

Qualification Specification

601/2517/2

iCQ Level 1 (6 Credit) Award in Personal Development and Employability Skills (RQF)



Qualification Details

Title : iCQ Level 1 (6 Credit) Award in Personal Development and Employability Skills (RQF)

Awarding Organisation : [iCan Qualifications Limited](https://icanqualify.net)

Fees Price List Url : <https://icanqualify.net>

Qualification Type : RQF

Qualification Sub Type : None

Qualification Level : Level 1

Qualification Sub Level : None

EQF Level : Level 2

Regulation Start Date : 13-Jan-2014

Operational Start Date : 01-Feb-2014

Offered In England : Yes

Offered In Wales : Yes

Offered In Northern Ireland : Yes

Assessment Language In English : Yes

Assessment Language In Welsh : No

Assessment Language In Irish : No

SSA : 14.1 Foundations For Learning and Life

Purpose : A. Recognise personal growth and engagement in learning

Sub Purpose : A3. Recognise development of personal skills and/or knowledge, A4. Recognise development of employability skills and/or knowledge

Total Credits : 6

Min Credits at/above Level : 4

Minimum Guided Learning Hours : 42

Maximum Guided Learning Hours : 56

Diploma Guided Learning Hours : 0

Barring Classification Code : ZZZZ

Overall Grading Type : Pass

Assessment Methods : Portfolio of Evidence

Structure Requirements : To achieve this qualification learners must attain a minimum of 6 credits, of which 4 credits must be at or above Level 1. Learners must achieve the 1 mandatory unit in Group M, attaining 3 credits, plus at least 3 credits from the optional units in Groups A and/or B (at least 1 credit must be at Level 1)

Age Ranges : Pre-16 : Yes; 16-18 : Yes; 18+ : No; 19+ : Yes

Qualification Objective : This qualification provides an introduction to the knowledge, understanding and skills needed personal development and for employment; it is designed for learners entering the workplace

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Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
OAG) Over-arching Group	Yes	0	2	0	6	0
└─ M) Mandatory Unit	Yes	1	1	0	3	0
O) Optional Units	Yes	0	1	0	3	0
└─ OA) Group A Optional Units	No	17	1	0	2	0
└─ OB) Group B Optional Units	No	24	1	0	1	0

Group M Mandatory Unit

URN	Title	Level	GLH	Credit
K/504/3539	Career Planning	1	26	3

Group OA Group A Optional Units

URN	Title	Level	GLH	Credit
D/502/0470	Managing Social Relationships	1	20	2
H/502/0454	Dealing with Problems in daily life	0	20	2
H/504/6469	Planning for personal development	2	27	3
H/601/8827	Managing Social Relationships	2	20	2
J/504/6464	Planning for personal development	1	27	3
J/504/8876	Teamwork Skills	1	27	3
K/502/0469	Developing self	1	20	2
L/502/0464	Dealing with Problems in daily life	1	20	2
L/504/6515	Managing my money	1	27	3
L/504/8877	Teamwork Skills	2	24	3
L/505/4078	Improving Own Confidence	1	27	3
M/502/0456	Developing self	0	20	2
M/504/6460	Interpersonal and self management skills	1	27	3
R/500/8901	Improving Own Confidence	1	27	3
R/600/1246	Developing self	2	20	2
T/502/0457	Managing Social Relationships	0	20	2
T/504/6461	Interpersonal and self management skills	2	27	3

Group OB Group B Optional Units

URN	Title	Level	GLH	Credit
A/501/4966	Health and Safety in the workplace	1	20	2
A/502/0461	Preparation for work	0	20	2
D/504/5174	Health and safety in the workplace	0	18	2
D/600/3243	Preparation for Work Experience	1	9	1
F/501/6363	Preparing for Work Placement	0	10	1
F/503/2806	Searching for a job	0	10	1
F/602/2206	Preparation for Work Experience	0	10	1
H/501/5917	Preparing for an Interview	2	10	1
H/502/3614	Job application skills	1	6	1
J/501/6364	Learning from Work Placement	0	10	2
J/502/0477	Preparation for work	1	20	2
J/503/2855	Learning from Work Placement	1	10	2
J/601/0025	CV Writing	0	10	1
K/504/6327	Time Management	1	20	2
L/501/5958	Searching for a job	1	10	1
L/600/9877	Job Applications	0	10	1
L/600/9944	CV Writing	1	9	1
M/501/5824	Preparing for an Interview	1	10	1
M/501/6326	Preparing for an Interview	0	10	1
M/501/6391	Preparing for Work Placement	1	10	1
T/500/5893	Exploring job opportunities	0	10	1
T/502/3407	Preparation for Work	2	20	2
T/504/5147	Exploring job opportunities	1	8	1

T/504/5181	Learning through work experience	1	24	3
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Qualification Framework: RQF
 Title : Career Planning
 Unit Level : Level 1
 Unit Sub Level : None
 Guided Learning Hours : 26
 Unit Credit Value : 3
 SSAs : 14.2 Preparation for Work
 Unit Grading Structure : Pass
 Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: K/504/3539 : Career Planning	
Understand how personal attributes and learning styles relate to career planning	
Assessment Criterion - The learner can:	
01.01	List own strengths and weaknesses relevant to career planning
01.02	Give an example of personal strengths and skills that can support a specific career interest or choice
01.03	Identify own style of learning
01.04	Identify any areas of weakness that may affect career choice
01.05	State why these areas of weakness need to be improved
01.06	Give an example of how one area of weakness can be improved
Be able to use career information	
02.01	Identify information relevant to own career planning
02.02	State which sources of information have proved most useful and why
02.03	Give an example of bias in careers information
02.04	Outline why it is important to recognise bias in careers information
Be able to plan for transition to the next stage of education, training or work	
03.01	Complete a Career Action Plan
03.02	State reasons for career choices
03.03	State how to apply for the next stage of education, training or work
03.04	Produce a CV or complete an application for a specific course, training or employment opportunity

