## Award, Certificate & Diploma in Employability Level 1



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

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

## **Content Mapping**

	Units																						
Learning content:	301	305	306	307	311	312	313	401	402	404	405	407	408	411	412	413	414	417	424	430	431	448	462
Health and safety awareness in the workplace																							
Preparing for work																							
Dealing with problems																							
Developing personal confidence																							
Effective communication																							
Working as part of a team																							
Personal finance																							
Introduction to ICT																							
Planning for progression																							
Career planning and making applications																							
Interview skills																							
Applying for a job																							
Searching for a job																							
Personal presentation and hygiene																							
Safe learning in the workplace																							
Contribute to own healthy living																							
Awareness of stress and stress management																							
Investigating rights and responsibilities at work																							