plan	Several opportunities for the assessment of key-skill requirements when undertaking the recommended private study using the WSET® Level 2 Professional Certificate Study Pack
	LP2.3	Review progress and achievements	Several opportunities for the assessment of key-skill requirements when undertaking the recommended private study using the WSET® Level 2 Professional Certificate Study Pack

WORKING WITH OTHERS

WO2.1	Plan work	No match
WO2.2	Work towards objectives	No match
WO2.3	Exchange information on progress	No match

PROBLEM SOLVING

Unit 1 - All elements	PS2.1	Identify problems and options	Partial match with the delivery of the underpinning knowledge required for the identification of spirits faults and spirits production problems
	PS2.2		No match
	PS2.3		No match



KEY SKILL LEVEL 2 – COMMUNICATION

C2.1a – CONTRIBUTE TO A DISCUSSION	Syllabus Area	How to Generate Evidence	How to Present Evidence
<ul style="list-style-type: none"> Contribute to a discussion about a straightforward subject 	<p>Element 2 – tasting samples of spirits as set out in the tutor guide</p>	<ul style="list-style-type: none"> You will have several opportunities to discuss and express your opinions about the spirits you will be tasting by using the WSET® Systematic Approach to tasting 	<ul style="list-style-type: none"> An observation record signed by an assessor who observed the discussion or audio/video tape of the discussion
C2.1b – GIVE A SHORT TALK	Syllabus Area	How to Generate Evidence	How to Present Evidence
<ul style="list-style-type: none"> Give a short talk about a straightforward subject using images 	<p>Element 2 – tasting samples of spirits as set out in the tutor guide</p>	<ul style="list-style-type: none"> You will be encouraged by your tutor to present your opinions to your peers about the spirits you will taste. This can be done by the use of the WSET® Systematic Approach to tasting and use of standard WSET tasting notes 	<ul style="list-style-type: none"> An observation record signed by an assessor who observed the discussion or audio/video tape of the discussion Tasting notes produced for the presentation Tasting key of the spirits used in the tasting Systematic Approach key
C2.2 – READ AND SUMMARISE INFORMATION	Syllabus Area	How to Generate Evidence	How to Present Evidence
<ul style="list-style-type: none"> Read and summarise information from an extended document about a straightforward subject 	<p>All elements</p>	<ul style="list-style-type: none"> Complete tasks outlined in the student study guide 	<ul style="list-style-type: none"> Notes explaining the purpose of reading the document Samples of highlighted text A copy of the work produced
<ul style="list-style-type: none"> Read and summarise information from an extended document about a straightforward subject 	<p>All parts</p>	<ul style="list-style-type: none"> Prepare oneself for examination by completion of the tasks outlined in the student study guide and additional information contained within The Complete Bartender's Guide By completing Self-assessment questions in the study guide 	<ul style="list-style-type: none"> Copy of chapter read in The Complete Bartender's Guide Notes explaining purpose of reading the document Completed notes/answers in the study guide
C2.3 - WRITE DOCUMENTS	Syllabus Area	How to Generate Evidence	How to Present Evidence
<ul style="list-style-type: none"> Write an extended document, (eg essay or report) about a straightforward subject including at least one image (eg chart, graph or diagram) 		<ul style="list-style-type: none"> There is no requirement for an intermediate student to produce an extended document as part of the qualification The subject matter would suit the setting of a report/essay-writing exercise for candidates wishing to complete portfolio at Level 2 	<ul style="list-style-type: none"> Finished work
<ul style="list-style-type: none"> Write a short document about a straightforward subject (eg letter or some notes) 	<p>Element 2 – principle spirits and liqueurs of the world</p>	<ul style="list-style-type: none"> Production of tasting notes using the WSET® Systematic Approach to tasting 	<ul style="list-style-type: none"> Completed Student Tasting notes booklet



