

28 May 2014

1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds Entry Level Certificate in Employability Skills (Entry 3) (601/3641/8)

OVERVIEW

- What does this qualification cover?

This qualification supports the learner's development of key skills and attitudes valued by employers. This qualification allows the learner to gain a grounding in a wide range of topics / skills:

- Planning for progression
- Personal finance
- Conduct at work
- Effective communication
- Introduction to ICT
- Applying for a job
- Interview skills
- Searching for a job
- Prepare for and attend an interview
- Work safely
- Working as part of a team
- Healthy living
- Personal presentation and hygiene
- Safe learning in the workplace
- Effective written communication for the workplace
- Undertaking work placement
- Rights, responsibilities and citizenship
- Investigating rights and responsibilities at work
- Candidate project
- Enterprise activity
- Community project
- Effective speaking for the workplace
- Attitudes and values for Personal Development
- Take part in leisure activities
- Recognise the benefits of leisure time
- Plan and make a journey using public transport
- Lift and handle safely

This is a Framework Qualification.



- Who could take this qualification? OR who is this qualification designed for?

This qualification is aimed at those who want to improve their employment prospects; get into a job, develop on the job or move onto the next job, to help them live a more independent life, or progress in education.

There are no prior qualifications / levels of attainment in order to take this qualification. These qualifications are suitable for the 14-16, 16-18, 18+ and 19+ age ranges ie for both young people and adults.

WHAT COULD THIS QUALIFICATION LEAD TO?

- Will the qualification lead to employment, and if so, in which job role at which level?

The qualification provides grounding into the generic skills required to succeed in all occupations. The qualification can assist learners' chances of gaining employment in any industry and progressing in education to assist their career development.

- Will the qualification support progression to further learning, if so, what to?

This qualification provides a solid grounding to employability and personal development skills, which will enable progression to employment and/or to further learning including qualifications such as:

- Functional Skills
- Essential Skills Wales
- Essential Skills (Northern Ireland)
- vocational qualifications

There are smaller and larger versions of this qualification at the same level:

Entry Level 3 Introductory Award in Employability Skills
Entry Level 3 Award in Employability Skills
Entry Level 3 Extended Award in Employability Skills
Entry Level 3 Extended Certificate in Employability Skills
Entry Level 3 Diploma in Employability Skills

The qualification is built to be flexibly used to meet the specific needs of each learner.

A learner can achieve some units and claim the smaller Introductory Award, Award or Extended Award or they can continue and gain this Certificate, the Extended Certificate or the Diploma sized qualification.

This qualification and the suite of qualifications are built to enable the learner to choose the units which are most appropriate to their needs and to progress and claim qualifications at the size most appropriate to the individual learner's needs.

WHO SUPPORTS THIS QUALIFICATION?

1.

Debbie Leach
Kent and Sussex Regional lead for Learning, Skills and Employment.
HM Prison Service
Kent and Sussex Region
Public Sector Prisons Directorate
Kent and Sussex Regional Office
80 Sir Evelyn Road
Rochester
Kent
ME1 3NF

2.

Debbie Fitzgerald
Services for Young People
County Hall
Room 17 Lower Ground Floor
Pegs Lane
Hertford
SG13 8DF
M: 07786 854585
E: debbie.fitzgerald@hertfordshire.co.uk

3.

Andrew Nicholls
Quality Manager - National
Work Ready People
24a Cecil Pashley Way
Shoreham by Sea
West Sussex BN43 5FF
0800 542 3110
M: 07939 579448
E: andrew.nicholls@workreadypeople.co.uk