

# Open College Network West Midlands

## Qualification purpose statement

<b>Name of qualification</b>	Open College Network West Midlands Entry Level Certificate in Employability and Development Skills (Entry 3)
<b>Qualification number</b>	601/6459/1
<b>Credits</b>	15
<b>Aim of this qualification</b>	<p>The Open College Network West Midlands Entry Level Certificate in Employability and Development Skills (Entry 3) is a qualification regulated by Ofqual. This qualification should provide the means for learners to develop employability skills to overcome barriers to enter the world of work. The qualification is designed to allow the learner to develop essential and transferable skills that will help them to progress in/into the workplace. The qualification should provide opportunities for learners to develop both their skills (for example, in ICT, employability, learning to learn, etc) and to test out their abilities and contextualise their skills before selecting a career or employment route.</p> <p>The diverse range of units available in the structure of the qualification can be used to create individualised learning programmes giving learners an opportunity for both personal and employment development that underpins their desire to:</p> <ul style="list-style-type: none"> <li>• Prepare for work / change their work; or,</li> <li>• Return to work / plan to return to work;</li> <li>• Progress into new areas of work;</li> <li>• Progress to higher education courses;</li> <li>• Support a role in the workplace;</li> <li>• Enhance personal growth by developing and / or updating employability skills.</li> </ul>
<b>Who this qualification is for</b>	The Open College Network West Midlands Entry Level Certificate in Employability and Development Skills (Entry 3) is designed to help all those who want to overcome barriers to enter the world of work. It may also provide them with the opportunity of contextualising employability skills in a real world setting that will lead to employment. It meets the needs of learners in a variety of settings, including schools, further education colleges,

	voluntary organisations, and private training providers.
<b>Age restrictions</b>	This qualification is suitable for learners of all ages.
<b>Entry requirements</b>	There are no specific entry requirements.
<b>What you will learn and achieve by doing this qualification</b>	<p>Achieving this qualification should help the learner:</p> <ul style="list-style-type: none"> <li>• overcome barriers to employment and help in gaining employment. Depending on the units chosen, they can also learn about things that will help them to progress to further study, for example, how to set personal learning goals and prepare an action plan; how to take part in discussions; how to develop a personal learning programme, etc. Units in mathematics and English skills can be taken to enable success in the next stage of their learning, for example, units that cover addition and subtraction, division, multiplication, fractions, spelling, grammar or punctuation.</li> <li>• develop personal and transferable skills, such as, how to apply for jobs, how to write a CV, how to communicate, and how to prepare for and conduct yourself at an interview</li> <li>• identify specific occupational areas in which they may want pursue a career.</li> <li>• prepare to progress to qualifications at Level 1 in a specific sector area of their choice;</li> </ul> <p>Achieving the qualification may also:</p> <ul style="list-style-type: none"> <li>• support the learner to gain knowledge and skills relevant to the area of employment they would like to progress into.</li> </ul> <p>To achieve the qualification the learner must complete 15 credits (150 Guided Learning hours).</p> <p>Examples of units are:</p> <ul style="list-style-type: none"> <li>• Developing Skills for Gaining Employment;</li> <li>• Recognising Own Skills for Personal Development;</li> <li>• Introduction to Career Preparation;</li> <li>• Speaking to Communicate; and,</li> <li>• Teamwork Skills.</li> </ul> <p>The learner will be assessed through a variety of structured tasks and activities. These will allow them to demonstrate the skills, knowledge and understanding that they have gained.</p>
<b>Is this the right</b>	The Open College Network West Midlands Entry Level Certificate

