

## Edexcel BTEC Level 1 Certificate in Supporting Employability and Personal Effectiveness (QCF)

The learner will need to meet the requirements outlined in the table below before Edexcel can award the qualification.

Minimum number of credits that must be achieved	13
Number of mandatory credits that must be achieved	5
Number of optional credits that must be achieved	8

Unit	Unique Reference Number	Mandatory units	Level	Credit	Guided Learning Hours
1	K/600/8641	Supporting Employability and Personal Effectiveness	1	5	50
Unit	Unique Reference Number	Optional units	Level	Credit	Guided Learning Hours
2	D/503/2831	Searching for a Job	1	1	10
3	H/503/2832	Applying for a Job	1	1	10
4	K/503/2833	Preparing for an Interview	1	1	10
5	M/503/2834	Interview Skills	1	1	10
6	A/503/2836	Self-assessment	1	1	10
7	F/503/2840	Learning with Colleagues and Other Learners	1	2	20
8	R/503/2843	Working in a Team	1	3	30
9	D/503/2859	Producing a Product	1	1	10
10	F/503/2854	Preparing for Work Placement	1	1	10
11	J/503/2855	Learning from Work Placement	1	2	10
12	R/503/2857	Planning an Enterprise Activity	1	1	10
13	Y/503/2858	Running an Enterprise Activity	1	1	10
22	A/503/2870	Developing Personal Skills for Leadership	2	2	20
23	F/503/2871	Practising Leadership Skills with Others	2	2	20

Achievement of previous versions of the current Workskills units may still count as credit towards this qualification:

- L/501/5958 – Searching for a Job
- Y/501/5848 – Applying for a Job
- M/501/5824 – Preparing for an Interview
- R/501/5847 – Interview Skills
- M/501/5807 – Self-Assessment
- K/501/5823 – Learning with Colleagues and Other Learners
- L/501/5832 – Working in a Team
- T/501/5940 – Producing a Product
- K/501/5904 – Developing Personal Skills For Leadership
- D/501/5916 – Practising Leadership Skills with Others.

## Edexcel BTEC Level 2 Certificate in Supporting Employability and Personal Effectiveness (QCF)

The learner will need to meet the requirements outlined in the table below before Edexcel can award the qualification.

Minimum number of credits that must be achieved	13
Minimum number of credits that must be achieved at level 2 or above	7
Number of mandatory credits that must be achieved	5
Number of optional credits that must be achieved	8

Unit	Unique Reference Number	Mandatory units	Level	Credit	Guided Learning Hours
1	K/600/8641	Supporting Employability and Personal Effectiveness	1	5	50
Unit	Unique Reference Number	Optional units	Level	Credit	Guided Learning Hours
14	H/503/2863	Searching for a Job	2	1	10
15	K/503/2864	Applying for a Job	2	1	10
16	M/503/2865	Preparing for an Interview	2	1	10
17	T/503/2866	Interview Skills	2	1	10
18	F/503/2868	Self-assessment	2	2	20
19	J/503/2872	Learning with Colleagues and Other Learners	2	2	20
20	Y/503/2875	Working in a Team	2	3	30
21	L/503/2890	Producing a Product	2	1	10
22	A/503/2870	Developing Personal Skills for Leadership	2	2	20
23	F/503/2871	Practising Leadership Skills with Others	2	2	20
24	F/503/2885	Preparing for Work Placement	2	1	10
25	L/503/2887	Learning from Work Placement	2	2	20
26	R/503/2888	Planning an Enterprise Activity	2	1	10
27	Y/503/2889	Running an Enterprise Activity	2	1	10

Achievement of previous versions of the current Workskills units may still count as credit towards this qualification:

- A/501/6278 – Searching for a Job
- J/501/5893 – Applying for a Job
- H/501/5917 – Preparing for an Interview
- L/501/5913 – Interview Skills
- M/501/6164 – Self-Assessment
- Y/501/5915 – Learning with Colleagues and Other Learners
- R/501/6058 – Working in a Team
- L/501/6155 – Producing a Product
- K/501/5904 – Developing Personal Skills For Leadership
- D/501/5916 – Practising Leadership Skills with Others.