Unit Specification
D/502/0470
Managing Social Relationships



Qualification Framework: RQF
Title: Managing Social Relationships
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 20
Unit Credit Value: 2
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: D/502/0470 : Managing Social Relationships	
Understand how to interact with others in a range of social situations	
Assessment Criterion - The learner can:	
01.01	Identify at least two social situations in which they may need to interact with others
01.02	Identify positive behaviours which can be used when interacting with others
01.03	Explain why it is important to use positive behaviours when interacting with others
Demonstrate how to interact with others in a range of social situations	
02.01	Take an active role in exchanges on different topics, with one or more people
02.02	Use a range of appropriate behaviours when participating in the exchanges
02.03	Use appropriate formal and informal communication techniques

Unit Specification
H/502/0454
Dealing with Problems in daily life



Qualification Framework: RQF
Title : Dealing with Problems in daily life
Unit Level : Entry Level
Unit Sub Level : Entry 3
Guided Learning Hours : 20
Unit Credit Value : 2
SSAs : 14.1 Foundations For Learning and Life
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: H/502/0454 : Dealing with Problems in daily life	
Understand how to recognize a straightforward problem	
Assessment Criterion - The learner can:	
01.01	Identify a straightforward problem that they can tackle
01.02	Share ideas on how to tackle the problem with an appropriate person
Tackle a problem	
02.01	Identify a way to tackle the problem
02.02	Carry out activities to tackle the problem
02.03	Ask for appropriate advice
Be able to carry out a review of their progress towards solving the problem	
03.01	Review their progress in tackling the problem
03.02	Identify what went well and what did not go so well

Unit Specification
H/504/6469
Planning for personal development



Qualification Framework: RQF
Title : Planning for personal development
Unit Level : Level 2
Unit Sub Level : None
Guided Learning Hours : 27
Unit Credit Value : 3
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).
Assessment will be by portfolio of evidence

Unit: H/504/6469 : Planning for personal development	
Be able to identify own personal development needs	
Assessment Criterion - The learner can:	
01.01	Complete a skills assessment
01.02	Describe personal strengths
01.03	Describe areas for personal development
Be able to plan for personal development	
02.01	Identify targets for personal development
02.02	Identify potential benefits of meeting personal development targets
02.03	Identify sources of help and guidance in meeting personal development targets
02.04	Produce an action plan with dates for reviewing personal development targets
Be able to follow and review plans for personal development	
03.01	Follow the action plan to work towards personal development targets
03.02	Review progress and achievements against targets at different stages
03.03	Give examples of successful outcomes from following the personal development plan
03.04	Revise personal development plan to reflect potential new targets for development

Unit Specification
H/601/8827
Managing Social Relationships



Qualification Framework : RQF
Title : Managing Social Relationships
Unit Level : Level 2
Unit Sub Level : None
Guided Learning Hours : 20
Unit Credit Value : 2
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: H/601/8827 : Managing Social Relationships	
Understand how to interact with others in a range of social situations	
Assessment Criterion - The learner can:	
01.01	Describe a range of social situations involving interaction with others
01.02	Identify positive behaviours which can be used when interacting with others and explain why they are positive
01.03	Give examples of a range of negative behaviours and explain their potential impact on self and others if used in social situations
Interact with others in a range of social situations	
02.01	Take an active role in exchanges in different social situations
02.02	Use a range of appropriate behaviours when participating in exchanges and justify why they are appropriate
02.03	Use a range of appropriate formal and informal communication techniques and explain why they are appropriate to different situations

Unit Specification
J/504/6464
Planning for personal development



Qualification Framework: RQF
Title : Planning for personal development
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 27
Unit Credit Value : 3
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).
Assessment will be by portfolio of evidence

Unit: J/504/6464 : Planning for personal development	
Be able to identify own personal development needs	
Assessment Criterion - The learner can:	
01.01	Complete a skills assessment
01.02	List personal strengths
01.03	List areas for personal development
Be able to plan for personal development	
02.01	Identify targets for personal development
02.02	Plan how to achieve the targets
02.03	Set dates for target review
Be able to follow and review plans for personal development	
03.01	Follow the action plan to work towards personal development targets
03.02	Review progress and achievements against plan with a suitable person
03.03	Give examples of potential new targets for personal development

Unit Specification
J/504/8876
Teamwork Skills



Qualification Framework: RQF
Title : Teamwork Skills
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 27
Unit Credit Value : 3
SSAs : 14.1 Foundations For Learning and Life
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: J/504/8876 : Teamwork Skills	
Be able to contribute to the setting of team and individual goals	
Assessment Criterion - The learner can:	
01.01	List goals identified by the team
01.02	Contribute to team discussions which detail the teams goals
01.03	Describe ways of coming to a decision in a team
Know about own role responsibility within the team	
02.01	Describe own role in terms of the purpose of the team
Be able to plan and undertake team activities	
03.01	Identify activities requiring individual and collective action
03.02	Plan activities requiring individual and collective action
03.03	Carry out the tasks identified for own role in the activity
Be able to review team activities	
04.01	State whether or not they successfully completed the tasks for which they were responsible
04.02	List elements that were successful
04.03	List elements that were not successful

