



Level 3 Award in Employability and Development Skills

Qualification Number: 603/2671/2

Level 3 Certificate in Employability and Development Skills

Qualification Number: 603/2672/4



Mission Statement

We recognise achievement and support learning transforming the lives of individuals and communities.

Our Vision

To be the best we can be.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

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Qualification summary

Title:	Level 3 Award in Employability and Development Skills
Qualification Accreditation Number:	603/2671/2
Credit value:	9 credits
Guided Learning Hours:	66 hours
Total Qualification Time:	90 hours
Minimum age:	16
Qualification Aim:	This qualification has been designed to offer a selection of units for personal and career development for those learners looking to obtain their first employment or looking to move to another position.
Progression Routes:	Learners will be able to progress to higher level qualifications in their chosen sector or into employment.
Rules of Combination:	Learners must achieve a minimum of 9 credits to be awarded this qualification.
Assessment requirements:	Portfolio of Evidence.

Qualification summary

Title:	Level 3 Certificate in Employability and Development Skills
Qualification Accreditation Number:	603/2672/4
Credit value:	15 credits
Guided Learning Hours:	105 hours
Total Qualification Time:	150 hours
Minimum age:	16
Qualification Aim:	This qualification has been designed to offer a selection of units for personal and career development for those learners looking to obtain their first employment or looking to move to another position.
Progression Routes:	Learners will be able to progress to higher level qualifications in their chosen sector or into employment.
Rules of Combination:	Learners must achieve a minimum of 15 credits to be awarded this qualification.
Assessment requirements:	Portfolio of Evidence.

About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification.

Total Qualification Time (TQT)

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Entry requirements

Learners must be aged 16 or over to register on these qualifications.

Reasonable Adjustment and Special Considerations

Assessment for this qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the [Reasonable Adjustment and Special Considerations Policy](#). This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

The units

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Active Citizenship in the Local Community	3	1	7	10	HE4/3/NQ/002	D/504/8723
Building a Personal Career Portfolio	3	3	21	30	HB1/3/NQ/014	A/504/7496
Health and Safety in the Workplace	3	2	14	20	PL2/3/NQ/002	M/507/3674
Improving Own Learning and Performance	3	3	21	30	HB1/3/NQ/020	F/504/8276
Interpersonal Skills	3	3	21	30	HB1/3/NQ/016	K/504/7784
Managing Your Own Learning	3	3	21	30	HB1/3/NQ/021	A/505/8742
Personal Career Planning	3	3	21	30	HC1/3/NQ/004	J/505/8680
Preparation for a Recruitment Interview	3	2	20	30	HC6/3/NQ/001	K/616/7434
Presentation Skills	3	3	21	30	HB1/3/NQ/018	R/505/8844
Recognising Employment Opportunities	3	1	7	10	HC4/3/NQ/007	D/504/8687
Research Skills	3	6	42	60	HB1/3/NQ/019	R/504/8203
Using Teamwork Skills	3	3	21	30	HB1/3/NQ/024	Y/506/1423
Work Experience	3	1	7	10	HC4/3/NQ/010	R/505/5829

Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 3	Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

Extracted from 'After the QCF A New Qualification Framework' October 2015

Assessment

Assessment for this qualification is by portfolio. The assessment process is as follows:

- All assessments are internally set at the centre by assessors ensuring all the requirements detailed in the assessment criteria of each unit will be met They are then approved by the Internal Quality Assurer (IQA).
- The learners are assessed internally at the centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre.
- The portfolios of assessed evidence are externally quality assured by an Open College Network West Midlands Quality Adviser (QA) or EQA. For Centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands may quality assure instead of the EQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is encouraged as there is no requirement for individual criteria or units to be assessed separately (where more than one unit makes up a qualification).

Further guidance on assessment can be found in the [Centre Handbook](#) and the [Assessment Methods](#) publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

Approval to offer the qualification

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit a [New Course Notification Form](#) to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit [Becoming a Centre](#) on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our [Centre Handbook](#).

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our [Centre Handbook](#):

- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number).

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all [policies and procedures](#).
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre

- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.



Open College Network West Midlands
Aldersley House
Overstrand
Pendeford Business Park
Wolverhampton
WV9 5HA

Tel: (01902) 624230

Fax: (01902) 624231

Email: wolverhampton@opencollnet.org.uk

Web: www.opencollnet.org.uk

Office Hours:

Monday to Thursday - 9.00 am to 5.00 pm

Friday - 9.00 am to 4.00 pm

www.opencollnet.org.uk

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