

# Award, Certificate & Diploma in Employability

Level 1



## 5546 Level 1 Award, Certificate and Diploma in Employability

Course	Topic	Task	Page		
Employability skills	Attitudes and behaviours	Health and safety awareness in the workplace	Preparing for work	Dealing with problems	Developing personal confidence
	Communication skills	Effective communication			
	Team skills	Working as part of a team			
	Finance skills	Personal finance	Introduction to ICT		
	Progression	Planning for progression	Career planning and making applications		
	Job search and interview skills	Interview skills	Applying for a job	Searching for a job	
	Life and health	Personal presentation and hygiene	Safe learning in the workplace	Contribute to own healthy living	Awareness of stress and stress management
	Rights and responsibilities	Investigating rights and responsibilities at work			

## Content Mapping

[illegible]