

# Purpose Statement

## Open Awards Entry Level 3 Award and Qualification in Employability and Professional Development (RQF)

The primary purpose of this qualification is to recognise development of employability skills and/knowledge. This qualification has been designed to either support you with your active search for employment or aid you in your professional development whilst in the workplace. The qualification addresses the increased demand, as an outcome of a changing economy and competitive global environment, for employees across all sectors to be proficient in the application of generic and transferable employability skills. 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 actively looking for employment, voluntary work or placements.
- Individuals who are already employed and who wish to develop their skills and knowledge in order to progress professionally within their chosen career pathway.

### What does this qualification cover?

For the Entry Level 3 Award, you will be required to complete 6 credits and commit to approximately 60 hours of learning.

For the Entry Level 3 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 and Cover Letter
- Preparing for Interviews
- Job Applications

Professional Development units include

- Understanding appraisals and Target Settings
- Prioritisation Skills
- Managing Stress in the Workplace

## **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:

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

## **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:

- Level 1 Award/Certificate in Skills for Professional Development and Employability (RQF)
- Level 1 Award/Certificate/Diploma in Skills for Further Learning and Employment (RQF)

You may also choose to progress to a range of vocational qualifications at Level 1 to support your professional development within a chosen career path.

Examples of this include:

- Level 1 Award/Certificate in Employment Skills for the Creative and Cultural Industries (RQF)
- Level 1 Award/Certificate/Diploma in Horticulture Skills (RQF)
- Level 1 Award/Certificate/Diploma in Exploring Construction and Building Crafts (RQF)

## **Who supports this qualification?**

This qualification has amalgamated two existing qualifications around Employability and Getting on at work. Providers supporting the new development include Career Connect.