

VTCT Level 1 Award in Employability Skills

Operational start date:	1st August 2016
Credit value:	8
Total Qualification Time (TQT):	80
Guided learning (GL) hours:	59
Qualification number:	603/0142/9

Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements (if/where applicable) have been achieved under specified conditions, and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IV signature (if sampled)
Mandatory units				
USK14				
USK16				
USK17				

The qualification

Introduction

The VTCT Level 1 Introductory Award in Employability Skills has been developed to improve your prospects of gaining employment, progressing within employment or seeking to change employment. It is aimed at developing your skills and confidence to support new and improved employment or progression within employment.

This qualification includes three mandatory units which will develop your skills, knowledge and understanding of applying for a job, safe learning in the workplace and searching for a job.

National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is regulated on the Regulated Qualifications Framework (RQF).

Prerequisites

There are no formal prerequisite qualifications that you must have prior to undertaking this qualification.

Your centre will have ensured that you have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.

Progression

The general employability skills gained from this qualification primarily underpin those needed to succeed in any industry including the service industries, engineering and healthcare to name but a few; they also support progression in education.

This qualification will primarily support entry to and progression within employment, but also supports you seeking to progress in further education, particularly if you are undertaking vocational qualifications.

Qualification structure

Total credits required - 8

All mandatory units must be completed.

Mandatory units - 8 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GL	Level
USK14	R/506/7978	Applying for a job	2	16	1
USK16	Y/506/7982	Safe learning in the workplace	4	23	1
USK17	R/506/8001	Searching for a job	2	20	1

Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

Internal assessment

(any requirements will be shown in the unit)

Assessment is set, marked and internally verified by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external verifiers.

External assessment

(any requirements will be shown in the unit)

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external verifiers.

Assessment explained

VTCT qualifications are assessed and verified by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal verifier whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external verifier, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal verification process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external verifier.

This record of assessment book is your property and must be in your possession when you are being assessed or verified. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross-referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Many frequently asked questions and other useful information are detailed in the VTCT Candidate's Handbook, which is available on the VTCT website at www.vtct.org.uk. Other questions should be addressed to the tutor, lecturer or assessor.

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Portfolio of Evidence
USK14	Applying for a job	0	✗	✓
USK16	Safe learning in the workplace	0	✓	✓
USK17	Searching for a job	0	✗	✓

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
National Occupational Standards (NOS)	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
Level	Level is an indication of the demand of the learning experience; the depth and/or complexity of achievement and independence in achieving the learning outcomes. There are 9 levels of achievement within the Qualifications and Credit Framework (QCF).
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guiding learning (GL)	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Total qualification time (TQT)	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and 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. This includes assessment, which takes place as directed but, unlike Guided Learning, not under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.
Learning outcomes	The learning outcomes are the most important component of the unit; they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Observation outcome	An observation outcome details the tasks that must be practically demonstrated to achieve the unit.
Knowledge outcome	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper, a portfolio of evidence or other forms of evidence.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
Range	The range indicates what must be covered. Ranges must be practically demonstrated in parallel with the unit's observation outcomes.

USK14

Applying for a job

This aim of this unit is to develop your knowledge and understanding of how to apply for a range of job vacancies. You will look at the importance of presenting job application information in an appropriate and accurate way.

Level

1

Credit value

2

GLH

16

Observation(s)

0

External paper(s)

0



Applying for a job

Learning outcomes

On completion of this unit you will:

1. Know different methods of applying for jobs
2. Be able to apply for a job

Evidence requirements

1. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*
There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

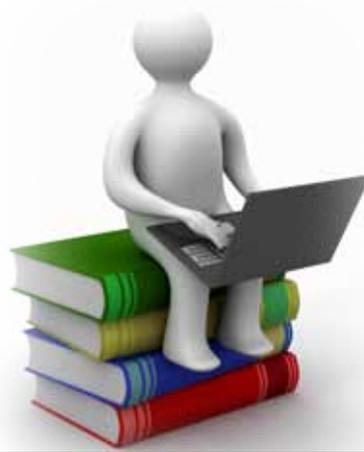
Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list*

Knowledge



Learning outcome 1

Know different methods of applying for jobs

You can:	Portfolio reference
a. Identify the different types of job applications	
b. Identify the different methods used for job applications	



Learning outcome 2

Be able to apply for a job

You can:	Portfolio reference
a. Identify the information needed to apply for a job	
b. Present the information for a job application in different formats	
c. Create a draft CV	
d. Describe how to apply for a job online	

USK16

Safe learning in the workplace

The aim of this unit is to develop your knowledge and understanding of safety legislation and working safely at work. You will learn how to identify hazards and risks when carrying out a risk assessment and know the responsibilities that people have for safety in the workplace.

