

Purpose Statement

Open Awards Entry Level Award / Certificate in Employability and Professional Development (Entry 1) (RQF)

The primary purpose of this qualification is to recognise development of employability skills and/or knowledge. This qualification has been designed to help you develop skills that employers look for in employees. The qualification will enable learners to develop skills, attributes, behaviours and values which contribute to increased confidence and motivation and enable sustained and successful employment.

Who is it for?

- Those wanting to explore employment, voluntary work or placements.
- Individuals who are already participating in employment, voluntary work or placements who wish to develop their skills and knowledge in order to progress professionally within their chosen career pathway.
- Learners taking part in a supported internships, traineeship or supported apprenticeship.

What does this qualification cover?

For the Entry Level 1 Award, you will be required to complete 6 credits and commit to approximately 60 hours of learning.

For the Entry Level 1 Certificate, you will be required to complete 13 credit and commit to approximately 130 hours of learning.

You will be required to complete credits from each of the unit groups Employability and Professional Development before choosing additional units from either/ both groups to complete the required credit value for the qualification.

Employability units include those such as

- **Writing a CV**
- **Applying for Jobs**

Professional Development units include

- **Dealing with Change**
- **Setting Targets**
- **Communicating with Others**

What are the Entry Requirements?

There are no age restrictions for working towards this qualification and no specific prior achievements required

What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. Types of evidence included in your portfolio could include:

- Videos/ Photographs
- Evidence of Practical Activities
- Reflective Journals
- Questions/answers
- Recorded discussions with your tutor

What are the Progression Opportunities?

The qualification provides a mechanism for you to both support you in your aims of gaining employment as well as providing you with the skills and knowledge to progress professionally once in the workplace.

Open Awards offer a range of qualification suites that you could progress to continue developing your employability skills. Examples of these include:

- **Entry Level Award/Certificate in Skills for Professional Development and Employability (Entry 2) (RQF)**
- **Entry Level Award/Certificate/Diploma in Skills for Further Learning and Employment (Entry 2) (RQF)**

You may also choose to progress to a range of vocational qualifications at Entry Level to support your professional development within a chosen career path. Examples of this include:

- **Entry Level Award/Certificate/Diploma in Horticulture Skills (RQF)**
- **Entry Level Award/Certificate/Diploma in Exploring Construction and Building Crafts (RQF)**

Who supports this qualification?

This qualification has been supported by Abbots Lea School