Unit Specification
K/502/0469
Developing self



Qualification Framework: RQF
Title: Developing self
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 20
Unit Credit Value: 2
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: K/502/0469 : Developing self	
Take an active role in their self development	
Assessment Criterion - The learner can:	
01.01	Describe personal strengths or abilities
01.02	Select an area for self development
01.03	Explain why this area is important for their self development
Be able to plan for their self development	
02.01	Prepare a plan for their identified area of self development
02.02	List activities, targets and timelines for their self development
02.03	Plan how to review progress towards achieving their targets
02.04	Work through the agreed plan
Review their self development and plan for the future	
03.01	Review their self development plan
03.02	Suggest improvements and amendments to the plan
03.03	Explain how they will continue with their self development in the future

Unit Specification
L/502/0464
Dealing with Problems in daily life



Qualification Framework: RQF
Title : Dealing with Problems in daily life
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 20
Unit Credit Value : 2
SSAs : 14.1 Foundations For Learning and Life
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: L/502/0464 : Dealing with Problems in daily life	
Know how to recognize a straightforward problem and identify ways to tackle it	
Assessment Criterion - The learner can:	
01.01	Describe a straightforward problem and describe its effects
01.02	Suggest ways in which they might tackle the problem
01.03	Select a way to tackle the problem and agree it with an appropriate person
Be able to plan and carry out activities to tackle a problem	
02.01	Plan the activities needed to tackle the problem
02.02	Identify resources to help tackle the problem
02.03	Carry out planned activities
Be able to carry out a review of their methods and the skills they used in tackling the problem	
03.01	Review the approach used to tackle the problem
03.02	Describe what went well and what did not go so well
03.03	Identify whether the problem has been solved

Unit Specification
L/504/6515
Managing my money



Qualification Framework : RQF
Title : Managing my money
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 27
Unit Credit Value : 3
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).
Assessment will be by portfolio of evidence

Unit: L/504/6515 : Managing my money	
Know about banking services	
Assessment Criterion - The learner can:	
01.01	Give examples of financial services provided by banks/building societies
01.02	Describe the importance of having a bank/building society account
01.03	List the advantages and disadvantages of two ways of borrowing money
01.04	List the advantages of saving money
01.05	Give examples of organisations that offer help and advice on money management
Know about deductions from earnings	
02.01	Identify different types of deductions from earnings
02.02	State why these deductions are made
Understand the importance of own money management	
03.01	List income and outgoings in a household budget
03.02	Give examples, with costs, of personal needs and wants
03.03	Outline the importance of personal budgeting

Unit Specification
L/504/8877
Teamwork Skills



Qualification Framework: RQF
Title: Teamwork Skills
Unit Level: Level 2
Unit Sub Level: None
Guided Learning Hours: 24
Unit Credit Value: 3
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: L/504/8877 : Teamwork Skills	
Be able to contribute to the setting of team and individual goals	
Assessment Criterion - The learner can:	
01.01	Identify the teams goals
01.02	Describe the process involved in planning and deciding the teams goals
Understand own and others responsibilities in achieving the teams goals	
02.01	Organise own activities effectively within the agreed goals of the team
02.02	Provide information detailing own and other team members responsibilities
Be able to plan and undertake team activities	
03.01	Plan activities that enable the team to reach its goals
03.02	Identify own responsibilities towards the team in relation to the plan
03.03	Carry out own responsibilities
03.04	Contribute to the successful completion of the team activities
Be able to review the team activities	
04.01	Feedback on own actions in relation to the overall team activities
04.02	Describe different team members contributions

Unit Specification
L/505/4078
Improving Own Confidence



Qualification Framework: RQF
Title : Improving Own Confidence
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 27
Unit Credit Value : 3
SSAs : 14.1 Foundations For Learning and Life
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: L/505/4078 : Improving Own Confidence	
Know about confidence.	
Assessment Criterion - The learner can:	
01.01	Identify the key characteristics of a confident person.
01.02	State own characteristics, skills and qualities that make them feel confident.
01.03	State things they have been successful in.
01.04	Outline the reasons why they want to improve their confidence.
Understand how communication skills can contribute to improving confidence.	
02.01	Outline how they think improving their communication skills will improve their confidence.
02.02	Outline why it is important to receive and respond to others with tolerance and support.
02.03	Give benefits of being able to listen to ideas and opinions.
02.04	Give benefits of being able to express own ideas and opinions.
Know about decision-making and associated emotions and feelings.	
03.01	Outline how making effective decisions can lead to increased confidence.
03.02	Identify an occasion when they made an important:a) personal decisionb) decision with another person(s).
03.03	State things they considered when making the:a) personal decisionb) decision with another person(s).
03.04	Give an example of an emotion/feeling that someone might experience when:a) fully involved in the decision-makingb) marginally involved or excluded from the decision-making.
03.05	Indicate how these feelings might impact on confidence.
Know how having goals/goals targets can increase confidence.	
04.01	Indicate how having:a) specific goalsb) setting targets can increase confidence.
04.02	State a short term goal for the following:a) personalb) career/education.
04.03	State a long term goal for the following:a) personalb) career/education.
04.04	Identify ways in which own personal and career/education goals can be achieved.
04.05	Outline the steps they will take to achieve one of the identified goals.

