Qualification Specification

601/6403/7

iCQ Level 2 (9 credit) Award in WorkSkills (RQF)

Qualification Details

Title	iCQ Level 2 (9 credit) Award in WorkSkills (RQF)
Awarding Organisation	iCan Qualifications Limited
Fees Price List Url	https://icanqualify.net
Qualification Type	RQF
Qualification Sub Type	None
Qualification Level	Level 2
Qualification Sub Level	None
EQF Level	Level 3
Regulation Start Date	17-Jun-2015
Operational Start Date	01-Jul-2015
Offered In England	Yes
Offered In Wales	Yes
Offered In Northern Ireland	Yes
Assessment Language In English	Yes
Assessment Language In Welsh	No
Assessment Language In Irish	No
SSA	14.2 Preparation for Work
Purpose	C. Prepare for employment
Sub Purpose	C1. Prepare for employment in a broad occupational area
Total Credits	9
Min Credits at/above Level	6
Minimum Guided Learning Hours	65
Maximum Guided Learning Hours	90
Diploma Guided Learning Hours	0
Barring Classification Code	ZZZZ
Overall Grading Type	Pass
Assessment Methods	Portfolio of Evidence
Structure Requirements	To achieve this qualification, learners must attain a minimum of 9 credits. A minimum of 6 credits must be achieved from Group A, the remaining 3 credits may be taken from Group A and/or B.
Age Ranges	Pre-16 : Yes; 16-18 : Yes; 18+ : No; 19+ : Yes
Qualification Objective	This qualification provides an introduction to the knowledge, understanding and skills needed for employment. It is for those who wish to develop basic skills and knowledge needed to manage their career

Qualification Specification

601/6403/7

iCQ Level 2 (9 credit) Award in WorkSkills (RQF)

Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
OAG) Overarching Group	**Yes**	0	1	2	9	0
└A) Level 2 and Level 3 Optional Units	**Yes**	55	0	0	6	0
└B) Level 1 and Entry 3 Optional Units	No	69	0	0	1	0

Group A Level 2 and Level 3 Optional Units

URN	Title	Level	GLH	Credit
A/503/2867	Self-management Skills	2	20	2
A/503/2870	Developing Personal Skills for Leadership	2	20	2
A/503/2884	Contributing to Meetings	2	10	1
A/503/2898	Personal Skills for Leadership	3	10	1
A/503/2903	Giving and Receiving Feedback	3	15	2
D/503/2862	Managing Your Own Money	2	20	2
D/503/2876	Learning from More Experienced People	2	20	2
D/503/2893	Strategies to Improve Job Interview Skills	3	15	2
D/503/2909	Skills for a Portfolio Career	3	10	1
D/503/2912	Academic Research Skills	3	15	2
D/602/4769	Understanding employment responsibilities and rights	2	30	3
F/503/2868	Self-assessment	2	20	2
F/503/2871	Practising Leadership Skills with Others	2	20	2
F/503/2885	Preparing for Work Placement	2	10	1
F/503/2899	Presentations for Work	3	10	1
F/503/2904	Coaching Skills for the Workplace	3	15	2
H/503/2863	Searching for a Job	2	10	1
H/503/2877	Building Working Relationships with Colleagues	2	20	2
H/503/2880	Managing Your Health at Work	2	10	1
H/503/2894	Preparing for Work Placement	3	10	1
H/503/2913	Planning for Further Learning Development	3	15	2
J/503/2869	Career Progression	2	20	2
J/503/2872	Learning with Colleagues and Other Learners	2	20	2
J/503/2905	Mentoring Skills for the Workplace	3	15	2
K/503/2864	Applying for a Job	2	10	1
K/503/2878	Building Working Relationships with Customers	2	20	2
K/503/2881	Setting and Meeting Targets at Work	2	20	2
K/503/2895	Reflecting on Work Placement	3	10	1
K/503/2900	Planning for Professional Development	3	15	2
K/505/8915	Managing Your Own Learning	2	24	3
L/503/2873	Communicating Solutions to Others	2	20	2
L/503/2887	Learning from Work Placement	2	20	2
L/503/2890	Producing a Product	2	10	1
L/503/2906	Recognition and Resolution of Bullying in the Workplace	3	10	1
M/503/2865	Preparing for an Interview	2	10	1
M/503/2879	Investigating Rights and Responsibilities at Work	2	10	1
M/503/2882	Solving Work-related Problems	2	20	2
M/503/2896	Developing Confidence for Work	3	10	1
M/503/2901	Reviewing Professional Development	3	10	1
R/503/2860	Alternatives to Paid Work	2	10	1
R/503/2874	Effectiveness at Work	2	10	1
R/503/2888	Planning an Enterprise Activity	2	10	1
R/503/2891	Career Development	3	15	2
R/503/2907	Managing a Work-life Balance	3	10	1
R/503/2910	Skills for Starting a Business	3	10	1
T/503/2866	Interview Skills	2	10	1
T/503/2883	Summarising Documents	2	10	1
T/503/2897	Organising and Chairing Meetings	3	10	1
T/503/2902	Negotiation Skills and Persuasion in the Workplace	3	15	2
Y/503/2861	Working as a Volunteer	2	20	2
Y/503/2875	Working in a Team	2	30	3
Y/503/2889	Running an Enterprise Activity	2	10	1
Y/503/2892	Maximising Potential When Applying for a Job	3	10	1
Y/503/2908	Project Management Skills	3	10	1
Y/503/2911	Critical Thinking	3	15	2

