

Units

Alternatives to Paid Work	Working as a Volunteer	Managing Your Own Money	Being Responsible for Other People's Money
E3 L1 L2	E3 L1 L2	E3 L1 L2	E3 L1
Searching for a Job	Applying for a Job	Preparing for an Interview	Interview Skills
E3 L1 L2	E3 L1 L2	E3 L1 L2	E3 L1 L2
Self-Management Skills	Self-Assessment	Career Progression	Developing Personal Skills for Leadership
E3 L1 L2	E3 L1 L2	E3 L1 L2	L1 L2
Practising Leadership Skills with Others	Learning with Colleagues and Other Learners	Communicating Solutions to Others	Conduct at Work
L1 L2	L1 L2	L1 L2	E3
Positive Attitudes and Behaviours at Work	Effectiveness at Work	Working in a Team	Learning from More Experienced People
L1	L2	E3 L1 L2	L1 L2
Building Working Relationships with Customers	Building Working Relationships with Colleagues	Investigating Rights and Responsibilities at Work	Managing your Health at Work
L1 L2	L1 L2	E3 L1 L2	E3 L1 L2
Setting and Meeting Targets at Work	Solving Work-Related Problems	Presenting Accurate Documents	Taking Notes at Meetings
E3 L1 L2	E3 L1 L2	E3	L1
Summarising Documents	Speaking Confidently at Work	Contributing to Meetings	Preparing for Work Placement
L1 L2	E3	L1 L2	E3 L1 L2
Learning from Work Placement	Safe Learning in the Workplace	Planning an Enterprise Activity	Running an Enterprise Activity
E3 L1 L2	E3 L1	E3 L1 L2	E3 L1 L2
Producing a Product	E3 = Units at Entry Level 3 L1 = Units at Level 1 L2 = Units at Level 2		
E3 L1 L2			