



National Unit specification

General information

Unit title: Employability and Behavioural Skills (SCQF level 5)

Unit code: HA4A 45

Superclass: HC

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Version: 01

Unit purpose

This Unit is suitable for learners who have little or no employment experience and who wish to gain knowledge and understanding of Employment and Behavioural skills it also includes basic knowledge and understanding of Emergency First Aid at work procedures. Learners will also develop self-evaluation skills and the ability to adapt their performance as a consequence of review and feedback from others. The Unit will help to develop learner awareness of work practices and what an employer will expect of them as an employee in a place of work.

Learners who achieve this Unit should feel confident in progressing to further study and training or employment.

Possible progression to SCQF level 6 in a chosen discipline.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Demonstrate Behavioural Skills which will enhance Employability.
- 2 Demonstrate Work Practices which will enhance Employability.
- 3 Review Behavioural and Employability Skills Development.
- 4 Demonstrate knowledge of Emergency First Aid at work.

Credit points and level

2 National Unit credits at SCQF level 5: (12 SCQF credit points at SCQF level 5)

National Unit specification: General information (cont)

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Recommended entry to the Unit

Entry is at the discretion of the centre. Learners undertaking this Unit will have little or no knowledge, experience or qualifications of employment skills, behavioural skills or emergency first aid at work requirements.

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

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.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

National Unit specification: Statement of standards

Unit title: Employability and Behavioural Skills (SCQF level 5)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Demonstrate Behavioural Skills which will enhance Employability.

Performance Criteria

- (a) Communicate verbally with others in a clear manner.
- (b) Respond to others in ways that promote and develop communication.
- (c) Work co-operatively with others to solve problems.
- (d) Organise and plan own and team workload.
- (e) Make and agree decisions with others.

Outcome 2

Demonstrate Work Practices which will enhance Employability.

Performance Criteria

- (a) Demonstrate positive Attendance and Timekeeping.
- (b) Comply with work protocols and Health and Safety requirements.
- (c) Carry out instructions from a responsible person.
- (d) Display positive attitude and application to work.
- (e) Check own work activities in accordance with prescribed standards.

Outcome 3

Review Behavioural and Employability Skills Development.

Performance Criteria

- (a) Carry out own performance reviews.
- (b) Identify own strengths and weaknesses in Behavioural and Employability Skills.
- (c) Identify action points to improve own performance taking account of reviews and feedback.
- (d) Demonstrate progress in own performance over a period of time.

National Unit specification: Statement of standards (cont)

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Outcome 4

Demonstrate Knowledge of Emergency First Aid at Work.

Performance Criteria

- (a) Understand what first aid procedures are in the workplace.
- (b) Identifies the role of an Emergency First Aider.
- (c) Identifies how to minimise the risk of infection for self and others.
- (d) Carry out Risk Assessments.
- (e) Identify First Aid Reporting Procedures.
- (f) Complete an Incident Report form on a given pro forma.

Evidence Requirements for this Unit

Learners must adhere to relevant Health and Safety regulations and legislation relating both to working practices, as well as those specific to any practical task they are requested to carry out (such as emphasising the importance of selecting and using the correct PPE or other such equipment as necessary).

Performance and Knowledge evidence is required to demonstrate that the learner has achieved this Unit to the standards specified in the Outcomes and Performance Criteria.

The evidence for this Unit will be generated from Learner Reviews, Knowledge questions, Risk Assessments, Incident Report form.

Performance evidence from Outcomes 1, 2, 4 supplemented with 4 learner/assessor review sheets must be used to show that the learner has achieved Outcomes 1, 2, 3 to the standards required in the Outcomes and Performance Criteria. Each learner will be observed to show that they have achieved all of the skills listed for Outcomes 1, 2, 4 throughout the delivery of the Unit.

Written and/or Oral evidence is required which demonstrates that the learner has achieved Outcome 4 to the standards specified in the Outcome and the Performance Criteria.

The evidence for knowledge elements of Outcome 4 should be obtained using knowledge questions under controlled supervised conditions. The assessment must be closed-book and should last no more than 1 hour.