Group B Level 1 and Entry 3 Optional Units

URN	Title	Level	GLH	Credit
A/503/2805	Being Responsible for Other Peoples Money	0	10	1
A/503/2819	Presenting Accurate Documents	0	10	1
A/503/2822	Learning from Work Placement	0	10	2
A/503/2836	Self-assessment	1	10	1
A/503/2853	Contributing to Meetings	1	10	1
A/505/6926	Developing Personal Presentation Skills for the Workplace	0	10	1
D/503/2814	Working in a Team	0	30	3
D/503/2828	Working as a Volunteer	1	10	2
D/503/2831	Searching for a Job	1	10	1
D/503/2845	Building Working Relationships with Colleagues	1	20	2
D/503/2859	Producing a Product	1	10	1
F/503/2806	Searching for a Job	0	10	1
F/503/2823	Safe Learning in the Workplace	0	10	1
F/503/2837	Career Progression	1	20	2
F/503/2840	Learning with Colleagues and Other Learners	1	20	2
F/503/2854	Preparing for Work Placement	1	10	1
F/505/6927	Health and Safety at Work	1	20	2
F/505/6930	Produce a CV	0	20	2
H/503/2815	Investigating Rights and Responsibilities at Work	0	10	1
H/503/2829	Managing Your Own Money	1	20	2
H/503/2832	Applying for a Job	1	10	1
H/503/2846	Building Working Relationships with Customers	1	20	2
J/503/2807	Applying for a Job	0	10	1
J/503/2810	Self-management Skills	0	20	2
J/503/2824	Planning an Enterprise Activity	0	10	1
J/503/2838	Developing Personal Skills for Leadership	1	20	2
J/503/2841	Communicating Solutions to Others	1	20	2
J/503/2855	Learning from Work Placement	1	10	2
J/504/4083	Literacy for the workplace	0	10	1
J/505/6928	Personal Presentation for the Workplace	1	20	2
J/505/6931	Using a CV and Covering Letter to Apply for a Job	1	20	2
K/503/2816	Managing Your Health at Work	0	10	1
K/503/2833	Preparing for an Interview	1	10	1
K/503/2847	Investigating Rights and Responsibilities at Work	1	10	1
K/503/2850	Solving Work-related Problems	1	20	2
K/503/3187	Alternatives to Paid Work	0	10	1
L/503/2808	Preparing for an Interview	0	10	1
L/503/2811	Self-assessment	0	10	1
L/503/2825	Running an Enterprise Activity	0	10	1
L/503/2839	Practising Leadership Skills with Others	1	20	2
L/503/2842	Positive Attitudes and Behaviours at Work	1	10	1
L/503/2856	Safe Learning in the Workplace	1	10	1
L/504/4084	Literacy for the workplace	1	10	1
L/504/4196	Numeracy for the workplace	0	10	1
L/505/6929	Introduction to Health and Safety at Work	0	20	2
M/503/2803	Working as a Volunteer	0	10	2
M/503/2817	Setting and Meeting Targets at Work	0	20	2
M/503/2820	Speaking Confidently at Work	0	10	1
M/503/2834	Interview Skills	1	10	1
M/503/2848	Managing Your Health at Work	1	10	1
M/503/2851	Taking Notes at Meetings	1	10	1
R/503/2809	Interview Skills	0	10	1
R/503/2812	Career Progression	0	10	1
R/503/2826	Producing a Product	0	10	1
R/503/2843	Working in a Team	1	30	3
R/503/2857	Planning an Enterprise Activity	1	10	1
T/503/2804	Managing Your Own Money	0	20	2
T/503/2818	Solving Work-related Problems	0	20	2
T/503/2821	Preparing for Work Placement	0	10	1
T/503/2835	Self-management Skills	1	20	2
T/503/2849	Setting and Meeting Targets at Work	1	20	2
T/503/2852	Summarising Documents	1	10	1
T/504/4077	Numeracy for the workplace	1	10	1
T/505/6925	Communication Skills for Work	0	20	2
Y/503/2813	Conduct at Work	0	10	1
Y/503/2827	Alternatives to Paid Work	1	10	1
Y/503/2830	Being Responsible for Other Peoples Money	1	10	1
Y/503/2844	Learning from More Experienced People	1	20	2
Y/503/2858	Running an Enterprise Activity	1	10	1

Qualification Framework	: RQF
Title	: Self-management Skills
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2867 : Self-management Skills

Understand the importance of self-management for work.	
Assessment Criterion - The learner can:	
01.01	Explain why it is important for individuals to self-manage in the workplace.
01.02	Explain how to self-manage in the workplace.
01.03	Explain benefits to others in the workplace when individuals self-manage effectively.
Be able to self-manage for work.	
02.01	Produce a plan of activities and breaks for a working day.
02.02	Carry out activities prioritising to achieve daily objectives.
Be able to review own self-management skills for work.	
03.01	Assess own self-management skills for work.
03.02	Identify aspects of self-management for improvement.