<p><b>qualification for you?</b></p>	<p>in Employability and Development Skills (Entry 3) should be right for the learner if they:</p> <ul style="list-style-type: none"> <li>• need a more substantial course of 150 hours at Entry Level 3 made up of bite-sized units of learning and assessment;</li> <li>• need a qualification to provide them with skills and knowledge to help them to overcome barriers to work or progress to further learning leading to the job they want;</li> <li>• need to develop skills and knowledge to help them prepare for the next stage of their learning;</li> <li>• prefer an alternative to an academic qualification;</li> <li>• lack confidence in their ability to progress in learning or work;</li> <li>• want to contextualise their development units to help them make informed career choices;</li> <li>• are unable to study for a larger qualification, such as a Diploma; or,</li> <li>• have not previously achieved qualifications.</li> </ul>																								
<p><b>Where the qualification fits in the suite</b></p>	<p>The Open College Network West Midlands Entry Level Certificate in Employability and Development Skills (Entry 3) is part of a suite of different sized qualifications at all levels from Entry to Level 1. The qualifications in this suite have been developed at different levels and sizes to enable the learner to tailor their course to learning to meet different learner needs.</p> <p>The table below shows how this qualification fits in and how it differs from the other qualifications in the Employability and Development Skills suite.</p> <p style="text-align: center;"><b>The Open College Network West Midlands Employability and Development Skills Qualifications</b></p> <table border="1" data-bbox="494 1433 1356 1713"> <thead> <tr> <th>Level</th> <th>Size</th> <th>Credits</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Entry 3</td> <td>Award</td> <td>6</td> <td>60</td> </tr> <tr style="background-color: #00b050; color: white;"> <td>Certificate</td> <td>15</td> <td>150</td> </tr> <tr> <td>Diploma</td> <td>37</td> <td>370</td> </tr> <tr> <td rowspan="3">Level 1</td> <td>Award</td> <td>6</td> <td>60</td> </tr> <tr> <td>Certificate</td> <td>15</td> <td>150</td> </tr> <tr> <td>Diploma</td> <td>37</td> <td>370</td> </tr> </tbody> </table> <p>The learner should study for the Entry Level Certificate if they:</p> <ul style="list-style-type: none"> <li>• have not yet achieved qualifications before and wish to work towards achieving an Entry Level qualification;</li> <li>• want to concentrate on a specific set of skills e.g Group and Teamwork Skills which allows them to overcome specific barriers to employment</li> <li>• do not yet have the skills and knowledge to undertake</li> </ul>	Level	Size	Credits	Hours	Entry 3	Award	6	60	Certificate	15	150	Diploma	37	370	Level 1	Award	6	60	Certificate	15	150	Diploma	37	370
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	<p>study at Level 1;</p> <ul style="list-style-type: none"> <li>• Are able to commit to a longer course of study than required for an Award, able to complete a medium sized, 150 hour, course but not yet able to commit to the longer, Entry 1 Diploma (370 hours). For example, the learner may need to develop specific skills before they are ready to progress to learning at the next level.</li> <li>• need a qualification to provide with them with the skills to enter employment</li> </ul>
<b>What this qualification could lead to</b>	<p>The learner should progress primarily to further learning to equip them with the knowledge, skills and understanding to be employable. This may be to higher levels within the Employability and Development Skills suite of qualifications, such as the Open College Network West Midlands Entry Level Diploma in Employability and Development Skills or to Level 1 qualifications.</p> <p>The learner may progress to qualifications in more specific vocational areas such as:</p> <ul style="list-style-type: none"> <li>• Open College Network West Midlands Level 1 Certificate in Progression;</li> <li>• Open College Network West Midlands Level 1 Certificate in Construction: Basic Skills in Plumbing and Electrical Engineering</li> <li>• Open College Network West Midlands Level 1 Certificate in Work Preparation for Land Based Industries;</li> </ul>
<b>Apprenticeships</b>	This qualification is not part of an apprenticeship framework.
<b>Support</b>	<p>This qualification is supported by:</p> <ul style="list-style-type: none"> <li>• Bournville College</li> <li>• Stoke-on-Trent College</li> <li>• Dudley College</li> </ul>
<b>Further information</b>	More information about this qualification is available on our website <a href="#">here</a> .