Unit Specification
M/502/0456
Developing self



Qualification Framework: RQF
Title: Developing self
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 20
Unit Credit Value: 2
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: M/502/0456 : Developing self	
Understand how to identify areas for self development	
Assessment Criterion - The learner can:	
01.01	Describe a personal strength or ability
01.02	Identify an area for self development
01.03	Describe a personal skill or behaviour they need to develop
Understand how to take responsibility for their own self development	
02.01	Describe how they will develop their personal skill or behaviour
02.02	Suggest a suitable target to work towards and agree it with an appropriate person
02.03	Identify the support and resources needed to help them work towards the agreed target
02.04	Work through activities to develop the agreed skill or behaviour
Be able to demonstrate how they have developed personal skills	
03.01	Review the progress they have made
03.02	Review what went well and what did not go so well
03.03	Make choices about how they will continue to develop their personal skills

Unit Specification
M/504/6460
Interpersonal and self management skills



Qualification Framework: RQF
Title : Interpersonal and self management skills
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 27
Unit Credit Value : 3
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).
Assessment will be by portfolio of evidence

Unit: M/504/6460 : Interpersonal and self management skills	
Be able to recognise a range of interpersonal skills	
Assessment Criterion - The learner can:	
01.01	Give examples of different types of body language
01.02	Give examples of aggressive, assertive and passive behaviour
01.03	Outline different types of criticism
01.04	Identify good time management techniques
Be able to respond appropriately to others	
02.01	Demonstrate appropriate body language when responding to others
02.02	Communicate appropriately to others in a range of situations
02.03	Demonstrate appropriate time management for a given task/activity
Be able to review own interpersonal skills	
03.01	List ways own time management can be improved
03.02	Outline how to improve own interpersonal skills

Unit Specification
R/500/8901
Improving Own Confidence



Qualification Framework: RQF
Title : Improving Own Confidence
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 27
Unit Credit Value : 3
Date of Withdrawal : 31-Jul-2014
SSAs : 14.1 Foundations For Learning and Life
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: R/500/8901 : Improving Own Confidence	
Know about confidence.	
Assessment Criterion - The learner can:	
01.01	Identify key characteristics of a confident person.
01.02	List personal characteristics, skills and qualities that make him/her feel confident.
01.03	List three things he/she has been successful in.
01.04	Outline the reasons why he/she wants to improve his/her confidence.
Know about communication skills and how they can contribute to improving confidence.	
02.01	Indicate how he/she thinks improving his/her communication skills will improve his/her confidence.
02.02	Outline why it is important to receive and respond to others with tolerance and support.
02.03	Give two benefits of being able to listen to ideas and opinions, and demonstrate listening to: a) another person on a one-to-one basis b) people in a group situation.
02.04	Give two benefits of being able to express ideas and opinions and demonstrate being able to express him/herself to: a) another person on a one-to-one basis b) people in a group situation.
Know about decision-making and associated emotions and feelings	
03.01	Outline how being an effectual decision-maker can lead to increased confidence.
03.02	Identify an occasion when he/she has made an important: a) personal decision b) decision with another person(s).
03.03	List three things that he/she considered when making the: a) personal decision b) decision with another person(s).
03.04	Give an example of a likely emotion/feeling that someone might experience when they feel: a) fully involved in the decision-making b) marginally involved or excluded from the decision-making.
03.05	Indicate how these feelings might impact on confidence.
Know that having goals/goals targets can increase confidence.	
04.01	Indicate the relevance of having specific goals and setting targets to increasing confidence.
04.02	List one short term goal and one long term goal for both of the following: a) personal b) career/ education.
04.03	Identify three ways in which his/her personal and career/education goals can be achieved.
04.04	Outline the steps he/she will take to achieve one of the identified goals.

Unit Specification
R/600/1246
Developing self



Qualification Framework: RQF
Title : Developing self
Unit Level : Level 2
Unit Sub Level : None
Guided Learning Hours : 20
Unit Credit Value : 2
SSAs : 14.1 Foundations For Learning and Life
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: R/600/1246 : Developing self	
Take an active role in their self development	
Assessment Criterion - The learner can:	
01.01	1.1 Describe how they will contribute to own self development
01.02	Describe how their own attitudes and behaviours could be a barrier to progress in self development
01.03	Describe what would help to motivate them to progress in self development
01.04	Select an area for self development and explain how this choice will contribute to their personal development
01.05	Agree what will show progress in the selected area for self development
Be able to plan for their self development	
02.01	Agree ways to minimise barriers to self development and to make the most of opportunities for change
02.02	Prepare a plan for their identified area of self development including activities, targets and timelines
02.03	Plan how and when to review their progress towards achieving their targets
Review their self development and plan for the future	
03.01	Work through activities, and reflect on key experiences or incidents
03.02	Review their self development plan and how successful they have been in dealing with the barriers they identified before
03.03	Suggest improvements and amendments to the plan
03.04	Explain how they will continue with their self development in the future

Unit Specification
T/502/0457
Managing Social Relationships



Qualification Framework: RQF
Title : Managing Social Relationships
Unit Level : Entry Level
Unit Sub Level : Entry 3
Guided Learning Hours : 20
Unit Credit Value : 2
SSAs : 14.1 Foundations For Learning and Life
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: T/502/0457 : Managing Social Relationships	
Understand how to interact with others in familiar social situations	
Assessment Criterion - The learner can:	
01.01	Identify situations in which they may need to interact with others
01.02	Identify positive behaviours which can be used when interacting with others
Demonstrate how to interact with others in familiar social situations	
02.01	Take part in an exchange with one or more people about a topic in which they have an interest
02.02	Use appropriate positive behaviours when participating in the exchange
02.03	Make appropriate contributions
02.04	Express opinions and respect the views of others

