

28 May 2014

1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds Level 2 Certificate in Personal and Social Skills (601/3532/3)

OVERVIEW

- What does this qualification cover?

This qualification supports the learner's personal development in his/her skills, and understanding needed to succeed in life, study and work. They will help develop attitudes valued by employers. This qualification allows the learner to select from a wide range of topics / skills, and choose the units which are most appropriate to meet their needs and support their progression:

- Effective skills, qualities and attitudes for learning and work
- Improving practical skills and techniques
- Healthy living
- Exploring equality and diversity
- Managing personal finance
- Dealing with challenges
- Managing yourself
- Introduction to sustainable development and global citizenship

This is a Framework Qualification.

- Who could take this qualification? OR who is this qualification designed for?

This qualification is aimed at anyone who wants to live a more independent life, progress in education and/or their employment prospects; get into a job, develop on the job or move onto the next job.

There are no prior qualifications / levels of attainment in order to take this qualification. These qualifications are suitable for the 14-16, 16-18, 18+ and 19+ age ranges ie for both young people and adults.

WHAT COULD THIS QUALIFICATION LEAD TO?

- Will the qualification lead to employment, and if so, in which job role at which level?

The qualification provides grounding in the generic skills required to function independently and succeed in life. The qualification can assist learners' chances of progressing in education and gaining employment in any industry.

- Will the qualification support progression to further learning, if so, what to?

This qualification provides a solid grounding to employability and personal development skills, which will enable progression to further learning including qualifications such as:

- Functional Skills
- Essential Skills Wales
- Essential Skills (Northern Ireland)
- vocational qualifications

There are smaller and larger versions of this qualification at the same level:

Level 2 Introductory Award in Personal and Social Skills
Level 2 Award in Personal and Social Skills
Level 2 Extended Award in Personal and Social Skills
Level 2 Extended Certificate in Personal and Social Skills

The qualification is built to be flexibly used to meet the specific needs of each learner.

A learner can achieve some units and claim the smaller Introductory Award, Award or Extended Award or they can continue and gain this Certificate sized qualification or the Extended Certificate.

This qualification and the suite of qualifications are built to enable the learner to choose the units which are most appropriate to their needs and to progress and claim qualifications at the size most appropriate to the individual learner's needs.

WHO SUPPORTS THIS QUALIFICATION?

1.
Debbie Leach
Kent and Sussex Regional lead for Learning, Skills and Employment.
HM Prison Service
Kent and Sussex Region
Public Sector Prisons Directorate
Kent and Sussex Regional Office
80 Sir Evelyn Road
Rochester
Kent
ME1 3NF

2.

Debbie Fitzgerald
Services for Young People
County Hall
Room 17 Lower Ground Floor
Pegs Lane
Hertford
SG13 8DF
M: 07786 854585
E: debbie.fitzgerald@hertfordshire.co.uk

3.

Andrew Nicholls
Quality Manager - National
Work Ready People
24a Cecil Pashley Way
Shoreham by Sea
West Sussex BN43 5FF
0800 542 3110
M: 07939 579448
E: andrew.nicholls@workreadypeople.co.uk