Qualification Framework	: RQF
Title	: Developing Personal Skills for Leadership
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2870 : Developing Personal Skills for Leadership

Know the main features of leadership.	
Assessment Criterion - The learner can:	
01.01	Describe the main features of leadership.
01.02	Describe how own skills and qualities relate to the main features of leadership.
Know how to demonstrate own leadership skills.	
02.01	Describe the range of skills that can be used to lead others.
02.02	Describe how own leadership skills can be put into practice in order to lead others.
Be able to prepare for a leadership activity.	
03.01	Select a suitable activity to demonstrate leadership skills.
03.02	Explain how the selected activity will enable demonstration of an appropriate range of skills.

Qualification Framework	: RQF
Title	: Contributing to Meetings
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2884 : Contributing to Meetings

Know key aspects of meetings.	
Assessment Criterion - The learner can:	
01.01	Describe preparations required prior to the meeting.
01.02	Describe the procedures taken during the meeting.
01.03	Describe the procedures taken after the meeting.
Know solutions to common meeting problems.	
02.01	Describe appropriate solutions to common meeting problems.
Be able to contribute to the discussion at a meeting.	
03.01	Take personal notes from the meeting.
03.02	Contribute relevant ideas and opinions which help move the discussion forward and build appropriately on what has already been said at the meeting.
Be able to take responsibility for an agenda item at a meeting.	
04.01	Present an agenda item at a meeting.
04.02	Answer questions to help move the discussion forward and reach decisions.

Qualification Framework	: RQF
Title	: Personal Skills for Leadership
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2898 : Personal Skills for Leadership

Understand personal skills required for leadership	
Assessment Criterion - The learner can:	
01.01	Explain skills required for successful leadership
01.02	Review personal skills and the suitability for leadership
Understand different types of leadership and management	
02.01	Explain the difference between leadership and management
02.02	Compare leadership styles in workplace situations
Be able to develop personal skills for leadership	
03.01	Set objectives to plan development of personal skills for leadership
03.02	Prepare an action plan to develop personal skills for leadership
03.03	Review own performance against action plan to develop personal skills for leadership

Qualification Framework	: RQF
Title	: Giving and Receiving Feedback
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2903 : Giving and Receiving Feedback

Understand the purpose of constructive feedback in the workplace	
Assessment Criterion - The learner can:	
01.01	Describe the types of situation where feedback may be given
01.02	Describe the purpose of constructive feedback in the workplace
01.03	Identify reasons for avoiding giving and receiving feedback
01.04	Outline the benefits of constructive feedback
Be able to give and receive constructive feedback	
02.01	Explain techniques and skills required for giving and receiving constructive feedback in workplace situations
02.02	Demonstrate skills required to give and receive constructive feedback
Be able to review own skills in giving and receiving constructive feedback	
03.01	Review own skills in giving and receiving constructive feedback
03.02	Recommend improvements to own skills when giving and receiving constructive feedback

Qualification Framework	: RQF
Title	: Managing Your Own Money
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2862 : Managing Your Own Money

Be able to produce a personal budget.	
Assessment Criterion - The learner can:	
01.01	Carry out calculations of expenditure and income for an individual for a month.
01.02	Calculate balance at the end of the month.
01.03	Identify ways to ensure expenditure does not exceed income.
Understand the use of credit to borrow money.	
02.01	Identify different sources of credit.
02.02	Explain how to use credit responsibly for expenditure and investing.
02.03	Describe the potential problems of using credit.

Qualification Framework	: RQF
Title	: Learning from More Experienced People
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2876 : Learning from More Experienced People

Know about situations where they might interact with more experienced people.	
Assessment Criterion - The learner can:	
01.01	Select situations where learners can interact with experienced people.
01.02	Describe ways to benefit from working with more experienced people.
Know ways in which more experienced people work effectively.	
02.01	Describe effective working methods demonstrated by a more experienced person.
02.02	Describe why these ways of working are effective.
Know how to improve performance by learning from those who have more experience.	
03.01	Select examples of a skill or process learnt from others with more experience.
03.02	Describe how to use what has been learnt to improve own performance.
03.03	Describe the advantages of learning from more experienced people.
03.04	Describe the disadvantages of learning from more experienced people.
03.05	Select a skill or process which needs to be improved.
03.06	Outline the plan to improve the skill or process with the help of more experienced people.