National Unit specification: Statement of standards (cont)

Unit title: Employability and Behavioural Skills (SCQF level 5)

Learner Reviews for Outcomes 1, 2, 3

Learners are required to:

- ◆ Complete the relevant sections of two learner Behavioural Skills Review Sheets relating to different activities undertaken.
- ◆ Complete the relevant sections of two Employability Skills Review Sheets relating to different activities undertaken.
- ◆ Sign and Date each Review sheet.

Assessors are required to:

- ◆ Complete the relevant section of each review sheet giving feedback and agreeing with learner, strengths weaknesses and actions.
- ◆ Sign and date each review sheet.

Risk Assessments for Outcome 4

Practical Tasks will require learners to produce:

- ◆ A minimum of four basic risk assessments recorded on a given pro forma.

Some thought should be given as to the optimum time to complete Risk Assessments, it is preferable that they are completed over as many different areas as possible this however may be dependent on what centres can deliver.

- ◆ Complete an Incident Report Form
It is suggested that a suitable case study that is appropriate to the learners working environment is used when completing the Incident Report form.
- ◆ Complete a written/oral set of multiple-choice Knowledge questions, under controlled and supervised conditions.

Assessment evidence for this Unit should be completed over a period of time and evidence should be gathered at appropriate intervals, when complete all evidence should be securely stored for SQA EV purposes.



National Unit Support Notes

Unit title: Employability and Behavioural Skills (SCQF level 5)

Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this Unit

The content and context for this Unit is set at an introductory level while at the same time developing the abilities of the learner to think and work in an organised and efficient manner. The main purpose of the Unit is to prepare learners for employment. The Unit focuses on encouraging learners to foster and develop working practices and attitudes that are valued by employers. Learners will develop the following Behavioural and Employability skills which are also transferable skills that are valued in all sectors of work and industry.

- ◆ Attendance
- ◆ Timekeeping
- ◆ Communication
- ◆ Team Working
- ◆ Reliability
- ◆ Following Instructions
- ◆ Organising and Planning
- ◆ Problem Solving
- ◆ Safety Awareness
- ◆ Self-Evaluation
- ◆ First Aid Awareness

Learners will be provided with opportunities to review how well they have progressed in developing Behavioural and Employability skills by comparing their own evaluation with that of their assessors. Learners will also be asked to demonstrate progress in their performance in light of advice and actions identified in own and assessors feedback. Assessors should give constructive feedback and support learners in finding ways to improve.

All good workplace protocols and safe systems of work require to be established at this stage of the learners' development. Safe working practices such as the wearing of the appropriate PPE or use of other such equipment should be emphasised.

National Unit Support Notes (cont)

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The purpose of Outcome 4 is for learners to understand and be familiar with Emergency First Aid procedures and processes that can be used in a place of work.

LO4 is **not** intended to show learners how to administer First aid.

The HSE requires that only 'Responsible Persons', an employer, the self-employed, and people in control of work premises should submit reports under RIDDOR. The HSE also gives advice to employees wishing to report an incident.

In this Unit learners are asked to complete an Incident Report Form which can be based on an incident/case study that can be simulated in their place of work.

The carrying out of Risk Assessments is an important aspect of work activities in all industries and workplaces therefore it is important that learners are introduced to the kind of risk assessment that they will encounter in the workplace.

Learners will be learning transferable skills when they learn how to carry out a risk assessment.

The process of risk assessment is well documented by the Health and Safety Executive (HSE).

Learners will learn how to complete an Incident Report Form which will introduce them to a standard First Aid procedure/process this again can be based on an Incident/Case Study that can be simulated in their place of work.

Guidance on approaches to delivery of this Unit

These notes are for guidance purposes only and should not be considered as a complete training package for centres to follow:

This Unit may be integrated with other suitable Units, ensuring that all Outcomes and Performance Criteria are covered.

It is important that learners are given a thorough induction which stresses the importance of the generic Behavioural and Employability skills listed in Guidance on the Content and Context for this Unit. Speakers from Industry, employees and apprentices may be invited in to speak to learners this will help to reinforce values that employers expect in the workplace.

Assessors should also use learning sessions to emphasise the importance of safe systems of work.

With regard to Outcomes 1 and 2 learners should be actively encouraged to develop the correct Behavioural and Employability skills and attitudes.

