

Qualification Specification

Focus Awards Level 1 Award in Workskills
(RQF)

601/6280/6



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Focus Awards Level 1 Award in Workskills (RQF)

Qualification Details

QRN: 601/6280/6

Credit: 3

GLH: 20-30

TQT: 60

Qualification Purpose

The Focus Awards Level 1 Award in Workskills (RQF) is aimed at young learners and adults finding difficulty in entering the workplace. The qualification is aimed at assisting learners with improving their knowledge, understanding and application of current work based skills, relevant to themselves and potential employers. The Focus Awards Level 1 Award in Workskills (RQF) offers a generic overview of the skills required in today's work environment.

The Focus Awards Level 2 Award in Workskills (RQF) allows learners a wide choice of units across a number of levels to accommodate their wide ranging needs. It will provide learners with the tools to advance their knowledge, skills and understanding, with a focus on quality information. Learners will develop their knowledge and understanding of:

- Personal life skills
- Sustainable employability skills
- Work placement skills
- Skills for business

Learner Entry Requirements

There are no specific entry requirements for this qualification. There is an element of communication (discussing, presenting, reading and writing) involved and learners should have basic skills in communication at Entry Level 3.

Age Ranges

The Level 1 Award in Work Skills is open to learners aged 14 and above. Entry is at the discretion of the centre for pre-16s.

Geographical Coverage

This qualification has been accredited for use in England and Northern Ireland.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Focus Awards Reasonable Adjustments and Special Consideration Policy'

Assessment Methods

To successfully complete this qualification, learners must produce a portfolio of evidence with additional assessment through practical demonstration/assignment.

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- Level 2 Diploma in Team Leading
- Level 2 and 3 Diplomas in Business Administration

On completion of these qualifications, learners have the opportunity to progress to related general and/or vocational qualifications or employment in a particular vocational sector.

Useful websites and supporting materials

- www.focusawards.org.uk/supportingmaterials
- www.Ofqual.gov.uk
- www.skillsca.org

Qualification Structure/Rules of Combination

To successfully achieve this qualification, learners must achieve a minimum of **three credits**, two of which must be from group A.

Unit Title	Unit Ref	Level	GLH	Credit
Optional Group A				
Self-Assessment	A/503/2836	1	1	10
Contributing to Meetings	A/503/2853	1	1	10
Working as a Volunteer	D/503/2828	2	1	10
Searching for a Job	D/503/2831	1	1	10
Building Working Relationships with Colleagues	D/503/2845	2	1	20
Producing a Product	D/503/2859	1	1	10

Career Progression	F/503/2837	2	1	20
Learning with Colleagues and Other Learners	F/503/2840	2	1	20
Preparing for Work Placement	F/503/2854	1	1	10
Managing Your Own Money	H/503/2829	2	1	20
Applying for a Job	H/503/2832	1	1	10
Building Working Relationships with Customers	H/503/2846	2	1	20
Developing Personal Skills for Leadership	J/503/2838	2	1	20
Communicating Solutions to Others	J/503/2841	2	1	20
Learning from Work Placement	J/503/2855	2	1	10
Preparing for an Interview	K/503/2833	1	1	10
Investigating Rights and Responsibilities at Work	K/503/2847	1	1	10
Solving Work Related Problems	K/503/2850	2	1	20
Practicing Leadership Skills with Others	L/503/2839	2	1	20
Positive Attitudes and Behaviours at Work	L/503/2842	1	1	10
Safe Learning in the Workplace	L/503/2856	1	1	10
Interview Skills	M/503/2834	1	1	10
Managing Your Health at Work	M/503/2848	1	1	10
Taking Notes at Meetings	M/503/2851	1	1	10
Working in a Team	R/503/2843	3	1	30
Planning an Enterprise Activity	R/503/2857	1	1	10
Self-Management Skills	T/503/2835	2	1	20
Setting and Meeting Targets at Work	T/503/2849	2	1	20