Unit Specification
T/504/6461
Interpersonal and self management skills



Qualification Framework: RQF
Title: Interpersonal and self management skills
Unit Level: Level 2
Unit Sub Level: None
Guided Learning Hours: 27
Unit Credit Value: 3
SSAs: 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).
Assessment will be by portfolio of evidence

Unit: T/504/6461 : Interpersonal and self management skills	
Be able to recognise a range of interpersonal skills	
Assessment Criterion - The learner can:	
01.01	Describe how different behaviours can impact on relationships with others
01.02	Compare body language in different situations
01.03	Explain the effects of different types of criticism
01.04	Describe appropriate ways of dealing with different types of criticism
01.05	Explain the importance of good time management
Be able to respond appropriately to others	
02.01	Demonstrate appropriate body language when responding to others in a range of situations
02.02	Describe an example of assertive behaviour which achieved a desired outcome
02.03	Demonstrate appropriate communication skills in a group discussion
02.04	Choose an activity which demonstrates own good time management skills
Be able to review own interpersonal skills	
03.01	Identify ways to improve own time management
03.02	Explain the benefits of improving own time management
03.03	Describe ways of improving own interpersonal skills

Unit Specification
A/501/4966
Health and Safety in the workplace



Qualification Framework : RQF
Title : Health and Safety in the workplace
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 20
Unit Credit Value : 2
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: A/501/4966 : Health and Safety in the workplace	
Understand Health and Safety rights and responsibilities	
Assessment Criterion - The learner can:	
01.01	Identify the key aspects of Health and Safety legislation relevant to own situation
01.02	State the main health and safety responsibilities of employers
01.03	State the health and safety responsibilities of employees
01.04	Explain why it is always important to follow health and safety rules
Understand the health and safety requirements of employers	
02.01	Describe how the tasks he/she has to do can be done safely
02.02	State how to report a hazard in the workplace
02.03	Follow the instructions during a fire drill
02.04	Identify the location of: <ul style="list-style-type: none">• Fire/emergency alarm• Fire fighting equipment• Fire exits• Assembly points• First aid box• First aid assistance• Accident book
Understand how to prevent and deal with accidents	
03.01	Identify common causes of accidents in a particular work context
03.02	List ways such accidents can be prevented
03.03	State how an accident should be reported
03.04	List, in order, the steps to follow in the event of personal injury
03.05	Describe when and how to call for emergency assistance
Understand how to perform workplace tasks safely	
04.01	Carry out tasks safely
04.02	Use and store equipment safely
04.03	Maintain a clean and tidy work area

Unit Specification
A/502/0461
Preparation for work



Qualification Framework: RQF
Title: Preparation for work
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 20
Unit Credit Value: 2
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: A/502/0461 : Preparation for work	
Understand the skills and qualities needed for working life	
Assessment Criterion - The learner can:	
01.01	Describe some personal skills and qualities which employees need
01.02	Identify how their own skills and qualities compare with the skills and qualities employees need
01.03	Identify areas for development
Investigate personal career opportunities	
02.01	Find out about potential job roles which interest them
02.02	Identify a suitable potential job role
02.03	Prepare key personal information needed to apply for the job role

Unit Specification
D/504/5174
Health and safety in the workplace



Qualification Framework : RQF
Title : Health and safety in the workplace
Unit Level : Entry Level
Unit Sub Level : Entry 3
Guided Learning Hours : 18
Unit Credit Value : 2
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: D/504/5174 : Health and safety in the workplace	
Understand rights and responsibilities relating to workplace health and safety	
Assessment Criterion - The learner can:	
01.01	State the main health and safety responsibilities of employers
01.02	List ways employees are expected to take responsibility for keeping themselves and others healthy and safe at work
Know about a range of hazards in the workplace and about safety signs and protective equipment	
02.01	Identify a range of workplace hazards and outline the ways they can cause harm
02.02	Identify common safety signs in the workplace and state what they mean
02.03	Identify protective equipment/clothing that is used in the workplace and describe how it keeps people safe
Know what to do in the event of accidents and emergencies	
03.01	State what to do if there is a fire in the workplace
03.02	State what to do if there is an accident in the workplace
03.03	State what to do in the event of personal injury
Be able to complete tasks safely	
04.01	Follow instructions for working safely
04.02	Use tools and equipment safely
04.03	Maintain a clean and tidy work area

Unit Specification
D/600/3243
Preparation for Work Experience



Qualification Framework: RQF
Title: Preparation for Work Experience
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 9
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: D/600/3243 : Preparation for Work Experience	
Understand the structure and purpose of the organisation.	
Assessment Criterion - The learner can:	
01.01	. Outline the structure of the organisation.
01.02	. State the main purpose and activities within the organisation.
Understand own position within the organisation.	
02.01	. Outline own role and tasks expected.
02.02	. Identify individuals who can be contacted in the event of difficulties or concerns.
Understand health and safety requirements of the work experience.	
03.01	. Identify the health and safety requirements relating to the work experience.
Understand employers/trainers expectations.	
04.01	. Identify travel plans to ensure effective timekeeping.
04.02	. Identify housekeeping issues in terms of dress code, lunch arrangements, initial contact and working hours.

