

# Qualification Specification

Focus Awards Level 2 Award in Employability Skills (RQF)

601/6257/0



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## Focus Awards Level 2 Award in Employability Skills (RQF)

### Qualification Details

QRN: 601/6257/0

Credit: 9

GLH: 72

TQT: 90

### Qualification Purpose

The aim of the Focus Awards Level 2 Award in Employability Skills is to provide learners with the skills, knowledge and understanding to prepare to or to re-enter the workplace.

By completing the mandatory units, learners will be able to prepare effectively for an interview, gain interview skills, be effective in the workplace and evaluate their own performance.

### Learner Entry Requirements

There are no specific entry requirements for this qualification.

### Age Ranges

Entry is at the discretion of the centre. Entry for learners pre 16 is permitted on this qualification.

### 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

The Focus Awards Level 2 Award in Employability Skills (RQF) is internally assessed.

Each learner is required to create portfolio of evidence which demonstrates achievement of all the learning outcomes and the assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include:

- Assessor observation – completed observational checklists on related action plans
- Witness testimony
- Learner product
- Worksheets
- Assignments / projects / reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Evidence may be drawn from actual or simulated situations where appropriate and where permitted by the relevant Sector Skills Council or Sector Skills Body.

## Progression Routes

Learners who successfully achieve the Focus Awards Level 2 Award in Employability Skills can progress on to:

- Level 1 or 2 Certificate in Employability Skills (RQF)

## Useful websites and supporting materials

You will find useful websites and supporting materials here:

- [www.focusawards.org.uk/supportingmaterials](http://www.focusawards.org.uk/supportingmaterials)
- [ofqual.gov.uk](http://ofqual.gov.uk)

## Qualification Structure/Rules of Combination

In order to achieve the Focus Awards Level 2 Award in Employability Skills (RQF), learners must achieve **9 credits** from **6 mandatory** units.

| Unit Title                 | Unit Ref   | Level | GLH | Credit |
|----------------------------|------------|-------|-----|--------|
| <b>Mandatory units</b>     |            |       |     |        |
| Preparing for an interview | M/503/2865 | 2     | 1   | 10     |
| Interview skills           | T/503/2866 | 2     | 1   | 10     |
| Self-assessment            | F/503/2868 | 2     | 2   | 20     |

|   |            |   |   |    |
|---|------------|---|---|----|
| Effectiveness at work                             | R/503/2874 | 2 | 1 | 10 |
| Working in a team                                 | Y/503/2875 | 2 | 3 | 30 |
| Investigating rights and responsibilities at work | M/503/2879 | 2 | 1 | 10 |

### 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.