

EMPLOYABILITY



COURSE DESCRIPTION

The main aims of the Preparation for Employment Awards (level 4 and 5) are to help prepare learners for the transition from school onto a Modern Apprenticeship or directly into employment. This is done through supplementing the vocational skills and experiences gained through a work placement with practical life skills required by those in employment. Learners are assisted to identify the skills they already have and those they need to develop further to succeed in their chosen vocational pathway. This ultimately develops learners' confidence in dealing with the personal independence and organisation needed by those in employment.

As well as their readiness for work, these qualifications will help learners develop an awareness of the issues that all new employees will encounter for the first time when starting employment. While they may seem obvious to more experienced employees, things like transport arrangements to and from work, banking arrangements and simply appreciating the behaviour expected and the clothes they should wear, could be as important as any other factors in determining whether or not a new employee makes it through their probation period. In that sense these qualifications aim to build resilience in young employees starting out on a new career.

AREAS OF STUDY/COURSE STRUCTURE

The Preparation for Employment Awards at SCQF levels 4 & 5 each consist of two mandatory units (12 SCQF credit points).

- Developing Essential Skills
- Practical Skills for Employment

In completion of these units it is expected:

- Learners will reflect on their skills and they will use appropriate terminology to describe the skills they have and/or need to develop.
- Learners will compare the skills needed in particular job roles with their own skills profile and target their future skills development plans accordingly.
- The reflection on skills and the skills vocabulary learners develop will assist them in future CV writing and job applications.
- Learners will improve their awareness of the standards of personal behaviour and personal appearance expected in different workplaces, including during their interactions with colleagues and customers.
- Learners will plan and prepare for travel required for work and they will develop an awareness of their payment arrangements, deductions (basic understanding of tax, etc).
- Learners will find out about the wider functions of the organisation they work for, will have an awareness of the contribution they make individually, and the importance of following instructions and completing their duties in the workplace.

RECOMMENDED ENTRY

There are no set pre-entry requirements for this award.

ASSESSMENT

There is no exam for this course. Assessment will be based on a range of practical activities and unit assessments, such as job application personal statements, mock interviews and work experience placements.

PROGRESSION

The level 4 award could provide progression to:

SCQF level 5 Employability
These Awards provide opportunities to develop:

- Core Skills (which underpin all National Certificates)
- Transferable skills

FUTURE CAREERS

Gaining this award will support both personal and professional progression in any career.