

Employability Skills



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WNT Academy
London



Employability Skills

Qualification Specification

NCFE Entry Level Award in Employability Skills (Entry 3) (601/4678/3)

NCFE Entry Level Certificate in Employability Skills (Entry 3) (601/4679/5)

Please note: There are many other qualifications available at various levels.

Please [Request a call back](#) via our website or ask a LVS Training Team member for more details.

The objectives of this qualification are to:

- develop and enhance skills required for the working environment
- develop learners' confidence for employment and motivation
- improve communication skills and personal effectiveness
- provide a basis for further study

Achieving these qualifications

To be awarded the NCFE Entry Level **Award** in Employability Skills (Entry 3), learners are required to achieve **6 credits**.



Design Course: ICT Employability ES/e3A/ICT

Group A: Mandatory unit

Unit No	Unit title	Credit	Yes
Unit 01	Understanding mindset	2	

Group B: Self-improvement and personal effectiveness for work cluster

Unit No	Unit title	Credit	Yes
Unit 08	Goal and target setting	1	
Unit 10	Prioritising tasks	1	
Unit 11	Managing your time	1	

Problems and solutions cluster

Unit No	Unit title	Credit	Yes
Unit 13	ICT for employment	1	

Duration: 2 days (+ distance learning + portfolio) **£175**

ENQUIRE



Design Course: Social Media Employability ES/e3A/SME

Group A: Mandatory unit

Unit No	Unit title	Credit	Yes
Unit 01	Understanding mindset	2	

Group B: Working with others cluster

Unit No	Unit title	Credit	Yes
Unit 16	Working in a team	2	
Unit 20	Social media in the workplace	2	

Duration: 2 days (+ distance learning + portfolio) **Cost** £175

ENQUIRE



Design Course: Career employability ES/e3A/CE

Group A: Mandatory unit

Unit No	Unit title	Credit	Yes
Unit 01	Understanding mindset	2	

Group B: Preparing for work cluster

Unit No	Unit title	Credit	Yes
Unit 22	Deciding on the right job for your	1	
Unit 23	Looking for work	1	

Preparing for work cluster

Unit No	Unit title	Credit	Yes
Unit 24	Completing an application form	1	
Unit 25	Getting ready for interviews	1	
Unit 27	Disclosing an offence (OPTIONAL UNIT)	1	

Duration: 2 days (+ distance learning + portfolio) **Cost** £175

ENQUIRE

To be awarded the NCFE Entry Level **Certificate** in Employability Skills (Entry 3), learners are required to achieve **15 credits**



Complete Design course: Employability future ES/e3C/EF

Group A: Mandatory unit

Unit No	Unit title	Credit	Yes
Unit 01	Understanding mindset	2	

Group B: Self-improvement and personal effectiveness for work cluster

Unit No	Unit title	Credit	Yes
Unit 08	Goal and target setting	1	
Unit 10	Prioritising tasks	1	
Unit 11	Managing your time	1	

Problems and solutions cluster

Unit No	Unit title	Credit	Yes
Unit 13	ICT for employment	1	

Group B: Working with others cluster

Unit No	Unit title	Credit	Yes
Unit 16	Working in a team	2	
Unit 20	Social media in the workplace	2	

Preparing for work cluster

Unit No	Unit title	Credit	Yes
Unit 22	Deciding on the right job for your	1	
Unit 23	Looking for work	1	

Preparing for work cluster

Unit No	Unit title	Credit	Yes
Unit 24	Completing an application form	1	
Unit 25	Getting ready for interviews	1	
Unit 27	Disclosing an offence (OPTIONAL UNIT)	1	

Duration: 5 days (+ distance learning + portfolio) **Cost** £400

ENQUIRE

Course explained

Unit 01 Understanding mindset (F/506/7216)	The aim of this unit is to help learners understand why certain mindset qualities are attractive to employers, and to encourage them to think about times they have displayed these qualities.
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Design Course: ICT Employability

Unit 08 Goal and target setting (M/502/4295)	This unit introduces learners to the ways in which goal and target setting take place in the place of work.
Unit 10 Prioritising tasks (A/502/4302)	This unit introduces learners to ways in which they can manage their work to ensure that tasks are completed on time and in an appropriate way.
Unit 11 Managing your time (F/502/4303)	This unit introduces learners to ways in which they can manage their time appropriately in the place of work.
Unit 13 ICT for employment (J/502/4304)	This unit introduces learners to the broad range of technologies they could encounter so that they are aware of their uses. The unit covers basic forms of technology and how organisations use them.

Design Course: Social Media Employability

Unit 16 Working in a team (F/502/4267)	In this unit, learners will be introduced to some of the basic skills needed to work with others in a practical way and develop good working relationships.
Unit 20 Social media in the workplace (J/506/7217)	This unit provides learners with an understanding of how social media is used in the workplace, enabling them to stay safe and act responsibly and legally when using social media. It also equips learners with the skills required to contribute to social media.

Design Course: Employability Future

Unit 22 Deciding on the right job for you (D/502/4311)	This unit aims to introduce learners to ways in which they can make choices and decisions about suitable employment areas and job roles.
Unit 23 Looking for work (K/502/4313)	This unit shows learners how to carry out searches for jobs. The unit will cover identifying the best places to look for suitable job opportunities, using job searching resources and knowing who can support them to look for work.
Unit 24 Completing an application form (M/502/4314)	This unit introduces learners to the sort of information needed for a job application and how to complete a straightforward job application form.
Unit 25 Getting ready for interviews (T/502/4315)	This unit introduces learners to the preparation needed for job interviews.

Unit 27 Disclosing an offence (K/508/0896) (OPTIONAL)	This unit aims to help learners understand disclosure of convictions. It covers where to find details of convictions, spent and unspent convictions, why you would have to disclose any convictions, and how to write a basic disclosure letter.
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Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Learners who achieve these qualifications could progress to:

- NCFE Level 1 Award or Certificate in Employability Skills
- NCFE Level 1 Certificate Business Administration
- NCFE Level 1 Certificate in Customer Service
- NCFE Level 2 Diploma in Team Leading
- employment in a wide range of sectors.

It may also be useful to learners studying qualifications in the following sectors:

- business
- customer service
- team leading and management.