Qualification Framework	: RQF
Title	: Strategies to Improve Job Interview Skills
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2893 : Strategies to Improve Job Interview Skills

Know how to prepare for a job interview	
Assessment Criterion - The learner can:	
01.01	Identify strengths and areas for improvement in relation to own previous interview performance
01.02	Describe the steps needed to prepare for an interview using previous experience
Understand what is expected in an interview situation	
02.01	Explain what employers expect from interview candidates
02.02	Prepare interview questions and answers for a specific job role
02.03	Compare methods of assessment used at interviews
02.04	Explain types of presentation required at interviews
Be able to participate in an interview	
03.01	Demonstrate appropriate behaviours in an interview
03.02	Describe how body language, tone of voice and facial expressions may affect an interview
Be able to reflect on own interview performance	
04.01	Review interview performance against expectations and preparation
04.02	Recommend improvements for own interview performance

Qualification Framework	: RQF
Title	: Skills for a Portfolio Career
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2909 : Skills for a Portfolio Career

Know the benefits and risks of portfolio working	
Assessment Criterion - The learner can:	
01.01	Describe what is meant by portfolio working
01.02	List the benefits of portfolio working
01.03	List the risks of portfolio working
Understand the skills and knowledge suitable for portfolio working	
02.01	Explain work skills needed for portfolio working
02.02	Assess suitability of own skills and knowledge for portfolio working
Be able to develop portfolio working skills	
03.01	Set objectives to plan development of portfolio working skills
03.02	Prepare an action plan to develop own portfolio work skills

Qualification Framework	: RQF
Title	: Academic Research Skills
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2912 : Academic Research Skills

Understand how to research for a study topic	
Assessment Criterion - The learner can:	
01.01	Explain appropriateness of types of research methodologies for a study topic
01.02	Compare the appropriateness of using primary and secondary research for a study topic
Be able to implement research of relevant topic	
02.01	Produce a research plan which is relevant for a study topic
02.02	Collect data using appropriate methods
02.03	Analyse data to support requirements of the study topic
Be able to evaluate research conclusions	
03.01	Use suitable research evaluation techniques to make conclusions
03.02	Integrate an appropriate referencing system in final write up
03.03	Assess the suitability of the methodology used for the study topic
03.04	Make recommendations to improve future research

Qualification Framework	: RQF
Title	: Understanding employment responsibilities and rights
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/602/4769 : Understanding employment responsibilities and rights

Know the statutory rights and responsibilities of employees and employers within own area of work	
Assessment Criterion - The learner can:	
01.01	Outline employee rights and responsibilities under Employment Law
01.02	Describe how related legislation can support employees in the workplace
01.03	Describe employer responsibilities in the workplace
01.04	Identify sources and types of information and advice on own employment rights and responsibilities
Understand agreed ways of working that protect own relationship with employer	
02.01	Explain the terms and conditions of own contract of employment
02.02	Describe information shown on own pay statement
02.03	Explain the procedures to follow in event of a grievance
02.04	Identify the personal information that must be kept up to date with own employer
02.05	Explain agreed ways of working with employer
Know how own role fits within the wider context of the sector	
03.01	Describe the effect of own role on service provision
03.02	Describe how own role links to the wider sector
03.03	Describe the main roles and responsibilities of representative bodies that influence the wider sector
03.04	Outline different viewpoints around an issue of public concern relevant to the sector or occupation
03.05	Describe how issues of public concern have altered public views of the sector or occupation
Know career pathways available within own and related sectors	
04.01	Describe occupational opportunities within own sector and related sectors
04.02	Identify sources of information related to a chosen career pathway
04.03	Identify next steps in own career pathway

Qualification Framework	: RQF
Title	: Self-assessment
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2868 : Self-assessment

Understand self-assessment.	
Assessment Criterion - The learner can:	
01.01	Explain why it is important to assess personal strengths and weaknesses.
01.02	Explain why it is important to assess personal skills and qualities.
Be able to reflect on personal strengths and weaknesses.	
02.01	Describe own personal strengths and weaknesses.
02.02	Explain why it is important to continue to develop own strengths.
02.03	Explain why it is important to improve on own areas of weakness.
Be able to reflect on own skills and qualities.	
03.01	Describe own skills and qualities.
03.02	Explain why skills and qualities identified are important for own career and personal life.
Be able to set personal goals.	
04.01	Identify sources of information for learning and progression.
04.02	Identify personal long-term goals.
04.03	Describe short-term goals required for meeting long- term goals.
04.04	Describe ways in which goals may be tracked over time.
04.05	Devise a plan for learning, showing responsibility for own learning.
04.06	Implement own plan for learning, showing responsibility for own learning.
Be able to review personal achievements.	
05.01	Identify achievements over a given period.
05.02	Give reasons for success in achievements.
05.03	Explain why goals may not be reached within a set period of time.

