

7591

**City &
Guilds**
Believe you can

EDUCATION & TRAINING

EMPLOYMENT AND PERSONAL LEARNING AT WORK

QUALIFICATION FACTSHEET

EDUCATION & TRAINING

LEVELS 2 AND 3 AWARDS AND CERTIFICATES IN EMPLOYMENT AND PERSONAL LEARNING AT WORK (7591)

Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 2 Subsidiary Award in Employment and Personal Learning at Work	2	Yes	15	600/2819/1	7591-02
Level 2 Award in Employment and Personal Learning at Work	4	Yes	40-70	600/2831/2	7591-02
Level 2 Extended Award in Personal Learning at Work	7	Yes	40-70	600/2956/0	7591-02
Level 2 Certificate in Employment and Personal Learning at Work	13	Yes	94-130	600/2839/7	7591-02
Level 3 Award in Employment and Personal Learning at Work	4	Yes	35-40	600/2840/3	7591-03
Level 3 Extended Award in Employment and Personal Learning at Work	7	Yes	63-65	600/2841/5	7591-03
Level 3 Certificate in Employment and Personal Learning at Work	13	Yes	106-118	600/2958/4	7591-03

Qualification aim	Qualification levels and definition	Progression routes
<p>These qualifications were designed to improve self awareness and learners understanding of the world of work. It can also be used for learners on programmes needing to demonstrate Employment Rights and Responsibilities (ERR) and Personal Learning and Thinking Skills (PTLS).</p> <p>The full range of units, 185 in total, can be used in a wide range of work-related situations covering everything from Enterprise to equality and diversity, project management and study</p>	<p>The seven qualifications within this suite range in size from 2 credits to 13 credits. Units can be chosen on a 'pick and mix' basis, focusing on the areas of ERR/PLTS most relevant to the learner.</p> <p>Please note some Apprenticeship frameworks in England require the completion of particular units with this suite to satisfy the ERR National outcomes.</p>	<p>The Employment and Personal Learning at Work qualifications, are designed to improve learners' skills and knowledge in the workplace, prepare them for workplace or enable further progression within their chosen career path.</p> <p>They are widely used within Apprenticeship programmes.</p>

	Key features	Key benefits
Structure	These qualifications are extremely flexible, they contain 185 units at Levels 2, 3 and 1 at Level 4. The qualifications can be achieved at Levels 2 and 3.	It is possible for candidates 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. These qualifications can be used to demonstrate the candidate's understanding of workplace issues and the personal attributes needed to succeed in the workplace.
Assessment	Assessment is through the completion of a portfolio that evidences achievement of all of the learning outcomes of the units completed.	Flexibility for the learner to work at their own pace and to tailor their qualification to suite their learning styles and interests. We offer a range of smooth and efficient programmes of study that supports the learners and teachers/trainers in their teaching, learning and assessment.
Support	<p>We offer a range of free support resources including: the qualification webpage containing resources such as the qualification and unit handbook.</p> <p>National portfolio advisors can provide network events, centre support and guidance on qualification delivery.</p>	<p>Website - Our dedicated webpage provides a range of resources and general information about our Employment and Personal Learning at Work qualifications.</p> <p>Qualification updates - Sign up for our news alert and you will receive the latest qualification and support resources information as it happens through our instant messaging service.</p>

Reasons to choose City & Guilds	
Widest range and choice of qualifications	We provide a broad range of qualifications in Employability and Professional Development.
Industry expertise	City & Guilds provides a wide range of teaching qualifications that are recognised and respected by employers.
Recognised by employers	City & Guilds provides a range of suitable qualifications to equip learners with the relevant skills that employers demand.

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