



City & Guilds Employment and Personal Learning at Work (7591)

Version 3.1 (September 2024)

Qualification Handbook

Qualification at a glance

Subject area	Employability and personal learning at work
City & Guilds number	7591
Age group approved	All
Entry requirements	None
Assessment	Portfolio
Fast track	Automatic approval for all centres previously approved to offer the Employability and Personal Development qualifications (7546)
Grading	Pass/Fail
Approvals	Automatic approval/Full approval required
Support materials	Centre handbook (structure and administration guide) Unit packs
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds Level 2 Subsidiary Award in Employment and Personal Learning at Work	7591-02	600/2819/1	15	20
City & Guilds Level 2 Award in Employment and Personal Learning at Work	7591-02	600/2831/2	40	40
City & Guilds Level 2 Extended Award in Employment and Personal Learning at Work	7591-02	600/2956/0	55	70
City & Guilds Level 2 Certificate in Employment and Personal Learning at Work	7591-02	600/2839/7	112	130

Version and date	Change detail	Section
2.0 September 2019	GLH & TQT added to Quan 600/2831/2	Qualification at a glance
3.0 February 2022	GLH & TQT clarified and highlighted City & Guilds added to qualification title Removed references to QCF	Qualification at a glance Introduction Throughout
3.1 September 2024	Handbook reviewed and updated to new template	Throughout

Contents

1	Introduction	5
<hr/>		
	Structure	6
<hr/>		
	Total Qualification Time (TQT)	15
2	Centre requirements	16
<hr/>		
	Resource requirements	16
	Quality assurance	17
	Learner entry requirements	17
	Age restrictions	17
	Access arrangements and reasonable adjustments	17
3	Delivering the qualification	19
<hr/>		
	Initial assessment and induction	19
	Inclusion and diversity	19
	Sustainability	19
	Support materials	20
4	Assessment	21
<hr/>		
	Assessment of the qualification	21
	Assessment strategy	21
	Portfolio of evidence	21
	Evidence sources	21
	Recognition of prior learning (RPL)	22
5	Units	23
<hr/>		
	Structure of the units	23
	Certification modules	36
	Progression	36
	Guidance for delivery of the units	36
<hr/>		
	Appendix 1 Sources of general information	38
<hr/>		

1 Introduction

This document tells you what you need to do to deliver the qualification(s):

Area	Description
Who are the qualification(s) for?	These qualifications are designed primarily for learners on Apprenticeship programmes needing to demonstrate knowledge of Employee Rights and Responsibilities (ERR) and Personal Learning and Thinking Skills (PLTS). However, they may also be used to support development of these skills within other forms of work-based learning.
What does the qualification(s) cover?	<p>These qualifications are extremely flexible, containing a choice of nearly 200 units. Depending on the qualification size and combination of units taken, it is possible to use these qualifications to evidence the nine ERR learning outcomes within the Specification of Apprenticeship Standards for England (SASE). They can also be used to demonstrate PLTS learning.</p> <p>Where learners are not following an Apprenticeship programme, these qualifications can be used to demonstrate understanding of workplace issues, as well as personal attributes needed to succeed at work.</p>
What opportunities for progression are there?	These qualifications are designed to enhance employability and facilitate further progression along any chosen career path.
Is it part of an apprenticeship framework or initiative?	<p>All Apprenticeships in England, Northern Ireland and Wales must include ERR learning, and some issuing authorities specifically list this qualification (usually stipulating the completion of particular units) as a framework requirement.</p> <p>Even where ERR or PLTS does not have to be evidenced through a qualification, these qualifications can be used to demonstrate that these skills have been taught and developed.</p>

Structure

To achieve There are seven discrete qualifications available within the Employment and Personal Learning at Work qualification group.

The smallest qualification, the Level 2 Subsidiary Award, consists of a single 2-credit mandatory unit: Understanding Employment Rights and Responsibilities (7591-204). The other six qualifications operate on a 'pick and mix' basis, with a pool of optional units covering a range of ERR or PLTS-related themes. Although there is a wide choice of units to suit different learners and delivery contexts, units should be chosen carefully to ensure relevance and the inclusion of any particular units specified for Apprenticeship framework completion.

