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| **NCFE Entry Level Award in Employability Skills – Preparing For Work**  (Courses are offered subject to viable numbers.) | |  |
| This course is for: | Adult learners who:   * Want to develop and enhance their skills for the working environment * Develop their confidence for employment and motivation * Improve communication skills and personal effectiveness * Would like to use this a stepping for further study |  |
| What will I learn: | Course content below is subject to change based on prior knowledge and skills of each cohort.   * Understand why certain mindset qualities are important to employers, identify your own qualities and explore your own experiences of these qualities * Teamwork – be introduced to some of the basic skills needed to work with others and how you can improve your working relationships * How do you decide which is the right job for you? Explore your skills, hobbies and interests and match to job roles. There may be a whole new career path you’ve never thought of before. * Getting interview ready – learn about body language, interview questions (yours, not just the interviewer’s questions), researching a company and preparing for that all important interview. * Identifying the next steps in your career path.   You will have the opportunity to discuss and set your individual learning targets with your tutor and discuss the support you might need to ensure you have an enjoyable and meaningful learning experience |  |
| Knowledge and skills needed: | **This is a course for complete beginners and no prior subject knowledge or skills are required. A basic level of literacy is needed (E3) and learners will complete a literacy assessment in week one.**  On this course you will need to:   * follow verbal and written instructions and work through them at your own pace * listen and join in group discussions * jot down notes to record relevant information * keep your work organised in a file * use a PC/laptop or tablet for research or to present your work and to access our learning platform * have some dexterity using your hands |  |
| Materials needed: | At enrolment, you will need your NI number and proof of benefits (if applicable).  Your tutor will provide many of the learning resources, but you will need to come prepared to the lessons with an A4 pad; pen and folder or file to keep your work organised.  It will be an advantage, but not essential, if you have access to the internet at home to extend your learning. |  |
| How will I learn: | Each session will consist of a dynamic tutor presentation followed by a range of interactive activities.  There will be plenty of revision and consolidation and learning will build on previous learning.  Your progress will be monitored by informal and formal assessment tasks, and you will receive verbal and written feedback from the tutor to help you make good progress.  NCFE Entry Level Award in Employability will be assessed through a build up of learner’s work to be submitted as a portfolio at the end of the course. The portfolio is then internally assessed, before being moderated and submitted to the exam board (NCFE) for external moderation. |  |
| Progression routes: | On completion of this course, you can progress to:   * NCFE Entry Level Certificate in Employability – Work Awareness * Courses highlighted in your development/action plan – this will depend on your chosen career path * Digital Skills Courses – Sefton Community Learning Services (SCLS) – 0151 934 4546 * Health & Social Care Courses – SCLS and [www.hughbaird.ac.uk](http://www.hughbaird.ac.uk) OR [www.southport.ac.uk](http://www.southport.ac.uk) * Further Employability Courses – SCLS * English or Maths Functional Skills Courses   Ask your tutor for advice and a copy of the progression ladder.  SCLS offers a range of Functional Skills courses from Entry 1 up to Level 2 if you need to brush up your maths and English skills or require a qualification to support you with your career path.  Sefton @ Work will be able to provide independent information, advice, and guidance to support you making informed choices for progression into further education, volunteering, or employment. |  |

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