Qualification Framework	: RQF
Title	: Practising Leadership Skills with Others
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2871 : Practising Leadership Skills with Others

Know how to lead a group activity.	
Assessment Criterion - The learner can:	
01.01	Describe how leadership skills contribute to a given group activity.
Be able to demonstrate effective leadership skills with others.	
02.01	Give support to other members of the group.
02.02	Allocate tasks and activities appropriately to other members of the group.
02.03	Give and receive appropriate feedback for members of the group.
02.04	Make decisions about tasks and activities to solve problems.
Be able to review own leadership performance.	
03.01	Assess own leadership performance.
03.02	Suggest areas for improvement of own leadership performance.

Qualification Framework	: RQF
Title	: Preparing for Work Placement
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2885 : Preparing for Work Placement

Know the company or organisation where the work placement is planned.	
Assessment Criterion - The learner can:	
01.01	Describe the company or organisation providing the work placement.
01.02	Describe the key purpose of company or organisation.
Know the information needed before starting the work placement.	
02.01	Describe the terms and conditions of the work placement.
02.02	Describe the tasks to be performed as part of the work placement.
Know what the company or organisation expects of the learner during the work placement.	
03.01	Describe why workplace values are important for success at the work placement.
03.02	Describe personal presentation requirements appropriate to the work placement.
03.03	Describe how to deal effectively with situations of emotional stress, difficulty or confusion during the work placement.
Be able to set goals relating to the work placement.	
04.01	Set goals for skills development relating to the work placement.
04.02	Set goals for personal development relating to the work placement.

Qualification Framework	: RQF
Title	: Presentations for Work
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2899 : Presentations for Work

Understand the purpose of presentations in the workplace	
Assessment Criterion - The learner can:	
01.01	Explain types of presentation which can be used in workplace situations
01.02	Compare the advantages and disadvantages of using presentations as a method of communication
Be able to present to a specific audience	
02.01	Plan a presentation that meets a specific audience need
02.02	Prepare a presentation for a specific audience
02.03	Deliver a presentation which meets audience needs
Be able to review own performance	
03.01	Conduct an analysis of skills used during own presentation
03.02	Produce a plan for improvement of presentation skills

Qualification Framework	: RQF
Title	: Coaching Skills for the Workplace
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2904 : Coaching Skills for the Workplace

Know the value of coaching to the coach, coachee and stakeholder	
Assessment Criterion - The learner can:	
01.01	Define the purpose of coaching
01.02	Describe the benefits of coaching to the coach, coachee and stakeholder
Understand the characteristics and skills of a coach and coachee	
02.01	Explain the characteristics and skills of a coach
02.02	Explain the characteristics and skills of a coachee
Be able to use coaching skills	
03.01	Demonstrate coaching skills within a structured coaching format
03.02	Review own coaching performance drawing on different viewpoints

Qualification Framework	: RQF
Title	: Searching for a Job
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2863 : Searching for a Job

Understand how to use sources of information about jobs.	
Assessment Criterion - The learner can:	
01.01	Explain the roles of different sources of information about jobs.
01.02	Select appropriate sources of information about job vacancies for own purposes.
01.03	Identify potential job roles from sources of information about jobs.
Understand how to relate own skills, interests and achievements to potential job roles.	
02.01	Explain how own skills relate to potential job roles.
02.02	Explain own interests in relation to potential job roles.
02.03	Explain how own achievements are relevant to potential job roles.
Be able to investigate job vacancies.	
03.01	Carry out investigations to identify potential job vacancies.
03.02	Provide evidence of communication with employers or the employers representative to obtain further information about job vacancies.

Qualification Framework	: RQF
Title	: Building Working Relationships with Colleagues
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2877 : Building Working Relationships with Colleagues

Understand how people in the workplace depend on one another.	
Assessment Criterion - The learner can:	
01.01	Describe the interdependencies between different people in a workplace.
Understand how an individuals behaviour affects other people at work.	
02.01	Describe how the positive behaviour of one person can affect others in the workplace.
02.02	Describe how the negative behaviour of one person can affect others in the workplace.
Be able to demonstrate positive behaviours that promote effective working with others.	
03.01	Communicate clearly with colleagues.
03.02	Resolve differences with colleagues amicably.
03.03	Offer help and guidance to colleagues and accept their help and guidance.
03.04	Offer ideas, suggestions and opinions to colleagues.
03.05	Consider the ideas, suggestions and opinions of colleagues and respond appropriately.

Qualification Framework	: RQF
Title	: Managing Your Health at Work
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2880 : Managing Your Health at Work

Understand the employees role in maintaining good health at work.	
Assessment Criterion - The learner can:	
01.01	Explain why it is important for employees to maintain good health at work.
01.02	Explain how employees can maintain good health in the workplace.
Know the services employers can provide to maintain the health of the workforce.	
02.01	Describe services that can be provided by employers to help maintain the health of the workforce.
Know sources of help to ensure good health at work.	
03.01	Describe different sources of help to ensure good health at work.
03.02	Describe the services offered by different sources of help.