KEY SKILL LEVEL 2 – IMPROVING OWN-LEARNING AND PERFORMANCE

LP2.1 - SET TARGETS	Syllabus Area	How to generate evidence	How to present evidence
<ul style="list-style-type: none"> Help set short-term targets with an appropriate person and plan how these will be met 	All	<ul style="list-style-type: none"> Read the WSET® Level 2 Professional Certificate Specifications to provide you with accurate information Read the materials in your WSET® Level 2 Study Guide and The Complete Bartender's Guide Seek advice from a tutor, manager or someone with prior knowledge of the WSET® Level 2 Professional Certificate in Spirits Produce an action plan to meet targets for each of the parts of the syllabus you are about to study Plan how to use the WSET® Level 2 Professional Certificate in Spirits study pack, taking into account time you have available and how you will identify what and how you have learned Taking into account what you have done before and what could affect your chances of success 	<ul style="list-style-type: none"> Records which show the information you provided to help set targets Two action plans with action points, deadlines and notes of support needed
LP2.2 – USE PLAN	Syllabus Area	How to generate evidence	How to present evidence
<ul style="list-style-type: none"> Take responsibility for some decisions about your learning, using your plan and support from others to help meet targets i. when studying a straightforward subject ii. when learning through a straightforward practical activity 	All	<ul style="list-style-type: none"> Use your action plan to help manage your time well and complete tasks, revise your plan when needed to take into account unexpected problems or the early completion of tasks Check progress using the questions in your WSET® Level 2 Professional Certificate in Spirits study pack Check progress by assessing and keeping records using your student tasting notes for spirits tasted other than those tasted in lessons Select different ways of learning to improve your performance, eg use of internet to provide extra background information 	<ul style="list-style-type: none"> Action Plan to keep a log of your learning with notes of: <ol style="list-style-type: none"> When you asked for support When and how you worked without close supervision Any changes made to your plan Records from those who have seen your work which show you managed your time well and completed tasks
LP2.3 - REVIEW PROGRESS AND ACHIEVEMENTS	Syllabus Area	How to generate evidence	How to present evidence
<ul style="list-style-type: none"> Review progress with an appropriate person and provide evidence of your achievements, including how you have used learning from one task to meet the demands of a new task 	All	<ul style="list-style-type: none"> On your action plan, note what has gone well or less well and what you did to improve learning when things went less well Identify targets you have met, eg been able to satisfy the learning outcomes in the WSET® Level 2 Professional Certificate Specifications by use of the questions in your Level 2 Professional Certificate in Spirits study pack Identify targets you have met and evidence of your achievements of application of the Systematic Approach to Tasting Make note of how you have used learning from one task to meet the demands of a new task, eg this could be using your product knowledge gained, to make a recommendation to a customer 	<ul style="list-style-type: none"> Copies of action plans Completed questions from the Level 2 Professional Certificate in Spirits study pack for at least two subjects, eg Cognac and Rum Completed tasting notes from two separate tasting sessions Record of how you have used learning from the WSET® Level 2 Professional Certificate in Spirits course



KEY SKILL LEVEL 2 – IT

IT2.1 – SEARCH FOR AND SELECTING INFORMATION	Syllabus Area	How to generate evidence	How to present evidence
<ul style="list-style-type: none"> Search for and select information using IT 	<p>All</p>	<ul style="list-style-type: none"> With the use of the internet as your method of learning, search and select information for one of the areas of study 	<ul style="list-style-type: none"> Print outs of the information used, crediting sources Make notes on how the search was made
<ul style="list-style-type: none"> Search for and select information using IT on a second occasion 	<p>All</p>	<ul style="list-style-type: none"> Search internet for sites that may provide information to support your Learning Outcomes stated in the WSET® Level 2 Professional Certificate in Spirits Specifications 	<ul style="list-style-type: none"> Print outs of the information used, crediting sources Make notes on how the search was made

* For those students not using WSET® CD-ROM, other IT based sources could be used

IT2.2 – DEVELOPING INFORMATION

- Create and develop a spreadsheet, using it to derive new numerical information
- Create and develop a text document, using it to compare information from different sources to reach a conclusion
- There is no requirement for a Level 2 Intermediate student to create a spreadsheet or an IT based document. However, as part of their personal development the subject matter they will study could be used as the basis of project work to fulfil the tasks required.
- For example, a student may wish to:
 - produce a spreadsheet based on the annual production figures of spirits regions studied*
 - undertake a study based on any of the spirits or spirit-producing to be presented using IT*
 - produce a list of websites they have found useful while studying for the Level 2 Professional Certificate in Spirits*

IT2.2 – PRESENTING INFORMATION

- Present an IT-based document including text
- Present an IT-based document including images



