

## Qualification Specification

601/7726/3

iCQ Level 1 Certificate in WorkSkills (RQF)



### Qualification Details

Title : iCQ Level 1 Certificate in WorkSkills (RQF)
Awarding Organisation : <a href="#">iCan Qualifications Limited</a>
Fees Price List Url : <a href="https://icanqualify.net">https://icanqualify.net</a>
Qualification Type : RQF
Qualification Sub Type : None
Qualification Level : Level 1
Qualification Sub Level : None
EQF Level : Level 2
Regulation Start Date : 14-Sep-2015
Operational Start Date : 01-Oct-2015
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 : 14.2 Preparation for Work
Purpose : C. Prepare for employment
Sub Purpose : C2. Prepare for employment in a specific occupational area
Total Credits : 13
Min Credits at/above Level : 8
Minimum Guided Learning Hours : 90
Maximum Guided Learning Hours : 130
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 13 credits, including a minimum of 8 credits from Group A. Remaining credits may be taken from Groups A or B.
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 for employment. It is for those who wish to develop basic skills and knowledge needed to manage their career

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## Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
<b>OG) Overarching Group</b>	<b>Yes</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>13</b>	<b>0</b>
A) Level 1 and 2 Optional Units	<b>Yes</b>	69	0	0	8	0
B) Entry 3 Optional Units	No	31	0	0	1	0

## Group A Level 1 and 2 Optional Units

URN	Title	Level	GLH	Credit
<a href="#">A/503/2836</a>	Self-assessment	1	10	1
<a href="#">A/503/2853</a>	Contributing to Meetings	1	10	1
<a href="#">A/503/2867</a>	Self-management Skills	2	20	2
<a href="#">A/503/2870</a>	Developing Personal Skills for Leadership	2	20	2
<a href="#">A/503/2884</a>	Contributing to Meetings	2	10	1
<a href="#">D/503/2828</a>	Working as a Volunteer	1	10	2
<a href="#">D/503/2831</a>	Searching for a Job	1	10	1
<a href="#">D/503/2845</a>	Building Working Relationships with Colleagues	1	20	2
<a href="#">D/503/2859</a>	Producing a Product	1	10	1
<a href="#">D/503/2862</a>	Managing Your Own Money	2	20	2
<a href="#">D/503/2876</a>	Learning from More Experienced People	2	20	2
<a href="#">D/602/4769</a>	Understanding employment responsibilities and rights	2	30	3
<a href="#">F/503/2837</a>	Career Progression	1	20	2
<a href="#">F/503/2840</a>	Learning with Colleagues and Other Learners	1	20	2
<a href="#">F/503/2854</a>	Preparing for Work Placement	1	10	1
<a href="#">F/503/2868</a>	Self-assessment	2	20	2
<a href="#">F/503/2871</a>	Practising Leadership Skills with Others	2	20	2
<a href="#">F/503/2885</a>	Preparing for Work Placement	2	10	1
<a href="#">F/505/6927</a>	Health and Safety at Work	1	20	2
<a href="#">H/503/2829</a>	Managing Your Own Money	1	20	2
<a href="#">H/503/2832</a>	Applying for a Job	1	10	1
<a href="#">H/503/2846</a>	Building Working Relationships with Customers	1	20	2
<a href="#">H/503/2863</a>	Searching for a Job	2	10	1
<a href="#">H/503/2877</a>	Building Working Relationships with Colleagues	2	20	2
<a href="#">H/503/2880</a>	Managing Your Health at Work	2	10	1
<a href="#">J/503/2838</a>	Developing Personal Skills for Leadership	1	20	2
<a href="#">J/503/2841</a>	Communicating Solutions to Others	1	20	2
<a href="#">J/503/2855</a>	Learning from Work Placement	1	10	2
<a href="#">J/503/2869</a>	Career Progression	2	20	2
<a href="#">J/503/2872</a>	Learning with Colleagues and Other Learners	2	20	2
<a href="#">J/505/6928</a>	Personal Presentation for the Workplace	1	20	2
<a href="#">J/505/6931</a>	Using a CV and Covering Letter to Apply for a Job	1	20	2
<a href="#">K/503/2833</a>	Preparing for an Interview	1	10	1
<a href="#">K/503/2847</a>	Investigating Rights and Responsibilities at Work	1	10	1
<a href="#">K/503/2850</a>	Solving Work-related Problems	1	20	2
<a href="#">K/503/2864</a>	Applying for a Job	2	10	1
<a href="#">K/503/2878</a>	Building Working Relationships with Customers	2	20	2
<a href="#">K/503/2881</a>	Setting and Meeting Targets at Work	2	20	2
<a href="#">L/503/2839</a>	Practising Leadership Skills with Others	1	20	2
<a href="#">L/503/2842</a>	Positive Attitudes and Behaviours at Work	1	10	1
<a href="#">L/503/2856</a>	Safe Learning in the Workplace	1	10	1
<a href="#">L/503/2873</a>	Communicating Solutions to Others	2	20	2
<a href="#">L/503/2887</a>	Learning from Work Placement	2	20	2
<a href="#">L/503/2890</a>	Producing a Product	2	10	1
<a href="#">L/504/4084</a>	Literacy for the workplace	1	10	1
<a href="#">M/503/2834</a>	Interview Skills	1	10	1
<a href="#">M/503/2848</a>	Managing Your Health at Work	1	10	1
<a href="#">M/503/2851</a>	Taking Notes at Meetings	1	10	1
<a href="#">M/503/2865</a>	Preparing for an Interview	2	10	1
<a href="#">M/503/2879</a>	Investigating Rights and Responsibilities at Work	2	10	1
<a href="#">M/503/2882</a>	Solving Work-related Problems	2	20	2
<a href="#">R/503/2843</a>	Working in a Team	1	30	3
<a href="#">R/503/2857</a>	Planning an Enterprise Activity	1	10	1
<a href="#">R/503/2860</a>	Alternatives to Paid Work	2	10	1
<a href="#">R/503/2874</a>	Effectiveness at Work	2	10	1
<a href="#">R/503/2888</a>	Planning an Enterprise Activity	2	10	1
<a href="#">T/503/2835</a>	Self-management Skills	1	20	2
<a href="#">T/503/2849</a>	Setting and Meeting Targets at Work	1	20	2
<a href="#">T/503/2852</a>	Summarising Documents	1	10	1
<a href="#">T/503/2866</a>	Interview Skills	2	10	1
<a href="#">T/503/2883</a>	Summarising Documents	2	10	1
<a href="#">T/504/4077</a>	Numeracy for the workplace	1	10	1
<a href="#">Y/503/2827</a>	Alternatives to Paid Work	1	10	1
<a href="#">Y/503/2830</a>	Being Responsible for Other Peoples Money	1	10	1
<a href="#">Y/503/2844</a>	Learning from More Experienced People	1	20	2
<a href="#">Y/503/2858</a>	Running an Enterprise Activity	1	10	1
<a href="#">Y/503/2861</a>	Working as a Volunteer	2	20	2
<a href="#">Y/503/2875</a>	Working in a Team	2	30	3

<a href="#">Y/503/2889</a>	Running an Enterprise Activity	2	10	1
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Group B Entry 3 Optional Units

URN	Title	Level	GLH	Credit
<a href="#">A/503/2805</a>	Being Responsible for Other Peoples Money	0	10	1
<a href="#">A/503/2819</a>	Presenting Accurate Documents	0	10	1
<a href="#">A/503/2822</a>	Learning from Work Placement	0	10	2
<a href="#">A/505/6926</a>	Developing Personal Presentation Skills for the Workplace	0	10	1
<a href="#">D/503/2814</a>	Working in a Team	0	30	3
<a href="#">F/503/2806</a>	Searching for a Job	0	10	1
<a href="#">F/503/2823</a>	Safe Learning in the Workplace	0	10	1
<a href="#">F/505/6930</a>	Produce a CV	0	20	2
<a href="#">H/503/2815</a>	Investigating Rights and Responsibilities at Work	0	10	1
<a href="#">J/503/2807</a>	Applying for a Job	0	10	1
<a href="#">J/503/2810</a>	Self-management Skills	0	20	2
<a href="#">J/503/2824</a>	Planning an Enterprise Activity	0	10	1
<a href="#">J/504/4083</a>	Literacy for the workplace	0	10	1
<a href="#">K/503/2816</a>	Managing Your Health at Work	0	10	1
<a href="#">K/503/3187</a>	Alternatives to Paid Work	0	10	1
<a href="#">L/503/2808</a>	Preparing for an Interview	0	10	1
<a href="#">L/503/2811</a>	Self-assessment	0	10	1
<a href="#">L/503/2825</a>	Running an Enterprise Activity	0	10	1
<a href="#">L/504/4196</a>	Numeracy for the workplace	0	10	1
<a href="#">L/505/6929</a>	Introduction to Health and Safety at Work	0	20	2
<a href="#">M/503/2803</a>	Working as a Volunteer	0	10	2
<a href="#">M/503/2817</a>	Setting and Meeting Targets at Work	0	20	2
<a href="#">M/503/2820</a>	Speaking Confidently at Work	0	10	1
<a href="#">R/503/2809</a>	Interview Skills	0	10	1
<a href="#">R/503/2812</a>	Career Progression	0	10	1
<a href="#">R/503/2826</a>	Producing a Product	0	10	1
<a href="#">T/503/2804</a>	Managing Your Own Money	0	20	2
<a href="#">T/503/2818</a>	Solving Work-related Problems	0	20	2
<a href="#">T/503/2821</a>	Preparing for Work Placement	0	10	1
<a href="#">T/505/6925</a>	Communication Skills for Work	0	20	2
<a href="#">Y/503/2813</a>	Conduct at Work	0	10	1

Qualification Framework	: RQF
Title	: Self-assessment
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: A/503/2836 : Self-assessment	
Understand personal strengths and weaknesses	
Assessment Criterion - The learner can:	
01.01	Identify own strengths and weaknesses
01.02	Explain how to improve on areas of weakness
Understand the importance of recognising personal skills and qualities	
02.01	Identify own skills and qualities
02.02	Explain how own skills and qualities may be used in work and personal life
Understand goal-setting	
03.01	Explain why it is important to set short- and long-term goals
03.02	Identify a personal long-term goal
03.03	Identify personal short-term goals
03.04	Outline ways to achieve short-term goals
03.05	Explain how own skills, qualities and strengths may help in achieving short-term goals