Units are available at each of the following levels:

- Level 1 (75 units)
- Level 2 (83 units)
- Level 3 (26 units)
- Level 4 (1 unit)

The requirements for each qualification are as follows:

Accreditation number	Qualification title	Units available to achieve	Min credits req'd	Min credits at/above qual level
600/2819/1	City & Guilds Level 2 Subsidiary Award in Employment and Personal Learning at Work	7591-204 <i>only</i>	2	2
600/2831/2	City & Guilds Level 2 Award in Employment and Personal Learning at Work	any Level 1 units listed below any Level 2 units listed below	4	3
600/2956/0	City & Guilds Level 2 Extended Award in Employment and Personal Learning at Work	any Level 3 units listed below the Level 4 unit listed below	7	4
600/2839/7	City & Guilds Level 2 Certificate in Employment and Personal Learning at Work		13	7
600/2840/3	City & Guilds Level 3 Award in Employment and Personal Learning at Work	any Level 2 units listed below any Level 3 units listed below	4	3
600/2841/5	City & Guilds Level 3 Extended Award in Employment and Personal Learning at Work	the Level 4 unit listed below	7	4
600/2958/4	City & Guilds Level 3 Certificate in Employment and Personal Learning at Work		13	7

Level 1 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
T/501/6389	7591-101	Managing your health at work	1
J/501/6879	7591-102	Effective skills, qualities and attitudes for learning and work	3

Level 1 units

A/501/6880	7591-103	Career planning and making applications	3
L/501/6883	7591-104	Rights and responsibilities in the workplace	3
R/501/6884	7591-105	Managing personal finance	3
H/501/6887	7591-106	Supporting others	3
H/501/6890	7591-107	Enterprise activity: producing products or services	3
K/501/6891	7591-108	Work based experience	3
A/501/6894	7591-109	Contributing to a team	3
Y/501/6899	7591-110	Candidate project	3
K/600/6193	7591-111	Understanding the language and culture of a community	3
F/600/7804	7591-112	Valuing equality and diversity	2
J/600/7805	7591-113	Introduction to health and safety awareness in the workplace	2
K/502/0469	7591-114	Developing self	2
Y/502/0659	7591-115	Environmental Awareness	2
F/502/0476	7591-116	Healthy Living	2
K/502/0472	7591-117	Individual rights and responsibilities	1
K/502/0651	7591-118	Making the most of leisure time	2
R/502/0479	7591-119	Managing own money	2
D/502/0470	7591-120	Managing Social Relationships	2
J/502/0477	7591-121	Preparation for work	2
R/502/0465	7591-122	Working as a part of a group	2
J/502/0463	7591-123	Working towards goals	2
K/501/5952	7591-124	Alternatives to paid work	1
M/501/5807	7591-125	Self-assessment	1
J/501/5814	7591-126	Career progression	2
M/501/5869	7591-127	Developing personal skills for leadership	2
T/501/5808	7591-128	Practising leadership skills with others	2
K/501/5823	7591-129	Learning with colleagues and other learners	2
L/501/5961	7591-130	Communicating solutions to others	2
A/501/5826	7591-131	Positive attitudes and behaviours at work	1

Level 1 units

J/501/5828	7591-132	Learning from more experienced people	2
T/501/5811	7591-133	Building working relationships with colleagues	2
K/501/5806	7591-134	Working as a volunteer	2
L/501/6382	7591-135	Investigating rights and responsibilities at work	1
D/501/5849	7591-136	Solving work-related problems	2
T/501/5954	7591-137	Taking notes at meetings	1
L/501/5944	7591-138	Summarising documents	1
A/501/5809	7591-139	Contributing to meetings	1
M/501/6391	7591-140	Preparing for work placement	1
J/501/6395	7591-141	Learning from work placement	2
R/501/6397	7591-142	Safe learning in the workplace	1
L/501/5958	7591-143	Searching for a job	1
Y/501/5848	7591-144	Applying for a job	1
M/501/5824	7591-145	Preparing for an interview	1
R/501/5847	7591-146	Interview skills	1
L/501/5829	7591-147	Self-management skills	2
H/500/5467	7591-148	Developing own interpersonal skills	3
M/500/4693	7591-149	Developing personal confidence and self-awareness	3
M/500/5469	7591-150	Developing personal development skills	3
L/500/8900	7591-151	Healthy lifestyles	1
R/500/4718	7591-152	Improving assertiveness and decision making	3
R/500/8901	7591-153	Improving own confidence	3
J/500/8886	7591-154	Prepare for an interview	1
D/500/5306	7591-155	Recognising employment opportunities	1
M/500/8906	7591-156	Time management skills	3
M/500/5486	7591-157	Understanding stress and stress management techniques	3
K/600/3245	7591-158	Use tools and equipment for a practical activity	2
R/500/5321	7591-159	Understanding business communication	3

