

**Pearson BTEC Entry Level 6-credit Award in WorkSkills (Entry 3) (QCF)****Qualification Number: 601/0689/X****What is the purpose of this qualification?**

The Entry Level 6-credit Award in WorkSkills (Entry 3) supports individuals into work by developing key employability skills in the areas required by each individual. This helps them overcome their barriers to entering work.

**What does this qualification cover?**

Learners are able to take units from a selection of Entry 3 and Level 1 units. Examples include Searching for a Job, Preparing for an Interview, Presenting Accurate Documents, Working in a Team and Speaking Confidently at Work. This is a flexible qualification enabling appropriate units to be selected which meet each individual's needs.

This qualification is accredited on the Qualifications and Credit Framework.

**Who could take this qualification?**

This qualification is for all learners aged 14 and above who are capable of reaching the required standards. Learners do not need any prior qualifications before starting the qualification.

Learners may be in a wide range of situations. They could be unemployed, facing redundancy, returning to work or wishing to change career. They may never have developed these employability skills or they may be refreshing and updating their skills.

There are a range of different credit sized qualifications available at this level: Awards (3, 6, and 9 credits), a Certificate, an extended Certificate and a Diploma. The range of sizes and flexibility of the qualifications means that learners are able to access a qualification which meets their individual employability skills needs and gives them the best possible chance of entering or re-entering the workplace. The range of sizes also means that all learners can benefit from gaining a recognised qualification to evidence their achievement. This boosts both their CV and confidence.

The Award sized qualifications are appropriate for the unemployed, referred from Job Centre Plus, onto short programmes. Learners will undertake a 6 credit award rather than a 3 or 9 credit award if this best suits their individual needs.

Every learner's needs in this area are unique. For example one learner may need the 6 credit award in order to build confidence before progressing onto a vocational qualification. Other learners may need the 6 credit Award to develop skills which enable them to apply and be successful at interview and so move directly into work. A learner would take a smaller or larger WorkSkills qualification at this level depending on many variables. For example: previous experience, confidence, aspirations, whether this was a standalone qualification or being completed whilst undertaking other qualifications or learning.

There are also larger Certificate and Diploma sized qualifications available. These would be more appropriate for learners who need a wider range of employability skills than that offered

by the Awards. These learners may be on a longer programme or may be undertaking a period of work experience.

For each of these different sized qualifications, the learners may be on a Traineeship and undertaking the WorkSkills qualification alongside completing Work Experience and Maths and English training. Again, the appropriate size of qualification will depend on the individual's circumstances.

### **What could this qualification lead to?**

For some, this qualification will be sufficient to give them the skills required to obtain a job, for others, progression will be onto a sector specific qualification or Apprenticeship. This could be in any sector from Administration to Warehousing and with any type of employer including micro businesses, charities and global organisations.

Learners working towards this qualification are likely to increase their own engagement and confidence in learning. Therefore for some, this qualification will also support progression to further learning such as Vocational Studies or progression through an Entry 3 qualification in a sector specific area.

Some learners will also progress onto other WorkSkills qualifications, enabling the learner to develop in further areas. Progressing onto further WorkSkills qualifications would be most appropriate for learners who were unable to tackle a larger or higher level qualification in the first instance, perhaps due to low confidence, disengagement or someone returning to learning.

### **Who supports this qualification?**

Providers of further education and training recognise the Entry Level 6-credit Award in WorkSkills (Entry 3) qualification as helping individuals to progress and have provided letters of support to this affect.