

5546

**City &
Guilds**
Believe you can

WORK READY

EMPLOYABILITY SKILLS CERTIFICATES

QUALIFICATION FACTSHEET

5546 EMPLOYABILITY SKILLS - CERTIFICATES

| Framework Qualification | Credit | Fundable | GLH | QAN | City & Guilds number |
|--|--------|---------------|---------|------------|----------------------|
| Entry Level Certificate in Employability Skills (Entry 2) | 15 | Refer to LARS | 102-144 | 601/3634/0 | 5546-04 |
| Entry Level Certificate in Employability Skills (Entry 3) | 15 | Refer to LARS | 91-150 | 601/3641/8 | 5546-04 |
| Level 1 Certificate in Employability Skills | 15 | Refer to LARS | 79-150 | 601/3643/1 | 5546-04 |
| Level 2 Certificate in Employability Skills | 15 | Refer to LARS | 85-124 | 601/3645/5 | 5546-04 |
| Entry Level Extended Certificate in Employability Skills (Entry 2) | 25 | Refer to LARS | 201-227 | 601/3638/8 | 5546-05 |
| Entry Level Extended Certificate in Employability Skills (Entry 3) | 25 | Refer to LARS | 165-250 | 601/3642/X | 5546-05 |
| Level 1 Extended Certificate in Employability Skills | 25 | Refer to LARS | 139-244 | 601/3644/3 | 5546-05 |
| Level 2 Extended Certificate in Employability Skills | 25 | Refer to LARS | 150-197 | 601/3646/7 | 5546-05 |

| Qualification aim | Qualification levels and definition | Progression routes |
|--|--|---|
| The Employability Skills qualifications support individuals in developing the skills and attitudes valued by employers. The aim is to help individuals successfully prepare for and get a job, then to provide them with the tools to succeed and advance in their role. | The Employability Skills qualifications have been designed with maximum flexibility in mind so they can meet all learner requirements. These qualifications are available from Entry 2 to Level 2. A learner can achieve some units and claim the smaller Introductory Award, Award or Extended Award or continue and gain this Certificate/Extended Certificate or continue further to claim a Diploma sized qualification. | This qualification allows learners to develop the additional skills and attitudes required by employers. The qualification enables the learner to select from a wide range of topics/skills allowing them to progress onto employment or further learning. This qualification allows learners to demonstrate an enhanced knowledge and ability, utilising wider skills built on the basic key skills gathered from the smaller qualification. |

| | Key features | Key benefits |
|------------|--|---|
| Structure | There are no mandatory units. Learners select units that meet their individual needs and learning programmes. | Use our Unit Picker toolkit to navigate the 100+ units and create a bespoke programme which suits the learner's individual needs. Employability Skills is fully integrated into the vocational and e-learning elements of our vast Work Ready offer. |
| Assessment | Assessment is through a portfolio of evidence supported by internal quality assurance and external verification. | Portfolio allows learners to generate evidence at a pace which suits their learning, and allows for a wide range of evidence types. 14 key units across the four levels are supported by Work Packs, which support the generation of evidence. |
| Support | Our Work Ready offer contains an extensive range of resources and support materials, ranging from SmartScreen materials and e-learning, online and downloadable materials. | SmartScreen helps tutors save time planning and supports learners in order to drive greater quality and better success rates. Learning Assistant helps save time and money by increasing learner completion rates by up to 40% over paper delivery. Personal support is available from the largest team of subject specific Quality Consultants, our Customer Relations Team and dedicated Business Managers. |

| Reasons to choose City & Guilds | |
|---|--|
| Widest range and choice of qualifications | We are the market-leading awarding organisation for qualifications in Employability. Learners can progress to and from the Employability Skills suite to a variety of industry standard qualifications through City & Guilds. |
| Work ready: comprehensive offer | Work Ready offer contains 3 suites of qualifications equipping learners with the skills employers value. The offer contains e-learning, vocational units plus support materials & tools to design and deliver bespoke learning programmes. |
| Recognised by employers | Our qualifications are trusted and valued both by experts and employers across the all industries which will help you to engage with employers and improve the likelihood of your learners finding employment. |

For more information call +44 (0) 844 543 0000
 email: centresupport@cityandguilds.com or visit www.cityandguilds.com