Level 1 units

T/502/3584	7591-160	Business and customer awareness	2
T/502/3598	7591-161	Coping with change	1
K/502/3596	7591-162	Managing your time	2
M/502/3616	7591-163	Being safe and healthy at work	2
Y/502/3609	7591-164	Understanding conflict at work	1
R/502/2863	7591-165	Preparing for and learning from interviews	3
Y/502/2864	7591-166	Presenting personal information effectively	3
F/500/5380	7591-167	Developing group and teamwork communication skills	3
D/501/5821	7591-168	Building working relationships with customers	2
F/501/5827	7591-169	Being responsible for other people's money	1
J/501/5960	7591-170	Managing your own money	2
F/501/5942	7591-171	Planning an enterprise activity	1
T/501/5940	7591-172	Producing a product	1
F/501/5939	7591-173	Running an enterprise activity	1
H/501/5822	7591-174	Setting and meeting targets at work	2
L/501/5832	7591-175	Working in a team	3

Level 2 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
J/501/6137	7591-201	Managing your health at work	1
K/501/6406	7591-202	Managing your own money	2
R/602/2954	7591-203	Understand employment responsibilities and rights in health, social care and children and young people's settings	3
J/600/0840	7591-204	Understanding Employment Rights and Responsibilities	2
D/600/1735	7591-205	Understanding the employing organisation	2
T/600/6195	7591-206	Effective skills, qualities and attitudes for learning and work	3

Level 2 units

A/600/6196	7591-207	Career planning and making applications	3
R/600/7791	7591-208	Managing personal finance	3
Y/600/7792	7591-209	Work based experience	3
D/600/7793	7591-210	Candidate project for learning and work	3
K/600/7795	7591-211	Teamworking skills	3
M/600/7796	7591-212	Dealing with challenges	2
T/600/7797	7591-213	Managing yourself	3
A/600/7798	7591-214	Valuing customers	2
F/600/7799	7591-215	Understanding the business environment	2
K/600/7800	7591-216	Working for yourself	2
M/600/7801	7591-217	Performing effectively at interviews	3
M/501/3961	7591-218	Identity and cultural diversity	2
T/501/3993	7591-219	Recreational involvement in personal development	2
H/600/7794	7591-220	Developing self for learning and work	2
F/501/5892	7591-221	Alternatives to paid work	1
M/501/6164	7591-222	Self-assessment	2
L/501/5894	7591-223	Career progression	2
D/501/5916	7591-224	Practising leadership with skills with others	2
K/501/5904	7591-225	Developing personal skills for leadership	2
Y/501/5915	7591-226	Learning with colleagues and other learners	2
R/501/5895	7591-227	Communicating solutions to others	2
R/501/5914	7591-228	Learning from more experienced people	2
L/501/6107	7591-229	Building working relationships with colleagues	2
J/501/6042	7591-230	Working as a volunteer	2
F/501/6413	7591-231	Building working relationships with customers	2
J/501/6414	7591-232	Investigating rights and responsibilities at work	1
A/501/6295	7591-233	Solving work-related problems	2
K/501/6146	7591-234	Summarising documents	1

Level 2 units

Y/501/5896	7591-235	Contributing to meetings	1
T/501/6148	7591-236	Preparing for work placement	1
L/501/6186	7591-237	Learning from work placement	2
A/501/6300	7591-238	Planning an enterprise activity	1
H/501/6114	7591-239	Running an enterprise activity	1
L/501/6155	7591-240	Producing a product	1
A/501/6278	7591-241	Searching for a job	1
J/501/5893	7591-242	Applying for a job	1
H/501/5917	7591-243	Preparing for an interview	1
L/501/5913	7591-244	Interview skills	1
J/501/6168	7591-245	Self-management skills	2
J/501/5912	7591-246	Effectiveness at work	1
Y/500/4770	7591-247	Developing own interpersonal skills	3
H/500/4772	7591-248	Developing personal confidence and self-awareness	3
K/500/4773	7591-249	Developing personal development skills	3
A/500/4809	7591-250	Healthy living	3
T/600/3247	7591-251	Developing practical skills and techniques	3
F/600/3249	7591-252	Health and safety in a practical environment	1
T/600/3250	7591-253	Investigating a vocational area	2
T/600/3717	7591-254	Applying for work	2
A/600/3718	7591-255	Building and managing workplace relationships	2
F/600/3719	7591-256	Communication in the workplace	2
A/600/3721	7591-257	Developing enterprise skills	3
F/600/3722	7591-258	Developing meeting skills	2
J/600/3723	7591-259	Improving own performance	2
L/600/3724	7591-260	Interview skills	1
Y/600/3726	7591-261	Oral presentation skills	3
D/600/3727	7591-262	Personal money management	1
K/600/3729	7591-263	Personal presentation in the workplace	1

