

# Employability

## Qualifications in Skills for Employment, Training and Personal Development

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The qualifications covered are:

- Entry Level 3 Award in Skills for Employment, Training and Personal Development
- Entry Level 3 Certificate in Skills for Employment, Training and Personal Development
- Entry Level 3 Diploma in Skills for Employment, Training and Personal Development

The Entry Level 3 Award, Certificate and Diploma in Skills for Employment, Training and Personal Development are designed to introduce working in several sectors including Business and Administration, Catering, Construction, Hair and Beauty, Sport and Leisure as well as more generic employability skills designed to build confidence for the workplace.

These qualifications will provide learners with an opportunity to:

- Gain knowledge and understanding of transferable vocational skills such as problem solving or time management.
- Gain an overview of key skills and knowledge relevant to their chosen sector in work experience or simulated work settings.
- Progress onto a higher level qualification in Skills for Employment, Training and Personal Development (Level 1 or Level 2) or another vocational course.

### How long will it take me to achieve this qualification?

Award:	40 – 60 hours
Certificate:	141 – 180 hours
Diploma:	316 – 370 hours

### How is this qualification assessed?

The qualifications are internally assessed. Learners must provide evidence of learning and achievement against all the assessment criteria specified within each unit. These qualifications are vocationally based qualifications and as such, the units offer the opportunity for learners to achieve a balance of practical skill and knowledge.

### What next?

On successful completion of an Entry Level 3 qualification in Skills for Employment, Training and Personal Development, a learner can progress onto level 1 or 2 qualification, or another vocational course such as Level 1 or 2 qualifications in Customer Service, Retail or Business Administration.

### Where can this course be taken?

Please contact us for your nearest centre on: 0191 587 8156.