Qualification Framework	: RQF
Title	: Contributing to Meetings
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: A/503/2853 : Contributing to Meetings	
<b>Know the format of a meeting</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline main types of meetings
01.02	Define main terms used at formal meetings
01.03	Identify the main parts of an agenda
01.04	Outline the activities carried out after the meeting
<b>Know how to prepare for meetings</b>	
02.01	Identify the main issues or topics to be covered at a meeting
02.02	List questions that may be asked at a meeting, based on the agenda and papers provided
02.03	Identify potential problems that might arise in preparing for the meeting
02.04	Identify potential problems that might arise during the meeting
<b>Be able to contribute effectively at meetings</b>	
03.01	Make an effective contribution at the meeting

Qualification Framework	: RQF
Title	: Self-management Skills
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: A/503/2867 : Self-management Skills	
<b>Understand the importance of self-management for work.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain why it is important for individuals to self-manage in the workplace.
01.02	Explain how to self-manage in the workplace.
01.03	Explain benefits to others in the workplace when individuals self-manage effectively.
<b>Be able to self-manage for work.</b>	
02.01	Produce a plan of activities and breaks for a working day.
02.02	Carry out activities prioritising to achieve daily objectives.
<b>Be able to review own self-management skills for work.</b>	
03.01	Assess own self-management skills for work.
03.02	Identify aspects of self-management for improvement.



Qualification Framework	: RQF
Title	: Developing Personal Skills for Leadership
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: A/503/2870 : Developing Personal Skills for Leadership	
<b>Know the main features of leadership.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe the main features of leadership.
01.02	Describe how own skills and qualities relate to the main features of leadership.
<b>Know how to demonstrate own leadership skills.</b>	
02.01	Describe the range of skills that can be used to lead others.
02.02	Describe how own leadership skills can be put into practice in order to lead others.
<b>Be able to prepare for a leadership activity.</b>	
03.01	Select a suitable activity to demonstrate leadership skills.
03.02	Explain how the selected activity will enable demonstration of an appropriate range of skills.



Qualification Framework	: RQF
Title	: Contributing to Meetings
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: A/503/2884 : Contributing to Meetings	
<b>Know key aspects of meetings.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe preparations required prior to the meeting.
01.02	Describe the procedures taken during the meeting.
01.03	Describe the procedures taken after the meeting.
<b>Know solutions to common meeting problems.</b>	
02.01	Describe appropriate solutions to common meeting problems.
<b>Be able to contribute to the discussion at a meeting.</b>	
03.01	Take personal notes from the meeting.
03.02	Contribute relevant ideas and opinions which help move the discussion forward and build appropriately on what has already been said at the meeting.
<b>Be able to take responsibility for an agenda item at a meeting.</b>	
04.01	Present an agenda item at a meeting.
04.02	Answer questions to help move the discussion forward and reach decisions.



Qualification Framework	: RQF
Title	: Working as a Volunteer
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: D/503/2828 : Working as a Volunteer</b>	
<b>Understand the role volunteers play in different volunteering situations</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different situations where volunteers are used
01.02	Explain why the role of volunteers is important in different volunteering situations
<b>Be able to undertake voluntary work</b>	
02.01	Identify the skills required for different types of voluntary work
02.02	Apply for voluntary work, adhering to application requirements
02.03	Complete a voluntary work activity according to a given brief

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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: D/503/2831 : Searching for a Job</b>	
<b>Know sources of information about jobs</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline different sources of information about jobs
01.02	Outline the assistance provided by different recruitment services
<b>Know how to recognise own interests and skills for job roles</b>	
02.01	Identify own interests and skills for employment
02.02	Identify potential job roles which match own skills and interests
<b>Know how to search for job vacancies</b>	
03.01	Outline relevant information to look for in job adverts for potential jobs
03.02	Identify appropriate methods to search for potential job vacancies



Qualification Framework	: RQF
Title	: Building Working Relationships with Colleagues
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: D/503/2845 : Building Working Relationships with Colleagues</b>	
<b>Know why it is important to get on well with colleagues</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different types of colleagues an employee needs to interact with at work
01.02	Outline why an employee needs to get on well with each type of colleague
<b>Be able to work with employers and/or managers</b>	
02.01	Complete a task as instructed by employers and/or managers
02.02	Use appropriate language and tone when communicating with employers and/or managers
<b>Be able to work with peers in the workplace</b>	
03.01	Use appropriate language and tone when communicating with peers
03.02	Contribute ideas and opinions in a way that peers find acceptable
03.03	Carry out their own role or task in line with the agreed or designated expectations of their peers
03.04	Seek and accept help, guidance and feedback from peers when appropriate



Qualification Framework	: RQF
Title	: Producing a Product
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: D/503/2859 : Producing a Product	
<b>Know how to make a product or item</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Produce a plan to make a product or item
01.02	Identify the materials and equipment required
01.03	Identify any relevant safety points
<b>Understand the skills required to make the product or item</b>	
02.01	Outline the skills required to make the product or item
02.02	Identify any new skills that might be required
<b>Be able to produce the product or item safely</b>	
03.01	Produce a product or item using relevant skills, materials and equipment
03.02	Take appropriate measures to produce the product or item safely
<b>Be able to assess how well the product or item was made</b>	
04.01	State what parts of the finished product or item met with expectations
04.02	State what parts of the finished product or item did not meet the original expectations
04.03	Outline what changes would be made if the product or item were to be produced again.

Qualification Framework	: RQF
Title	: Managing Your Own Money
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: D/503/2862 : Managing Your Own Money	
<b>Be able to produce a personal budget.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Carry out calculations of expenditure and income for an individual for a month.
01.02	Calculate balance at the end of the month.
01.03	Identify ways to ensure expenditure does not exceed income.
<b>Understand the use of credit to borrow money.</b>	
02.01	Identify different sources of credit.
02.02	Explain how to use credit responsibly for expenditure and investing.
02.03	Describe the potential problems of using credit.



Qualification Framework	: RQF
Title	: Learning from More Experienced People
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: D/503/2876 : Learning from More Experienced People</b>	
<b>Know about situations where they might interact with more experienced people.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Select situations where learners can interact with experienced people.
01.02	Describe ways to benefit from working with more experienced people.
<b>Know ways in which more experienced people work effectively.</b>	
02.01	Describe effective working methods demonstrated by a more experienced person.
02.02	Describe why these ways of working are effective.
<b>Know how to improve performance by learning from those who have more experience.</b>	
03.01	Select examples of a skill or process learnt from others with more experience.
03.02	Describe how to use what has been learnt to improve own performance.
03.03	Describe the advantages of learning from more experienced people.
03.04	Describe the disadvantages of learning from more experienced people.
03.05	Select a skill or process which needs to be improved.
03.06	Outline the plan to improve the skill or process with the help of more experienced people.



Qualification Framework	: RQF
Title	: Understanding employment responsibilities and rights
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: D/602/4769 : Understanding employment responsibilities and rights</b>	
<b>Know the statutory rights and responsibilities of employees and employers within own area of work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline employee rights and responsibilities under Employment Law
01.02	Describe how related legislation can support employees in the workplace
01.03	Describe employer responsibilities in the workplace
01.04	Identify sources and types of information and advice on own employment rights and responsibilities
<b>Understand agreed ways of working that protect own relationship with employer</b>	
02.01	Explain the terms and conditions of own contract of employment
02.02	Describe information shown on own pay statement
02.03	Explain the procedures to follow in event of a grievance
02.04	Identify the personal information that must be kept up to date with own employer
02.05	Explain agreed ways of working with employer
<b>Know how own role fits within the wider context of the sector</b>	
03.01	Describe the effect of own role on service provision
03.02	Describe how own role links to the wider sector
03.03	Describe the main roles and responsibilities of representative bodies that influence the wider sector
03.04	Outline different viewpoints around an issue of public concern relevant to the sector or occupation
03.05	Describe how issues of public concern have altered public views of the sector or occupation
<b>Know career pathways available within own and related sectors</b>	
04.01	Describe occupational opportunities within own sector and related sectors
04.02	Identify sources of information related to a chosen career pathway
04.03	Identify next steps in own career pathway

Qualification Framework	: RQF
Title	: Career Progression
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: F/503/2837 : Career Progression	
<b>Understand career progression</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain the importance of career progression for the individual
01.02	Describe the role of work and study in career progression
<b>Be able to assess skills and qualities for career progression</b>	
02.01	Outline personal skills, qualities and experience relevant to career progression
02.02	Identify areas of work or study suited to own personal skills, qualities or experience
<b>Be able to plan short-term goals for career progression</b>	
03.01	Identify sources for information and guidance for own career progression
03.02	Identify career and course options from sources of information and guidance appropriate to own skills, qualities and experiences
03.03	Identify short-term goals that will help progress own career
03.04	Identify a timeline for achieving the short-term career progression goals
03.05	Identify resources for achieving the short-term career progression goals



Qualification Framework	: RQF
Title	: Learning with Colleagues and Other Learners
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: F/503/2840 : Learning with Colleagues and Other Learners	
Know of situations where learning can take place	
Assessment Criterion - The learner can:	
01.01	Outline learning situations with co-workers
01.02	Outline learning situations with other learners
Be able to interact with colleagues or other learners in a learning situation	
02.01	Give opinions about an aspect of own learning
02.02	Respond appropriately to others opinions and feelings about an aspect of learning
02.03	Give and receive feedback about own learning
Know that people have preferred individual learning styles	
03.01	Identify own preferred method of learning
03.02	Outline how this compares to how other people prefer to learn
Be able to record progress in learning	
04.01	State own learning goal
04.02	Identify the progress made towards own identified learning goal
04.03	Outline what went well and what did not go so well in own learning
04.04	Create a new learning plan to achieve the next learning goal