Level

1

Credit value

4

GLH

23

Observation(s)

1

External paper(s)

0



Safe learning in the workplace

Learning outcomes

On completion of this unit you will:

1. Be able to carry out a risk assessment
2. Understand health and safety legislation for the workplace
3. Understand risks and hazards in the workplace
4. Know how to reduce risk in the workplace
5. Know what responsibilities people have for safety in the workplace

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least one occasion**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.
4. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
5. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
6. *External paper*
There is no external paper requirement for this unit.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of competent observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

Achieving range

There is no range section that applies to this unit.

Guidance

For criterion 1b you need to list three possible risks and hazards in a specific workplace.



Observations

Learning outcome 1

Be able to carry out a risk assessment

You can:

- a. Carry out a risk assessment

** May be assessed by supplementary evidence.*

Observation	1	Optional	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

Developing knowledge

Achieving knowledge outcomes

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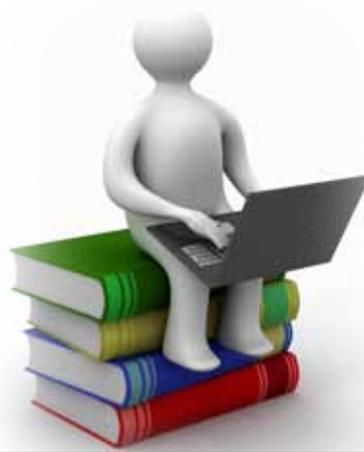
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Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

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Knowledge



Learning outcome 1

Be able to carry out a risk assessment

You can:	Portfolio reference
b. List possible risks and hazards in a specific workplace	
c. Outline the procedures for reporting risks and hazards in the workplace	



Learning outcome 2

Understand health and safety legislation for the workplace

You can:	Portfolio reference
a. State why health and safety legislation is important in the workplace	
b. Identify the health and safety laws that apply to different workplaces	



Learning outcome 3

Understand risks and hazards in the workplace

You can:	Portfolio reference
a. Define the term hazard in the workplace	
b. Define the term risk in the workplace	
c. Identify examples of hazards in different workplaces	
d. Identify examples of risks in different workplaces	



Learning outcome 4

Know how to reduce risk in the workplace

You can:	Portfolio reference
a. Outline how aspects of personal behaviour can reduce risk in the workplace	
b. Outline aspects of different workplace environments which could cause harm	
c. State the importance of using personal protective equipment (PPE) in the workplace	
d. State why risk assessment is important in reducing risk in the workplace	



Learning outcome 5

Know what responsibilities people have for safety in the workplace

You can:	Portfolio reference
a. Outline the responsibilities of a health and safety representative in the workplace	
b. Identify the benefits of having nominated first aiders in the workplace	
c. Outline inappropriate and unsafe behaviour in the workplace	
d. Detail the steps to be followed in case of: <ul style="list-style-type: none">• fire• accident• emergency	

Notes

Use this area for notes and diagrams



USK17

Searching for a job

The aim of this unit is to develop your knowledge and understanding of the most appropriate ways and types of jobs to search for, based on an understanding of your own skills and abilities.

Level

1

Credit value

2

GLH

20

Observation(s)

0

External paper(s)

0



Searching for a Job

Learning outcomes

On completion of this unit you will:

1. Be able to research job opportunities
2. Be able to identify suitable job vacancies

Evidence requirements

1. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*
There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

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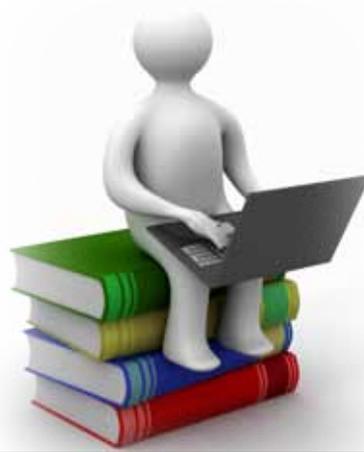
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Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

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Knowledge



Learning outcome 1

Be able to research job opportunities

You can:	Portfolio reference
a. Identify different resources available to find out information about jobs	
b. Describe the roles and functions of the organisations providing employment services	
c. Use resources to research job opportunities	
d. Identify the requirements of, and how to sign up to, different organisations' job alert systems	



Learning outcome 2

Be able to identify suitable job vacancies

You can:	Portfolio reference
a. List the key elements of job adverts	
b. Identify relevant information from job adverts	
c. Match personal skills and requirements to job vacancies	