Unit Specification
F/501/6363
Preparing for Work Placement



Qualification Framework: RQF
Title: Preparing for Work Placement
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: F/501/6363 : Preparing for Work Placement	
Know where they plan to do work placement	
Assessment Criterion - The learner can:	
01.01	P1 Identify key information about where they plan to do their work placement
Know what is expected of them during the work placement	
02.01	P2 Identify different tasks they are likely to perform as part of the work placement
Know appropriate sources of support for dealing with anxiety or uncertainty during the work placement	
03.01	P4 Identify factors which may cause anxiety or uncertainty during a work placement
Know what they might achieve from the work placement	
04.01	P6 Set appropriate goals for the work placement

Unit Specification
F/503/2806
Searching for a Job



Qualification Framework: RQF
Title: Searching for a Job
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: F/503/2806 : Searching for a Job	
Know sources of information for potential employment	
Assessment Criterion - The learner can:	
01.01	Identify different sources of information about potential employment
Know own skills and abilities for employment	
02.01	Identify own skills and abilities for employment
Be able to search for job vacancies from given sources	
03.01	Identify the key features of a job from an advert
03.02	Identify job vacancies to match own skills, abilities and interests from given sources of information

Unit Specification
F/602/2206
Preparation for Work Experience



Qualification Framework: RQF
Title: Preparation for Work Experience
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: F/602/2206 : Preparation for Work Experience	
Understand the structure and purpose of the organisation.	
Assessment Criterion - The learner can:	
01.01	. State the structure of the organisation.
01.02	. State the main activities of the organisation.
Understand employers/trainers expectations.	
02.01	. State travel plans to ensure effective timekeeping.
02.02	. State three housekeeping issues in terms of dress code, lunch arrangements, initial contact and working hours.

Unit Specification
H/501/5917
Preparing for an Interview



Qualification Framework: RQF
Title: Preparing for an Interview
Unit Level: Level 2
Unit Sub Level: None
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: H/501/5917 : Preparing for an Interview	
Be able to anticipate key questions that they might be asked at the interview	
Assessment Criterion - The learner can:	
01.01	Suggest key types of questions that the interviewer might ask
Be able to prepare answers to anticipated interview questions	
02.01	Prepare appropriate answers to the key questions most likely to be asked by the interviewer
Know how to use information about the job/course to identify questions to ask the interviewer	
03.01	Find out key information about the employer/organisation/ course and explain why it is useful for the interview
03.02	Identify what information they do not have about the job/placement/course which they could request at the interview

Unit Specification
H/502/3614
Job application skills



Qualification Framework: RQF
Title: Job application skills
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 6
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: H/502/3614 : Job application skills	
Know the type of information usually asked for in job applications.	
Assessment Criterion - The learner can:	
01.01	Identify the type of information usually requested in a straightforward job application.
01.02	Create a folder of the information they will need for a job application ensuring it is accurate and up to date.
Understand how a straightforward job application form should be completed and accompanying letter written.	
02.01	Complete a straightforward job application form accurately.
02.02	Write an accompanying letter and ready it to send to an appropriate person, showing they can: a. Select an appropriate format b. Address and date it appropriately c. Use an appropriate style of language d. Check the letter for mistakes and accuracy.

Unit Specification
J/501/6364
Learning from Work Placement



Qualification Framework: RQF
Title: Learning from Work Placement
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 10
Unit Credit Value: 2
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: J/501/6364 : Learning from Work Placement	
Be able to reflect on the experience of the work placement	
Assessment Criterion - The learner can:	
01.01	Identify what they did well and/or what they could have done better during the work placement
Know what they have learned from the work placement	
02.01	Identify what they learned about the job role and their work placement
02.02	Identify what they learned about themselves during the work placement
Be able to use learning from the work placement to set goals	
03.01	With guidance, set realistic goals which build on their learning from the work placement

Unit Specification
J/502/0477
Preparation for work



Qualification Framework: RQF
Title: Preparation for work
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 20
Unit Credit Value: 2
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: J/502/0477 : Preparation for work	
Understand how own skills and qualities relate to those needed for working life	
Assessment Criterion - The learner can:	
01.01	Describe personal and employability skills and qualities which employees need
01.02	Describe their own skills, qualities and achievements
01.03	Explain how their own skills, qualities and achievements relate to those needed in the workplace
01.04	Suggest areas for improvement
Research personal career opportunities	
02.01	Find out about a range of potential job roles which interest them
02.02	Match their skills, qualities and achievements to a potential job role
02.03	Identify and prepare key information needed for an application or interview

Unit Specification
J/503/2855
Learning from Work Placement



Qualification Framework: RQF
Title: Learning from Work Placement
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 10
Unit Credit Value: 2
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: J/503/2855 : Learning from Work Placement	
Be able to reflect on what has been learned from the work placement	
Assessment Criterion - The learner can:	
01.01	Keep an accurate record of tasks undertaken during work placement
01.02	Identify what has been learned from key tasks undertaken during the work placement experience
Know how tasks could be undertaken differently or improved	
02.01	Identify tasks undertaken during the work placement that could be carried out differently or improved
02.02	Outline different ways to carry out tasks
Be able to use learning from work placement to set short-term goals	
03.01	Set short-term goals which build on own learning from work placement

Unit Specification
J/601/0025
CV Writing



Qualification Framework: RQF
Title: CV Writing
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: J/601/0025 : CV Writing	
Understand the purpose of a CV.	
Assessment Criterion - The learner can:	
01.01	. State what the letters CV stand for.
01.02	. State what a CV is used for.
Understand what a CV contains.	
02.01	. Choose a suitable format for a personal CV.
02.02	. Name all the headings on selected CV format.
Know how to complete a CV.	
03.01	. List the information required under each heading.
03.02	. List personal details, attributes and skills under correct headings.

