

Open College Network West Midlands

Qualification purpose statement

Name of qualification	Open College Network West Midlands Entry Level Diploma in Employability and Development Skills (Entry 3)
Qualification number	601/6582/0
Credits	37
Aim of this qualification	<p>The Open College Network West Midlands Entry Level Diploma 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"> • Prepare for work / change their work; or, • Return to work / plan to return to work; • Progress into new areas of work; • Progress to higher education courses; • Support a role in the workplace; • Enhance personal growth by developing and / or updating employability skills.
Who this qualification is for	The Open College Network West Midlands Entry Level Diploma 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.
Age restrictions	This qualification is suitable for learners of all ages.
Entry requirements	There are no specific entry requirements.
What you will learn and achieve by doing this qualification	<p>Achieving this qualification should help the learner:</p> <ul style="list-style-type: none"> • 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. • 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 • identify specific occupational areas in which they may want pursue a career. • prepare to progress to qualifications at Level 1 in a specific sector area of their choice; <p>Achieving the qualification may also:</p> <ul style="list-style-type: none"> • support the learner to gain knowledge and skills relevant to the area of employment they would like to progress into; <p>To achieve the qualification the learner must complete 37 credits (370 Guided Learning hours).</p> <p>Examples of units are:</p> <ul style="list-style-type: none"> • Developing Skills for Gaining Employment; • Recognising Own Skills for Personal Development; • Introduction to Career Preparation; • Speaking to Communicate; and, • Teamwork Skills. <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>
Is this the right	The Open College Network West Midlands Entry Level Diploma in

<p>qualification for you?</p>	<p>Employability and Development Skills (Entry 3) should be right for the learner if they:</p> <ul style="list-style-type: none"> • need a more substantial course of 370 hours at Entry Level 3 made up of bite-sized units of learning and assessment; • 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; • need to develop skills and knowledge to help them prepare for the next stage of their learning; • prefer an alternative to an academic qualification; • lack confidence in their ability to progress in learning or work; • want to contextualise their development units to help them make informed career choices; • are unable to study for a Level 1 qualification or, • have not previously achieved qualifications. 																								
<p>Where the qualification fits in the suite</p>	<p>The Open College Network West Midlands Entry Level Diploma 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;">The Open College Network West Midlands Employability and Development Skills Qualifications</p> <table border="1" data-bbox="494 1388 1356 1680"> <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> <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 3 Diploma if they:</p> <ul style="list-style-type: none"> • have completed an Entry Level 3 Award or Certificate; • do not yet have the skills and knowledge to undertake study at Level 1; • are able to commit to a longer 370 hour course rather than the smaller Entry Level 3 Award (30 hours) or Certificate (150 hours). • Want to develop a broader range of life skills which will 	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>enable them to them to overcome barriers to employment and progress into employment.</p> <ul style="list-style-type: none"> • Are able to work at this level across a wide range of skills so this qualification could form the bulk of their study programme. • need a qualification to provide with them with the skills to enter employment
What this qualification could lead to	<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 Level 1 Award in Employability and Development Skills or to other 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"> • Open College Network West Midlands Level 1 Certificate in Progression; • Open College Network West Midlands Level 1 Certificate in Construction: Basic Skills in Plumbing and Electrical Engineering • Open College Network West Midlands Level 1 Certificate in Work Preparation for Building and Construction;
Apprenticeships	This qualification is not part of an apprenticeship framework.
Support	<p>This qualification is supported by:</p> <ul style="list-style-type: none"> • Bournville College • Stoke-on-Trent College • Dudley College
Further information	More information about this qualification is available on our website here .