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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: F/503/2854 : Preparing for Work Placement</b>	
<b>Know about the work placement company or organisation</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe the work placement company or organisation
01.02	Outline key objectives of the company or organisation
<b>Know what is expected of the learner during the work placement</b>	
02.01	Identify the requirements for the placement, and why the requirements are necessary
02.02	Outline tasks likely to be undertaken in the work placement
02.03	Identify appropriate attitudes and behaviours for the work placement and why they are important in the workplace
02.04	Identify appropriate steps that could be taken in situations of emotional stress, difficulty or confusion during the work placement workplace
<b>Be able to set goals to help the learner get the most out of the work placement</b>	
03.01	Set appropriate goals for the work placement

Qualification Framework	: RQF
Title	: Self-assessment
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: F/503/2868 : Self-assessment</b>	
<b>Understand self-assessment.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain why it is important to assess personal strengths and weaknesses.
01.02	Explain why it is important to assess personal skills and qualities.
<b>Be able to reflect on personal strengths and weaknesses.</b>	
02.01	Describe own personal strengths and weaknesses.
02.02	Explain why it is important to continue to develop own strengths.
02.03	Explain why it is important to improve on own areas of weakness.
<b>Be able to reflect on own skills and qualities.</b>	
03.01	Describe own skills and qualities.
03.02	Explain why skills and qualities identified are important for own career and personal life.
<b>Be able to set personal goals.</b>	
04.01	Identify sources of information for learning and progression.
04.02	Identify personal long-term goals.
04.03	Describe short-term goals required for meeting long-term goals.
04.04	Describe ways in which goals may be tracked over time.
04.05	Devise a plan for learning, showing responsibility for own learning.
04.06	Implement own plan for learning, showing responsibility for own learning.
<b>Be able to review personal achievements.</b>	
05.01	Identify achievements over a given period.
05.02	Give reasons for success in achievements.
05.03	Explain why goals may not be reached within a set period of time.

Qualification Framework	: RQF
Title	: Practising Leadership Skills with Others
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: F/503/2871 : Practising Leadership Skills with Others</b>	
<b>Know how to lead a group activity.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe how leadership skills contribute to a given group activity.
<b>Be able to demonstrate effective leadership skills with others.</b>	
02.01	Give support to other members of the group.
02.02	Allocate tasks and activities appropriately to other members of the group.
02.03	Give and receive appropriate feedback for members of the group.
02.04	Make decisions about tasks and activities to solve problems.
<b>Be able to review own leadership performance.</b>	
03.01	Assess own leadership performance.
03.02	Suggest areas for improvement of own leadership performance.

Qualification Framework	: RQF
Title	: Preparing for Work Placement
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: F/503/2885 : Preparing for Work Placement	
<b>Know the company or organisation where the work placement is planned.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe the company or organisation providing the work placement.
01.02	Describe the key purpose of company or organisation.
<b>Know the information needed before starting the work placement.</b>	
02.01	Describe the terms and conditions of the work placement.
02.02	Describe the tasks to be performed as part of the work placement.
<b>Know what the company or organisation expects of the learner during the work placement.</b>	
03.01	Describe why workplace values are important for success at the work placement.
03.02	Describe personal presentation requirements appropriate to the work placement.
03.03	Describe how to deal effectively with situations of emotional stress, difficulty or confusion during the work placement.
<b>Be able to set goals relating to the work placement.</b>	
04.01	Set goals for skills development relating to the work placement.
04.02	Set goals for personal development relating to the work placement.

Qualification Framework	: RQF
Title	: Health and Safety at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: F/505/6927 : Health and Safety at Work	
<b>Know about health and safety responsibilities for the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline health and safety responsibilities of self and others in the workplace
01.02	Identify sources of workplace health and safety information
01.03	Outline why it is important to report workplace accidents
<b>Know about risks and hazards in the workplace</b>	
02.01	Outline the difference between hazard and risk
02.02	Identify health and safety hazards in the workplace
02.03	Identify health and safety risks in the workplace
02.04	Identify ways in which accidents can be avoided in the workplace
02.05	Outline reporting and recording procedures for hazards and risks in the workplace
<b>Know emergency procedures in the workplace</b>	
03.01	Identify types of emergency that can occur in the workplace
03.02	Identify procedures for different types of emergency in the workplace
<b>Be able to work safely in a workplace environment</b>	
04.01	Comply with organisational and legal requirements for health and safety in the workplace

Qualification Framework	: RQF
Title	: Managing Your Own Money
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: H/503/2829 : Managing Your Own Money	
Be able to compare personal income with expenditure	
Assessment Criterion - The learner can:	
01.01	Identify different sources of income
01.02	Identify regular weekly expenditure
01.03	Use calculations to compare weekly income with expenditure
Know how to save money	
02.01	Outline ways to make savings in weekly expenditure
02.02	Outline features of different types of savings accounts
02.03	Identify a savings account to match own needs
Understand borrowing money	
03.01	Identify reasons why borrowing money could be necessary
03.02	Explain factors to take into account before borrowing money
03.03	Outline the features of different ways to borrow money

Qualification Framework	: RQF
Title	: Applying 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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: H/503/2832 : Applying for a Job</b>	
<b>Understand different methods of applying for jobs</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline different methods of applying for a job
01.02	Explain why different methods of applying for a job are used
<b>Be able to complete a job application</b>	
02.01	Present relevant information collected for a job application
02.02	Complete a job application form accurately
02.03	Complete a CV for a job application in a given format
02.04	Present an appropriate covering letter for a job application





Qualification Framework	: RQF
Title	: Building Working Relationships with Customers
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: H/503/2846 : Building Working Relationships with Customers</b>	
<b>Know that the way of presenting self makes an impression on a customer or client</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify positive ways of presenting self to customers or clients, including appearance, manner and language
01.02	Outline effects of presenting self positively on a customer or client
01.03	Outline effects of presenting self negatively on a customer or client
<b>Know that organisations normally have protocols for dealing with customers or clients</b>	
02.01	Outline the basic rules in an organisation for dealing with customers or clients
<b>Be able to interact positively with customers or clients in line with given protocols</b>	
03.01	Follow an organisations protocols to provide answers to straightforward customer queries or to carry out straightforward customer requests
03.02	Demonstrate polite behaviour towards customers
03.03	Identify situations when it is necessary to refer the customer to another colleague or department

Qualification Framework	: RQF
Title	: Searching for a Job
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: H/503/2863 : Searching for a Job</b>	
<b>Understand how to use sources of information about jobs.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain the roles of different sources of information about jobs.
01.02	Select appropriate sources of information about job vacancies for own purposes.
01.03	Identify potential job roles from sources of information about jobs.
<b>Understand how to relate own skills, interests and achievements to potential job roles.</b>	
02.01	Explain how own skills relate to potential job roles.
02.02	Explain own interests in relation to potential job roles.
02.03	Explain how own achievements are relevant to potential job roles.
<b>Be able to investigate job vacancies.</b>	
03.01	Carry out investigations to identify potential job vacancies.
03.02	Provide evidence of communication with employers or the employers representative to obtain further information about job vacancies.



Qualification Framework	: RQF
Title	: Building Working Relationships with Colleagues
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: H/503/2877 : Building Working Relationships with Colleagues</b>	
<b>Understand how people in the workplace depend on one another.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe the interdependencies between different people in a workplace.
<b>Understand how an individual's behaviour affects other people at work.</b>	
02.01	Describe how the positive behaviour of one person can affect others in the workplace.
02.02	Describe how the negative behaviour of one person can affect others in the workplace.
<b>Be able to demonstrate positive behaviours that promote effective working with others.</b>	
03.01	Communicate clearly with colleagues.
03.02	Resolve differences with colleagues amicably.
03.03	Offer help and guidance to colleagues and accept their help and guidance.
03.04	Offer ideas, suggestions and opinions to colleagues.
03.05	Consider the ideas, suggestions and opinions of colleagues and respond appropriately.

Qualification Framework	: RQF
Title	: Managing Your Health at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: H/503/2880 : Managing Your Health at Work</b>	
<b>Understand the employees role in maintaining good health at work.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain why it is important for employees to maintain good health at work.
01.02	Explain how employees can maintain good health in the workplace.
<b>Know the services employers can provide to maintain the health of the workforce.</b>	
02.01	Describe services that can be provided by employers to help maintain the health of the workforce.
<b>Know sources of help to ensure good health at work.</b>	
03.01	Describe different sources of help to ensure good health at work.
03.02	Describe the services offered by different sources of help.



Qualification Framework	: RQF
Title	: Developing Personal Skills for Leadership
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/503/2838 : Developing Personal Skills for Leadership	
<b>Know about the main features of leadership</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different types of leadership
01.02	Outline main features of leadership
<b>Know how to make decisions</b>	
02.01	Identify a decision that needs to be made about a task or situation
02.02	Outline steps needed to make the decision
<b>Know how to give instructions to members of a group</b>	
03.01	Identify instructions needed by members of a group to carry out an aspect of their tasks or activities
03.02	Give instructions to group members
<b>Know how to give and receive feedback about a task or activity</b>	
04.01	Give examples of when feedback was given about a task or activity to another group member
04.02	Give examples of when feedback was received about a task or activity from another group member



Qualification Framework	: RQF
Title	: Communicating Solutions to Others
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/503/2841 : Communicating Solutions to Others	
<b>Know how to solve problems</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify an appropriate problem that can be solved
01.02	Identify a way in which to solve the problem
<b>Know how to communicate the solution appropriately to others</b>	
02.01	Identify appropriate communication methods to present the solution to others
02.02	Identify appropriate information to communicate the solution
<b>Be able to communicate the solution appropriately to others</b>	
03.01	Present the solution to others in an appropriate way
03.02	Respond appropriately to others views
<b>Be able to review own performance</b>	
04.01	Identify one aspect that went well and one that did not go so well
04.02	Suggest a solution for the aspect that did not go so well



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 <a href="#">Online iCQ Assessment Guidance</a> .