Unit Specification
K/504/6327
Time Management



Qualification Framework: RQF
Title: Time Management
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 20
Unit Credit Value: 2
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).
Portfolio of evidence

Unit: K/504/6327 : Time Management	
Know why it is important to manage their time in the workplace	
Assessment Criterion - The learner can:	
01.01	Describe why it is important to
Be able to manage their time effectively in the workplace	
02.01	Prioritise tasks appropriately, either using own initiative or by following instructions or protocols
02.02	Meet agreed deadlines
02.03	Take breaks at appropriate times and of an appropriate length
Be able to assess how well they are managing their time	
03.01	Identify when they have managed their time effectively and when they have not

Unit Specification
L/501/5958
Searching for a Job



Qualification Framework : RQF
Title : Searching for a Job
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 10
Unit Credit Value : 1
SSAs : 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: L/501/5958 : Searching for a Job	
Know potential job sources	
Assessment Criterion - The learner can:	
01.01	Describe different types of sources of employment available for job-seekers
01.02	Describe the roles/functions of these sources
Know potential job roles related to their skills and interests	
02.01	Match their skills and interests to potential job roles
Be able to search for job vacancies	
03.01	Understand the layout and format of job adverts in relation to their personal circumstances
03.02	Identify sources of information available for carrying out job searches
03.03	Select appropriate methods to search for particular job vacancies



Qualification Framework: RQF
Title: Job Applications
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: L/600/9877 : Job Applications	
Know how to complete a job application form.	
Assessment Criterion - The learner can:	
01.01	. State why it is important to understand the requirements of a job application form before filling it in.
01.02	. List the headings and instructions used in a simple job application form.
01.03	. Fill in required details, with attention given to accurate spelling.
Know how to write a letter of application for a job.	
02.01	. State why it is important to plan what to put in a letter of application for a job.
02.02	. Demonstrate a planning strategy for writing a simple job application letter.
02.03	. State what it means to write formally and informally with an example of each.
02.04	. Write a simple draft letter to accompany a CV applying for a job.
02.05	. Check content for accuracy.

Unit Specification
L/600/9944
CV Writing



Qualification Framework: RQF
Title: CV Writing
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 9
Unit Credit Value: 1
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: L/600/9944 : CV Writing	
Understand the purpose of a CV.	
Assessment Criterion - The learner can:	
01.01	. Define the letters CV.
01.02	. Outline content and purpose of a CV.
01.03	. List all personal qualities, skills, qualifications, work experience, interests.
01.04	. Sort list of personal attributes under appropriate headings used in CVs, for example, personal details, qualifications, work experience, interests, relevant skills.
Know how to complete a CV in an appropriate format.	
02.01	. Identify a suitable format for a personal CV.
02.02	. Complete a CV by writing in all personal details, attributes and skills under correct headings.
02.03	. Check for accuracy.

Unit Specification
M/501/5824
Preparing for an Interview



Qualification Framework: RQF
Title : Preparing for an Interview
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 10
Unit Credit Value : 1
SSAs : 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: M/501/5824 : Preparing for an Interview	
Know how to respond to questions they might be asked at the interview	
Assessment Criterion - The learner can:	
01.01	Prepare answers to questions they might be asked at the interview
Be able to prepare appropriate questions to ask the interviewer	
02.01	Identify questions to ask which show their interest in the job, placement or course
Plan to arrive at the interview on time	
03.01	Confirm the time and place where the interview will be held
03.02	Plan a route and means of transport which will allow them to arrive on time

Unit Specification
M/501/6326
Preparing for an Interview



Qualification Framework: RQF
Title: Preparing for an Interview
Unit Level: Entry Level
Unit Sub Level: Entry 3
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: M/501/6326 : Preparing for an Interview	
Know what is required in the job, placement or course for which they are applying	
Assessment Criterion - The learner can:	
01.01	Identify the main tasks and activities associated with the job role or placement or areas of learning to be covered in the course
Be able to prepare responses for likely interview questions	
02.01	With support, prepare brief answers to a given set of questions that are likely to be asked at the interview
Know that it is important to plan their travel for the interview	
03.01	Identify from information provided to them, the time and place where the interview will be held
03.02	With support, identify the route and means of transport which they plan to take

Unit Specification
M/501/6391
Preparing for Work Placement



Qualification Framework: RQF
Title: Preparing for Work Placement
Unit Level: Level 1
Unit Sub Level: None
Guided Learning Hours: 10
Unit Credit Value: 1
SSAs: 14.2 Preparation for Work
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: M/501/6391 : Preparing for Work Placement	
Know about the company or organisation where they plan to do the work placement	
Assessment Criterion - The learner can:	
01.01	P1 Describe the company or organisation where they plan to do the work placement
Know what is expected of them during the work placement	
02.01	P2 Identify the requirements for the placement, and why the requirements are necessary
Be able to set goals to help them get the most out of the work placement	
03.01	P6 Set appropriate goals for the work placement

