

# Ascentis **Level 1 Certificate** in **Employability** **Overview Specification**



**Ofqual Number:** 600/8501/0

Ofqual Start Date: 01/03/2013

Ofqual Review Date: 31/07/2023

Ofqual Certification Review Date: 31/07/2024

# Qualification Overview

This qualification is designed to build the confidence and self-esteem of learners. It also seeks to encourage the development of values, personal attributes and interpersonal skills that contribute to success in the workplace. As this qualification focuses on generic workplace skills, it also meets the needs of employers for staff by developing learners' understanding of relationships in the workplace and employer expectations.

The Certificate incorporates mandatory units in key areas such as presentation, communication and team working, and offers further transferable skills in its optional units, which include such topics as money management, health and safety, customer care and problem solving.

## Aims

The aims of the qualification are:

- To give learners confidence.
- To overcome barriers to entering the workplace.
- To provide essential skills for further learning or for the workplace.
- To improve work prospects and cultivate positive attitudes to work.

## Target Group

The qualification is for learners who:

- May have been out of work for a long period of time.
- Need to update their skills to re-enter the workplace.
- Need to demonstrate readiness for the workplace.
- May be entering the workplace for the first time.

## Regulation Codes

Ofqual Qualification Number:

- Ascentis Level 1 Certificate in Employability: 600/8501/0

## Assessment Method

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria. They are then verified by the centre and externally verified by Ascentis.

## Resources to support the Delivery of the Qualification

Ascentis has devised a suite of workbooks and PowerPoints to support the units within this qualification. The workbooks should support the delivery of the qualification but should not represent the sole learning material within the respective unit. They have been carefully designed and mapped to most assessment criteria however, due to the nature of some assessment criteria, additional evidence may be required and tutors should always ensure this. The tasks can be contextualised for your learners.

# Rule of Combination

## Ascentis Level 1 Certificate in Employability

Learners must achieve 13 credits in total. 4 credits must be achieved from the mandatory units and a minimum of 9 credits must be achieved from the optional group.

### Unit Group MG (Mandatory Unit Group): Learner must achieve all 4 credits from this group.

Title	Level	Credit Value	GLH	Unit Reference
Communication Skills in Preparing for Work	1	2	16	Y/503/5209
Oral Presentation Skills	1	1	9	F/503/4894
Working as a Team	1	1	9	M/600/9936

### Unit Group OP (Optional Units): Learner must achieve a minimum of 9 credits from this group.

Title	Level	Credit Value	GLH	Unit Reference
Community Project	1	3	22	T/501/6893
Customer Care	1	2	16	A/503/4893
Dealing with Problems in Daily Life	1	2	20	L/502/0464
Financial Literacy: Budgeting and Money Management	1	1	9	H/602/5941
Health and Safety in a Practical Environment	1	1	9	Y/600/3239
Planning and Reviewing Learning	1	2	20	L/503/5210
Recognising and Respecting Diversity in the Workplace	1	1	9	L/503/4896
Responsible Work Practice	1	2	16	R/503/4897
Undertaking an Enterprise Project	1	3	27	L/500/5317
Work Experience	1	3	27	K/500/5423

## Guided Learning Hours (GLH)

The recommended guided learning hours for the Level 1 Certificate in Employability is 106.

## Total Qualification Time (TQT)

The total qualification time for the Level 1 Certificate in Employability is 130.

## Age Range of Qualification

This qualification is suitable for learners aged 14+, 16–18 and 19+.

# Contact & Further Information

New Centres please email [hello@ascentis.co.uk](mailto:hello@ascentis.co.uk) or call 01524 845046.

Existing Centres please visit the Login area of our website, [www.ascentis.co.uk](http://www.ascentis.co.uk), to view the full specification.

Product Development for enquiries please email [development@ascentis.co.uk](mailto:development@ascentis.co.uk).