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

Qualification Framework	: RQF
Title	: Career Progression
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/503/2869 : Career Progression	
<b>Understand career progression.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain the career benefits of work or study opportunities.
01.02	Explain how one job role or stage of career development may lead to another.
<b>Be able to review skills, qualities and experience for career progression.</b>	
02.01	Describe own skills, qualities and experience.
02.02	Explain how own personal qualities, skills and experience apply to areas of work or learning.
02.03	Identify area of work or learning for own career progression.
<b>Be able to plan career progression.</b>	
03.01	Identify information for own career progression from different sources.
03.02	Explain how information for career progression relates to own skills, qualities, experience and career aspirations.
03.03	Produce a career progression plan, including information that relates to own skills, experience and career aspirations.
03.04	Explain the timeline for the career plan.
03.05	Identify resources needed to support the career progression plan.
03.06	Explain how the career progression plan will be reviewed.





Qualification Framework	: RQF
Title	: Learning with Colleagues and Other Learners
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/503/2872 : Learning with Colleagues and Other Learners	
Understand the importance of learning with colleagues or other learners.	
Assessment Criterion - The learner can:	
01.01	Describe how learning with ones colleagues or other learners is important for own development.
Know how to plan the learning to be undertaken with colleagues or other learners.	
02.01	Select a learning goal to undertake with colleagues or other learners.
02.02	Describe ways to work towards achieving the learning goal.
Be able to interact appropriately with colleagues or other learners in a learning situation.	
03.01	Respond appropriately to advice from others.
03.02	Express beliefs and opinions to others appropriately.
03.03	Give helpful feedback to others.
Be able to review the learning undertaken with colleagues or other learners.	
04.01	Give examples of how learning with colleagues or other learners took place.
04.02	Describe an example of learning with others that was successful.
04.03	Discuss and example of learning with others that was not successful.



Qualification Framework	: RQF
Title	: Personal Presentation for the Workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/505/6928 : Personal Presentation for the Workplace	
Know the requirements for personal presentation for the workplace	
Assessment Criterion - The learner can:	
01.01	Outline why personal presentation is important for the workplace
01.02	Identify effects of inappropriate personal presentation in the workplace
Know how requirements for personal presentation vary across different types of workplace	
02.01	List personal presentation requirements for different types of workplace
02.02	Outline why expected requirements for personal presentation vary across different types of workplace
Be able to present self for the workplace	
03.01	Adhere to dress codes in line with workplace requirements
03.02	Follow workplace requirements for own hygiene and cleanliness
03.03	Demonstrate attitudes and behaviours at work in line with organisational procedures



Qualification Framework	: RQF
Title	: Using a CV and Covering Letter to Apply for a Job
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/505/6931 : Using a CV and Covering Letter to Apply for a Job	
<b>Know the purpose of a CV and covering letter</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe the purpose of a CV when applying for a job
01.02	Describe the purpose of a covering letter when applying for a job
<b>Know the type of information usually included in a CV and covering letter</b>	
02.01	Identify the type of information appropriate to include in a CV
02.02	Identify the type of information appropriate to include in a covering letter
<b>Know the importance of references in a CV</b>	
03.01	Outline the importance of references in a CV
03.02	Describe what makes a reference suitable for including in a CV
<b>Be able to produce a CV and covering letter for a job application</b>	
04.01	Identify a suitable layout for a CV
04.02	Produce a CV appropriate for a job application
04.03	Produce a covering letter appropriate for a job application



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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: K/503/2833 : Preparing for an Interview	
Know information required to prepare for an interview	
Assessment Criterion - The learner can:	
01.01	Identify the purpose of the interview
01.02	Outline the key information about the job/ placement/course drawing on application information
Be able to prepare for interview questions	
02.01	Prepare answers to questions that might be asked at the interview
02.02	Identify questions to ask which show interest in the job, placement or course
Be able to plan travel for an interview	
03.01	Confirm the time and place where the interview will be held
03.02	Plan a route and means of transport to arrive on time for the interview



Qualification Framework	: RQF
Title	: Investigating Rights and Responsibilities at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: K/503/2847 : Investigating Rights and Responsibilities at Work</b>	
<b>Know employee rights and responsibilities in a place of work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline employee rights at work
01.02	Outline employee responsibilities at work
<b>Know how the rights of individuals are supported in a place of work</b>	
02.01	Describe the factors that may affect the rights of individuals at work
02.02	Describe how to respect the rights of individuals at work
02.03	Identify laws that can protect the rights of employees at work
<b>Know the responsibilities of employers in a place of work</b>	
03.01	Identify employer responsibilities at work, in regard to: fulfilling a contract health and safety equal opportunities and prevention of discrimination



Qualification Framework	: RQF
Title	: Solving Work-related Problems
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: K/503/2850 : Solving Work-related Problems</b>	
<b>Understand problems that individuals may face at work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe common problems that arise for individuals at work
01.02	Outline the main causes of problems that arise at work
<b>Know how to find help for problems which arise at work</b>	
02.01	Identify sources of help appropriate to a particular problem
02.02	Present information and/or advice for a workplace problem from sources of help
<b>Know how to find a solution to a workplace problem</b>	
03.01	Outline problem-solving strategies
03.02	Suggest solutions to a workplace problem which draw on own previous experience and that of others
03.03	Suggest solutions to a workplace problem which draw on information/advice gained from sources of help
03.04	Select a problem-solving strategy to solve a workplace problem from possibilities identified
03.05	Outline reasons for choosing a specific problem-solving strategy
<b>Know how to apply a strategy to solve a workplace problem</b>	
04.01	Describe how the problem-solving strategy selected will be put into practice in relation to a particular problem/issue

Qualification Framework	: RQF
Title	: Applying for a Job
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: K/503/2864 : Applying for a Job</b>	
<b>Understand different methods of applying for a job.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe different methods of applying for a job.
01.02	Explain how to obtain job application information.
<b>Be able to prepare a job application.</b>	
02.01	Collate the information appropriate for a job application.
02.02	Complete a comprehensive and accurate job application.
02.03	Carry out checks of a job application for accuracy.
02.04	Review a job application for fitness for purpose.



Qualification Framework	: RQF
Title	: Building Working Relationships with Customers
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: K/503/2878 : Building Working Relationships with Customers</b>	
<b>Understand how a customers or clients interactions with employees influence their opinion of the organisation as a whole.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe how an employees self-presentation can affect a customers opinion of the individual and their organisation.
01.02	Describe the importance of maintaining customers satisfaction with organisations.
<b>Understand why organisations normally have protocols for dealing with customers.</b>	
02.01	Describe key areas likely to be contained in a customer service protocol.
02.02	Describe the importance for employees to follow customer service protocols.
<b>Be able to interact positively with customers in line with given protocols.</b>	
03.01	Provide answers to customer queries and requests by following an organisations protocols.
03.02	Communicate appropriately with customers.
03.03	Explain the procedures within an organisation for dealing with customer problems and complaints.
03.04	Describe when it would be necessary to involve colleagues in assisting the customer.





Qualification Framework	: RQF
Title	: Setting and Meeting Targets at Work
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: K/503/2881 : Setting and Meeting Targets at Work</b>	
<b>Be able to set personal targets for a workplace.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify personal targets that are appropriate for a workplace situation.
01.02	Identify team or organisational targets which relate to own personal targets.
01.03	Confirm own personal targets with an appropriate person.
01.04	Present own personal targets in a format to suit organisational requirements.
<b>Be able to review progress in meeting own targets.</b>	
02.01	Identify when progress will be reviewed.
02.02	Review own progress in meeting targets with an appropriate person.
02.03	Explain next steps in meeting targets.

Qualification Framework	: RQF
Title	: Practising Leadership Skills with Others
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: L/503/2839 : Practising Leadership Skills with Others</b>	
<b>Know which leadership skills to use with others</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify leadership skills to use with others
01.02	Identify situations that require leadership skills
<b>Be able to demonstrate leadership skills in a group</b>	
02.01	Identify instances when leadership skills have been demonstrated
02.02	Use an appropriate leadership skill
<b>Be able to review own practice of leadership skills</b>	
03.01	Outline why use of a leadership skill was a success
03.02	Identify one aspect of leadership that did not go well
03.03	Explain why use of a leadership skill was not so successful



Qualification Framework	: RQF
Title	: Positive Attitudes and Behaviours at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: L/503/2842 : Positive Attitudes and Behaviours at Work</b>	
<b>Understand the importance of positive attitudes and behaviours at work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain why it is important to follow an organisations rules and procedures
01.02	Describe the benefits of positive attitudes and behaviours for self
01.03	Describe the benefits of positive attitudes and behaviours at work
<b>Be able to demonstrate a range of positive attitudes and behaviours in the workplace</b>	
02.01	Interact appropriately with colleagues and customers
02.02	Follow organisational procedures governing attitudes and behaviours at work
<b>Be able to assess own attitudes and behaviours in the workplace</b>	
03.01	Identify own positive attitudes and behaviours
03.02	Describe how own attitudes and behaviours could be improved



Qualification Framework	: RQF
Title	: Safe Learning in the Workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: L/503/2856 : Safe Learning in the Workplace</b>	
<b>Be able to identify risks and hazards in the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify examples of risk in the workplace environment
01.02	Identify examples of hazard in the workplace environment
<b>Know how to reduce risk of harm to self or others</b>	
02.01	Identify aspects of different workplace environments which could cause harm to self or others
02.02	Outline how aspects of personal behaviour can reduce risk of harm
<b>Know how to deal with hazards and risks within the workplace environment</b>	
03.01	Identify the person responsible for health and safety in the workplace environment
03.02	Outline the duties of the person responsible for health and safety in the workplace environment
03.03	Outline reporting procedures for hazards and risks in the workplace
03.04	State the procedures for dealing with low-risk hazards in accordance with instructions

Qualification Framework	: RQF
Title	: Communicating Solutions to Others
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: L/503/2873 : Communicating Solutions to Others	
<b>Know why a problem needs to be solved.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe a possible problem to solve.
01.02	Describe reasons why the problem needs a solution.
01.03	Describe a way to solve the problem.
<b>Be able to communicate the solution effectively to others.</b>	
02.01	Explain to others how the problem was solved.
02.02	Use appropriate information to support their explanation.
<b>Be able to provide appropriate responses to questions or objections.</b>	
03.01	Identify possible questions or objections to their solutions to a problem.
03.02	Plan how to deal with feedback and questions from others in the group.
03.03	Respond appropriately to questions or objections from others.
<b>Be able to assess own performance.</b>	
04.01	Explain why parts of the communication were successful.
04.02	Explain why parts of the communication were not so successful.
04.03	Suggest ways to improve the communication of the solution.



