Flexible Funding Models for Unemployed Learners

2-4 Week Generic Employability Programmes

These short programmes both achieve the Pearson BTEC 70-GLH Award in Workskills. The programmes could potentially be combined to achieve a Certificate-sized qualification covering both gaining and retaining work. In this case one of the units marked with * would be left out dependent on learner needs and the qualification achieved would be 601/9012/7 Pearson BTEC Level 1 Certificate in Workskills.

Programme A:

Skills for Applying for Work

601/9019/X Pearson BTEC 70-GLH Level 1 Award in Workskills

Part 1 – Induction
Identify your strengths and weaknesses and research what you will need to develop in your chosen area of work.
J/508/3479 Self-assessment (Level 1) 15GLH
F/505/6930 Produce a CV (Entry 3) 20GLH

Part 2 – Finding Work
A/508/3494 Applying for Jobs (Level 1) 15GLH
F/508/3660 Achieving Success at Interview (Level 1) 15GLH
D/508/3486 Maintaining a Suitable Online Presence for Employment (Level 1) 10GLH*

Programme B:

Skills for Succeeding at Work

601/9019/X Pearson BTEC 70-GLH Award in Workskills

Part 1 – Induction
Gain awareness of your behaviour in different situations:
D/504/3361 Personal Behaviour for Success (Entry 3) 30GLH

Part 2 – Preparing to re-enter work
This part will support learners into improving their confidence when they start another job so that they are more likely to stay in work:
K/508/3488 Managing Transition into Work (Level 1) 10GLH*
F/508/3495 Building Working Relationships with Colleagues (Level 1) 10GLH*
F/508/3562 Solving Work-related Problems (Level 1) 20GLH
Programme C:

Customer Service Skills

601/9013/9
Pearson BTEC 95-GLH
Award in Workskills (WS)

601/5304/0
Pearson BTEC Level 1
Award in Principles of Customer Service (PCS)

Part 1 – Induction
Learners find out what they are good at, what they need to develop and put a plan into place to do so. This gives them the confidence to present their skills, look towards the future and start planning.
Basic IT Skills are required to produce a CV using a template, so it is suggested that the Word Processing software unit is included here to ensure that learners have these skills.

UNITS
J/508/3479 Self-assessment (Level 1) 15GLH (WS)
F/505/6930 Produce a CV (Entry 3) 20GLH (WS)
J/508/3496 Career Progression (Level 1) 15GLH (WS)
M/508/5761 Word Processing Software (Entry 3) 15GLH (WS)

Part 2 – Customer Service
Technical knowledge required for associated job applications:

UNITS
M/506/8863 Customer Service Principles (PCS)
T/506/8864 Understanding How to Work in a Customer Service Role (PCS)
A/508/3463 Literacy for the Workplace (Level 1) 10 GLH WS

Part 3 – Finding a Job
This is the part of the programme that supports the learners into work. It can potentially run at the same time as part 2, so that learners can use this knowledge to prepare for job interviews:

UNITS
A/508/3494 Applying for Jobs (Level 1) 15GLH (WS)
F/508/3660 Achieving Success at Interview (Level 1) 15GLH (WS)
4-6 Week Employability and Skills Programmes

Programmes of this length offer additional time to develop learner skills towards entry level roles that have job vacancies locally. Usually two qualifications are achieved.

Programme D:

Business Administration Roles and IT Skills

601/9009/7
Pearson BTEC Level 1
Extended Certificate in Workskills (WS)

Part 1 – Induction

Learners find out what they are good at, what they need to develop and put a plan into place to do so. This gives them the confidence to present their skills, look towards the future and start planning.

Basic IT Skills are required to produce a CV using a template, so it is suggested that the Word Processing software unit is included here to ensure that learners have these skills.

**UNITS**

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<td>Produce a CV</td>
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<td>M/508/5761</td>
<td>Word Processing Software</td>
<td>Entry 3</td>
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Part 2 – Business and Admin Skills

This section develops the knowledge and skills required for business administration. It also considers learner behaviours in different office-based environments ahead of:

**UNITS**

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<td>R/506/9763</td>
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<td>H/504/3362</td>
<td>Personal Behaviour for Success</td>
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Part 3 – Finding a Job

This is the part of the programme that supports the learners into work. It can potentially run at the same time as part 2, so that learners can use this knowledge to prepare for job interviews:

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<td>A/508/3494</td>
<td>Applying for Jobs</td>
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<tr>
<td>F/508/3660</td>
<td>Achieving Success at Interview</td>
<td>Level 1</td>
<td>15</td>
</tr>
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</table>
4-6 Week Employability and Skills Programmes

Programmes of this length offer additional time to develop learner skills towards entry level roles that have job vacancies locally. Usually two qualifications are achieved.

Programme E:

**Construction and Health and Safety**

500/6600/6
Pearson BTEC Level 1
Award in **Construction**

601/9019/X
Pearson BTEC Level 1
70-GLH
Award in **Workskills (WS)**

601/1861/1
Pearson BTEC Level 1
Award in **Health and Safety in a Construction Environment (not funded) (HA)**

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**Part 1 – Preparation for Work**

Technical skills part of the course will run alongside each other. The course will prepare learners for the green card, required for access to construction sites and for future work, including the possibility of being self employed.

**Employability Skills**

J/505/6931 Using a CV and Covering Letter to Apply for a Job (Level 1) 20GLH (WS)

D/508/3486 Maintaining a Suitable online Presence for Employment (Level 1) 10GLH (WS)

J/508/3532 Networking and Building Professional Relationships (Level 2) 20GLH (WS)

Y/508/3485 Working in a Team (Level 1) 20GLH (WS)

**The Industry and Health and Safety**

M/502/3695 Starting Work in Construction 40GLH (C)

D/502/3692 Health and Safety and Welfare in Construction 40GLH (C)

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**Part 2 – Achieving the Green Card**

In order to gain work on construction sites the learners will need to achieve:

K/505/1933 Health and Safety in a Construction Environment (HA)

Learners sit the CITB Health and Safety Test at a Pearson Vue centre at the end of the course.
4-6 Week Employability and Skills Programmes

Programmes of this length offer additional time to develop learner skills towards entry level roles that have job vacancies locally. Usually two qualifications are achieved.

Programme F:

Skills for roles in the Care Sector

500/5487/9
Pearson BTEC Level 1 Award in Health and Social Care

601/9013/9
Pearson BTEC Level 1 95-GLH Award in Workskills

Part 1 – Preparation for Work
An audit of the learners’ skills that relate to the industry.
L/503/2811 Self-Assessment (Entry 3) 10GLH (WS)
F/505/6930 Produce a CV (Entry 3) 20GLH (WS)

Part 2 – Skills Development for Work
This section will focus on information about the sector and the communication and behaviour skills that will be required.
T/501/7221 Health and Social Care Needs 30GLH (HSC)
Y/501/7227 Communication with Adults and Children in Health and Social Care (HSC)
H/504/3362 Personal Behaviour for Success (Level 1) 30GLH (WS)

Part 3 – Finding Work
The final part of the course supports learners to find work in this area, including how to approach interviews.
L/508/3919 Developing Your CV (Level 2) 10GLH (WS)
A/508/3494 Applying for Jobs (Level 1) 15GLH (WS)
F/508/3660 Achieving Success at Interview (Level 1) 15GLH (WS)