Level 2 units

H/600/3731	7591-264	Recognising prejudice and discrimination	1
M/600/3733	7591-265	Responsible work practice	1
T/600/3734	7591-266	Rights and responsibilities in the workplace	2
F/600/3736	7591-267	Solving problems in the workplace	3
J/501/5148	7591-268	Meetings in the workplace	2
T/502/3536	7591-269	Business and customer awareness	2
Y/502/3559	7591-270	Understand and coping with change	1
F/502/3555	7591-271	Managing your time	1
D/502/3580	7591-272	Health, safety and security in the workplace	1
F/502/3569	7591-273	Dealing with conflict	1
D/502/2865	7591-274	Presenting personal information effectively	3
D/602/4531	7591-275	Employment opportunities and career progression	1
M/502/8282	7591-276	Employment Rights and responsibilities for new entrants into the engineering and manufacturing industries	5
Y/602/4544	7591-277	Manage own learning	1
H/602/4546	7591-278	Participating in teamwork	1
H/602/4529	7591-279	Preparing for an apprenticeship	1
D/501/6113	7591-280	Setting and meeting targets at work	2
D/602/4769	7591-281	Understanding employment responsibilities and rights	3
K/602/4547	7591-282	Using enquiry and investigative techniques to solve problems	1
R/501/6058	7591-283	Working in a team	3

Level 3 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
R/600/1764	7591-301	Understanding the employing organisation	3
L/502/5616	7591-302	Career development	2
D/502/5765	7591-303	Coaching skills for the workplace	2

Level 3 units

F/502/5645	7591-304	Developing confidence for work	1
D/602/4528	7591-305	Employment opportunities and career progression	1
J/502/5761	7591-306	Giving and receiving feedback	2
R/602/4557	7591-307	Manage own learning	1
J/502/5775	7591-308	Managing a work-life balance	1
K/502/5770	7591-309	Mentoring skills for the workplace	2
J/502/5758	7591-310	Negotiation skills and persuasion in the workplace	2
R/502/5648	7591-311	Organising and chairing meetings	1
D/602/4559	7591-312	Participating through team leading	1
Y/502/5649	7591-313	Personal skills for leadership	1
Y/502/5652	7591-314	Planning for professional development	2
L/602/4525	7591-315	Preparing for a Apprenticeship	1
M/502/5642	7591-316	Preparing for work placement	1
R/502/5651	7591-317	Presentations for work	1
H/502/5783	7591-318	Project management skills	1
T/502/5772	7591-319	Recognition and resolution of bullying in the workplace	1
T/502/5643	7591-320	Reflecting on work placement	1
K/502/5753	7591-321	Reviewing professional development	1
M/502/5785	7591-322	Skills for a portfolio career	1
T/502/5786	7591-323	Skills for starting a business	1
J/502/5632	7591-324	Strategies to improve job interview skills	2
J/602/4524	7591-325	Understanding employment rights and responsibilities	2
R/602/4560	7591-326	Using research skills to solve problems	1

Level 4 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
F/602/4523	7591-401	Preparing for a higher Apprenticeship	1

Total Qualification Time (TQT)

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT comprises of the following two elements:

- the number of hours that an awarding organisation has assigned to a qualification for guided learning
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 2 Subsidiary Award in Employment and Personal Learning at Work	15	20
City & Guilds Level 2 Award in Employment and Personal Learning at Work	40	40
City & Guilds Level 2 Extended Award in Employment and Personal Learning at Work	55	70
City & Guilds Level 2 Certificate in Employment and Personal Learning at Work	112	130

2 Centre requirements

Approval

Full approval

To offer these qualifications, new centres will need to gain both centre and qualification approval. Please refer to the document [Centre Approval Process: Quality Assurance Standards](#) for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Resource requirements

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area(s) for which they are delivering training and/or have experience of providing training (this knowledge must be to the same level as the training being delivered)
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and quality assurance, and that it takes account of any national or legislative developments.

Quality assurance

Centre Handbook: Quality Assurance Standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the centre contract.

Centre Handbook: Quality Assurance Standards

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre-assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre assessments.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

Age restrictions

There is no age restriction for these qualifications.

Access arrangements and reasonable adjustments

City & Guilds has considered the design of this qualification and its assessments in order to best support accessibility and inclusion for all learners. We understand however that individuals have diverse learning needs and may require reasonable adjustments to fully participate. Reasonable adjustments, such as additional time or alternative formats, may be provided to accommodate learners with disabilities and support fair access to assessment.

