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The Skilled for Life offer

1. What is Skilled for Life?

Our aim with Skilled for Life is to supply centres and providers with the tools they need to deliver flexible, personalised programmes that equip learners of all ages with the skills they need to secure work.

Skilled for Life provides centres with a complete employability toolkit, providing access to a flexible framework of:

- Over 1,000 Learning units and 200 qualifications at Entry Level 1 to Level 2, including units designed to develop behaviours needed to succeed in the workplace
- SelfSmart – a Behavioural Diagnostic tool covering motivation and attitudes and MyWorkSearch, a CV builder and job search tool, to support learners in searching and applying for a job
- Teaching and learning resources, including interactive activities & videos and a comprehensive delivery guide
- Initial Assessment tools in English, maths and ICT

Many of the units included in Skilled for Life are already currently available within recognised BTEC and Pearson qualifications. In addition, we have included a range of new units which have been specifically designed to meet the needs of learners seeking to enter employment.

The toolkit is built around 5 areas of learning, identified as the skills learners need to obtain and sustain employment:

- English & Maths
- Industry Knowledge
- Work Experience
- Social and Personal Skills
- Skills for Work

2. Is Skilled for Life a qualification?

Skilled for Life is not a qualification, but a framework of units, qualifications, teaching and learning resources and additional Behavioural Diagnostic and Job Search tools, enabling centres to design and deliver wide-ranging, personalised programmes based around the specific learning needs of learners.

Through Skilled for Life centres can deliver solely unitised programmes without any rules of combination, full qualifications or a mixture of individual units and qualifications as required to fully meet the needs of their learners.

When a centre claims for a learners' achievement, Skilled for Life systems check to see if an appropriate Rule of Combination has been made. If so, then in addition to receiving a Notification of Performance for unit achievement, the learner will also be certificated for any qualifications they have achieved.

3. Who is Skilled for Life suitable for?

Skilled for Life is suitable for all learners aged 14+ preparing to work towards or gain sustainable employment, as well as for those participating in 16-19 Study Programmes and the Work Programme. Skilled for Life can be delivered in schools, colleges and by work-based learning/training providers.

4. What are the benefits of Skilled for Life?

The benefits of Skilled for Life include:

- Skilled for Life approval grants access to over 1,000 units and 200 qualifications at Entry Level 1 to Level 2, meaning centres do not have to gain separate approval for each unit or qualification they wish to deliver
- Flexibility to build programmes that address individual learner needs; centres can deliver solely unitised programmes without any rules of combination, full qualifications or a mixture of individual units and qualifications to fully meet the needs of their learners
- Access to dedicated Skilled for Life teaching and learning tools, including our award winning videos and worksheets supporting units within the Social and Personal Skills learning area
- A quality assurance processes, covering all Levels and sectors of units and qualifications
- Smaller chunks of recognised achievement; learners receive Notification of Performance for unit achievement as well as certification of qualification achievement.

5. Which units and qualifications are included?

There are over 1,000 units and 200 qualifications currently included in the framework, drawn from our Vocational suite at Entry Level 1 up to Level 2, including BTEC WorkSkills, BTEC Entry 3 and Level 1 Vocational qualifications, BTEC Personal and Social Development as well as Level 1 and 2 BTEC Specialist Qualifications.

Our offer is continuously expanding and evolving. You can view lists of all of the units and qualifications available through Skilled for Life [here](#).

6. What is SelfSmart?

SelfSmart is an online Behavioural Diagnostic tool which helps learners identify personal barriers to learning. Through online psychometric testing, as well as follow up activities and advice learners and providers can identify and tackle issues around attitudes and behaviour.

Centres and providers can also use the tool throughout their programmes to monitor learners progress and identify areas where further support and development is required.

SelfSmart is owned by a company called ClearAims. Pearson is working in partnership with ClearAims to enable Pearson centres to have the option to use the tool for a small additional fee. SelfSmart can be purchased through the Skilled for Life tab on Edexcel Online.

The SelfSmart service is independent from Pearson and all queries regarding the service are dealt with directly by SelfSmart.

You can find out further details around the SelfSmart Behavioural Diagnostic [here](#).

7. What is MyWorkSearch?

MyWorkSearch is an online employability engine; encompassing a CV builder, a job search tool with access to current local job vacancies that match skills and experience, as well as tools to support learners in organising and managing the application process.

Centres and providers can access comprehensive activity reporting, enabling you to monitor learners' progress and identify areas where further support is required.

Pearson is working in partnership with MyWorkSearch to provide Pearson centres with the option to use the tool for a small additional fee. MyWorkSearch can be purchased through the Skilled for Life tab on Edexcel Online.

