

Version	Date	Details of change
3.0	March 2020	Published in new format
3.1	February 2023	Update to branding

## Key Features

- These qualifications enable learners to develop skills and knowledge to help them understand about the world of work and seeking employment
- There is the opportunity to complete the full award, certificate or unit certification
- Candidates will have a great degree of flexibility to combine units into a qualification that reflects their individual needs
- The Award and Certificate provides for progression through the suite
- Qualifications can be delivered in bite-sized chunks, allowing for flexible learning to suit individual needs
- All units have a level and credit value assigned and can be achieved independently
- The qualifications are regulated by Ofqual
- Appropriate for young people aged 14-16

## Who are these qualifications for?

Skills and Education Group Awards has developed a suite of qualifications to enable learners to develop skills and knowledge to help them understand about the world of work and encourage them to enter and progress into employment. They are aimed at all age groups, including those who have never previously been in employment, or those who are returning after a break. They provide an opportunity for learners to gain confidence and develop their skills in a number of different areas. These skills will help learners in everyday life as well as helping them to prepare and succeed in employment.

## Benefits

Employees will benefit from:

- the opportunity to develop new skills and knowledge

- recognition of existing skills
- better position to 'sell themselves' to potential employers

Employers will benefit from:

- staff with the skills and knowledge to succeed in employment
- a confident workforce
- staff who can progress onto further training programs to enhance their skills and knowledge

## Qualification Overview

Qualification Title	Credits	Structure
Level 1 Award in Employability	6	Learners must achieve a minimum of 6 credits
Level 1 Certificate in Employability	15	Learners must achieve a minimum of 15 credits

## Overview of Units

Unit	Unit Number	Level	Credit Value	GL
Applying for a Job	J/505/6895	L1	1	10
Career Exploration	K/504/5033	L1	2	18
Communicating with Others at Work	L/504/5140	L1	1	8
Developing Self	L/505/6901	L1	2	20
Developing Time Management Skills	D/505/6899	L1	1	8
Enterprise Skills	A/504/5151	L1	1	8
Environmental Awareness of the Local Area	H/505/6905	L1	2	20
Exploring Business and Enterprise	K/504/5145	L1	2	18
Exploring Job Opportunities	T/504/5147	L1	1	8
Fabric Care	L/618/0144	L1	1	7
Health and Safety in the Workplace	Y/504/5173	L1	2	16
Interview Skills	R/505/6897	L1	1	10
Introduction to Customer Care	D/501/7021	L1	1	10
Learning through Work Experience	T/504/5181	L1	3	24
Maintaining Work Standards	J/504/5251	L1	3	24
Overcoming Barriers to Work	L/504/5199	L1	1	9
Participating in an Enterprise Activity	H/504/5208	L1	3	24

Planning and Reviewing Learning	F/504/5300	L1	2	16
Preparing for Work	M/505/6907	L1	2	20
Rights and Responsibilities in the Workplace	T/504/5214	L1	1	8
Sorting Fabrics	R/618/0145	L1	1	7
Team Working	T/504/5245	L1	2	16
Using Advice and Guidance	L/504/5249	L1	1	8
Working towards Goals	J/502/0463	L1	2	20
Working with Community Groups	T/505/6908	L1	2	20

## Assessment

Any organisation, whether it is a place of employment, college or private training organisation can be approved to offer this qualification, as long as it meets the criteria set out in the Qualification Guide and the handbook, "Delivering and Assessing Qualifications." This includes being able to provide suitably occupationally competent assessors and internal verifiers.

Once approved, a centre will register candidates for the qualification and allocate each candidate an assessor or assessors.

## Progression Routes

Learners have the opportunity to progress within the suite of qualifications. For example, a candidate who has achieved the Entry Level 3 Award or Certificate in Skills for Employment may wish to progress onto a Level 1 qualification.

Learners who successfully complete any of these qualifications can move forward with increased confidence into employment and/or further training.

## Qualification Information

Skills and Education Group Awards' website contains full details of qualifications. The units and Rules of Combination can be downloaded here: [Employability Qualifications](#)

## Recognition of Prior Learning (RPL), Exemption and Credit Transfer

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL),

Exemption and Credit Transfer. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way

### **Fees (per learner)**

Level 1 Award in Employability Skills (60117138)	£34.40
Level 1 Certificate in Employability Skills (6011714X)	£56.00

Fee includes registration, moderation and certification

### **Certification**

Learners will be certificated for all units and qualifications that are achieved and claimed. Learners will be able to gain either unit credit or full qualification certificates.

### **What to do next**

To seek approval to offer the qualification(s), please contact our Centre Support Team on **0115 854 1620**

If you need clarification on any aspect of the assessment or administration of these qualifications, please contact:

[CustomerSupport@skillsedugroup.co.uk](mailto:CustomerSupport@skillsedugroup.co.uk)

For further information on all Skills and Education Group Awards products and Services, please get in touch with our Business Development Team

[relationshipmanagers@skillsedugroup.co.uk](mailto:relationshipmanagers@skillsedugroup.co.uk)