Qualification Framework	: RQF
Title	: Learning from Work Placement
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: LJ/503/2887 : Learning from Work Placement	
Be able to reflect on what was learnt on the work placement.	
Assessment Criterion - The learner can:	
01.01	Maintain a log of work placement tasks and personal development.
01.02	Describe skills and knowledge gained during the work placement.
Know how to improve the work placement experience.	
02.01	Identify aspects of the work placement experience that could have been improved.
02.02	Describe how improvements could be made to tasks carried out during work placement.
Be able to use learning from the work placement to set career-related goals.	
03.01	Describe how the work placement experience might assist them in making choices about a future career.
03.02	Set short-term and long-term goals which build on own learning from the work placement.

Qualification Framework	: RQF
Title	: Producing a Product
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: L/503/2890 : Producing a Product	
<b>Be able to plan the manufacture of a product or item.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Create a production plan that outlines the process, materials and equipment required.
01.02	Outline the safety measures to be taken to ensure the production process is safe.
01.03	Outline the expected quality of the finished product.
<b>Understand the new skills required to make the product or item.</b>	
02.01	Assess the new skills needed to make the product or item.
02.02	Discuss how and where new skills will be learned.
<b>Be able to produce the product or item in line with the plan and outlined safety requirements.</b>	
03.01	Make the product using the materials and equipment specified in the plan.
03.02	Describe how the safety requirements were met during the production process.
<b>Be able to assess the plan and the finished product or item and make suggestions for improvements.</b>	
04.01	Identify the parts of the plan that were successful.
04.02	Identify the parts of the plan that were not successful.
04.03	Make suggestions on how to improve the plan.
04.04	Outline the positive and negative points of the product or item.
04.05	Make suggestions on how the product could be improved.

Qualification Framework	: RQF
Title	: Literacy for the workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: L/504/4084 : Literacy for the workplace	
<b>Be able to read and understand a range of work-related texts</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Give key messages from a range of work-related policies
01.02	Follow written health and safety procedures to demonstrate understanding
<b>Be able to write structured work-related texts to share information</b>	
02.01	Write texts for work-related contexts that: have a logical sequence are meaningful for the situation use simple and compound sentences use correct punctuation use correct spelling
02.02	Check work for sense accuracy
<b>Be able to communicate various work-related topics effectively</b>	
03.01	Demonstrate contribution to discussions on specific work related topics by responding to questions asking questions presenting own ideas giving constructive feedback
03.02	Participate in work related telephone conversations to: show understanding of the message respond appropriately to the caller





Qualification Framework	: RQF
Title	: Interview Skills
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: M/503/2834 : Interview Skills	
Be able to prepare to be interviewed	
Assessment Criterion - The learner can:	
01.01	Demonstrate punctuality for the interview
01.02	Demonstrate care in personal appearance relevant to the interview
Be able to respond to questions in an interview	
02.01	Answer questions asked by the interviewer with appropriate informative responses
02.02	Demonstrate attention through use of non-verbal communication
Be able to assess own performance in an interview	
03.01	Outline what went well in the interview and what did not

Qualification Framework	: RQF
Title	: Managing Your Health at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: M/503/2848 : Managing Your Health at Work</b>	
<b>Know the risks to health for a chosen area of work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe risks to employee health for a chosen area of work
<b>Understand how to maintain good health in a chosen area of work</b>	
02.01	Explain measures to safeguard health for a chosen area of work
02.02	Identify sources of information on safeguarding own health

Qualification Framework	: RQF
Title	: Taking Notes at Meetings
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: M/503/2851 : Taking Notes at Meetings</b>	
<b>Know the importance of taking notes at meetings</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline reasons why it is important to take notes at meetings
<b>Know different ways of recording notes during meeting</b>	
02.01	Outline different methods used to take notes at meetings
<b>Be able to write up notes of a meeting</b>	
03.01	Produce notes which accurately capture the main points raised at the meeting
03.02	Produce notes which are accurate in terms of grammar, spelling and punctuation
03.03	Produce notes which present the information clearly and appropriately



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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: M/503/2865 : Preparing for an Interview	
Know information required in preparing for an interview.	
Assessment Criterion - The learner can:	
01.01	Describe the key information about the interviewing organisation which are relevant to the job/placement/course.
01.02	Describe key aspects of the job/placement/course drawing on application information.
01.03	Identify gaps in own information about the organisation.
01.04	Identify gaps in own information about the job/placement/course.
01.05	Devise questions to ask the interviewer at interview to find answers to gaps in knowledge.
Be able to prepare answers to interview questions.	
02.01	Devise questions that may be asked at an interview.
02.02	Select questions most likely to be asked at an interview specific to the course/job/placement.
02.03	Prepare responses to questions that may be asked at interview.



Qualification Framework	: RQF
Title	: Investigating Rights and Responsibilities at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: M/503/2879 : Investigating Rights and Responsibilities at Work</b>	
<b>Understand why rights and responsibilities are important in a workplace.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain reasons why rights and responsibilities are important in a workplace.
01.02	Explain how rights and responsibilities are enforced in a workplace.
<b>Understand rights and responsibilities of employees and employers.</b>	
02.01	Outline the responsibilities employers have to employees.
02.02	Outline the rights and responsibilities an employee has at work.
02.03	Explain the implications of employee rights and responsibilities in a workplace.
02.04	Describe data protection and confidentiality procedures for the use, storage and exchange of information in a workplace.
<b>Know how to obtain guidance and information about rights and responsibilities at work.</b>	
03.01	Identify key representative bodies for employers and employees who would be able to advise on rights and responsibilities.
03.02	Describe the type of advice given by key representative bodies.



Qualification Framework	: RQF
Title	: Solving Work-related Problems
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: M/503/2882 : Solving Work-related Problems</b>	
<b>Understand problems that arise in the workplace.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain the main reasons that individuals encounter problems in the workplace.
01.02	Describe common types of problems that an organisation or company might need to solve.
<b>Know how to use sources of help for workplace problems.</b>	
02.01	Describe sources of help available to both individuals and to organisations to solve work-related problems.
02.02	Present information or advice from several different sources to help solve workplace problems encountered by individuals.
<b>Understand how to solve workplace problems.</b>	
03.01	Describe strategies for solving problems.
03.02	Describe possible solutions to different workplace problems.
03.03	Rank the solutions to problems according to their likely effectiveness.
03.04	Explain reasons for the rank order of solutions.
<b>Know how to apply strategies to solve workplace problems.</b>	
04.01	Present plans for carrying out solutions to solve workplace problems.

Qualification Framework	: RQF
Title	: Working in a Team
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

Unit: R/503/2843 : Working in a Team	
Know that effective teamwork requires team members to behave in certain ways	
Assessment Criterion - The learner can:	
01.01	Outline positive behaviours necessary for teamwork
Know how to contribute to a team task	
02.01	Outline own strengths, skills and experiences that might be relevant to team task
02.02	Identify team skills needed to complete team task
02.03	Outline how own strengths and skills could match the needs of the team task
Know the roles and responsibilities of team members (including their own) in relation to a given task	
03.01	Identify what the task is about and what the team is working to achieve
03.02	Identify own role and responsibilities and those of others in the team
03.03	Outline how own role contributes to the work of the team as a whole
Be able to work positively as a member of a team	
04.01	Give examples of listening to the ideas and suggestions of others
04.02	Give ideas and suggestions as to how the team might complete their task
04.03	Give examples of offering help or support to other team members
04.04	Give examples of accepting the help or advice of others
04.05	Complete the aspects of the allocated task, in line with the brief
Be able to review own performance as a member of a team	
05.01	Identify which positive teamworking behaviours were demonstrated by self in undertaking the task
05.02	Identify own teamworking skills that could be improved

Qualification Framework	: RQF
Title	: Planning an Enterprise Activity
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: R/503/2857 : Planning an Enterprise Activity</b>	
<b>Know how to select a suitable enterprise activity</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify strengths of ideas generated for an enterprise activity
01.02	Identify weaknesses of ideas generated for an enterprise activity
<b>Know appropriate roles and skills required for the enterprise activity</b>	
02.01	Identify roles required for the enterprise activity
02.02	Identify the practical and personal skills required for the enterprise activity
<b>Know the costs involved in producing and selling a product or service</b>	
03.01	Identify the cost of items and processes related to producing and selling the product or service
03.02	Identify the final pricing of the product or service using basic calculations
<b>Be able to use an appropriate promotional technique</b>	
04.01	Use an appropriate method to promote a product or service



Qualification Framework	: RQF
Title	: Alternatives to Paid Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: R/503/2860 : Alternatives to Paid Work</b>	
<b>Understand different alternatives to paid work.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe the different types of alternatives to paid work.
01.02	Explain differences in types of alternatives to work.
01.03	Explain the role of different organisations associated with alternatives to paid work.
<b>Understand how to transfer the skills, qualities and knowledge gained from alternatives to paid work to other areas of life.</b>	
02.01	Describe different types of skills, qualities and knowledge that can be gained through participating in alternatives to paid work.
02.02	Explain steps to take to use the skills, qualities or knowledge gained from alternatives to paid work in other areas of life.



Qualification Framework	: RQF
Title	: Effectiveness at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: R/503/2874 : Effectiveness at Work</b>	
<b>Understand effective workplace behaviour.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe different ways in which employees can behave effectively within the workplace.
01.02	Describe different ways in which employees can behave effectively when representing their employer outside of the workplace.
<b>Be able to demonstrate effective working practice.</b>	
02.01	Interact appropriately with a wide range of colleagues in the workplace.
02.02	Interact appropriately with others outside the workplace to meet workplace objectives.
02.03	Apply organisational codes of practice, procedures and safety rules appropriately.
<b>Be able to evaluate their own practice.</b>	
03.01	Review own practice to establish what went well.
03.02	Review own practice to establish what did not go well.
03.03	Suggest areas for improvement of performance.



