

Employability

Employability Skills Development

The following units can be completed individually or together and provide the advantage of gaining multiple nationally recognised unit accreditation from a leading awarding organisation. Upon completion, unit credits can form the basis of credits towards a full qualification through the Accreditation of Prior Learning (APL) process, meaning you can reduce the time studying for the qualification.

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| • Developing Job Seeking Skills. | Level 1 | Credits 1 | GLH 9 |
| • Setting Goals and Achieving Employment Ambitions. | Level 1 | Credits 3 | GLH 27 |
| • Using Effective Communication Skills. | Level 2 | Credits 1 | GLH 8 |
| • Understanding Equality and Diversity in the Workplace. | Level 2 | Credits 2 | GLH 16 |

Developing Job Seeking Skills.

The purpose of the unit is to enable learners to develop essential job seeking skills. **This is evidenced by the learner:** knowing different employment options, being able to complete documents related to training and employment, knowing how to behave appropriately in an interview situation, able to set employment-related goals and knowing how to source information on local employment opportunities.

Setting Goals and Achieving Employment Ambitions.

The purpose of the unit is to develop learners' ability to set and achieve personal goals, particularly those related to their own chosen career. Specifically, the unit aims to enable learners to select personal and career goals and develop appropriate action plans to achieve them. **This is evidenced by the learner:** understanding their own skill set, knowing how to set and achieve goals, knowing how to select and achieve chosen career and understanding the process involved in applying for employment or voluntary opportunities.

Using Effective Communication Skills.

The purpose of the unit is to develop learners' understanding and use of effective communication skills. Specifically, the unit explores the concepts of listening, non-verbal communication and building rapport. **This is evidenced by the learner:** knowing how to use effective listening skills, understanding non-verbal communication, knowing how to build rapport and being able to effectively communicate within a group setting.

Understanding Equality and Diversity in the Workplace.

The purpose of the unit is to develop learners' understanding of equality and diversity within the workplace. Specifically, the unit aims to promote understanding of how stereotyping may lead to discrimination and the impact of discrimination on both individuals and workplaces. **This is evidenced by the learner:** showing an understanding of equality and diversity, understanding how stereotyping may lead to discrimination, knowing current legislation supporting equality and diversity, understanding bullying and harassment as forms of discrimination and understanding the impact of discrimination in the workplace and how working practices may impact upon equality and diversity.

Where can this course be taken?

Please contact us for more information on 0191 587 8156.