National Unit Support Notes (cont)

Unit title: Employability and Behavioural Skills (SCQF level 5)

Outcome 3 will encourage learners to review their progress in Outcomes 1, 2 and 4 and to respond to constructive feedback in order to help them develop the correct skills and attitudes to prepare them for employment.

When learning about first aid learners should be given a thorough induction on first aid and made aware of what first aid is, the kind of things first aid includes and the importance of having knowledge and understanding of first aid in their place of work. Also, what is the role of a first aid person, what can be done to minimise infection, what are hygiene requirements, what precautions are to be taken if handling dangerous materials and substances and disposal of waste.

Learners should be made aware of first aid reporting procedures in a place of work before completing an Incident Report Form.

Speakers from Industry, Internal Staff qualified in first aid may be invited to speak to learners also reference can be made to appropriate websites and on-line learning materials, in particular the HSE website.

When working on risk assessment activities assessors should demonstrate the process of risk assessment in workspaces and work activities.

Before learners are asked to carry out a risk assessment they should be taught about hazards associated with their place of work and work activities.

In Outcome 4 risk assessments can be carried out during activities in the specialist /trade Units delivered in this award.

Guidance on approaches to assessment of this Unit

Centres may use the method of assessment which they consider to be most appropriate but are encouraged to use the Training Assessment Programme (TAP) developed centrally by SQA. It is expected that learners will have to demonstrate current knowledge and understanding of safe working practice and risk assessment methods, etc prior to being set the assessment tasks.

Knowledge and Understanding of the processes involved in *Employability and Behavioural Skills (SCQF level 5)* should be assessed before any practical assignments are carried out by learners. This will include assessment of a learner's ability to prepare the work area for laying modular pavement.

Practical assignments should be carried out under supervised conditions and recorded in an assessor observation/operational checklist. Assessments should confirm that a learner has the ability to safely lay modular pavement using designated machinery or equipment correctly and safely, whilst adhering to current statutory Health and Safety regulations and legislation.

National Unit Support Notes (cont)

Unit title: Employability and Behavioural Skills (SCQF level 5)

Adherence to current statutory working regulations and Health and Safety procedures will be observed during the practical exercise carried out by the learner towards all Outcomes.

Detailed assessment material for this Unit will be found in the relevant Training and Assessment Programme (TAP). Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been prior verified.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

This Unit should also be seen as an ideal opportunity for learners to develop Core Skills.

In this Unit there are opportunities to develop *Communication* Skills with other learners and assessors when undertaking reviews and completing Incident Report forms and Risk Assessments.

ICT skills may be developed when completing reviews and other pro forma.

History of changes to Unit

Version	Description of change	Date

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General information for learners

Unit title: Employability and Behavioural Skills (SCQF level 5)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

The Unit will focus on the employability and behavioural skills that an employer would expect of you as an employee.

Health and Safety is an integral and key part to any industry therefore throughout the Unit emphasis will be placed where appropriate on the application of Health and Safety.

The Unit will also introduce you to Emergency First Aid and help you to understand the knowledge procedures relating to First Aid that will be of value to you in a place of work.

You will learn how to monitor and review you own progress and to decide on what/if any action you must take to improve your performance, this will be the basis of your assessment in Outcomes 1, 2, 3.

You will learn how to complete a basic Risk Assessment and also how to complete an Incident Report form, both will form part of your assessment for Outcome 4, the remainder of Outcome 4 will be assessed by means of a Written Knowledge test.

The elements of the Core Skill of *Problem Solving*, such as Planning and Organising and Critical Thinking will be developed and enhanced as you undertake this Unit. You will need to take account of a range of factors in order to work efficiently and safely, such as the choice of tools, appropriate materials, safety issues, safety equipment and sustainability.

There are opportunities to develop co-operative working skills. You will also be required to comply fully with health and safety requirements which gives you opportunities to develop awareness of the safety of others.

Numeracy skills will be naturally enhanced through the practical use of calculation and measuring scales and although *Communication* skills are not formally assessed, as you complete practical tasks, you may be expected to communicate with others using the correct terminology, tone and style suited to the workplace.