

LifeSkills created with Barclays and SQA Employability Award SCQF Level 4 - G9CY 44

SQA and Barclays have been working together to demonstrate how [LifeSkills created with Barclays](#) could generate evidence that meets the assessment standard for the SQA Employability Award at SCQF level 4.

LifeSkills created with Barclays is designed to give young people access to the advice, support and opportunities they need to get ready for the world of work. It aims to improve the employment prospects of young people through education resources, online content, workshops, events and work experience. LifeSkills created with Barclays equips young people with the key money, people and work skills, careers support and work experience that they need to get ready for the world of work.

Please note that this example is for SCQF level 4 only.

Once evidence has been gathered via [LifeSkills created with Barclays](#), centres will have to check the learners' work against the Assessment Standards for the SQA units. The examples provided here illustrate the types of activities and evidence that are likely to generate appropriate evidence.

All evidence should be subject to rigorous assessment procedures and internal verification. This will vary from centre to centre, depending on the projects undertaken.



SQA Employability Award SCQF Level 4

Mandatory Units

Optional Units

F786 10 Preparing for Employment: First Steps

F787 10 Building Own Employability Skills

F788 10 Responsibilities of Employment

F789 10 Dealing with Work Situations

Task 1

Task 2

Task 3

Task 1

Task 2

Task 1

Task 2

Task 1

Task 2

Barclays People Skills

	Review your own past and present experience	Draw conclusions on how your past and present experience can help you enter the world of work	Find out about yourself and the world of work	Find information about suitable employment opportunities	Practise the skills needed to apply for a job	Identify how employers will expect you to behave at work and how they should treat you	Identify what might happen to you if you do not act in the way an employer expects	Know how to interact with others at work	Develop skills you will need to cope with situations you could meet at work
A1 What Skills do I need?	•	•	•	•	•	•	•	•	•
A1 Skills for Career Progression	•	•	•	•	•	•	•	•	•
A2 Using My Skills	•	•	•	•	•	•	•	•	•
A2 Positive Personal Presentation	•	•	•	•	•	•	•	•	•
A3 Building My Skills	•	•	•	•	•	•	•	•	•
A3 Building Confidence and Resilience	•	•	•		•	•	•	•	•
A4 Self Confidence Workshop	•	•	•		•	•	•	•	•
A4 Personal Impact Workshop	•	•	•		•	•	•	•	•
A5 Personal Impact Workshop	•	•	•		•	•	•	•	•

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Task 1

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Barclays Work Skills

	Review your own past and present experience	Draw conclusions on how your past and present experience can help you enter the world of work	Find out about yourself and the world of work	Find information about suitable employment opportunities	Practise the skills needed to apply for a job	Identify how employers will expect you to behave at work and how they should treat you	Identify what might happen to you if you do not act in the way an employer expects	Know how to interact with others at work	Develop skills you will need to cope with situations you could meet at work
A1 Getting to Know Yourself	•	•	•		•	•		•	•
A1 Know Who You Are	•	•	•		•	•		•	•
A2 The Career Journey	•	•	•	•		•			
A2 Your Route to a Career	•	•	•	•		•			
A3 Sell Yourself	•	•	•		•				
A3 Finding Employment Workshop	•	•	•	•	•			•	•
A4 Networking Skills Workshop	•	•	•	•	•				
A4 Interview Success Workshop	•	•	•		•				•
A5 CV Skills Workshop	•	•	•		•				
A6 Interview Skills Workshop	•	•	•		•				
A7 Internet and e-mail Skills	•	•	•		•			•	•
A8 Understanding Enterprise	•	•	•	•					

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F789 10 Dealing with Work Situations

Barclays Work Skills

	Task 1	Task 2	Task 3	Task 1	Task 2	Task 1	Task 2	Task 1	Task 2
	Review your own past and present experience	Draw conclusions on how your past and present experience can help you enter the world of work	Find out about yourself and the world of work	Find information about suitable employment opportunities	Practise the skills needed to apply for a job	Identify how employers will expect you to behave at work and how they should treat you	Identify what might happen to you if you do not act in the way an employer expects	Know how to interact with others at work	Develop skills you will need to cope with situations you could meet at work
A9	Online Reputation				•	•	•	•	•
A10	Goal Setting, negotiating and persuading	•	•	•	•				
A11	Creativity and idea generation								
A12	Effective Use of Social Media								
A13	Online Reputation				•	•	•	•	•
A14	Digital Skills at Work				•			•	•
A15	Internet and e-mail Skills Workshop	•	•	•	•			•	•
A16	Becoming Enterprising		•	•					
A17	Solving Problems and Spotting Opportunities				•				•
A18	Turning Your Passion into a Business	•	•	•	•				

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F788 10 Responsibilities of Employment

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Task 1

Task 2

Task 3

Task 1

Task 2

Task 1

Task 2

Task 1

Task 2

Barclays Money Skills

		Review your own past and present experience	Draw conclusions on how your past and present experience can help you enter the world of work	Find out about yourself and the world of work	Find information about suitable employment opportunities	Practise the skills needed to apply for a job	Identify how employers will expect you to behave at work and how they should treat you	Identify what might happen to you if you do not act in the way an employer expects	Know how to interact with others at work	Develop skills you will need to cope with situations you could meet at work
A1	Making the Most of Your Money									
A2	Making Ends Meet									
A2	Planning Your Finances									
A3	Who Wants to be a Squillionaire?									
A3	Money at Work			•	•	•				
A4	Needs and Wants	•	•	•						
A4	Survival workshop									
A5	Money Skills Workshop 11 – 14 years									
A6	Money Skills Workshop 14 – 16 years									
A7	The Budget Game									