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## **City & Guilds Level 1 Extended Certificate in Employability Skills (601/3644/3)**

### OVERVIEW

- What does this qualification cover?

This qualification supports the learner's development of key skills and 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:

- Planning for progression
- Managing personal finance
- Work based experience
- Effective communication
- Career planning and making applications
- Applying for a job
- Interview skills
- Searching for a job
- Career progression
- Keeping safe
- Working as part of a team
- Healthy Living
- Contribute to own healthy living
- Safe learning in the workplace
- Preparing for work
- Building working relationships in the workplace
- Rights, responsibilities and citizenship
- Investigating rights and responsibilities at work
- Candidate project
- Enterprise activity: producing a product or service
- Community project
- Undertaking work placement
- Self assessment and development
- Recognise the benefits of having a work/life balance
- Introduction to health and safety awareness in the workplace
- Effective skills, qualities and attitudes for learning and work
- Contributing to a team
- Recognising employment opportunities



- Business and customer awareness
- Alternatives to paid work
- Dealing with problems
- Developing personal confidence
- Understanding assertive behaviour
- Coping with change
- Interpersonal relationships
- Awareness of equality and diversity
- Valuing equality and diversity
- Understanding the language and culture of a community
- Supporting others
- Environmental awareness
- Family relationships
- Rights and responsibilities in the workplace
- Introduction to alcohol awareness
- Introduction to decision-making
- Introduction to drug awareness
- Understanding crime and its effects
- Using materials and equipment for a practical activity
- Understanding eating disorders

This is a Framework Qualification.

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

This qualification is aimed at those who want to improve their employment prospects; get into a job, develop on the job or move onto the next job, to help them live a more independent life, or progress in education.

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 into the generic skills required to succeed in all occupations. The qualification can assist learners' chances of gaining employment in any industry and progressing in education to assist their career development.

- 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 employment and/or 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 1 Introductory Award in Employability Skills  
Level 1 Award in Employability Skills  
Level 1 Extended Award in Employability Skills  
Level 1 Certificate in Employability Skills  
Level 1 Diploma in Employability 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 the Certificate, or further still to claim this Extended Certificate or the Diploma sized qualification.

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?

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