Summarising Documents	T/503/2852	1	1	10
Alternatives to Paid Work	Y/503/2827	1	1	10
Being Responsible for Other People's Money	Y/503/2830	1	1	10
Learning from more Experienced People	Y/503/2844	2	1	20
Running an Enterprise Activity	Y/503/2858	1	1	10
Self-Management Skills	A/503/2867	2	2	20
Developing Personal Skills for Leadership	A/503/2870	2	2	20
Contributing to Meetings	A/503/2884	1	2	10
Managing Your Own Money	D/503/2862	2	2	20
Learning From More Experienced People	D/503/2876	2	2	20
Self-Assessment	F/503/2868	2	2	20
Practicing Leadership Skills with Others	F/503/2871	2	2	20
Preparing for Work Placement	F/503/2885	1	2	10
Searching for a Job	H/503/2863	1	2	10
Building Working Relationships with Colleagues	H/503/2877	2	2	20
Managing Your Health at Work	H/503/2880	1	2	10
Career Progression	J/503/2869	2	2	20
Learning with Colleagues and Other Learners	J/503/2872	2	2	20
Applying for a Job	K/503/2864	1	2	10
Building Working Relationships with Customers	K/503/2878	2	2	20
Setting and Meeting Targets at Work	K/503/2881	2	2	20
Communicating Solutions to Others	L/503/2873	2	2	20

Learning from Work Placement	L/503/2887	2	2	20
Producing a Product	L/503/2890	1	2	10
Preparing for an Interview	M/503/2865	1	2	10
Investigating Rights and Responsibilities at Work	M/503/2879	1	2	10
Solving Work Related Problems	M/503/2882	2	2	20
Alternatives to Paid Work	R/503/2860	1	2	10
Effectiveness at Work	R/503/2874	1	2	10
Planning an Enterprise Activity	R/503/2888	1	2	10
Interview Skills	T/503/2866	1	2	10
Summarising Documents	T/503/2883	1	2	10
Working as a Volunteer	Y/503/2861	2	2	20
Working in a Team	Y/503/2875	3	2	30
Running an Enterprise Activity	Y/503/2889	1	2	10
Understanding Employment Responsibilities and Rights	D/602/4769	3	2	30
Literacy for the Workplace	L/504/4084	1	1	10
Numeracy for the Workplace	T/504/4077	1	1	10
Personal Presentation for the Workplace	J/505/6928	2	1	20
Using a CV and Covering Letter to Apply for a Job	J/505/6931	2	1	20
Health and Safety at Work	F/505/6927	2	1	20
Optional Unit Group B				
Being Responsible for Other People's Money	A/503/2805	1	Entry 3	10
Presenting Accurate Documents	A/503/2819	1	Entry 3	10
Learning from Work Placement	A/503/2822	2	Entry 3	10

Working in a Team	D/503/2814	3	Entry 3	30
Searching for a Job	F/503/2806	1	Entry 3	10
Safe Learning in the Workplace	F/503/2823	1	Entry 3	10
Investigating Rights and Responsibilities at Work	H/503/2815	1	Entry 3	10
Applying for a Job	J/503/2807	1	Entry 3	10
Self-Management Skills	J/503/2810	2	Entry 3	20
Planning an Enterprise Activity	J/503/2824	1	Entry 3	10
Managing Your Health at Work	K/503/2816	1	Entry 3	10
Preparing for an Interview	L/503/2808	1	Entry 3	10
Self-Assessment	L/503/2811	1	Entry 3	10
Running an Enterprise Activity	L/503/2825	1	Entry 3	10
Working as a Volunteer	M/503/2803	2	Entry 3	10
Setting and Meeting Targets at Work	M/503/2817	2	Entry 3	20
Speaking Confidently at Work	M/503/2820	1	Entry 3	10
Interview Skills	R/503/2809	1	Entry 3	10
Career Progression	R/503/2812	1	Entry 3	10
Producing a Product	R/503/2826	1	Entry 3	10
Managing Your Own Money	T/503/2804	2	Entry 3	20
Solving Work-Related Problems	T/503/2818	2	Entry 3	20
Preparing for Work Placement	T/503/2821	1	Entry 3	10
Conduct at Work	Y/503/2813	1	Entry 3	10
Alternatives to Paid Work	K/503/3187	1	Entry 3	10
Literacy for the Workplace	J/504/4083	1	Entry	10

Numeracy for the Workplace	L/504/4196	1	Entry 3	10
Developing Personal Presentation Skills for the Workplace	A/505/6926	1	Entry 3	10
Produce a CV	F/505/6930	2	Entry 3	20
Communication Skills for Work	T/505/6925	2	Entry 3	20
Introduction to Health and Safety at Work	L/505/6929	2	Entry 3	20

Requirements for Tutors:

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for assessors:

Assessors will be required to hold, or be working towards a relevant assessing qualification. This may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor. Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA):

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.