

# Unit title: **Employability Skills**

Unit code: **A/601/0992**

QCF level: **5**

Credit value: **15**

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## **Aim**

This unit provides learners with the opportunity to acquire honed employability skills required for effective employment.

## **Unit abstract**

All learners at all levels of education and experience require honed employability skills as a prerequisite to entering the job market. This unit gives learners an opportunity to assess and develop an understanding of their own responsibilities and performance in, or when entering, the workplace.

It considers the skills required for general employment, such as interpersonal and transferable skills, and the dynamics of working with others in teams or groups including leadership and communication skills.

It also deals with the everyday working requirement of problem solving which includes the identification or specification of the 'problem', strategies for its solution and then evaluation of the results through reflective practices.

## **Learning outcomes**

### **On successful completion of this unit a learner will:**

- 1 Be able to determine own responsibilities and performance
- 2 Be able to develop interpersonal and transferable skills
- 3 Understand the dynamics of working with others
- 4 Be able to develop strategies for problem solving.

## Unit content

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### 1 **Be able to determine own responsibilities and performance**

*Own responsibilities:* personal responsibility; direct and indirect relationships and adaptability, decision-making processes and skills; ability to learn and develop within the work role; employment legislation, ethics, employment rights and responsibilities

*Performance objectives:* setting and monitoring performance objectives

*Individual appraisal systems:* uses of performance appraisals eg salary levels and bonus payments, strengths and areas for improvement, training needs; communication; appraisal criteria eg production data, personnel data, judgemental data; rating methods eg ranking, paired comparison, checklist, management by objectives

*Motivation and performance:* application and appraisal of motivational theories and techniques, rewards and incentives, manager's role, self-motivational factors

### 2 **Be able to develop interpersonal and transferable skills**

*Effective communication:* verbal and non-verbal eg awareness and use of body language, openness and responsiveness, formal and informal feedback to and from colleagues; ICT as an effective communication medium; team meetings

*Interpersonal skills:* personal effectiveness; working with others; use of initiative; negotiating skills; assertiveness skills; social skills

*Time management:* prioritising workload; setting work objectives; making and keeping appointments; working steadily rather than erratically; time for learning; reliable estimate of task time

*Problem solving:* problem analysis; researching changes in the workplace; generating solutions; choosing a solution

### 3 **Understand the dynamics of working with others**

*Working with others:* nature and dynamics of team and group work; informal and formal settings, purpose of teams and groups eg long-term corporate objectives/strategy; problem solving and short-term development projects; flexibility/adaptability; team player

*Teams and team building:* selecting team members eg specialist roles, skill and style/approach mixes; identification of team/work group roles; stages in team development eg team building, identity, loyalty, commitment to shared beliefs, team health evaluation; action planning; monitoring and feedback; coaching skills; ethics; effective leadership skills eg setting direction, setting standards, motivating, innovative, responsive, effective communicator, reliability, consistency

**4 Be able to develop strategies for problem solving**

*Specification of the problem:* definition of the problem; analysis and clarification

*Identification of possible outcomes:* identification and assessment of various alternative outcomes

*Tools and methods:* problem-solving methods and tools

*Plan and implement:* sources of information; solution methodologies; selection and implementation of the best corrective action eg timescale, stages, resources, critical path analysis

*Evaluation:* evaluation of whether the problem was solved or not; measurement of solution against specification and desired outcomes; sustainability

## Learning outcomes and assessment criteria

<b>Learning outcomes</b> On successful completion of this unit a learner will:	<b>Assessment criteria for pass</b> The learner can:
LO1 Be able to determine own responsibilities and performance	1.1 develop a set of own responsibilities and performance objectives 1.2 evaluate own effectiveness against defined objectives 1.3 make recommendations for improvement 1.4 review how motivational techniques can be used to improve quality of performance
LO2 Be able to develop interpersonal and transferable skills	2.1 develop solutions to work based problems 2.2 communicate in a variety of styles and appropriate manner at various levels 2.3 identify effective time management strategies
LO3 Understand the dynamics of working with others	3.1 explain the roles people play in a team and how they can work together to achieve shared goals 3.2 analyse team dynamics 3.3 suggest alternative ways to complete tasks and achieve team goals
LO4 Be able to develop strategies for problem solving	4.1 evaluate tools and methods for developing solutions to problems 4.2 develop an appropriate strategy for resolving a particular problem 4.3 evaluate the potential impact on the business of implementing the strategy

## Guidance

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### Links

This unit has particular links with the following units within this qualification:

- *Unit reference number D/601/0998: Work-based Experience*
- *Unit reference number T/601/0943: Personal and Professional Development*
- *Unit reference number J/601/0221: Project for Applied Science*

This unit also links with the following NOS:

- NVQ L4 Laboratory and Associated Technical Activities (LATA).

### Essential requirements

#### Delivery

This unit must be delivered in the context of a science-based industry or service, for example the pharmaceutical industry, health sciences and must be related to the skills required by a person employed in the science field. The unit could be delivered using visiting speakers, visits to appropriate sites (eg to a laboratory, a pharmaceutical production line, a hospital) and case studies. Learners' experiences of working in a science-based industry or service can also be used for delivery.

Access to a range of work-related exemplars (for example appraisal and development systems, team health checks, job descriptions, action plans, communication strategies) would help in delivering this unit. Case studies based on relevant sectors, workshops, career talks, and work-based mentors would also be useful in the teaching and learning aspect of the unit.

#### Assessment

Evidence for achieving this unit must be in a scientific context. Scientific terminology, protocols and documentation (such as report writing and logbooks) should be used where appropriate.

Learners can generate assessment evidence through a range of possible activities including individual work placements, project management, research reports, development of case studies, working with others (for example employee – supervisor roles, teamwork, group work) and everyday communication within the workplace.

#### Resources

There are no essential resource requirements for this unit.

#### Employer engagement and vocational contexts

In developing material for this unit, learners must consider any applied science industrial placements or work experience that they may have undertaken in the course of their studies.