Qualification Framework	: RQF
Title	: Planning an Enterprise Activity
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: R/503/2888 : Planning an Enterprise Activity</b>	
<b>Know how to choose a viable enterprise activity.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Describe key aspects of a viable product or service.
01.02	Describe why people might want to buy their product or service.
<b>Be able to prepare a plan for implementing an enterprise activity.</b>	
02.01	Describe the tasks that need to be completed to carry out the enterprise activity.
02.02	Present the timelines required to carry out the tasks identified.
02.03	Create a coherent plan for implementing an enterprise activity, including the tasks and timelines identified.
<b>Understand the risks involved in running the enterprise activity.</b>	
03.01	Assess main risks that may occur in implementing the enterprise activity.
03.02	Discuss ways to minimise the risks.

Qualification Framework	: RQF
Title	: Self-management Skills
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: T/503/2835 : Self-management Skills</b>	
<b>Understand self-management for work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline reasons for self-management in the workplace
01.02	Identify areas which need time management in the workplace
01.03	Explain reasons for taking breaks during the working day
<b>Be able to demonstrate time management skills for work</b>	
02.01	Carry out tasks and activities in an appropriate prioritised order
02.02	Carry out tasks and activities to achieve agreed objectives for a working day
02.03	Take breaks during the working day
<b>Be able to assess own time management skills</b>	
03.01	Outline aspects of time management which went well when carrying out the tasks and activities for the working day
03.02	Outline aspects of time management which were less successful



Qualification Framework	: RQF
Title	: Setting and Meeting Targets at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: T/503/2849 : Setting and Meeting Targets at Work</b>	
<b>Understand the importance of setting and meeting targets in the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain the benefits of individual and team targets in the workplace
01.02	Describe how individual targets link to team targets
<b>Be able to set personal targets in line with organisational procedures</b>	
02.01	Identify potential personal targets
02.02	Describe how to record personal targets in line with organisational procedures
02.03	Record and agree personal targets with an appropriate person
<b>Be able to review personal targets in line with organisational procedures</b>	
03.01	Carry out a review of progress against personal targets in line with organisational procedures
03.02	Outline next steps towards meeting personal targets

Qualification Framework	: RQF
Title	: Summarising Documents
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: T/503/2852 : Summarising Documents	
<b>Know that summaries are written for a particular audience and purpose</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify the audience and purpose for summaries
<b>Be able to distinguish between the key points and supporting material in straightforward documents</b>	
02.01	Identify key points from a straightforward document
<b>Be able to summarise the key points of straightforward documents</b>	
03.01	Produce a summary which contains the key points of the original document
03.02	Proofread and edit the summary for accuracy



Qualification Framework	: RQF
Title	: Interview Skills
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: T/503/2866 : Interview Skills	
<b>Be able to demonstrate readiness for an interview.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Present an appearance and dress code that conforms to interview requirements.
01.02	Demonstrate punctuality for the interview.
01.03	Introduce self at the interview location.
01.04	Give the name or job role/title of the interviewer during introductions.
<b>Be able to respond to questions in an interview.</b>	
02.01	Give responses to clarify an interviewers questions if they are unclear.
02.02	Give responses which provide answers to the questions asked by the interviewer.
02.03	Demonstrate non-verbal communication such as body language and facial expressions to show interest in the job or course.
<b>Know how to review own performance in an interview.</b>	
03.01	Describe what went well in the interview.
03.02	Describe what did not go well in the interview.
03.03	Suggest ways of improving own performance in a future interview.

Qualification Framework	: RQF
Title	: Summarising Documents
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: T/503/2883 : Summarising Documents	
Know how the intended purpose and audience for a summary influences the way in which it is written.	
Assessment Criterion - The learner can:	
01.01	Describe different audiences for summaries.
01.02	Describe different purposes for summaries.
01.03	Describe different formats for writing summaries.
Be able to produce an accurate summary of a chosen document.	
02.01	Extract key points from a chosen document.
02.02	Produce a summary, suitable for the intended purpose and audience, of key points of a chosen document.
02.03	Proofread and edit the summary to ensure accuracy.



Qualification Framework	: RQF
Title	: Numeracy for the workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: T/504/4077 : Numeracy for the workplace	
Be able to solve and check the answer to problems in work-related situations	
Assessment Criterion - The learner can:	
01.01	Choose suitable processes to solve work related problems using with two and three digit numbers
01.02	Solve given work-related problems using the most suitable process with two and three digit numbers
01.03	Estimate the answer to a problem before working it out
Be able to use measurements to solve work-related problems	
02.01	Use measurement to calculate the side lengths of a work-related object the perimeter of a work-related object the surface area of a work-related object
02.02	Use scales to accurately weigh a number of work-related items
02.03	Use scales to calculate the total weight of a number of small work-related items
Be able to use gathered work-related data	
03.01	Display accurate work-related data in using a range of charts
03.02	Explain work-related information using gathered data
03.03	Use information from gathered data to answer questions

Qualification Framework	: RQF
Title	: Alternatives to Paid Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: Y/503/2827 : Alternatives to Paid Work</b>	
<b>Know different types of alternatives to paid work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline different types of alternatives to paid work
01.02	List ways to access information on alternatives to paid work
01.03	Identify opportunities for alternatives to paid work from organisations
<b>Understand the value of skills and qualities gained from participating in alternatives to paid work</b>	
02.01	Outline skills and qualities gained from participating in alternatives to paid work
02.02	Explain how the skills and qualities gained from participating in alternatives to paid work may be transferable to other areas of life



Qualification Framework	: RQF
Title	: Being Responsible for Other People's Money
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: Y/503/2830 : Being Responsible for Other Peoples Money</b>	
<b>Know about different methods of payment</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different methods of payment
01.02	Identify when different methods of payment are likely to be used
<b>Know procedures that might apply when responsible for other peoples money</b>	
02.01	Outline procedures for handling other peoples money
<b>Know the importance of handling other peoples money responsibly</b>	
03.01	Outline consequences of not handling other peoples money responsibly
<b>Be able to handle financial transactions responsibly</b>	
04.01	Carry out simple financial transactions accurately
04.02	Keep an accurate record of simple financial transactions

Qualification Framework	: RQF
Title	: Learning from More Experienced People
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: Y/503/2844 : Learning from More Experienced People</b>	
<b>Know how to identify more experienced people</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify people with more experience they could come into contact within the workplace or place of learning
01.02	Identify people with more experience they could come into contact with outside the workplace or place of learning
<b>Be able to learn from people with more experience</b>	
02.01	Identify what is useful about the ways to learn from people with more experience
02.02	Identify appropriate ways to learn from someone with more experience
02.03	Use an appropriate method to learn from someone with more experience
<b>Understand what they have learned from people with more experience</b>	
03.01	Identify skills that people with more experience have demonstrated
03.02	Describe how these skills could be used in own context



Qualification Framework	: RQF
Title	: Running an Enterprise Activity
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: Y/503/2858 : Running an Enterprise Activity</b>	
<b>Know how to increase the likelihood of success in an enterprise activity</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify features which would lead to the effective delivery of a chosen enterprise activity
<b>Be able to complete an enterprise activity</b>	
02.01	Prepare the product or service for the enterprise activity incorporating required features
02.02	Create appropriate advertising for the product or service
02.03	Set an appropriate price for the product or service offered
02.04	Demonstrate appropriate sales and communication skills
<b>Be able to review the success of the enterprise activity</b>	
03.01	Produce records to show the successes and failures of the enterprise activity
03.02	State what would be done differently should there be another enterprise activity



Qualification Framework	: RQF
Title	: Working as a Volunteer
Unit Level	: Level 2
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: Y/503/2861 : Working as a Volunteer</b>	
<b>Be able to find voluntary work that matches own skills and interests.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify ways to become a volunteer.
01.02	Apply for voluntary work matching own skills and interests.
01.03	Describe the nature of the work to be undertaken.
01.04	Describe behaviours and attitudes needed to undertake the work.
<b>Be able to undertake voluntary work.</b>	
02.01	Complete a voluntary work task which matches own skills and interests.
<b>Understand benefits to the individual from taking part in voluntary work.</b>	
03.01	Describe skills developed during voluntary work.
03.02	Explain how the skills used during the time as a volunteer may be useful for career planning.

Qualification Framework	: RQF
Title	: Working in a Team
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

Unit: Y/503/2875 : Working in a Team	
<b>Understand the advantages and disadvantages of having a team complete a task.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Assess advantages of having a team complete a task.
01.02	Assess disadvantages of having a team complete a task.
<b>Understand the need for a team to work to an agreed code of conduct.</b>	
02.01	Create a code of conduct for effective team work.
02.02	Explain likely consequences of team members not following a code of conduct.
<b>Be able to recognise the different strengths, skills and experiences different people bring to a team.</b>	
03.01	Assess own strengths, skills and experiences, as relevant to a task being undertaken by a team.
03.02	Assess relevant strengths, skills and experiences that other members bring to a particular team.
<b>Be able to allocate roles and responsibilities within the team in relation to a given task.</b>	
04.01	Agree with other team members the roles and responsibilities of each member of the team.
04.02	Describe how each role contributes to the teams objectives and the completion of the team task.
<b>Be able to work positively as a member of a team.</b>	
05.01	Identify relevant ideas and suggestions from others that will enable the team to complete the task.
05.02	Devise a team plan to solve a problem when working with others.
05.03	Make a contribution to a team by sharing skills and knowledge.
05.04	Offer help, support or advice to team members when appropriate.
05.05	Respond positively to advice and constructive criticism.
05.06	Follow a plan to complete a task or activity on time.
<b>Be able to reflect on the performance of a team.</b>	
06.01	Discuss how individual performance contributed to the overall performance of the team.
06.02	Describe ways in which the team as a whole performed effectively.
06.03	Select areas in which the team could improve its team work skills.