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

Equities legislation requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the Joint Council for Qualifications (JCQ) access arrangements and reasonable adjustments and access arrangements in the [Centre Document Library](#) on the City & Guilds website www.cityandguilds.com for when and how applications need to be made to City & Guilds.

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification(s)
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification(s), their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth.

More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

[Inclusion and diversity | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/uk/qualifications/inclusion-and-diversity)

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that support our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

[Our Pathway to Net Zero | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/uk/qualifications/our-pathway-to-net-zero)

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy, considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)

- reusing components wherever possible
- waste procedures (ensuring that waste is minimised, recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of plumbing activities wherever possible.

Support materials

The units for these qualifications can be found in separate unit packs, grouped by level: Level 1, Level 2 and Levels 3 and 4.

The following resources are available for these qualifications:-

Description	How to access
Unit packs	www.cityandguilds.com
Candidate logbook	www.cityandguilds.com
Assessor instructions	www.cityandguilds.com
SmartScreen	www.smartscreen.co.uk

4 Assessment

Assessment of the qualification

All 7591 units are assessed by portfolio except for unit 7591-320 (Level 3 Reflecting on work placement), which has an oral/spoken assessment.

Assessment strategy

Units, except unit 7591-320 (Level 3 Reflecting on work placement) are assessed through a portfolio of evidence. All evidence in the portfolio for the skills learning outcomes must be generated in the workplace or a realistic working environment.

Unit 7591-320 (Level 3 Reflecting on work placement).

Portfolio of evidence

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, Learning Assistant, an easy-to-use and secure online tool to support and evidence candidates' progress towards achieving qualifications. Further details are available at www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of recording forms including examples of completed forms for new and existing centres to use as appropriate. Recording forms are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external quality assurers, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

Evidence sources

A portfolio of evidence will typically include several pieces of evidence – it must contain sufficient evidence to demonstrate the knowledge and skills required for each appropriate unit.

Evidence sources may include:

- training logbooks
- centre-produced worksheets and activities
- annotated photographs
- video clips (maximum duration in total = 10 minutes)
- workplace documentation/records, for example job cards/job sheets, equipment check/maintenance/service records, parts order records.

This is not a definitive list; other evidence sources are permitted.

The evidence provided must be valid and attributable to the candidate; the portfolio of evidence must contain a statement from the centre confirming this.

Evidence **must not** include:

- any methods of self-assessment
- any employer contributions should focus on direct observation of evidence (for example witness statements) of competence rather than opinions.

Recognition of prior learning (RPL)

Recognition of prior learning means using a person's previous experience or qualifications which have already been achieved to contribute to a new qualification.

Unless stated otherwise in the unit pack, prior learning may be used towards these qualifications, although must be re-assessed against the relevant assessment criteria.

5 Units

Structure of the units

There are seven discrete qualifications available within the Employment and Personal Learning at Work qualification group.

The smallest qualification, the Level 2 Subsidiary Award, consists of a single 2-credit mandatory unit: Understanding Employment Rights and Responsibilities (7591-204). The other six qualifications operate on a 'pick and mix' basis, with a pool of optional units covering a range of ERR or PLTS-related themes. Although there is a wide choice of units to suit different learners and delivery contexts, units should be chosen carefully to ensure relevance and the inclusion of any particular units specified for Apprenticeship framework completion.

Units are available at each of the following levels:

- Level 1 (75 units)
- Level 2 (83 units)
- Level 3 (26 units)
- Level 4 (1 unit)

Details on the content of each unit can be found in the unit packs linked in the supporting materials section of this handbook.

The requirements for each qualification are as follows:

Accreditation number	Qualification title	Units available to achieve	Min credits req'd	Min credits at/above qual level
600/2819/1	City & Guilds Level 2 Subsidiary Award in Employment and Personal Learning at Work	7591-204 <i>only</i>	2	2
600/2831/2	City & Guilds Level 2 Award in Employment and Personal Learning at Work	any Level 1 units listed below any Level 2 units listed below	4	3
600/2956/0	City & Guilds Level 2		7	4

Accreditation number	Qualification title	Units available to achieve	Min credits req'd	Min credits at/above qual level
	Extended Award in Employment and Personal Learning at Work	any Level 3 units listed below the Level 4 unit listed below		
600/2839/7	City & Guilds Level 2 Certificate in Employment and Personal Learning at Work		13	7
600/2840/3	City & Guilds Level 3 Award in Employment and Personal Learning at Work	any Level 2 units listed below any Level 3 units listed below	4	3
600/2841/5	City & Guilds Level 3 Extended Award in Employment and Personal Learning at Work	the Level 4 unit listed below	7	4
600/2958/4	City & Guilds Level 3 Certificate in Employment and Personal Learning at Work		13	7