Qualification Framework	: RQF
Title	: Preparing for Work Placement
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2894 : Preparing for Work Placement

Know about the placement organisation	
Assessment Criterion - The learner can:	
01.01	Describe types of organisation
01.02	Identify placement organisation type
01.03	Outline the structure of the placement organisation
01.04	State the function of the placement organisation
01.05	Describe the sector of the placement organisation
Understand the expectations and responsibilities of the individual in work placement	
02.01	Explain the responsibilities of the individual in work placement
02.02	Explain the employer expectations of the individual in work placement
Be able to set goals for developing personal and work skills on work placement	
03.01	Analyse own personal and work skills
03.02	Produce specific, realistic goals for developing personal and work skills on placement

Qualification Framework	: RQF
Title	: Planning for Further Learning Development
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2913 : Planning for Further Learning Development

Be able to identify strengths and needs in own learning	
Assessment Criterion - The learner can:	
01.01	Outline own goals for further learning and education
01.02	Conduct a learning and skills audit to identify strengths and needs in own learning
Understand opportunities for further learning development	
02.01	Outline the types of further learning opportunities available
02.02	Assess the suitability of opportunities available for own further learning development
Be able to plan own further learning development	
03.01	Prepare a learning development plan which includes developments needed to meet learning goals
03.02	Record learning achievements against planned goals
03.03	Assess learning achievements against planned goals

Qualification Framework	: RQF
Title	: Career Progression
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2869 : Career Progression

Understand career progression.	
Assessment Criterion - The learner can:	
01.01	Explain the career benefits of work or study opportunities.
01.02	Explain how one job role or stage of career development may lead to another.
Be able to review skills, qualities and experience for career progression.	
02.01	Describe own skills, qualities and experience.
02.02	Explain how own personal qualities, skills and experience apply to areas of work or learning.
02.03	Identify area of work or learning for own career progression.
Be able to plan career progression.	
03.01	Identify information for own career progression from different sources.
03.02	Explain how information for career progression relates to own skills, qualities, experience and career aspirations.
03.03	Produce a career progression plan, including information that relates to own skills, experience and career aspirations.
03.04	Explain the timeline for the career plan.
03.05	Identify resources needed to support the career progression plan.
03.06	Explain how the career progression plan will be reviewed.

Qualification Framework	: RQF
Title	: Learning with Colleagues and Other Learners
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2872 : Learning with Colleagues and Other Learners

Understand the importance of learning with colleagues or other learners.	
Assessment Criterion - The learner can:	
01.01	Describe how learning with ones colleagues or other learners is important for own development.
Know how to plan the learning to be undertaken with colleagues or other learners.	
02.01	Select a learning goal to undertake with colleagues or other learners.
02.02	Describe ways to work towards achieving the learning goal.
Be able to interact appropriately with colleagues or other learners in a learning situation.	
03.01	Respond appropriately to advice from others.
03.02	Express beliefs and opinions to others appropriately.
03.03	Give helpful feedback to others.
Be able to review the learning undertaken with colleagues or other learners.	
04.01	Give examples of how learning with colleagues or other learners took place.
04.02	Describe an example of learning with others that was successful.
04.03	Discuss and example of learning with others that was not successful.

Qualification Framework	: RQF
Title	: Mentoring Skills for the Workplace
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2905 : Mentoring Skills for the Workplace

Know the purpose and benefits of mentoring	
Assessment Criterion - The learner can:	
01.01	Define the purpose of mentoring
01.02	Describe situations when mentoring is commonly used
01.03	Describe the benefits of mentoring to the mentee, mentor and stakeholder
Understand the mentoring process	
02.01	Explain the mentoring process
02.02	Explain characteristics and skills of a mentor
Be able to use mentoring skills	
03.01	Demonstrate mentoring skills which are appropriate for an interaction
03.02	Review mentoring performance

Qualification Framework	: RQF
Title	: Applying for a Job
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2864 : Applying for a Job

Understand different methods of applying for a job.	
Assessment Criterion - The learner can:	
01.01	Describe different methods of applying for a job.
01.02	Explain how to obtain job application information.
Be able to prepare a job application.	
02.01	Collate the information appropriate for a job application.
02.02	Complete a comprehensive and accurate job application.
02.03	Carry out checks of a job application for accuracy.
02.04	Review a job application for fitness for purpose.

Qualification Framework	: RQF
Title	: Building Working Relationships with Customers
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2878 : Building Working Relationships with Customers

Understand how a customers or clients interactions with employees influence their opinion of the organisation as a whole.	
Assessment Criterion - The learner can:	
01.01	Describe how an employees self-presentation can affect a customers opinion of the individual and their organisation.
01.02	Describe the importance of maintaining customers satisfaction with organisations.
Understand why organisations normally have protocols for dealing with customers.	
02.01	Describe key areas likely to be contained in a customer service protocol.
02.02	Describe the importance for employees to follow customer service protocols.
Be able to interact positively with customers in line with given protocols.	
03.01	Provide answers to customer queries and requests by following an organisations protocols.
03.02	Communicate appropriately with customers.
03.03	Explain the procedures within an organisation for dealing with customer problems and complaints.
03.04	Describe when it would be necessary to involve colleagues in assisting the customer.