The MyWorkSearch service is independent from Edexcel/Pearson and all queries regarding the service are dealt with directly by MyWorkSearch.

You can find out further details around MyWorkSearch [here](#).

8. What is the difference between Skilled for Life and Traineeships?

Traineeships are a government scheme designed to enable young people (aged 16-24) to improve their employability skills, with the expected outcome that learners will move into an Apprenticeship or job with training at the end of the programme. A traineeship programme lasts between 6 weeks and 6 months.

Skilled for Life is available to any learners aged 14 and above who are undertaking employability programmes outside of Traineeships, for example as part of a 16-19 Study Programme or those participating in the Work Programme. Skilled for Life may be delivered by Schools, FE Colleges as well as Work Based Learning centres and Training Providers.

Pearson's Traineeship offer is built using the latest technology behind Skilled for Life, and provides learners with a Pearson Traineeships transcript on completion of their programme.

For further information around Pearson Traineeships, please visit our website [here](#).

Approval, Registration, Claiming and Certification

9. How do I get approval to deliver Skilled for Life?

If you already deliver Pearson, Edexcel or BTEC qualifications and are an approved Pearson centre, you can gain approval to deliver Skilled for Life through [Edexcel Online](#).

If you are not currently a Pearson centre, complete our [Expression of Interest form](#) to let us know you would like to offer Skilled for Life. A member of our Approvals team will contact you to discuss becoming an approved centre.

10. How do I register learners for Skilled for Life?

Skilled for Life is a credit based offer, meaning that as opposed to registering learners on to qualifications, centres purchase packages of credit. This allows you to deliver programmes as small or as large as required to meet the needs of your learners. Credit Packages are available in the following sizes:

- 1-3 Credits
- 4-6 Credits
- 7-12 Credits
- 13-24 Credits
- 25-36 Credits
- 37-48 Credits
- 49-56 Credits
- 57+ Credits

Learners are registered onto Credit Packages through the Skilled for Life tab on Pearson Online. To deliver Skilled for Life at Level 1 and below, centres should register learners onto a 'standard' Skilled for Life credit package i.e. *Skilled for Life (1-3 Credits)*

To access Skilled for Life at Level 2 and below, centres should register learners onto a Level 2 credit package i.e. *Level 2 Skilled for Life (1-3 Credits)*.

At this point, centres also have the option to purchase the SelfSmart and MyWorkSearch tools if they wish.

Information around Skilled for Life prices can be found [here](#) and further information around making registrations can be found in our [Skilled for Life Administration Guide](#).

11. How is Skilled for Life assessed and verified?

Skilled for Life units are mainly internally assessed, however some units recently introduced at Levels 1 and 2 are available to be onscreen tested.

Skilled for Life has two simple and supportive quality assurance models.

For centres delivering at Level 1 and below:

- Centres appoint a **Quality Nominee**, who acts as the main point of contact with Pearson, encourages and promotes good practice from within the centre
- Pearson appoints a **Standards Verifier**, who will visit you to check processes and delivery plans, providing advice and guidance and Sample work to ensure your assessments are to the appropriate standard

For centres delivering at Level 2 and below:

- Following registration, centres will be contacted to confirm the sectors they intend to deliver
- Centres appoint a **Quality Nominee**, who acts as the main point of contact with Pearson, encourages and promotes good practice from within the centre
- Pearson appoints a **Standards Verifier**, who will be a sector specialist and will undertake two visits:
 - *First visit* – checks processes and delivery plans, provides advice and guidance
 - *Second visit* – samples non sector specific work and work from one sector
- Additional postal samples are required if a centre is delivering more than one sector

For both quality assurance models, centres are awarded direct claims status for the following year upon sign-off from a Standards Verifier.

Further information around assessing your learners and the quality assurance processes can be found in our [Skilled for Life Quality Assurance Handbook](#).

12. How is learner achievement recognised through Skilled for Life?

Skilled for Life has two types of claim – an Interim Claim and a Final Claim.

An Interim Claim allows a centre to request a Notification of Performance for that learner, listing all of the units a learner has achieved to date. Centres can request as many Interim Claims as they wish and the learner registration will remain open to allow for delivery of further units.

A Final Claim, will produce a Notification of Performance for all units achieved. In addition, Skilled for Life systems will check to see if the units delivered meet a Rule of Combination for any qualifications. If so, the learner will also be certificated for the qualifications they have achieved. A Final Claim will also close the registration for that learner.

