

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

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 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

J/508/3479 **Self-assessment** (Level 1) 15GLH

F/505/6930 **Produce a CV** (Entry 3) 20GLH

J/508/3496 **Career Progression** (Level 1) 15GLH

M/508/5761 **Word Processing Software** (Entry 3) 15GLH

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

T/508/5762 **IT Communication Fundamentals** (Level 1) 15GLH

A/508/5763 **IT Software Fundamentals** (Level 1) 20GLH

R/506/9763 **Principles of Working in Business Administration**
(Level 1) 30GLH

H/504/3362 **Personal Behaviour for Success** (Level 1) 30GLH

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

L/508/3919 **Developing Your CV** (Level 2) 10GLH

A/508/3494 **Applying for Jobs** (Level 1) 15GLH

F/508/3660 **Achieving Success at Interview** (Level 1) 15GLH

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)

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)

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)