Level 1 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
T/501/6389	7591-101	Managing your health at work	1
J/501/6879	7591-102	Effective skills, qualities and	3

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
		attitudes for learning and work	
A/501/6880	7591-103	Career planning and making applications	3
L/501/6883	7591-104	Rights and responsibilities in the workplace	3
R/501/6884	7591-105	Managing personal finance	3
H/501/6887	7591-106	Supporting others	3
H/501/6890	7591-107	Enterprise activity: producing products or services	3
K/501/6891	7591-108	Work based experience	3
A/501/6894	7591-109	Contributing to a team	3
Y/501/6899	7591-110	Candidate project	3
K/600/6193	7591-111	Understanding the language and culture of a community	3
F/600/7804	7591-112	Valuing equality and diversity	2
J/600/7805	7591-113	Introduction to health and safety awareness in the workplace	2
K/502/0469	7591-114	Developing self	2
Y/502/0659	7591-115	Environmental Awareness	2
F/502/0476	7591-116	Healthy Living	2
K/502/0472	7591-117	Individual rights and responsibilities	1
K/502/0651	7591-118	Making the most of leisure time	2

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
R/502/0479	7591-119	Managing own money	2
D/502/0470	7591-120	Managing Social Relationships	2
J/502/0477	7591-121	Preparation for work	2
R/502/0465	7591-122	Working as a part of a group	2
J/502/0463	7591-123	Working towards goals	2
K/501/5952	7591-124	Alternatives to paid work	1
M/501/5807	7591-125	Self-assessment	1
J/501/5814	7591-126	Career progression	2
M/501/5869	7591-127	Developing personal skills for leadership	2
T/501/5808	7591-128	Practising leadership skills with others	2
K/501/5823	7591-129	Learning with colleagues and other learners	2
L/501/5961	7591-130	Communicating solutions to others	2
A/501/5826	7591-131	Positive attitudes and behaviours at work	1
J/501/5828	7591-132	Learning from more experienced people	2
T/501/5811	7591-133	Building working relationships with colleagues	2
K/501/5806	7591-134	Working as a volunteer	2
L/501/6382	7591-135	Investigating rights and responsibilities at work	1

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
D/501/5849	7591-136	Solving work-related problems	2
T/501/5954	7591-137	Taking notes at meetings	1
L/501/5944	7591-138	Summarising documents	1
A/501/5809	7591-139	Contributing to meetings	1
M/501/6391	7591-140	Preparing for work placement	1
J/501/6395	7591-141	Learning from work placement	2
R/501/6397	7591-142	Safe learning in the workplace	1
L/501/5958	7591-143	Searching for a job	1
Y/501/5848	7591-144	Applying for a job	1
M/501/5824	7591-145	Preparing for an interview	1
R/501/5847	7591-146	Interview skills	1
L/501/5829	7591-147	Self-management skills	2
H/500/5467	7591-148	Developing own interpersonal skills	3
M/500/4693	7591-149	Developing personal confidence and self-awareness	3
M/500/5469	7591-150	Developing personal development skills	3
L/500/8900	7591-151	Healthy lifestyles	1
R/500/4718	7591-152	Improving assertiveness and decision making	3
R/500/8901	7591-153	Improving own confidence	3

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
J/500/8886	7591-154	Prepare for an interview	1
D/500/5306	7591-155	Recognising employment opportunities	1
M/500/8906	7591-156	Time management skills	3
M/500/5486	7591-157	Understanding stress and stress management techniques	3
K/600/3245	7591-158	Use tools and equipment for a practical activity	2
R/500/5321	7591-159	Understanding business communication	3
T/502/3584	7591-160	Business and customer awareness	2
T/502/3598	7591-161	Coping with change	1
K/502/3596	7591-162	Managing your time	2
M/502/3616	7591-163	Being safe and healthy at work	2
Y/502/3609	7591-164	Understanding conflict at work	1
R/502/2863	7591-165	Preparing for and learning from interviews	3
Y/502/2864	7591-166	Presenting personal information effectively	3
F/500/5380	7591-167	Developing group and teamwork communication skills	3
D/501/5821	7591-168	Building working relationships with customers	2

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
F/501/5827	7591-169	Being responsible for other people's money	1
J/501/5960	7591-170	Managing your own money	2
F/501/5942	7591-171	Planning an enterprise activity	1
T/501/5940	7591-172	Producing a product	1
F/501/5939	7591-173	Running an enterprise activity	1
H/501/5822	7591-174	Setting and meeting targets at work	2
L/501/5832	7591-175	Working in a team	3