Designing Skilled for Life programmes

13. What should I consider when building a Skilled for Life programme?

There are a number of things you may want to consider before you start to create a programme of learning from Skilled for Life:

- The individual needs of your learners
- The programme your organisation is intending to deliver (e.g. Study Programme, Units for the Unemployed, Youth Contract etc.)
- Learning or delivery models which deliver an appropriate mix of units at the right level of challenge for the learner to facilitate progression – also consider size, duration, frequency
- Locally assessed skills needs and growth sectors
- Job trends/requirements in your local area
- Expertise and resources within your own organisation
- Partnership link opportunities
- Available funding streams

Skilled for Life is designed to flex and stretch to allow you to deliver truly personalised programmes. Programmes can be built in three ways:

- Individual units are chosen to meet specific learner needs. There are no rules of combination
- Full qualifications are built through appropriate units to meet the rule of combination for the desired qualification/s
- Full qualifications are built through appropriate units to meet the rule of combination, with individual units also chosen to meet any outstanding learner needs.

Examples of how some of our customers deliver Skilled for Life programmes, in response to a number of government initiatives and addressing a range of learner needs can be found in our [Skilled for Life Delivery Models](#).

You can also find further information around building and delivering Skilled for Life programmes in our [Skilled for Life Delivery Guide](#).

14. What resources are available to help with delivery and implementation?

We offer a range of free resources to support the delivery and implementation of Skilled for Life, including a wealth of information provided on our website, including a downloadable Delivery Guide, Administration Guide and Quality Assurance Handbook.

Centres delivering Skilled for Life programmes can also access dedicated Skilled for Life teaching and learning resources. These include a selection of ready-made, visually engaging resources, including award winning videos which support delivery of our Personal Behaviour for Success qualifications. Teaching and learning resources have been developed across all five learning areas and support the most popular units within the toolkit at Entry Level 3 and Level 1. Additional resources at Level 2 will be available to Skilled for Life customers in 2014.

In addition, we offer English, maths and ICT Initial Assessment tools, which provides centres with a broad idea of which level their learners are operating at in each of these areas.

Self Smart and MyWorkSearch are also available for a small additional fee.

You can find further information around the support and resources available to you [here](#).

15. What funding is available?

The main funding streams available to Skilled for Life centres are:

- Education Funding Agency (EFA) 16-19 (Including Study Programmes)
- Skills Funding Agency (SFA) 19+ Adult Skills Budget
- Department for Work and Pensions (DWP) Work Programme
- Skills Funding Agency (SFA) OLASS 4

Many more funding streams are available. You can access further information around funding through our [funding pages](#).

16. What are the progression pathways available after Skilled for Life? - Where can a learner go next?

Learners completing their Skilled for Life programme successfully will be well prepared to progress onto employment or other options, including further study.

The units achieved can be transferred into other qualifications (through accreditation of prior learning) and serve as a firm foundation for further study.

17. How does Skilled for Life differ from delivering individual qualifications?

Skilled for Life provides:

- Recognition of individual unit achievement
- Access to units at a range of levels from a variety of qualifications
- No rule of combination
- A complete delivery and learning solution including additional tools and dedicated resources

If the right course of action for your learners is a specific qualification from the outset – then you may be better registering learners onto that qualification outside of the Skilled for Life, in the ‘usual’ way.

If it is more appropriate for your learners to undertake a more flexible, personalised programme of learning, chosen from a diverse selection of units, then Skilled for Life may be more suitable.

18. Can I offer Skilled for Life in conjunction with the Work Programme/Youth contract etc?

Yes. The Work Programme is funded by the DWP and aims to help the longer-term unemployed back into work. As the Work Programme’s support is tailored to individual needs and circumstances, it is delivered through Prime Providers and specialist sub contractors. The flexibility of Skilled for Life is ideal for ‘front-end provision’, bite- size accredited units that meet specific skills gaps and enhance job opportunities.

Within Youth Contract Funding, Skilled for Life will also be easily adapted to the pre-employment programme of sector-based work academies and dovetails neatly into the Additional Support for the Innovative programmes for disengaged 16 -17 year olds.

An example of how Skilled for Life can be used to deliver Work Programmes can be found in our [Work Programme Delivery Model](#).

19. Can Skilled for Life be used to deliver Study Programmes?

Centres delivering Study Programmes are advised to register for a substantial vocational option or qualification and any English and maths qualifications outside of Skilled for Life.

However, the Skilled for Life toolkit is an excellent way to deliver any additional learning to provide a full, post-16 Study Programme. Additional opportunities could include:

- Planning & Participating in Work Experience qualifications
- Award in Personal Behaviour for Success
- Individual units to address skills gaps and meet learner needs

An example of how Skilled for Life can be used to deliver Study Programmes can be found in our [Study Programme 16-19 Delivery Model](#).

20. How can I register for updates?

Register for Skilled for Life updates by signing up to our [e-newsletter](#).