Qualification Framework	: RQF
Title	: Running an Enterprise Activity
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: Y/503/2889 : Running an Enterprise Activity</b>	
<b>Be able to provide a strategy to ensure the success of an enterprise activity.</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify what is required in an operational plan.
01.02	Create an operational plan for the actual enterprise activity.
<b>Be able to carry out an enterprise activity using appropriate skills and procedures.</b>	
02.01	Demonstrate a range of skills and techniques to sell the product or service.
02.02	Demonstrate good customer care.
02.03	Demonstrate correct handling money procedures for an enterprise activity.
02.04	Explain the importance of correct handling money procedures for an enterprise activity.
<b>Be able to evaluate the profitability of the enterprise activity.</b>	
03.01	Present financial records to show the set up costs, running costs and other costs.
03.02	Present financial records showing sales and profit or losses.
03.03	Give reasons for the financial success or financial failure of the enterprise activity.
<b>Know how to review personal involvement in an enterprise activity.</b>	
04.01	Describe skills gained from running the enterprise activity.
04.02	Describe personal strengths which were demonstrated during the enterprise activity.
04.03	Describe skills that need to be improved as a result of participating in the enterprise activity.





Qualification Framework	: RQF
Title	: Being Responsible for Other People's Money
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: A/503/2805 : Being Responsible for Other Peoples Money</b>	
<b>Know the importance of keeping other peoples money safe</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Give reasons for keeping other peoples money safe
<b>Know how to handle other peoples money responsibly</b>	
02.01	List ways to keep other peoples money safe
02.02	Outline the need to return any unspent money or money collected to the person concerned
02.03	Outline the need, when handling someone elses money, to own up to any mistakes made and correct them
<b>Be able to complete simple money calculations using other peoples money</b>	
03.01	Complete simple calculations using money



Qualification Framework	: RQF
Title	: Presenting Accurate Documents
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: A/503/2819 : Presenting Accurate Documents	
<b>Know why it is important to record information accurately</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	List reasons why it is important to present accurate documents
<b>Know the appropriate use of different types of workplace documents</b>	
02.01	Identify different situations where different types of documents are appropriate
<b>Be able to produce documents suitable for the workplace</b>	
03.01	Check a work document to correct grammar, punctuation and spelling of common words including those key to a specific workplace
03.02	Use appropriate formats to produce work documents



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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: A/503/2822 : Learning from Work Placement</b>	
<b>Be able to reflect on the experience of the work placement</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	List what went well during the work placement and why it went well
01.02	List what they could have done better during the work placement and how it could have been done better
<b>Know what has been learned from the work placement</b>	
02.01	Identify what was learned about the job role and the work placement
02.02	Identify what they learned about themselves during the work placement
<b>Be able to use learning from the work placement to set goals</b>	
03.01	With guidance, set realistic goals which build on learning from the work placement

Qualification Framework	: RQF
Title	: Developing Personal Presentation Skills for the Workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: A/505/6926 : Developing Personal Presentation Skills for the Workplace</b>	
<b>Know about personal presentation for the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	State why personal presentation is important at work
01.02	Identify appropriate personal presentation for an area of work
01.03	Identify inappropriate personal presentation for an area of work
<b>Be able to present self appropriately for the workplace</b>	
02.01	Adhere to dress codes in line with workplace requirements
02.02	Follow workplace requirements for own hygiene and cleanliness

Qualification Framework	: RQF
Title	: Working in a Team
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

Unit: D/503/2814 : Working in a Team	
<b>Know about team working</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	List rules for team working
01.02	List skills individuals need for teamwork
<b>Know how to match their strengths and interests to a team task</b>	
02.01	Identify strengths and interests relevant to the task
02.02	List aspects of a team task that, with support, could be achieved
<b>Know their own role and responsibilities in relation to a team task</b>	
03.01	Identify what the team is working to achieve in the team task
03.02	Identify their own role and responsibilities in the team task
<b>Be able to work positively as a member of a team</b>	
04.01	Listen to ideas and suggestions of other team members without interrupting them
04.02	Give their own ideas and suggestions when prompted
04.03	Offer help to other team members when prompted
04.04	Follow instructions to complete the aspects of the task they were allocated
<b>Know own performance as a member of a team</b>	
05.01	Identify areas where they worked well as a team member
05.02	Identify areas where they could improve their ability to work as part of a team

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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: F/503/2806 : Searching for a Job</b>	
<b>Know sources of information for potential employment</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different sources of information about potential employment
<b>Know own skills and abilities for employment</b>	
02.01	Identify own skills and abilities for employment
<b>Be able to search for job vacancies from given sources</b>	
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



Qualification Framework	: RQF
Title	: Safe Learning in the Workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: F/503/2823 : Safe Learning in the Workplace</b>	
<b>Know about risks and hazards in the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	List hazards in the workplace
01.02	List risks in the workplace
<b>Know what responsibilities people have for safety in the workplace</b>	
02.01	Name the person responsible for health and safety in the workplace environment
02.02	Identify own responsibility in relation to reporting hazards in the workplace
<b>Know how to reduce risk of harm to self or others</b>	
03.01	List ways that make the workplace environment safe for self and others
03.02	List ways that own behaviour could cause risk of harm to self or others
<b>Know how to deal with low risk hazards in the workplace environment</b>	
04.01	Inform correct person of low risk hazard
04.02	Follow instructions, either verbal or written, to deal with low risk hazard

Qualification Framework	: RQF
Title	: Produce a CV
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: F/505/6930 : Produce a CV</b>	
<b>Know the purpose of a CV</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline why a CV might be used when applying for a job
<b>Know information required in a CV</b>	
02.01	Identify core information needed to complete a CV
<b>Know the purpose of a reference in a CV</b>	
03.01	Outline why a reference is needed in a CV
03.02	Identify suitable referees for a CV
<b>Be able to produce a CV</b>	
04.01	Produce a CV appropriate for a job application using a template





Qualification Framework	: RQF
Title	: Investigating Rights and Responsibilities at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: H/503/2815 : Investigating Rights and Responsibilities at Work</b>	
<b>Know rights of employees in the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify aspects of working life where employees have rights
<b>Know how to respect the rights of others in the workplace</b>	
02.01	Outline how the rights of others should be respected in the workplace
<b>Know employee responsibilities in the workplace</b>	
03.01	Identify responsibilities of employees in the workplace
<b>Know where to get help for problems with rights and responsibilities at work</b>	
04.01	Identify sources of help for problems with rights and responsibilities within the workplace

Qualification Framework	: RQF
Title	: Applying 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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/503/2807 : Applying for a Job	
<b>Know different methods of applying for a job</b>	
Assessment Criterion - The learner can:	
01.01	Identify different methods of applying for a job
<b>Know why job application forms are used by employers</b>	
02.01	Outline why a job application form is used as a way of applying for a job
<b>Be able to complete a job application form</b>	
03.01	Identify information needed for a job application form
03.02	Present required information in a job application form

Qualification Framework	: RQF
Title	: Self-management Skills
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: J/503/2810 : Self-management Skills</b>	
<b>Know why self-management is needed for work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify aspects employees need to manage for themselves in the workplace
01.02	Identify why employees need to manage themselves in the workplace
<b>Be able to demonstrate self- management skills</b>	
02.01	Complete agreed tasks punctually
02.02	Identify when to take a break from working
02.03	Identify who to contact if help or support is needed in self-management
<b>Be able to recognise effectiveness of own self-management skills</b>	
03.01	Identify success in own self-management in agreed tasks
03.02	Identify own self-management that was less successful



Qualification Framework	: RQF
Title	: Planning an Enterprise Activity
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: J/503/2824 : Planning an Enterprise Activity	
<b>Know the key requirements of an enterprise activity</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	List suggestions of products or services to sell
01.02	Give reasons for choice of one product or service
01.03	List customers who might buy the product or service
<b>Know the costs of producing the chosen product or service</b>	
02.01	List the costs involved in producing the product or service
02.02	List the start-up costs for producing product or service
<b>Know how to promote and sell the chosen product or service</b>	
03.01	List ways of promoting a product or service
03.02	Identify skills needed to sell the product or service
<b>Be able to promote and sell the chosen product or service</b>	
04.01	Use one basic promotional method to advertise the product or service



Qualification Framework	: RQF
Title	: Literacy for the workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: J/504/4083 : Literacy for the workplace</b>	
<b>Be able to understand straightforward work-related text</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different purposes of work-related text
01.02	Summarise continuous work-related text to show understanding
01.03	Follow written instructions in given work-related text
<b>Be able to write text about work-related issues using correct language</b>	
02.01	Using complete sentences to write text to give information about work-related issues
02.02	Check writing for accuracy
<b>Be able to communicate effectively for the workplace</b>	
03.01	Respond to verbal instructions to demonstrate understanding
03.02	Speak to communicate information on work-related topics
03.03	Actively participate in a discussion on work-related topics



Qualification Framework	: RQF
Title	: Managing Your Health at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: K/503/2816 : Managing Your Health at Work</b>	
<b>Know why it is important to be healthy at work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline why it is important to be healthy at work
<b>Know how to keep healthy at work</b>	
02.01	Identify ways of keeping healthy at work
02.02	Identify possible health issues that may arise in different work environments



Qualification Framework	: RQF
Title	: Alternatives to Paid Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: K/503/3187 : Alternatives to Paid Work</b>	
<b>Know different alternatives to paid work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify alternatives to paid work
01.02	Identify local organisations associated with alternatives to paid work
<b>Know the benefits that individuals can gain from taking part in alternatives to paid work</b>	
02.01	Identify the skills and qualities gained from participating in alternatives to paid work
02.02	Identify how the skills and qualities gained from participating in alternatives to paid work may be of personal benefit to the individual



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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: L/503/2808 : Preparing for an Interview	
Know the requirements of the job, placement or course following an application	
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 for interview questions	
02.01	Prepare answers to a given set of questions likely to be asked at the interview
02.02	Identify questions to ask at interview
Know how to plan travel for an interview	
03.01	Identify from information provided, the time and place where the interview will be held
03.02	Identify the route and means of transport to travel to the interview