Level 2 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
J/501/6137	7591-201	Managing your health at work	1
K/501/6406	7591-202	Managing your own money	2
R/602/2954	7591-203	Understand employment responsibilities and rights in health, social care and children and young people's settings	3
J/600/0840	7591-204	Understanding Employment Rights and Responsibilities	2
D/600/1735	7591-205	Understanding the employing organisation	2
T/600/6195	7591-206	Effective skills, qualities and	3

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
		attitudes for learning and work	
A/600/6196	7591-207	Career planning and making applications	3
R/600/7791	7591-208	Managing personal finance	3
Y/600/7792	7591-209	Work based experience	3
D/600/7793	7591-210	Candidate project for learning and work	3
K/600/7795	7591-211	Teamworking skills	3
M/600/7796	7591-212	Dealing with challenges	2
T/600/7797	7591-213	Managing yourself	3
A/600/7798	7591-214	Valuing customers	2
F/600/7799	7591-215	Understanding the business environment	2
K/600/7800	7591-216	Working for yourself	2
M/600/7801	7591-217	Performing effectively at interviews	3
M/501/3961	7591-218	Identity and cultural diversity	2
T/501/3993	7591-219	Recreational involvement in personal development	2
H/600/7794	7591-220	Developing self for learning and work	2
F/501/5892	7591-221	Alternatives to paid work	1
M/501/6164	7591-222	Self-assessment	2
L/501/5894	7591-223	Career progression	2

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
D/501/5916	7591-224	Practising leadership with skills with others	2
K/501/5904	7591-225	Developing personal skills for leadership	2
Y/501/5915	7591-226	Learning with colleagues and other learners	2
R/501/5895	7591-227	Communicating solutions to others	2
R/501/5914	7591-228	Learning from more experienced people	2
L/501/6107	7591-229	Building working relationships with colleagues	2
J/501/6042	7591-230	Working as a volunteer	2
F/501/6413	7591-231	Building working relationships with customers	2
J/501/6414	7591-232	Investigating rights and responsibilities at work	1
A/501/6295	7591-233	Solving work-related problems	2
K/501/6146	7591-234	Summarising documents	1
Y/501/5896	7591-235	Contributing to meetings	1
T/501/6148	7591-236	Preparing for work placement	1
L/501/6186	7591-237	Learning from work placement	2
A/501/6300	7591-238	Planning an enterprise activity	1
H/501/6114	7591-239	Running an enterprise activity	1

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
L/501/6155	7591-240	Producing a product	1
A/501/6278	7591-241	Searching for a job	1
J/501/5893	7591-242	Applying for a job	1
H/501/5917	7591-243	Preparing for an interview	1
L/501/5913	7591-244	Interview skills	1
J/501/6168	7591-245	Self-management skills	2
J/501/5912	7591-246	Effectiveness at work	1
Y/500/4770	7591-247	Developing own interpersonal skills	3
H/500/4772	7591-248	Developing personal confidence and self-awareness	3
K/500/4773	7591-249	Developing personal development skills	3
A/500/4809	7591-250	Healthy living	3
T/600/3247	7591-251	Developing practical skills and techniques	3
F/600/3249	7591-252	Health and safety in a practical environment	1
T/600/3250	7591-253	Investigating a vocational area	2
T/600/3717	7591-254	Applying for work	2
A/600/3718	7591-255	Building and managing workplace relationships	2
F/600/3719	7591-256	Communication in the workplace	2
A/600/3721	7591-257	Developing enterprise skills	3

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
F/600/3722	7591-258	Developing meeting skills	2
J/600/3723	7591-259	Improving own performance	2
L/600/3724	7591-260	Interview skills	1
Y/600/3726	7591-261	Oral presentation skills	3
D/600/3727	7591-262	Personal money management	1
K/600/3729	7591-263	Personal presentation in the workplace	1
H/600/3731	7591-264	Recognising prejudice and discrimination	1
M/600/3733	7591-265	Responsible work practice	1
T/600/3734	7591-266	Rights and responsibilities in the workplace	2
F/600/3736	7591-267	Solving problems in the workplace	3
J/501/5148	7591-268	Meetings in the workplace	2
T/502/3536	7591-269	Business and customer awareness	2
Y/502/3559	7591-270	Understand and coping with change	1
F/502/3555	7591-271	Managing your time	1
D/502/3580	7591-272	Health, safety and security in the workplace	1
F/502/3569	7591-273	Dealing with conflict	1

