

# Employability Award

SCQF Level 3 Group Award Code: G9D2 43

SCQF Level 4 Group Award Code: G9CY 44



**SQA Wider Achievement qualifications are designed to recognise the skills needed to get ahead successfully in today's world. The portfolio supports Curriculum for Excellence delivery.**

The Employability Award is an introduction to the world of work for those who are unsure about how to gain and sustain employment. It is available at SCQF Level 3 and Level 4.

The Award focuses on generic employability skills, to enable a successful move into the job market. Candidates will develop skills and attitudes which will be applicable across all areas of employment.

## Why deliver this qualification?

The Employability Award is flexible and allows maximum discretion in the way it is delivered and assessed at either level.

Delivery methods and activities can be tailored to suit the needs of your candidates. The Award is based on smaller amounts of learning making it easier to capture achievement.

This qualification is nationally recognised.

## Who does the qualification suit?

This Award may appeal to a wide range of candidates, including:

- S3-S6 pupils, to improve their employability skills
- Adults returning to education who are preparing to make the transition into work
- Further Education establishments may also consider using the Units within full or part-time college programmes

## Access

Entry is at the discretion of the centre. No specific knowledge is required.

## Progression

This Course may provide progression to:

- Further study:
  - > SCQF Level 4 from Level 3
  - > Additional Units at the same level, including Work Experience and Personal Development: Self and Work
  - > National Progression Award in Enterprise and Employability at SCQF Level 4 or 5
- Vocational training
- Employment

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## Approval

The Awards are auto-approved for secondary schools.

Centres with devolved authority may seek approval through their own internal approval process.

Centres without devolved authority will have to come forward for approval and should contact the Business Development Team for guidance.

## Content and delivery

The Award at either level consists of two mandatory Units and two optional Units. One optional Unit must be completed.

Whether a learner achieves at SCQF Level 3 or SCQF Level 4 depends on the amount of support they receive, their level of participation, their level of understanding, the complexity of tasks carried out, and the level of maturity displayed.

## Mandatory Units:

### Preparing for Employment: First Steps (10 hours)

Candidates look at their existing skills and experience, and how these might apply to work. They also consider the sort of employment they would like – what they would like to get from work, and what sort of job will deliver that.

### Building Your Employability Skills (20 hours)

Candidates consider the types of employment which may suit. They practise the skills needed to find employment, such as contacting employers, filling in application forms, and writing a CV.

## Optional Units:

### Responsibilities of Employment (10 hours)

Candidates learn about what being an employee means – how to behave at work and how they should expect to be treated by their employer. Unacceptable behaviour and its consequences are also explored.

### Dealing with Work Situations (10 hours)

Candidates consider working with other people and building effective working relationships. They learn about dealing with conflict and the consequences of not dealing with work situations in an acceptable way.

## Any other information

Assessment can take place at appropriate points as candidates progress through the tasks within the Units. Evidence of assessment can be presented in a format which best suits the individual candidates. Evidence can include written records, e-mails, assessor records, diaries, videos, recordings of interviews or photographs.

Assessment Support Packs (ASPs) for all Units can be downloaded by deliverers from SQA's secure website.