



Level 1 Certificate in Securing Employment

Qualification aim

This qualification informs and guides learners through the process of sourcing, applying for and securing appropriate employment. It provides a structured individualised route with knowledge and skills, through the labour market to securing employment.

Qualification introduction

This qualification is made up of five mandatory units that will help learners to develop an understanding of the labour market and how best they can enter and secure employment relative to their capabilities and aspirations. Its mandatory units are a step by step process to prepare, source and secure employment. Learners who complete the units will be equipped with the knowledge, skills and resources to initiate and remain engaged with employment that suits their circumstances.

Assessment

In order to achieve this qualification a learner must complete all units as mandatory. The assessment criteria determine the standard required to achieve each unit and allow for a variety of assessment methods to be used as appropriate to the environment the qualification is delivered in. There is no examined assessment element in this qualification.

Progression

On completion of this qualification learners will be prepared to progress to level 2 qualifications in a range of occupations within the sector, this could include but not limited to apprenticeships.

Qualification Number		603/3453/8
Qualification Framework		RQF
Title		Certificate in Securing Employment
Qualification Level		Level 1
Guided Learning Hours		130 GLH
Total Qualification Time		150 TQT
Qualification Credit Value		15 Credits
Qualification Grading Structure		Pass / Fail

Unit Title	GLH	TQT	Credit Value	Grading
Identify suitable job opportunities	35	40	4	Pass / Fail
Produce a CV	35	40	4	Pass / Fail
Apply for opportunities	15	20	2	Pass / Fail
Succeed at an interview	25	30	3	Pass / Fail
Behaviours and standards at work	20	20	2	Pass / Fail
Total	130	150	15	Pass / Fail