Unit Specification
T/500/5893
Exploring job opportunities



Qualification Framework : RQF
Title : Exploring job opportunities
Unit Level : Entry Level
Unit Sub Level : Entry 3
Guided Learning Hours : 10
Unit Credit Value : 1
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: T/500/5893 : Exploring job opportunities	
Decide on suitable job options	
Assessment Criterion - The learner can:	
01.01	Describe who to see and where to go for help with job choices
01.02	Get information about job options
01.03	Review his/her interests, experiences, skills and qualities
01.04	Describe how he/she decided on suitable job options

Unit Specification
T/502/3407
Preparation for Work



Qualification Framework: RQF
Title: Preparation for Work
Unit Level: Level 2
Unit Sub Level: None
Guided Learning Hours: 20
Unit Credit Value: 2
SSAs: 14.1 Foundations For Learning and Life
Unit Grading Structure: Pass
Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: T/502/3407 : Preparation for Work	
Demonstrate an understanding of the skills and qualities needed for working life	
Assessment Criterion - The learner can:	
01.01	Identify the skills and qualities desired by employers and explain why these are desirable.
01.02	Identify their own skills, qualities and achievements
01.03	Identify their employability skills and explain how these contribute to employability
01.04	Identify skills they could develop to enhance their employability and describe how these skills might be developed.
Research personal career opportunities and progression routes	
02.01	Describe employment options that match their skills
02.02	Identify and research a range of potential employment options which interest them and how they would access them
02.03	Investigate employment progression routes in an area of their choice
02.04	Demonstrate the ability to complete the key information needed for an application or interview

Unit Specification
T/504/5147
Exploring job opportunities



Qualification Framework : RQF
Title : Exploring job opportunities
Unit Level : Level 1
Unit Sub Level : None
Guided Learning Hours : 8
Unit Credit Value : 1
SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
Unit Grading Structure : Pass
Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: T/504/5147 : Exploring job opportunities	
Be able to identify suitable job opportunities	
Assessment Criterion - The learner can:	
01.01	State who to see and where to go for help with job choices
01.02	Review their interests, experiences, skills and qualities
01.03	Get information about job opportunities that may be suitable
01.04	Agree realistic job options
Be able to identify steps for working towards getting a job	
02.01	Identify and agree next steps that would maximise their chance of being successful if they wanted to apply for a particular joboption

Unit Specification
T/504/5181
 Learning through work experience



Qualification Framework: RQF
 Title : Learning through work experience
 Unit Level : Level 1
 Unit Sub Level : None
 Guided Learning Hours : 24
 Unit Credit Value : 3
 SSAs : 14.1 Foundations For Learning and Life, 14.2 Preparation for Work
 Unit Grading Structure : Pass
 Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: T/504/5181 : Learning through work experience	
Be able to prepare for learning in the workplace	
Assessment Criterion - The learner can:	
01.01	Agree an appropriate setting for workplace learning
01.02	Plan how to get to workplace on time
01.03	Identify: •the times to start, finish and take breaks •the person to report to •what to wear at work
01.04	State the type of tasks/activities expected in work role
01.05	Agree what will be gained from the learning experience including: •knowledge of how the organisation operates •a view on the suitability of that work environment for themselves
Be able to carry out activities in the workplace	
02.01	Describe what they learnt from induction including health and safety requirements
02.02	Complete workplace tasks to the required standard
02.03	Ask for help and advice when necessary
Be able to identify what has been learnt from the workplace experience	
03.01	Review workplace experience, with an appropriate person, including the benefits and drawbacks of the work setting
03.02	Describe what has been learnt from the workplace experience
03.03	State how the experience may affect decisions about own work/career choices

Qualification Specification

601/2517/2

iCQ Level 1 (6 Credit) Award in Personal Development and Employability Skills (RQF)



Barred Units

Barred Unit		Unit
Description	Source Unit	Target Units
Interpersonal and self management skills (M/504/6460)	Interpersonal and self management skills (T/504/6461)	
Developing self (K/502/0469)	Developing self (M/502/0456)	
	Developing self (R/600/1246)	
Planning for personal development (J/504/6464)	Planning for personal development (H/504/6469)	
Teamwork Skills (J/504/8876)	Teamwork Skills (L/504/8877)	
Career Planning (K/504/3539)	Managing my money (L/504/6515)	
Managing Social Relationships (D/502/0470)	Managing Social Relationships (T/502/0457)	
	Managing Social Relationships (H/601/8827)	
Dealing with Problems in daily life (L/502/0464)	Dealing with Problems in daily life (H/502/0454)	
CV Writing (L/600/9944)	CV Writing (J/601/0025)	
Job application skills (H/502/3614)	Job Applications (L/600/9877)	
Exploring job opportunities (T/504/5147)	Exploring job opportunities (T/500/5893)	
Preparing for an Interview (M/501/5824)	Preparing for an Interview (M/501/6326)	
	Preparing for an Interview (H/501/5917)	
Preparation for work (J/502/0477)	Preparation for work (A/502/0461)	
	Preparation for Work (T/502/3407)	
Searching for a Job (L/501/5958)	Searching for a Job (F/503/2806)	
Health and Safety in the workplace (A/501/4966)	Health and safety in the workplace (D/504/5174)	
Preparation for Work Experience (D/600/3243)	Preparation for Work Experience (F/602/2206)	
Preparing for Work Placement (M/501/6391)	Preparing for Work Placement (F/501/6363)	
Learning from Work Placement (J/503/2855)	Learning from Work Placement (J/501/6364)	