Qualification Framework	: RQF
Title	: Setting and Meeting Targets at Work
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2881 : Setting and Meeting Targets at Work

Be able to set personal targets for a workplace.	
Assessment Criterion - The learner can:	
01.01	Identify personal targets that are appropriate for a workplace situation.
01.02	Identify team or organisational targets which relate to own personal targets.
01.03	Confirm own personal targets with an appropriate person.
01.04	Present own personal targets in a format to suit organisational requirements.
Be able to review progress in meeting own targets.	
02.01	Identify when progress will be reviewed.
02.02	Review own progress in meeting targets with an appropriate person.
02.03	Explain next steps in meeting targets.

Qualification Framework	: RQF
Title	: Reflecting on Work Placement
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2895 : Reflecting on Work Placement

Know the benefits of work placement for own development	
Assessment Criterion - The learner can:	
01.01	Identify the benefits for self-development from work placement
01.02	Describe the benefits for self-development from work placement
Understand the role of reflection in supporting the development of personal and work skills	
02.01	Assess ways reflection can be used in a work placement
02.02	Explain the benefits of reflection on a work placement to develop personal and work skills
Be able to reflect on skills and knowledge demonstrated during work placement	
03.01	Summarise skills and knowledge demonstrated during work placement
03.02	Analyse skills and knowledge demonstrated during work placement

Qualification Framework	: RQF
Title	: Planning for Professional Development
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2900 : Planning for Professional Development

Know how to identify strengths and needs for own role	
Assessment Criterion - The learner can:	
01.01	Describe skills, qualities and experience which are needed in own role
01.02	Use tools and techniques to identify own strengths and needs for own role
Understand opportunities for professional development	
02.01	Explain own professional development needs
02.02	Assess opportunities available for professional development
Be able to plan own professional development	
03.01	Prepare a professional development plan
03.02	Record professional development achievements against planned goals
03.03	Assess professional development achievements against planned goals

Qualification Framework	: RQF
Title	: Managing Your Own Learning
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 24
Unit Credit Value	: 3
SSAs	: 14.1 Foundations For Learning and Life
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/505/8915 : Managing Your Own Learning

Know own learning goals.	
Assessment Criterion - The learner can:	
01.01	Describe an important: a) Personal achievement and explain how it was achieved b) Personal skill and explain how it was learned c) Personal interest and explain how it was pursued.
01.02	Select a personal goal and explain why it connects to own interests, skills and achievements.
01.03	Select a learning goal from a range of options and explain how it will help achieve a personal goal.
Understand opportunities and practical issues involved in pursuing learning goals.	
02.01	Select a learning opportunity from a range of options and explain how it will help to achieve a learning goal.
02.02	Assess the learning opportunity in relation to the following factors: a) Cost b) Duration c) Attendance d) Travel e) Effect on other commitments.
02.03	Assess the learning opportunity with reference to any support needed in the following areas: a) Finance b) Study skills c) Literacy d) Numeracy e) Language f) Childcare g) Special needs h) Dealing with personal matters i) Information technology.
Be able to plan a programme to achieve learning goals.	
03.01	Describe possible content of the learning programme taking into account the following factors: a) Mode of learning b) The way in which he/she prefers to learn c) Assessment and accreditation procedures d) Availability and compatibility of chosen opportunities.
03.02	Describe sources of assistance and support required to complete the learning programme.
03.03	Describe own personal goal(s) and record: a) A summary of the goals b) Learning goal(s) c) The content and sequence of the learning programme d) A date for reviewing goals.
Understand the learning environment.	
04.01	Describe key features of the learning environment with reference to, for example, teaching methods, support systems, location, facilities, assessment and accreditation procedures, rights and responsibilities, structure, staff roles, methods of enrolment, payment and health and safety procedures.
Be able to follow the learning programme and review progress.	
05.01	Follow the learning programme.
05.02	Assess any actions taken during the programme and describe how difficulties in following the programme were dealt with.
05.03	Identify and describe any progress made on the learning programme, and identify any learning achievements and generic skills developed as a result.
Be able to review the learning programme.	
06.01	Assess progress made to date towards a personal goal(s) as a result of the learning programme.
06.02	Review goals and identify further activities to be taken towards next personal goal(s).

