

Fact Sheet for SEG Awards Entry Level Award in Skills for Employment (Entry3) (603/5685/6) and SEG Awards Entry Level Certificate in Skills for Employment (Entry 3) (603/5686/8)



Version	Date	Details of change
1.0	Sep 2020	New fact sheet
1.1	February 2023	New 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
Entry Level Award in Skills for Employment (Entry 3)	6	Learners must achieve 1 credit from the mandatory unit and a minimum of 5 credits from the optional units.
Entry Level Certificate in Skills for Employment (Entry 3)	14	Learners must achieve 1 credit from the mandatory unit and a minimum of 13 credits from the optional units.

Overview of Units

Mandatory Unit Title	Ref No	Level	Credits	GLH
Health and Safety in the Workplace	A/618/0575	E3	1	10
Optional Unit Titles	Ref No	Level	Credits	GLH
Communicating with others at Work	F/618/0576	E3	1	5
Developing Interview Skills	J/618/0577	E3	2	8
Developing Self	L/618/0578	E3	2	15
Developing Time Management Skills	R/618/0579	E3	1	6
Exploring Careers and Job Opportunities	J/618/0580	E3	2	9
Follow Instructions in the Workplace	L/618/0581	E3	1	7
Induction to Work, Education and Training	R/618/0582	E3	1	5
Introduction to Using ICT Systems	Y/618/0583	E3	2	8
Learning through Work Experience or	D/618/0584	E3	3	10
Managing Money	H/618/0585	E3	2	8
Working in a Team	K/618/0586	E3	1	9

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 achieving the SEG Awards Entry Level Award in Skills for Employment (Entry 3) or SEG Awards Entry Level Certificate in Skills for Employment (Entry 3) 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)

Entry Level Award in Skills for Employment (Entry 3) (603/5685/6)	£34.40
Entry Level Certificate in Skills for Employment (Entry 3) (603/5686/8)	£53.60

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 Customer 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

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