

# Award and Certificate in Employability Skills

Level 1/2

Award 6 credits

Certificate 15 credits

A competitive job market presents the need for learners to be fully equipped with employment skills to gain work. Hallmark has developed learning materials to help learners achieve the Award or Certificate in Employability Skills.

Available at Levels 1 and 2, these qualifications have been designed to enable learners to explore a broad range of essential skills. As well as job search skills, they consider personal preparation for employment, self-improvement and effective behaviour at work.

## Who is it for?

The Award and Certificate in Employability Skills are designed for learners who wish to develop their knowledge and understanding of the world of work. The qualifications are ideal for a wide variety of learners including: full-time and part-time students; those who are long-term unemployed; students aged 14 and above in compulsory education; individuals in employment looking for a career change; and individuals facing redundancy.

## What are the benefits of doing this course?

The Level 1 programme will provide learners with an introduction to the world of work. This will increase learners' confidence and motivation, and support the development of communication skills. Level 1 is accredited for Foundation Learning.

The Level 2 programme will enable learners to develop and enhance skills required for the working environment. Learners will also explore job-searching techniques and will gain an increased awareness of the range of opportunities available in employment. The qualifications will also provide some learning opportunities for functional skills qualifications.





## Progression opportunities

These programmes will enable candidates to further their own continuous professional development, improve career prospects or progress to further training. Having successfully achieved an Employability Skills Award or Certificate, the learner may wish to progress on to further qualifications. Please go to [www.hallmarkeducation.org.uk](http://www.hallmarkeducation.org.uk) for details of relevant Hallmark courses.

## Course delivery and assessment

Candidates will be provided with the course materials for their chosen programme and will be required to work through a series of tasks and activities designed to reinforce the learning process and test their knowledge. The Award and Certificate are internally assessed. Each candidate is required to create an externally moderated portfolio of evidence, which demonstrates achievement of all learning outcomes associated with each unit.

## Information for learning centres:

### Awarding organisation:

NCFE (see [www.ncfe.org.uk](http://www.ncfe.org.uk))

## Course content

Learners complete the mandatory 'Understanding Mindset' unit (2 credits) available as a PDF from NCFE before selecting a combination of units according to the level and qualification they are working towards. Hallmark's learning materials include workbooks and assessments for the following units:

### Level 1

*T/502/3584 Business and customer awareness (2 credits)*

*A/502/3585 Problem solving at work (2 credits)*

*F/502/3586 Working in a team (2 credits)*

*R/502/3592 How to keep improving (1 credit)*

*Y/502/3593 Presenting information (2 credits)*

*H/502/3595 Setting yourself targets (1 credit)*

*M/502/3597 Handling information at work (1 credit)*

*T/502/3598 Coping with change (1 credit)*

*D/502/3613 Job and training search skills (1 credit)*

*H/502/3614 Job application skills (1 credit)*

*K/502/3615 Interview skills (1 credit)*

*M/502/3616 Being safe and healthy at work (2 credits)*

### Level 2

*T/502/3536 Business and customer awareness (2 credits)*

*A/502/3537 Problem solving in a place of work (2 credits)*

*F/502/3538 Working in a team (2 credits)*

*M/502/3552 Presenting information (2 credits)*

*F/502/3555 Managing your time (1 credit)*

*D/502/3563 ICT for employment (2 credits)*

*K/502/3565 Following instructions (1 credit)*

*A/502/3571 Working with colleagues (1 credit)*

*K/502/3579 Interview skills (1 credit)*

*D/502/3580 Health, safety and security in the workplace (1 credit)*

Each unit contains activities designed to cover the specific learning outcomes.

## Entry requirements

There are no specific recommended prior learning requirements for this qualification and access to this qualification is open to all learners aged 14 and over.

## For further information, please contact:

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