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
D/502/2865	7591-274	Presenting personal information effectively	3
D/602/4531	7591-275	Employment opportunities and career progression	1
M/502/8282	7591-276	Employment Rights and responsibilities for new entrants into the engineering and manufacturing industries	5
Y/602/4544	7591-277	Manage own learning	1
H/602/4546	7591-278	Participating in teamwork	1
H/602/4529	7591-279	Preparing for an apprenticeship	1
D/501/6113	7591-280	Setting and meeting targets at work	2
D/602/4769	7591-281	Understanding employment responsibilities and rights	3
K/602/4547	7591-282	Using enquiry and investigative techniques to solve problems	1
R/501/6058	7591-283	Working in a team	3

Level 3 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
R/600/1764	7591-301	Understanding the employing organisation	3
L/502/5616	7591-302	Career development	2
D/502/5765	7591-303	Coaching skills for the workplace	2
F/502/5645	7591-304	Developing confidence for work	1
D/602/4528	7591-305	Employment opportunities and career progression	1
J/502/5761	7591-306	Giving and receiving feedback	2
R/602/4557	7591-307	Manage own learning	1
J/502/5775	7591-308	Managing a work-life balance	1
K/502/5770	7591-309	Mentoring skills for the workplace	2
J/502/5758	7591-310	Negotiation skills and persuasion in the workplace	2
R/502/5648	7591-311	Organising and chairing meetings	1
D/602/4559	7591-312	Participating through team leading	1
Y/502/5649	7591-313	Personal skills for leadership	1
Y/502/5652	7591-314	Planning for professional development	2
L/602/4525	7591-315	Preparing for a Apprenticeship	1
M/502/5642	7591-316	Preparing for work placement	1
R/502/5651	7591-317	Presentations for work	1
H/502/5783	7591-318	Project management skills	1
T/502/5772	7591-319	Recognition and resolution of bullying in the workplace	1
T/502/5643	7591-320	Reflecting on work placement	1
K/502/5753	7591-321	Reviewing professional development	1
M/502/5785	7591-322	Skills for a portfolio career	1
T/502/5786	7591-323	Skills for starting a business	1
J/502/5632	7591-324	Strategies to improve job interview skills	2
J/602/4524	7591-325	Understanding employment rights and responsibilities	2
R/602/4560	7591-326	Using research skills to solve problems	1

Level 4 units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
F/602/4523	7591-401	Preparing for a higher Apprenticeship	1

Certification modules

Although all unit achievements will be recorded on a Certificate of Unit Credit (CUC), candidates will only receive a full qualification certificate if the relevant **certification module** is also claimed. This is necessary because each unit can be counted towards more than one qualification.

For example, the module 7591-902 **must** be entered if the candidate wishes to be certificated for the Level 2 Award and has achieved sufficient credits at a high enough level for that qualification.

The certification modules for each of the Employment and Personal Learning at Work qualifications are listed on the relevant Walled Garden Catalogue page (ie 7591-02 for Level 2, 7591-03 for Level 3).

Progression

All qualifications at a given level are accessed through a single point of registration (eg 7591-02 for Level 2) so it is possible to gain further certification if candidates achieve one of the Award-sized qualification then subsequently complete more units to gain enough credit for a larger qualification at the **same level**.

Guidance for delivery of the units

These qualification(s) comprise a number of units. A unit describes what is expected of a competent person in particular aspects of their job.

Each unit is divided into learning outcomes which describe in further detail the skills and knowledge that a candidate should possess.

Each learning outcome has a set of assessment criteria (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Range statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

Supporting information provides guidance of the evidence requirement for the unit and specific guidance on delivery and range statements. Centres are advised to review this information carefully before delivering the unit.

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the [Centre document library](http://www.cityandguilds.com) on www.cityandguilds.com or click on the links below:

Centre Handbook: Quality Assurance Standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the centre contract.

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre-assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre assessments.

Access arrangements: When and how applications need to be made to City & Guilds

provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The [Centre document library](http://www.cityandguilds.com) also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

Useful contacts

Please visit the [Contact us](#) section of the City & Guilds website.

City & Guilds

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

Copyright

The content of this document is, unless otherwise indicated, © The City & Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification.

The Standard Copying Conditions (see the City & Guilds website) also apply.

Contains public sector information licensed under the Open Government Licence v3.0.

City & Guilds reviews its Qualifications on a regular basis to ensure they remain current, relevant, and meet industry and learner needs.

This Qualification Handbook however may contain references to historic information, such as former organisations, obsolete frameworks, codes or standards, or retired units and qualifications. This information is included for reference purposes only.

Published by City & Guilds, a registered charity established to promote education and training.

City & Guilds of London Institute
Giltspur House
5–6 Giltspur Street
London
EC1A 9DE

cityandguildsgroup.com