Qualification Framework	: RQF
Title	: Self-assessment
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: L/503/2811 : Self-assessment	
<b>Know personal strengths and weaknesses</b>	
Assessment Criterion - The learner can:	
01.01	List own personal strengths
01.02	Identify areas of personal weakness
<b>Know the benefits of own skills and qualities</b>	
02.01	Identify own skills and qualities
02.02	Identify how own skills and qualities can be helpful for career or personal life
<b>Know how to set personal goals</b>	
03.01	Identify a personal long-term goal
03.02	Identify personal short-term goals
03.03	Identify how short-term goals may be achieved

Qualification Framework	: RQF
Title	: Running an Enterprise Activity
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: L/503/2825 : Running an Enterprise Activity</b>	
<b>Know the reasons that would make an enterprise activity successful</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	List ideas or methods that will lead to the success of an enterprise activity
<b>Be able to carry out an enterprise activity</b>	
02.01	Choose a product or service for selling
02.02	Choose an appropriate price
02.03	Choose an appropriate venue for carrying out the enterprise
02.04	Demonstrate sales skills when selling a product or service
<b>Know how to keep accurate records to identify profit and loss</b>	
03.01	List the number of sales and costs
03.02	List the profit or loss made



Qualification Framework	: RQF
Title	: Numeracy for the workplace
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: L/504/4196 : Numeracy for the workplace	
Be able to correctly solve work related problems using whole numbers up to 100	
Assessment Criterion - The learner can:	
01.01	Identify operations to solve work related problems using whole numbers up to 100
01.02	Solve given work-related numeracy problems using addition with whole numbers up to 100
01.03	Solve given work-related numeracy problems using subtraction with whole numbers up to 100
Be able to use units of measure to solve work-related numeracy problems	
02.01	Use scales to weigh accurately using grams kilograms
02.02	Measure lengths accurately using mm cm m
Be able to interpret charts to solve work-related problems	
03.01	Interpret work-related bar charts to gather accurate information
03.02	Interpret work-related line charts to gather accurate information



Qualification Framework	: RQF
Title	: Introduction to Health and Safety at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

Unit: L/505/6929 : Introduction to Health and Safety at Work	
Know about health and safety for the workplace	
Assessment Criterion - The learner can:	
01.01	Identify own responsibilities for keeping self and others safe in the workplace
01.02	Identify who to go to in the workplace for health and safety help and support
01.03	Outline why it is important to keep self healthy for work
01.04	Identify ways to stay healthy for work
Know potential workplace hazards	
02.01	Identify common workplace hazards
02.02	Identify common hazard safety signs
Know about workplace emergencies	
03.01	List the types of emergency that can occur in the workplace
03.02	Identify own responsibility if an emergency situation occurs in the workplace

Qualification Framework	: RQF
Title	: Working as a Volunteer
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: M/503/2803 : Working as a Volunteer</b>	
<b>Know the role of the volunteer in different types of voluntary work</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different types of voluntary work
01.02	Identify activities undertaken by volunteers in different types of voluntary work
<b>Know the benefits of participating in voluntary work</b>	
02.01	Identify benefits of voluntary work for the volunteer
02.02	Identify benefits of voluntary work for the organisation, community or individual being served
<b>Be able to undertake voluntary work</b>	
03.01	Participate in voluntary work according to a given brief

Qualification Framework	: RQF
Title	: Setting and Meeting Targets at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: M/503/2817 : Setting and Meeting Targets at Work</b>	
<b>Know why personal targets are needed in the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline reasons for setting personal targets in the workplace
01.02	Identify aspects of job roles which may require setting and meeting targets
<b>Be able to set a personal target</b>	
02.01	Identify a personal target agreed with an appropriate person
02.02	Record the personal target
02.03	Identify activities needed to achieve the personal target
<b>Be able to review a personal target</b>	
03.01	Carry out a review of own personal progress in meeting a target
03.02	Identify next steps required towards meeting a personal target

Qualification Framework	: RQF
Title	: Speaking Confidently at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: M/503/2820 : Speaking Confidently at Work</b>	
<b>Be able to contribute to workplace discussions and conversations</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Make relevant comments and suggestions
01.02	Ask and answer straightforward questions
01.03	Volunteer constructive ideas and opinions
<b>Know about different types of language</b>	
02.01	List different situations for using formal and informal language
<b>Be able to use language which is appropriate for the work situation</b>	
03.01	Speak formally or informally as appropriate to the situation
03.02	Show politeness when speaking to others in the workplace
<b>Know why it is important to speak confidently at work</b>	
04.01	List benefits of speaking confidently in the workplace

Qualification Framework	: RQF
Title	: Interview Skills
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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: R/503/2809 : Interview Skills	
Know how to prepare to be interviewed	
Assessment Criterion - The learner can:	
01.01	Identify clothing to wear for an interview
01.02	Identify why personal hygiene is important for an interview
01.03	Describe the job role
01.04	List possible interview questions
Be able to respond to the interviewers questions	
02.01	Demonstrate non-verbal communication to show attention in an interview
02.02	Give clear, straightforward answers to the questions asked
Be able to recognise effectiveness of own performance in an interview	
03.01	Identify what went well in the interview and what did not



Qualification Framework	: RQF
Title	: Career Progression
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: R/503/2812 : Career Progression</b>	
<b>Know the importance of career progression</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify benefits of career progression
01.02	Identify why it is important for individuals to be involved in own career progression
<b>Know skills and qualities for career progression</b>	
02.01	List types of skills and qualities relevant to career progression
02.02	Identify own skills and qualities for career progression
<b>Be able to use information and guidance related to career progression</b>	
03.01	Identify different types of careers-related resources
03.02	Identify a career or area of work to match own interests from careers-related resources



Qualification Framework	: RQF
Title	: Producing a Product
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: R/503/2826 : Producing a Product</b>	
<b>Know how to make a product or item</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	List the steps needed to make the product or item
<b>Be able to identify the skills required to make the product or item</b>	
02.01	Identify the skills required to make the product or item
<b>Be able to produce the product or item safely</b>	
03.01	Demonstrate appropriate levels of safety when making the product or item
<b>Know how to examine the finished product or item</b>	
04.01	List qualities and any faults of the finished product or item

Qualification Framework	: RQF
Title	: Managing Your Own Money
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

Unit: T/503/2804 : Managing Your Own Money	
<b>Know different sources of income</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different sources of income
<b>Be able to buy goods and services using cash</b>	
02.01	In a given role, have sufficient money to pay for goods and services
02.02	Check that the correct change has been received when paying for goods and services
<b>Know the benefits of saving money</b>	
03.01	Identify benefits of saving money
<b>Know how to save money</b>	
04.01	Identify different ways of making savings in daily life
04.02	Identify where saved money can be kept



Qualification Framework	: RQF
Title	: Solving Work-related Problems
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

Unit: T/503/2818 : Solving Work-related Problems	
Be able to recognise workplace problems or issues which require problem-solving skills	
Assessment Criterion - The learner can:	
01.01	Identify some common types of workplace problems or issues that require problem-solving skills
Know sources of help for solving work-related problems	
02.01	Identify sources of help, support and guidance for work-related problems
02.02	Identify how listening to the suggestions of others helps when solving problems in the workplace
Know how to select solutions to a workplace problem or issue	
03.01	Identify possible solutions to a problem, using given sources of help, support and guidance
03.02	Identify how own experiences of problem- solving can help to find solutions to a problem
Know how to solve a workplace problem or issue	
04.01	Identify a solution appropriate to a workplace problem or issue
04.02	Identify steps to take to solve a workplace problem or issue



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 <a href="#">Online iCQ Assessment Guidance</a> .

Unit: T/503/2821 : Preparing for Work Placement	
Know where to plan to do work placement	
Assessment Criterion - The learner can:	
01.01	Identify key information about where to plan to do work placement
Know what is expected during the work placement	
02.01	Identify different tasks likely to perform as part of the work placement
02.02	Identify appropriate behaviours and attitudes for the work placement
Know appropriate sources of support for dealing with anxiety or uncertainty during the work placement	
03.01	Identify factors which may cause anxiety or uncertainty during a work placement
03.02	Identify appropriate sources of support they could use in situations of anxiety or uncertainty during the work placement
Be able to set goals for the work placement	
04.01	Set appropriate goals for the work placement



Qualification Framework	: RQF
Title	: Communication Skills for Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: T/505/6925 : Communication Skills for Work</b>	
<b>Know about communication for the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Outline why communication is important in the workplace
01.02	Outline different types of communication commonly used in the workplace
01.03	Identify communication methods appropriate for different purposes in the workplace
<b>Be able to communicate for the workplace</b>	
02.01	Communicate information appropriately for different purposes in the workplace

Qualification Framework	: RQF
Title	: Conduct at Work
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 <a href="#">Online iCQ Assessment Guidance</a> .

<b>Unit: Y/503/2813 : Conduct at Work</b>	
<b>Know about appropriate conduct for the workplace</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Identify different kinds of appropriate conduct in the workplace
<b>Be able to demonstrate good conduct</b>	
02.01	Interact appropriately with colleagues
02.02	Dress appropriately for work
02.03	Demonstrate appropriate timekeeping during the working day
<b>Be able to carry out a review of own conduct</b>	
03.01	Identify an aspect of own conduct that went well and give a reason why it went well
03.02	Identify an aspect of own conduct that did not go well and give a reason why it did not go well

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Qualification Specification

601/7726/3

iCQ Level 1 Certificate in WorkSkills (RQF)

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Barred Units

Barred Unit		Unit
Description	Source Unit	Target Units
Understanding employment responsibilities and rights (D/602/4769)		Investigating Rights and Responsibilities at Work (K/503/2847)
		Investigating Rights and Responsibilities at Work (M/503/2879)
		Investigating Rights and Responsibilities at Work (H/503/2815)
Introduction to Health and Safety at Work (L/505/6929)		Safe Learning in the Workplace (F/503/2823)
		Managing Your Health at Work (K/503/2816)
Health and Safety at Work (F/505/6927)		Safe Learning in the Workplace (L/503/2856)