

Building Own Employability Skills (SCQF level 4) Unit

SCQF: level 4 (3 SCQF credit points)

Unit code: F787 10

Unit outline

The general aim of this Unit is to provide learners with the opportunity to acquire the skills needed in order to gain employment. These skills include finding out about job opportunities and employers, and the skills needed to apply for a job.

Learners who complete this Unit will be able to:

- 1 Build their employability skills

Recommended entry

Entry to this Unit is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by the following or equivalent qualification and/or experience:

- ◆ Building Own Employability Skills Unit (SCQF level 3)

In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Unit. Further information on relevant experiences and outcomes will be given in the *Unit Support Notes*.

Equality and inclusion

This Unit Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods, or considering alternative evidence. For further information please refer to the *Unit Support Notes*.

Standards

Outcomes and assessment standards

Outcome 1

Learners will:

1 Build their employability skills by:

- 1.1 Finding information about suitable employment opportunities
- 1.2 Practising the skills needed to apply for a job

Evidence Requirements for the Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners, to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used.

For this Unit, learners will be required to provide evidence of building their employability skills by:

- ◆ Using at least two sources of information to find out about jobs that are available and employers who may have jobs that are suitable for them
- ◆ practising at least two of the skills needed to apply for a job, for example: contacting an employer to enquire about a job; filling in a job application; preparing a Curriculum Vitae; preparing for, or participating in, an interview.

Learners will receive support throughout the Unit whilst generating the evidence required.

Exemplification of assessment will be provided in *Unit Assessment Support*. Advice and guidance on possible approaches to assessment are provided in the *Unit Support Notes*.

Development of skills for learning, skills for life, and skills for work

It is expected that learners will also develop broad, generic skills through this Unit. The skills that are likely to be appropriate for this Unit are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Unit where there are appropriate opportunities.

1 Health and wellbeing

3.4 Planning for, and making, choices and changes

2 Employability, enterprise and citizenship

4.1 Employability

Amplification of these is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and its associated guidance *Skills for Learning, Skills for Life and Skills for Work: Using the Curriculum Tool*. The level of these skills should be at the same SCQF level of the Unit and be consistent with the SCQF level descriptor. Further information on building in skills for learning, skills for life, and skills for work is given in the *Unit Support Notes*.

Administrative information

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Superclass: HC

History of changes to Award Unit Specification

Version	Description of change	Authorised by	Date

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