



Mandy Ironside, Tutor, West College Scotland with Amber Hay

### 'The Experience' Go-Karting / Values into Action Scotland

"The placement at 'The Experience' has given me the confidence to know that I can do things on my own without assistance. I'd like to gain more work experience which would hopefully stand me in good stead for the future."

Amber Hay, Admin Assistant

"Throughout the placement Amber has always maintained a positive work ethos, and is always keen to help others. Amber has recently been successful in securing a permanent Administrative Assistant role with Values Into Action Scotland."

The Experience

### Macdonald Holyrood Hotel

"Through the Certificate of Work Readiness I was able to build up my CV. I'm loving every minute of it."

Chris McNeill, Maintenance Assistant

"Chris has progressed into a very good worker. He's learning all the time. He's attending a lot of courses and passing with flying colours."

Brian Green, Maintenance Manager



### Find out more:

#### Job-seekers

Visit [myworldofwork.co.uk/CWR](http://myworldofwork.co.uk/CWR)  
Or speak to an SDS adviser on 0800 917 8000

#### Employers

Visit [ourskillsforce.co.uk/CWR](http://ourskillsforce.co.uk/CWR)  
Or call our helpline on 0800 783 6000



Visit [www.sqa.org.uk](http://www.sqa.org.uk)

Skills  
Development  
Scotland



# Certificate of Work Readiness

A guide for job-seekers and employers

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# What is it?

The Certificate of Work Readiness is a qualification designed for people with a positive attitude who are ready for their first experience of work, but need to develop extra skills. Whilst primarily aimed at 16 to 19 year-olds, the Certificate is open to anyone who needs support to get into and sustain work.

A core part of the certified SQA qualification is a unique employer assessed work experience placement. The placement is a minimum of 190 hours which gives the participant credible evidence of their suitability for work. The Certificate makes recruitment easier for the participant and employer, as employers can tell at a glance from a CV or job application that the participant is work-ready.

It typically takes around ten weeks to complete, combining learning with a college or training provider and time in the workplace. The employer doesn't need to pay a wage. A training allowance or Education Maintenance Allowance may be available to the participant. The training provider coordinates the process throughout, minimising the time commitment of the employer.

A mixture of elements make up the Certificate of Work Readiness:

## WORK EXPERIENCE

Gives the participant the chance to demonstrate the value they can bring to the business.

## TRAINING AND LEARNING

Delivered through college or a training provider.

## SKILLS

An industry recognised qualification is achieved at the end of the work placement.

# Benefits



### For employers, the Certificate of Work Readiness has many benefits:

- it's employer endorsed and assessed
- it helps employers recruit 'job ready' staff after a trial period
- there's no requirement to pay a wage
- there's free support and guidance from a training provider
- it's a nationally recognised SQA qualification
- it can be used as a pathway to a job or Modern Apprenticeship.

### For job-seekers, the Certificate of Work Readiness means:

- a foot in the door with employers
- an employer recognised SQA qualification upon completion
- valuable work experience
- a potential pathway to a full-time job or Modern Apprenticeship
- payment via a training allowance where eligible.



### ACI Integrated Solutions

“I work with my mentor who has over 20 years experience in the industry. The Certificate of Work Readiness means it will be easier for me to get a job in this area.”

David Pate, Modern Apprentice, IT

“Through the Certificate of Work Readiness, David has gained the skills, knowledge and confidence that employers are looking for, and has helped him to secure his job with ACI Ltd.”

Kulvinder Kainth, Tutor