CORE SKILLS SIGNPOSTING FOR SVQ LEVEL 4 CAREER INFORMATION ,ADVICE & EMPLOYABILITY SUPPORT

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| Unit Ref | Unit Title | SCQF Level | Communication | | | Numeracy | | | | ICT | | | | Problem Solving | | | Working With Others | |
| Mandatory Units | |  | Reading & Understanding | Writing | Speaking & Listening | Using Numbers | Measuring | Use Graphical Information to Find Out Information | Use Graphical Information to Communicate Information | Perform ICT Operations | Processing Information | Accessing Information | Keeping Information Safe | Critical Thinking | Planning & Organising | Reviewing & Evaluating | Working Co-operatively With Others | Reviewing Co-operative Contribution | |
| CDICRD08 | Provide ongoing support to help individuals achieve their career goals and development objectives | 10 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| CDICRD07 | Enable individuals to use and apply information for career development | 10? | 6 | 6 | 6 | 6 | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| CDICRD02 | Reflect on, develop & maintain own skills and practice in career development | 9 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| Optional Units | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| LSI SE02 | Advise employers about the benefits, processes and practices to recruit and retain a diverse workforce |  | 6 | 6 | 6 | 6 | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSI SE03 | Assist prospective job seekers to aspire to paid employment |  | 6 | 6 | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSI SE04 | Identify the needs of the job seeker |  | 6 | 6 | 6 | 6 | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSI SE06 | Ensure employment opportunities meet the needs of job seekers |  | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSI SE07 | Enable individuals in supported employment to be productive and integrated in their workplace |  | 6 | 6 | 6 | 6 | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| CFAREC2 | Contact hirers and establish recruitment requirements | 7 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| SCHDHSC0347 | Help individuals to access employment | 7 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| SCDHSC0348 | Support individuals to access learning, training and development opportunities | 7 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| CDICRD12 | Enable individuals to access referral opportunities | 9 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| SCDHSC0421 | Promote employment, training and education opportunities for individuals | 9 | 6 | 6 | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIEE01 | Work in partnership with employers for the benefit of learners |  | 6 | 6 | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| CDICRD13 | Represent individuals’ needs to others | 10 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIAG14 | Manage personal caseloads |  | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIAG12 | Liaise with other services |  | 6 | 6 | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIAG18 | Operate within networks |  | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIAG17 | Provide support for practitioners |  | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIADD06 | Manage learning and development in groups | 8 | 6 | 6 | 6 | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIAG6 | Work with clients to develop an action plan for implementation |  | 6 | 6 | 6 | x | x | x | x | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | |
| LSIAG30 | Support clients to review action plans |  | 6 | 6 | 6 | x | x | x | x | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | |
| CFAMLB11 | Promote equality of opportunity, diversity and inclusion in your area of responsibility | 8 | 6 | 6 | 6 | 6 | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| SFJAG5 | Support the safeguarding and protection of people from vulnerable groups |  | 6 | 6 | 6 | x | x | x | x | x | x | x | 6 | 6 | 6 | 6 | 6 | 6 | |
| ASTH222 | Ensure personal safety and security when lone working |  | 6 | 6 | 6 | x | x | x | x | x | x | x | x | 6 | 6 | 6 | 6 | 6 | |
| CDICRD15 | Promote the availability, value and effectiveness of the service | 10 | 6 | 6 | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |
| CDICRD01 | Develop and apply understanding of theory and effective practice in career development | 11? | 6 | 6 | 6 | x | x | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | |