

Administration Guide – Skilled for Life & Traineeships

What is Skilled for Life?

Skilled for Life is a flexible toolkit designed to support centres to build and deliver personalised programmes of learning that effectively equip learners with the skills and knowledge required to secure and sustain work. It comprises units and qualifications of learning, accompanying teaching and learning resources, Initial Assessment tools for English and maths and optional behavioural diagnostic and job search tools.

Flexibility is the main feature – whatever the needs of your learners, however you want to deliver training, Skilled for Life will allow you to build a programme of learning that meets your requirements.

Because of the flexibility of Skilled for Life, some of the administrative procedures are a little different to our other products. The processes have been designed to be as simple to use for our customers as they can, whilst maintaining the flexibility this product requires.

What are Traineeships?

Traineeships are designed for 16 to 24-year-olds who want to progress to an Apprenticeship, paid employment or further study. For 16 to 19-year-olds, they're designed to form part of the Study Programme provision. A traineeship is an education and training programme with work experience that is focused on giving young people the skills and experience that employers are looking for. The primary objective and measure of success for traineeships is to secure positive outcomes for participants in the form of apprenticeships or other sustainable employment.

The core content of a Traineeship should consist of three elements:

- Work preparation training
- Work placement
- English and maths

What is our Traineeship offer?

We offer a simple, complete solution that helps learners progress to an Apprenticeship, to paid employment or to further study. Our solution offers you two options:

Option: We offer flexible, personalised programmes for each individual learner through the Skilled for Life programme builder, which provides information and guidance to help put together programmes by units and or qualifications.

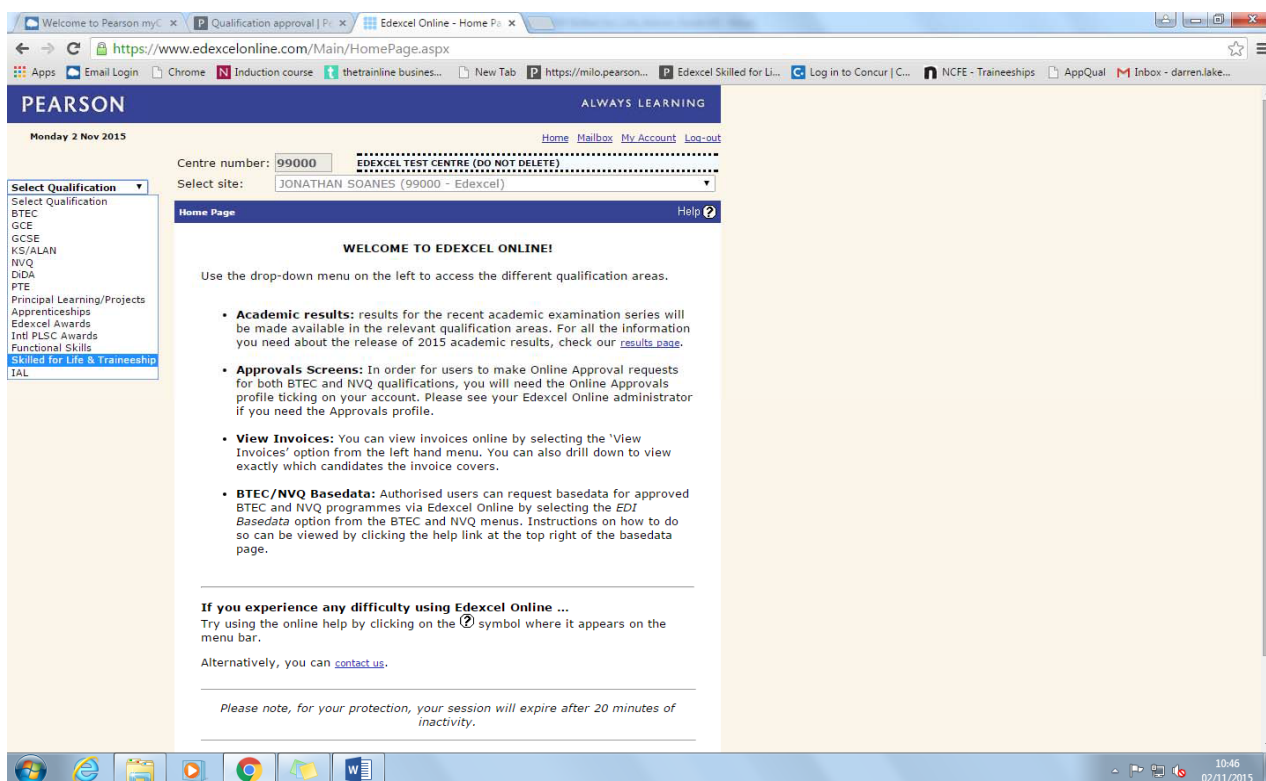
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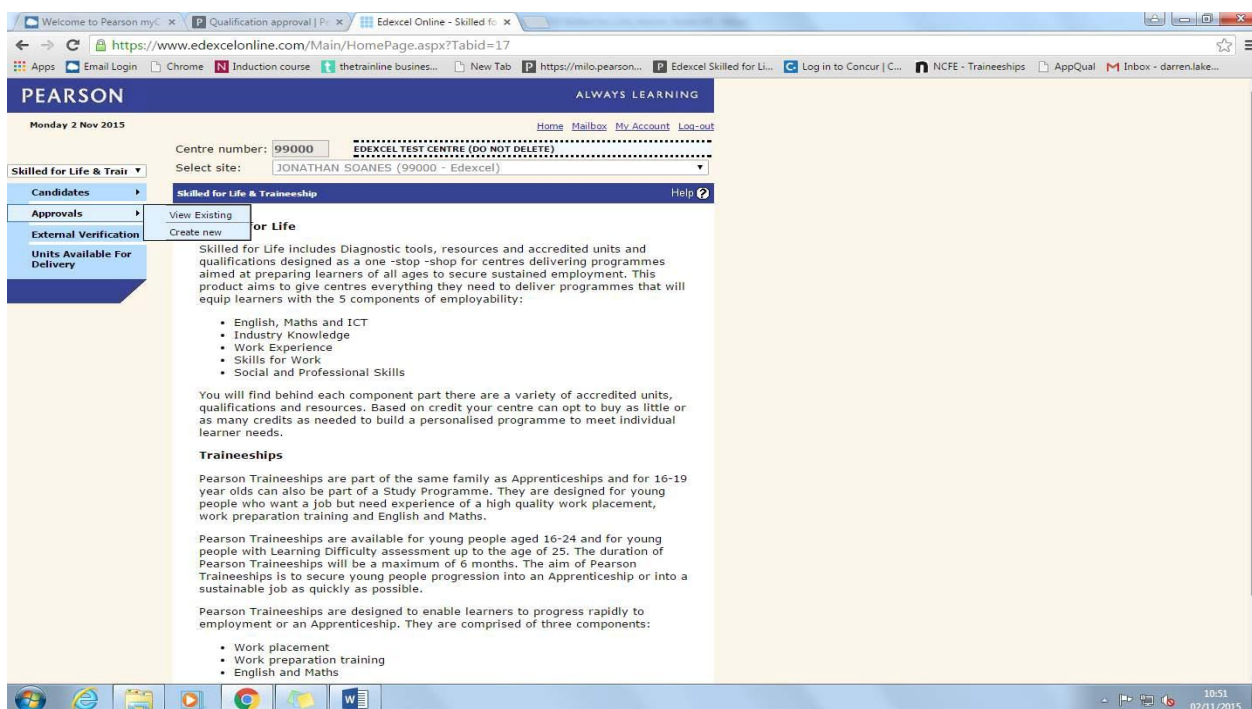
1. Approval for Skilled for Life & Traineeships

If you are currently running BTEC qualifications at Level 2 or below, approval for Skilled for Life will be available to gain instantly online.

All of the screens required for the product are housed under a new Skilled for Life & Traineeship dropdown menu.



From there choose „Approvals“ then „Create New“ and select Skilled for Life as the Qualification Type.



Welcome to Pearson myC... x Edexcel Online - Skills... x Edexcel Online - Skills... x

→ → → <https://www.edexcelonline.com/Employability/EmployabilityApproval.aspx?TabId=17>

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PEARSON ALWAYS LEARNING

Home Mailbox My Account Log-out

Monday 2 Nov 2015

Skilled for Life & Traine... Centre number: 99000 EDEXCEL TEST CENTRE (DO NOT DELETE)

Site: JONATHAN SOANES (99000 - Edexcel)

Candidates Approvals External Verification Units Available For Delivery

Skilled for Life Approval

Welcome to the Skilled for Life Approval page.

Here you will be able to gain instant approval for Skilled for Life as long as you are currently running BTEC qualifications.

Qualification Type (help): SKILLED FOR LIFE
Sector: SKILLED FOR LIFE LEVEL 2/TRAINESHIP

Programmes in the SKILLED FOR LIFE LEVEL 2/TRAINESHIP qualification Frameworks Covered

Title	Level
LEVEL 2 SKILLED FOR LIFE (1-3 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (1-3 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (13-24 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (13-24 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (23-36 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (23-36 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (4-6 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (4-6 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (4-6 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (49-56 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (57+ CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (57+ CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (7-12 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (7-12 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (13-24 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (1-3 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (1-3 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINESHIP (13-24 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (13-24 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINESHIP (23-36 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (23-36 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINESHIP (37-48 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (37-48 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINESHIP (4-6 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (4-6 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINESHIP (49-56 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (49-56 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINESHIP (57+ CREDITS)	SKILLED FOR LIFE
TRAINESHIP (57+ CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINESHIP (7-12 CREDITS)	SKILLED FOR LIFE
TRAINESHIP (7-12 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE

Monday 2 Nov 2015

Skilled for Life & Traineeship Centre number: 990000 **EDEXCEL TEST CENTRE (DO NOT DELETE)**

Site: JONATHAN SOANES (99000 - Edexcel)

Skilled for Life Approval

Welcome to the Skilled for Life Approval page.

Here you will be able to gain instant approval for Skilled for Life as long as you are currently running BTEC qualifications.

Qualification Type (help): SKILLED FOR LIFE

Sector: SKILLED FOR LIFE LEVEL 2/TRAINEEHIP

☐ I agree to and accept the [Terms & Conditions](#).

Home | Mailbox | My Account

[..\\..\\Register your interest - WBL_Pearson qualifications.html](#)

2. Registration

Skilled for Life is a credit based product. This means that learners are registered onto a package of credits rather than individual qualifications.

There are a number of different sized credit packages available, allowing you to register learners for the amount of credits they are expected to complete.

If you have „Skilled for Life Level 2/Traineeship“ approval and are delivering programmes containing Level 2 units, you will need to ensure that learners are registered onto a Level 2 credit package (for example, titled Level 2 Skilled for Life 1-3 Credits). These packages provide access to all Skilled for Life units at Entry Level to Level 2. Standard Skilled for Life credit packages (for example, titled Skilled for Life 1-3 Credits) provide access to Skilled for Life units at Entry Level to Level 1.

If you require additional credits there is no need to transfer learners to another appropriate sized Credit Package as the system will auto transfer as and when a claim is made.

You also have the option of purchasing SelfSmart, an online profiling and behavioural diagnostic. Further details are described in section 4 of this document.

Otherwise the registration process mirrors that used for vocational qualifications. Choose the Skilled for Life & Traineeship drop down, then under the „Candidates“ menu choose „Register Candidate“. You will have the option to either enter learner details individually or upload a spreadsheet to register bulk.

Centres must NOT create separate registrations for any intended BTEC qualification as the system will run a 'rule of combination' and issue any BTEC qualification that meets a 'rule of combination'. If separate registrations are made it will block the intended certification process.

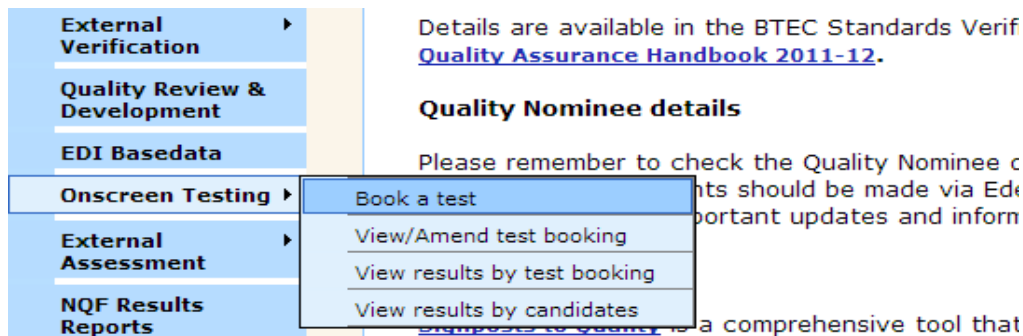
If you are a centre with Skilled for Life Level 2/Traineeship approval you will be contacted by Edexcel shortly after making your first registrations. This is to confirm which sectors you are intending to deliver, so that an appropriate SV is allocated.

The screenshot displays a registration form with the following elements:

- Enrolment Date:** Three dropdown menus for day (01), month (September), and year (2013).
- Order Number:** An empty text input field.
- Programme:** A dropdown menu currently showing "--Select--".
- Program List:** A scrollable list of available programs, each including a code, title, credits, and price. The list includes:
 - MYV04 Skilled For Life (4-6 Credits) - £30.75 Skilled For Life
 - MYV05 Skilled For Life (7-12 Credits) - £46.10 Skilled For Life
 - MYV06 Skilled For Life (13-24 Credits) - £66.60 Skilled For Life
 - MYV07 Skilled For Life (25-36 Credits) - £92.25 Skilled For Life
 - MYV08 Skilled For Life (37-48 Credits) - £138.40 Skilled For Life
 - MYV09 Skilled For Life (4-6 Credits) (Inc Selfsmart) - £40.75 Skilled For Life
 - MYV10 Skilled For Life (7-12 Credits) (Inc Selfsmart) - £56.10 Skilled For Life
 - MYV11 Skilled For Life (13-24 Credits) (Inc Selfsmart) - £76.60 Skilled For Life
 - MYV12 Skilled For Life (25-36 Credits) (Inc Selfsmart) - £102.25 Skilled For Life
 - MYV13 Skilled For Life (37-48 Credits) (Inc Selfsmart) - £148.40 Skilled For Life
 - MYV14 Skilled For Life (1-3 Credits) - £16.65 Skilled For Life
 - MYV15 Skilled For Life (1-3 Credits) (Inc Selfsmart) - £26.65 Skilled For Life
 - MYV16 Skilled For Life (49-56 Credits) Skilled For Life
 - MYV17 Skilled For Life (49-56 Credits) (Inc Selfsmart) - £168.90 Skilled For Life
 - MYV18 Skilled For Life (57+ Credits) Skilled For Life
 - MYV19 Skilled For Life (57+ Credits) (Inc Selfsmart) - £194.50 Skilled For Life
 - NCA10 Selfsmart Diagnostic Tool Standalone Skilled For Life
 - NCA11 Myworksearch Skilled For Life
 - NCA12 Mvworksearch Plus Emolvabilitv Skilled For Life

3. Booking a Test

For units which have onscreen testing available, tests are booked using the BTEC area of Edexcel Online and the „Onscreen Testing“ menu option select “Book a test”



Using the drop down boxes specify the programme you wish to book. For Skilled for Life, this is the credit package that you have registered learners on to. Then choose the test you wish to book as well as the time and venue.

If you click „next“, you will be presented with a list of all candidates registered on the credit package or you can narrow the search using the refine learner section.

A screenshot of the 'Test setup' and 'Refine learner' sections of the booking interface. The 'Test setup' section has a white background and contains four rows of input fields: 'Programme' with a dropdown menu showing 'HPK41:LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)', 'Test' with a dropdown menu showing 'TEST 5 - UNDERSTANDING RETAIL HEALTH AND SAFETY', 'Venue' with a dropdown menu showing 'Select one', and 'Test Date (dd/mm/yyyy)' with a date picker, 'Time' with a dropdown menu, and a 'Time' label. The 'Refine learner' section has a white background and contains five rows of input fields: 'Registration Number', 'First Name', 'Last Name', 'Registration Year' with a dropdown menu showing 'Select one', and 'Centre Reference'. To the right of these fields is a text box that says: 'This function is optional but may help to limit the number of search results. A percentage sign acts as a wild card. e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.' At the bottom of the 'Refine learner' section is a 'Next' button.

From the list of learners tick the box to the left of the registration number to inform us that the learner will be sitting this test and click „submit“.

Test Details			
Programme	HPK41:LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)		
Test	TEST 5 - UNDERSTANDING RETAIL HEALTH AND SAFETY		
Venue	XVH835	Date	25/10/2013 18:00

Records Per Page: 25

All	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
<input type="checkbox"/>	EY00200		ROY	AYERS	16/07/1985		<input type="checkbox"/>
<input type="checkbox"/>	EY00201		NICOLA	DAVIES	23/06/1956		<input type="checkbox"/>
<input type="checkbox"/>	EY00202		CARL	LEWIS	02/06/1986		<input type="checkbox"/>

If the learner has already passed the test or is already booked you will see an error screen like the one below and will not be able to book for the learners with errors against them until they have been resolved.

Booking has not been submitted. Please correct the errors before submitting (Hover the mouse over the candidate records to see the actual error).

- ☐ Test previously passed
- ☐ Test booking already exists
- ☐ Booking clash
- ☐ Other error

Records Per Page: 25

All	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
<input checked="" type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	EY00200		ROY	AYERS	16/07/1985		<input type="checkbox"/>
<input type="checkbox"/>	EY00201		ERROR : Test booking already exists		DAVIES	23/06/1956	<input type="checkbox"/>
<input type="checkbox"/>	EY00202		CARL	LEWIS	02/06/1986		<input type="checkbox"/>

If everything is ok you will get a confirmation that the test has been booked and the details will be passed to the system where you can download and complete the relevant tests.

4. SelfSmart Behavioural Diagnostic Tool

SelfSmart is an online profiling and behavioural diagnostic tool that accurately identifies people's personal barriers to learning and provides the individual learner and supporting organisations with solutions to address these problems.

SelfSmart is owned by the company Clearaims.

Centres offering Skilled for Life programmes have the option to use this tool as part of their behavioural diagnostic assessment. SelfSmart is purchased directly from Clearaims by contacting info@selfsmart.org or by calling [0871 222 7430](tel:0871 222 7430).



The image above shows the SelfSmart log in page



The image above shows the content page of the diagnostic tool



The image above shows your profile dashboard once the areas have been completed.

Further details around SelfSmart can be found on the [Skilled for Life website](http://www.skilledforlife.org).

All queries regarding the service are dealt with directly by SelfSmart. Please contact info@selfsmart.org or [0871 222 7430](tel:0871 222 7430)

5. Units Available for Delivery

Before you are able to claim certificates you need to indicate which units you will be delivering. You can do this in two ways:

1. Through the „Units Available for Delivery“ screen under the Skilled for Life & Traineeship drop down menu; click the „Select units group“ drop down menu and choose „All Skilled for Life Units“. A second drop down menu will now be available, allowing you to filter units by sector, subject or Skilled for Life Learning Area. When you have chosen your filter, click „Show Units“ to access the units within that area.

When you have selected the units you will deliver, save your selection using the „update“ button to add these units to your „Centre Favourites list“. Units selected in the Centre Favourites list can be added to and removed at any time which will instantly update those units you are able to claim from, this applies across all Skilled for Life credit sizes.

Create New Skilled for Life Programme

Select units group

All Skilled for Life Units

☐ Select All

☐ OTHER

☒ SOCIAL & PERSONAL SKILLS

☐ ENGLISH & MATHS

☐ WORK EXPERIENCE

☐ SKILLS FOR WORK

☐ HAIRDRESSING & BEAUTY

Centre Favourites

Show Units

When you view a programme which has been created in the Skilled for Life web application, the table below lists the units contained within the programme. These units will have been automatically updated as being available for delivery.

If you are viewing "All Skilled for Life Units", please indicate which other units you are running by ticking the box on the left of the unit. Once you have selected the additional units you are running please click "Update" at the bottom of the screen. Any units which have already been included through a Skilled for Life programme will be greyed-out. If a unit is shown as greyed-out but unselected, it means that the programme containing that unit has not yet been updated (see above).

Available Units

	Code	Unit Title	Category	QCA	Level	Credits
<input type="checkbox"/>	26964D	ANTENATAL CARE AND PREPARATION FOR BIRTH	SOCIAL & PERSONAL SKILLS	D5035521	E3	4
<input type="checkbox"/>	26125D	BASIC COOKING TECHNIQUES	SOCIAL & PERSONAL SKILLS	J6006198	E1	3
<input type="checkbox"/>	21248F	BEING A CUSTOMER	SOCIAL & PERSONAL SKILLS	M5050251	E2	3

2. By building your programmes of learning using the Skilled for Life Online Service: The Online Service has been developed as a free tool to support centres delivering Skilled for Life and Traineeships from Pearson, in building personalised and flexible programmes of learning. Once programmes have been saved as „Final“ in the Online Service, they are exported to EOL and will be listed in the „Select Units Group“ drop down list on the „Units Available“ tab. All units from final programmes are also added to your „Centre Favourites“ drop down list.

You can access the Skilled for Life Online Service through the „Create new Skilled for Life Programme“ button on the Units Available for Delivery page. You can also access the Service and find out more information, including a detailed User guide through the [Skilled for Life website](#).

Create New Skilled for Life Programme

Select units group

6 month Employability programme

Centre Favourites

Show Units

When you view a programme which has been created in the Skilled for Life web application, the table below lists the units contained within the programme. These units will have been automatically updated as being available for delivery.

If you are viewing "All Skilled for Life Units", please indicate which other units you are running by ticking the box on the left of the unit. Once you have selected the additional units you are running please click "Update" at the bottom of the screen. Any units which have already been included through a Skilled for Life programme will be greyed-out. If a unit is shown as greyed-out but unselected, it means that the programme containing that unit has not yet been updated (see above).

Available Units

	Code	Unit Title	Category	QCA	Level	Credits
<input checked="" type="checkbox"/>	20905B	USING EMAIL	IT	J5024299	1	2
<input checked="" type="checkbox"/>	20908B	USING THE INTERNET	IT	T5024296	1	3
<input checked="" type="checkbox"/>	24348D	APPLYING FOR A JOB	SKILLS FOR WORK	H5032832	1	1
<input checked="" type="checkbox"/>	24349D	PREPARING FOR AN INTERVIEW	SKILLS FOR WORK	K5032833	1	1
<input checked="" type="checkbox"/>	24350D	INTERVIEW SKILLS	SKILLS FOR WORK	M5032834	1	1
<input checked="" type="checkbox"/>	24363D	INVESTIGATING RIGHTS AND RESPONSIBILITIES AT WORK	SKILLS FOR WORK	K5032847	1	1

6. Reporting Results

Learners are found in the same way as our BTEC and NVQ products, by either searching by candidate or by course within the Candidates menu. Skilled for Life is not in itself a qualification and as such there is no full award option.

The claim types are „Interim“ where a learner has completed some units but may wish to complete more in the future, and „Final Certificate Claim“ indicating the learner has completed all the units they intend to.

An Interim claim will produce a Notification of Performance for your learner, listing all of the units they have achieved to date and keep your Skilled for Life registration open for any future claims.

A Final claim will again produce a Notification of Performance for all units the learner has achieved as well as producing certificates for any qualifications achieved.

Student Report Forms are not available for this product.

You can select units achieved from the „Select a Skilled for Life Programme“ drop down menu. The menu lists all programmes that have been saved as final in the Skilled for Life Online Service, as well as those units you have added to your Centre Favourites.

Claim Type
☐ Interim ☒ Final Certificate Claim [Unselect](#)

Unit certification will be supplied for the units claimed. If those units form an accredited qualification outside of this framework this will automatically be issued in addition without further charge.

Framework Details
Employability Framework: FWG19 Skilled For Life (13-24 Credits) (Skilled For Life:)

Select a Skilled for Life Programme:

Please ensure that all grades are correctly recorded before clicking on "save". If any incorrect grades are submitted in error, please email ServiceOperations@edexcel.com immediately, stating what amendments you require and quoting the correct unit grades.

Results | Transaction History | Transfer History

Unit Code	Title	Level	Value	P	M	D	U	T	Grade
21171E	Planning & Participating In Work Ex	1	6	<input type="radio"/>					Unselect
20668B	Preparation For Work	1	2	<input type="radio"/>					Unselect
20913A	Career Progression	1	2	<input type="radio"/>					Unselect
21372B	Exploring Career Choices	1	1	<input type="radio"/>					Unselect
21373B	Career Management	1	1	<input type="radio"/>					Unselect
24348D	Applying For A Job	1	1	<input type="radio"/>					Unselect

If a unit you wish to select is missing please use the Units Available for Delivery screen to add to the list of units being run in your centre and it will appear here.

As highlighted in section 2 Centres must NOT create separate registrations for any intended BTEC qualification as the system will run a 'rule of combination' and issue any BTEC qualification that meets a 'rule of combination'. If separate registrations are made it will block the intended certification process.

7. Certification

Before issuing certificates we will check we have verified all sectors, so it's important you tell us up front which sectors you will be delivering. As long as the required quality assurance checks have been completed, unit certificates will be issued for those units completed.

If claiming final certificate we will also check whether those units make up an accredited qualification, if they do we will also issue the appropriate qualification certificate without any further charge. These checks are completed following the production of unit certificates so qualification certificates will be sent separately and received shortly after.

Option 2: Alternatively, we offer flexible, personalised programmes for each individual learner through the Skilled for Life programme builder, which provides information and guidance to help put together programmes by units and qualifications that meet learners' specific skills gaps.

Through the Skilled for Life programme builder you have the option to 'create a programme' which is personalised.

8. Course builder

To get started you may need to claim a role. This will determine what you can do within Skilled for Life – please refer to the 'user guide'.

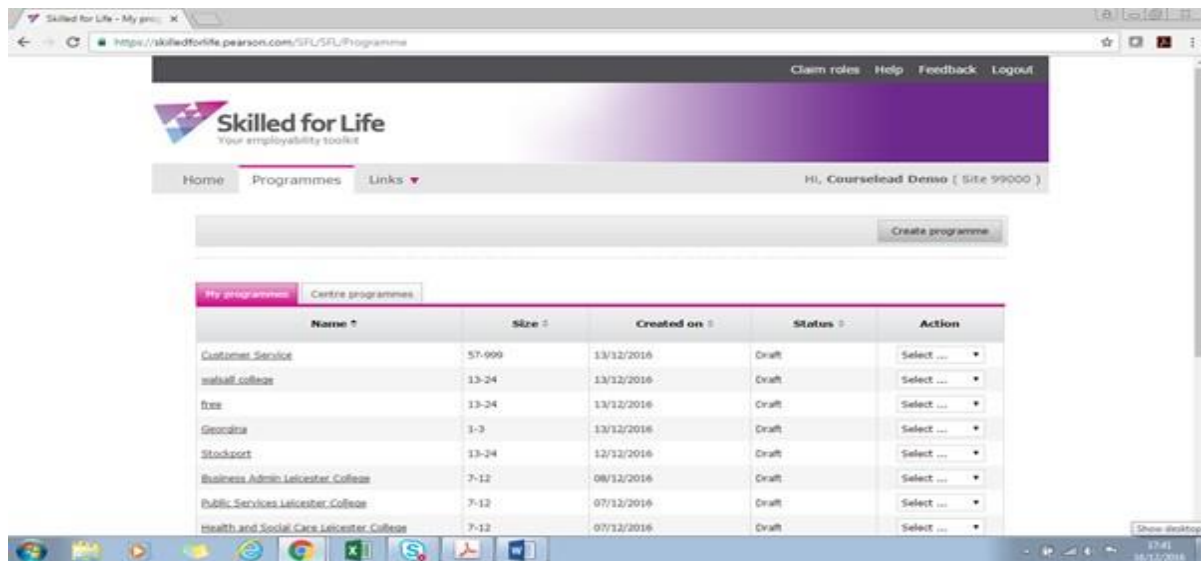
The screenshot shows the Skilled for Life Online Service (Programme Builder) homepage. The browser address bar shows the URL: <https://skilledforlife.pearson.com/SFL?sptoken=df58901c-2cb5-464c-89af-0ed1875f8cec>. The page features a purple header with the 'Skilled for Life' logo and the tagline 'Your employability toolkit'. Below the header is a navigation bar with 'Home', 'Programmes', and 'Links'. A welcome message reads 'Welcome back, Demo Courselead (Site 99000)'. The main content area is titled 'Welcome to the Skilled for Life Online Service (Programme Builder)' and includes a brief description of the service. It lists five key features: 1. Design and build Skilled for Life and Traineeship programmes by individual units, whole qualifications or a combination of both. 2. Access specifications and guidance information for both units and qualifications. 3. Automatically claim Skilled for Life and Traineeship achievement against a programme of learning in Edexcel Online, once the programme is saved as final within the Skilled for Life Online Service. 4. Access additional support tools such as SelfSmart, MyWorkSearch and the initial Assessment Tools for English and Maths. 5. Further information around our Skilled for Life and Traineeship offers, along with our teaching and learning resources can be accessed through their websites. The page also includes a section for 'Skilled for Life Roles' and a footer with copyright information and the Pearson logo.

Programmes can only be created and saved as Final on Online Services by a centre's Quality Nominee or Programme Leader. A user who has applied to be a Programme Leader (but has yet to be approved) can create and edit their own programmes and save them as a draft only.

Step 1: Creating a programme

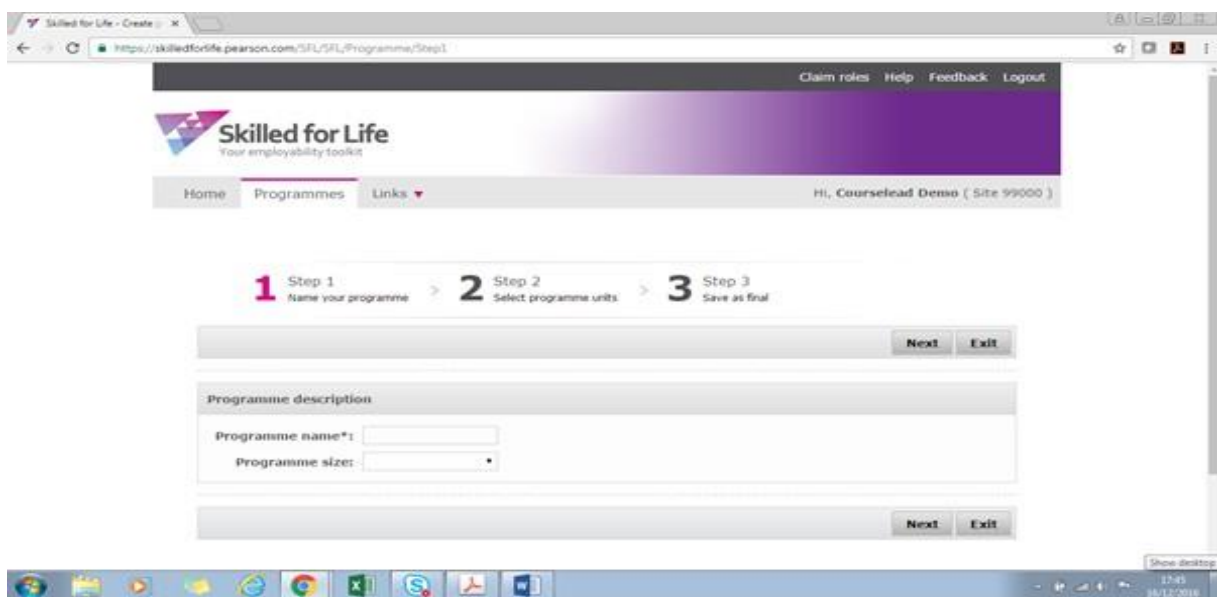
Select Programmes tab in the main menu bar on the home page.

If you have previously created a Skilled for Life programme (either draft or final) you will see a table listing these programmes under 'My programmes'. Centre programmes shows you all programmes created in your centre that have been saved as final only.



Select Create programme from the home page.

A screen will appear asking you to name your new programme (mandatory) and select its size from a drop down menu (optional). To name your programme complete the programme name field.



You can change the name of your programme any time. To select the size of your programme click the Programme size drop down menu box and select the applicable number of credits. You should choose a programme size to correspond with the Skilled for Life credit package you intend to register your learners on. Programme size can be edited at any time in Draft Programmes. Once your programme has been saved as Final, you will only be able to increase programme size, not decrease it.

Once completed, select save and continue to proceed to Step 2 – Select programme units

Step 2 – Select programme units/qualifications

Units available

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

Select individual units and/or qualifications from the Learning areas

Search for: ☒ Individual units ☐ Qualifications

Level:

Size:

Search **Clear**

Add

Unit Title	Credits	Level	Ref. number
<input type="checkbox"/> APPLYING FOR A JOB	1	1	H_503_2832
<input type="checkbox"/> APPLYING FOR JOBS AND COURSES	2	1	J_500_8541
<input type="checkbox"/> BEING RESPONSIBLE FOR OTHER PEOPLE'S MONEY	1	1	Y_503_2830
<input type="checkbox"/> CAREER MANAGEMENT	1	1	D_600_3176
<input type="checkbox"/> CONTRIBUTING TO MEETINGS	1	1	A_501_5809
<input type="checkbox"/> CONTRIBUTING TO MEETINGS	1	1	A_503_2853
<input type="checkbox"/> DEVELOPING PERSONAL SKILLS FOR LEADERSHIP	2	1	J_503_2838
<input type="checkbox"/> ECONOMIC AND BUSINESS UNDERSTANDING	1	1	H_600_3146
<input type="checkbox"/> EXPLORING CAREER CHOICES	1	1	Y_600_3175
<input type="checkbox"/> HOW AND WHY BUSINESSES OPERATE	1	1	J_600_3172
<input type="checkbox"/> INTERVIEW SKILLS	1	1	M_503_2834
<input type="checkbox"/> LEARNING FROM MORE EXPERIENCED PEOPLE	2	1	Y_503_2844
<input type="checkbox"/> LEARNING WITH COLLEAGUES AND OTHER LEARNERS	2	1	F_503_2840
<input type="checkbox"/> MAKING INFORMED CAREER AND PROGRESSION CHOICES	2	1	F_600_3168

The **units available** section allows you to pick which units and qualifications you want to add to your programme.

Select a learning area tab from one of the options (i.e. Skilled for Work) you wish to search to add units or qualifications to your programme.

The Programme units selected section lists the units and qualifications that you have added to your new programme so far. If you have not yet added any units or qualifications this table will be empty.

Skilled for Life
Your employability toolkit

Home | Programmes | Links

Welcome back, **Demo Courselead** (Site 99000)

1 Step 1 Name your programme > **2** Step 2 Select programme units > **3** Step 3 Save as final

Previous **Save** **Next** **Exit**

Programme: Demonstration (7-12 Credits) Programme status: **Draft**

Programme units selected

All units selected:

Unit Title	Credits	Level	Ref. number
<input type="checkbox"/> APPLYING FOR A JOB	1	1	H_503_2832
<input type="checkbox"/> INTERVIEW SKILLS	1	1	M_503_2834
<input type="checkbox"/> PERSONAL PRESENTATION FOR THE WORKPLACE	2	1	J_505_6928
<input type="checkbox"/> PREPARING FOR AN INTERVIEW	1	1	K_503_2833
<input type="checkbox"/> SEARCHING FOR A JOB	1	1	D_503_2831
<input type="checkbox"/> SKILLS FOR EMPLOYMENT	1	1	A_600_3167
Programme total	7		

Units available

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

Step 3: Save as final.

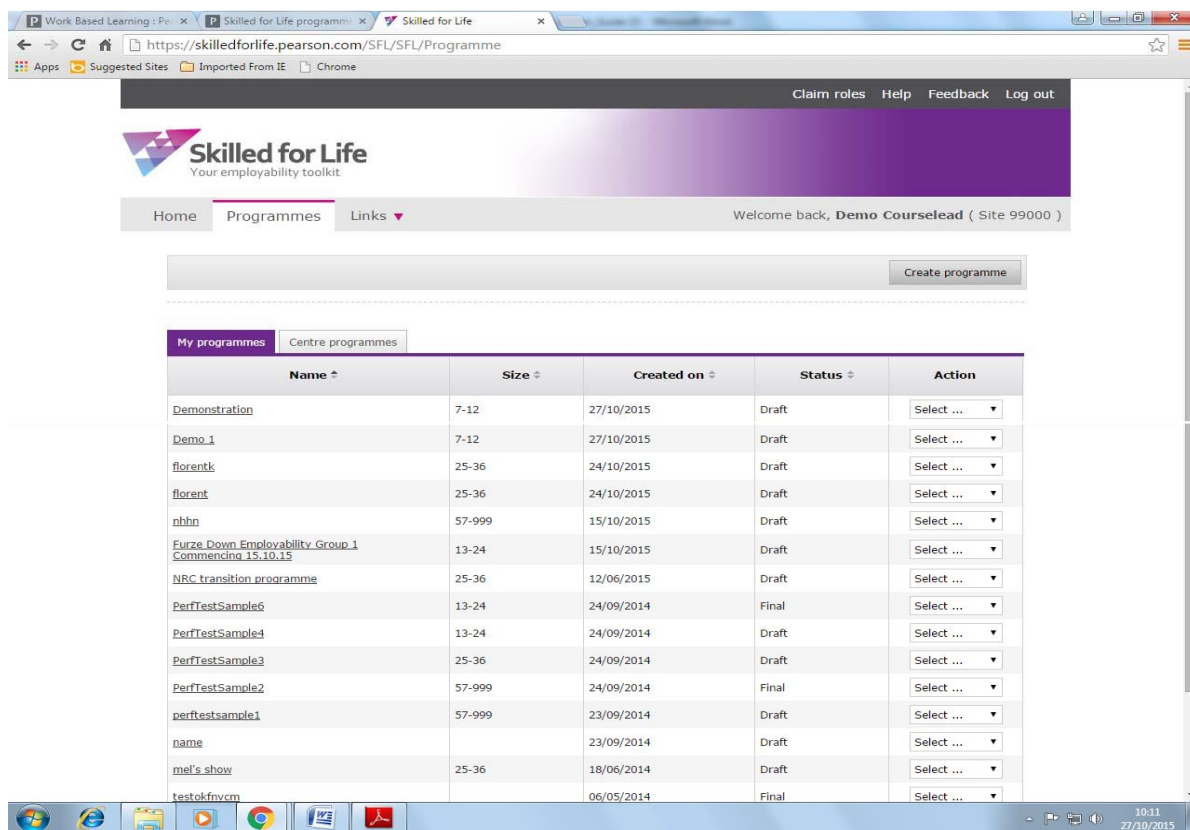
Once you have added all the units that you want in your programme, select save and continue to move on to save as final.

Your newly created programme is now visible under the 'my programmes' tab.

There are two tabs accessible from the Programmes menu. My programmes (these are programmes that you personally have created) and Centre programmes (final programmes that have been created by anyone in your centre using the Skilled for Life Online Service).

Under My programmes tab, you are able to see details about the programmes you created and also edit or view them from the drop down menu in the action column.

Under the centre programmes tab, you are able to view any final programme that has been created at your centre (only the Programme Leader or Quality Nominee assigned to that programme will be able to edit it).



The screenshot shows the Skilled for Life online service interface. The browser address bar displays <https://skilledforlife.pearson.com/SFL/SFL/Programme>. The page header includes navigation links: Claim roles, Help, Feedback, Log out. The Skilled for Life logo is present, along with the tagline 'Your employability toolkit'. The main navigation bar shows 'Home', 'Programmes' (selected), and 'Links'. A welcome message reads 'Welcome back, Demo Courselead (Site 99000)'. Below the navigation bar is a 'Create programme' button. The 'My programmes' tab is active, displaying a table of programmes.

Name	Size	Created on	Status	Action
Demonstration	7-12	27/10/2015	Draft	Select ...
Demo 1	7-12	27/10/2015	Draft	Select ...
florentk	25-36	24/10/2015	Draft	Select ...
florent	25-36	24/10/2015	Draft	Select ...
nhbn	57-999	15/10/2015	Draft	Select ...
Furze Down Employability Group 1 Commencing 15.10.15	13-24	15/10/2015	Draft	Select ...
NRC transition programme	25-36	12/06/2015	Draft	Select ...
PerfTestSample6	13-24	24/09/2014	Final	Select ...
PerfTestSample4	13-24	24/09/2014	Draft	Select ...
PerfTestSample3	25-36	24/09/2014	Draft	Select ...
PerfTestSample2	57-999	24/09/2014	Final	Select ...
perftestsample1	57-999	23/09/2014	Draft	Select ...
name		23/09/2014	Draft	Select ...
mel's show	25-36	18/06/2014	Draft	Select ...
testokfnvcm		06/05/2014	Final	Select ...

When a programme is saved as 'final' in the Online Service:

It is automatically exported to the Skilled for Life and Traineeship area on Edexcel Online, enabling the exams officer in your centre to claim certification against a Skilled for Life programme.

It can be viewed by other users in your centre in centre programmes in the Online Service (but only the Programme Leader who created a programme can edit a programme).

9. Contact Us

For further information and support

To find out more about Skilled for Life or Traineeships from Pearson

Visit: qualifications.pearson.com/traineeships

If you are a Training Provider or Employer please:

Call 0844 576 0045 (Calls cost 1.5p per minute plus your phone company's access charge)

If you are a new customer, please email: wbl@pearson.com

If you are an existing customer, please email wblcustomerservice@pearson.com

If you are a Further Education College, Sixth Form College, Private College or UTC please:

Call 0845 373 0114 (Calls cost 3p per minute plus your phone company's access charge)

If you are a new customer, please email fecentresupport@pearson.com

If you are an existing customer delivering Pearson work-based learning qualifications on QMA, please email wblcustomerservices@pearson.com

If you are an existing customer delivering **Pearson work-based learning** qualification on Edexcel online, please email examsofficers@pearson.com

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