

1 September 2009

To: Head of centres

Cc: SQA Co-ordinator
Secondary schools and colleges
Education Authorities
HMIE

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

Contact: Angela Baird
Direct line: 0845 213 5125
E-mail: angela.baird@sqa.org.uk

Dear Colleague

New qualifications in Employability and Leadership

This briefing note is intended to bring to your attention the development of two new qualifications and contains information on:

1. Employability Award

2. Leadership Award

1. Employability Award

The Employability Award is now available. It exists at Access 3 (SCQF 3) and Intermediate 1 (SCQF 4).

The Award has a focus on employability skills and allows learners the opportunity to:

- ◆ reflect on their achievements and experience in relation to gaining employment
- ◆ develop appropriate job seeking skills
- ◆ develop an understanding of the world of work
- ◆ develop an understanding of what is involved in being an employee
- ◆ develop an understanding of skills and behaviors required for sustained employment
- ◆ identify and take advantage of suitable opportunities for employment

Structure of the Award

There is no external assessment for this Award. To achieve the Award learners must successfully complete both the mandatory Units and one of the optional Units. For centres not wishing to deliver the full Award, each Unit is available as a free-standing Unit.

The structure of the Award is as follows:

Mandatory Units

Preparing for Employment: First Steps	10 hrs	0.25 credits
Building Your Employability Skills	20 hrs	0.5 credits

Optional Units

Responsibilities of Employment	10 hrs	0.25 credits
Dealing with Work Situations	10 hours	0.25 credits

Assessment Support Packs have been developed for each of the Units of the Award.

2. Leadership Award

The Leadership Award is now available. It exists at Intermediate 2 (SCQF 5) and Higher (SCQF 6).

The Award has a focus on leadership skills and knowledge and allows learners the opportunity to:

- ◆ develop knowledge of leaderships styles, skills and qualities
- ◆ draw conclusions about effective leaders
- ◆ develop knowledge of own potential for leadership through self evaluation
- ◆ take a leading role for an activity
- ◆ reach conclusions about self as a leader

Structure of the Award

There is no external assessment for this Award. To achieve the Award learners must successfully complete both Units. For centres not wishing to deliver the full Award, each Unit is available as a free-standing Unit.

The structure of the Award is as follows:

Mandatory Units

Leadership: A Introduction	20 hours	0.5 credits
Leadership in Practice	40 hours	1 credit

Assessment Support Packs have been developed for each of the Units of the Award.

Further information on both these Awards can be found on SQA's website (www.sqa.org.uk).

I trust that this information is of use to you. Should you wish any further advice about the content of this letter please contact me as indicated above.

Yours faithfully

A handwritten signature in black ink that reads "Angela Baird". The signature is written in a cursive style with a large initial 'A' and 'B'.

Angela Baird
Qualifications Manager
Humanities and Social Sciences