Qualification Framework	: RQF
Title	: Communicating Solutions to Others
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2873 : Communicating Solutions to Others

Know why a problem needs to be solved.	
Assessment Criterion - The learner can:	
01.01	Describe a possible problem to solve.
01.02	Describe reasons why the problem needs a solution.
01.03	Describe a way to solve the problem.
Be able to communicate the solution effectively to others.	
02.01	Explain to others how the problem was solved.
02.02	Use appropriate information to support their explanation.
Be able to provide appropriate responses to questions or objections.	
03.01	Identify possible questions or objections to their solutions to a problem.
03.02	Plan how to deal with feedback and questions from others in the group.
03.03	Respond appropriately to questions or objections from others.
Be able to assess own performance.	
04.01	Explain why parts of the communication were successful.
04.02	Explain why parts of the communication were not so successful.
04.03	Suggest ways to improve the communication of the solution.

Qualification Framework	: RQF
Title	: Learning from Work Placement
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2887 : Learning from Work Placement

Be able to reflect on what was learnt on the work placement.	
Assessment Criterion - The learner can:	
01.01	Maintain a log of work placement tasks and personal development.
01.02	Describe skills and knowledge gained during the work placement.
Know how to improve the work placement experience.	
02.01	Identify aspects of the work placement experience that could have been improved.
02.02	Describe how improvements could be made to tasks carried out during work placement.
Be able to use learning from the work placement to set career-related goals.	
03.01	Describe how the work placement experience might assist them in making choices about a future career.
03.02	Set short-term and long-term goals which build on own learning from the work placement.

Qualification Framework	: RQF
Title	: Producing a Product
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2890 : Producing a Product

Be able to plan the manufacture of a product or item.	
Assessment Criterion - The learner can:	
01.01	Create a production plan that outlines the process, materials and equipment required.
01.02	Outline the safety measures to be taken to ensure the production process is safe.
01.03	Outline the expected quality of the finished product.
Understand the new skills required to make the product or item.	
02.01	Assess the new skills needed to make the product or item.
02.02	Discuss how and where new skills will be learned.
Be able to produce the product or item in line with the plan and outlined safety requirements.	
03.01	Make the product using the materials and equipment specified in the plan.
03.02	Describe how the safety requirements were met during the production process.
Be able to assess the plan and the finished product or item and make suggestions for improvements.	
04.01	Identify the parts of the plan that were successful.
04.02	Identify the parts of the plan that were not successful.
04.03	Make suggestions on how to improve the plan.
04.04	Outline the positive and negative points of the product or item.
04.05	Make suggestions on how the product could be improved.

Qualification Framework	: RQF
Title	: Recognition and Resolution of Bullying in the Workplace
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2906 : Recognition and Resolution of Bullying in the Workplace

Understand the effects of bullying in an organisation	
Assessment Criterion - The learner can:	
01.01	Explain reasons for bullying behaviour in an organisation
01.02	Analyse the effects of bullying in an organisation on individuals and employers
Know about resolution of bullying in an organisation	
02.01	Describe how employers can combat bullying in an organisation
02.02	Describe what action an individual could take to deal with bullying in the organisation

Qualification Framework	: RQF
Title	: Preparing for an Interview
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2865 : Preparing for an Interview

Know information required in preparing for an interview.	
Assessment Criterion - The learner can:	
01.01	Describe the key information about the interviewing organisation which are relevant to the job/placement/course.
01.02	Describe key aspects of the job/placement/course drawing on application information.
01.03	Identify gaps in own information about the organisation.
01.04	Identify gaps in own information about the job/placement/course.
01.05	Devise questions to ask the interviewer at interview to find answers to gaps in knowledge.
Be able to prepare answers to interview questions.	
02.01	Devise questions that may be asked at an interview.
02.02	Select questions most likely to be asked at an interview specific to the course/job/placement.
02.03	Prepare responses to questions that may be asked at interview.

Qualification Framework	: RQF
Title	: Investigating Rights and Responsibilities at Work
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2879 : Investigating Rights and Responsibilities at Work

Understand why rights and responsibilities are important in a workplace.	
Assessment Criterion - The learner can:	
01.01	Explain reasons why rights and responsibilities are important in a workplace.
01.02	Explain how rights and responsibilities are enforced in a workplace.
Understand rights and responsibilities of employees and employers.	
02.01	Outline the responsibilities employers have to employees.
02.02	Outline the rights and responsibilities an employee has at work.
02.03	Explain the implications of employee rights and responsibilities in a workplace.
02.04	Describe data protection and confidentiality procedures for the use, storage and exchange of information in a workplace.
Know how to obtain guidance and information about rights and responsibilities at work.	
03.01	Identify key representative bodies for employers and employees who would be able to advise on rights and responsibilities.
03.02	Describe the type of advice given by key representative bodies.

Qualification Framework	: RQF
Title	: Solving Work-related Problems
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2882 : Solving Work-related Problems

Understand problems that arise in the workplace.	
Assessment Criterion - The learner can:	
01.01	Explain the main reasons that individuals encounter problems in the workplace.
01.02	Describe common types of problems that an organisation or company might need to solve.
Know how to use sources of help for workplace problems.	
02.01	Describe sources of help available to both individuals and to organisations to solve work-related problems.
02.02	Present information or advice from several different sources to help solve workplace problems encountered by individuals.
Understand how to solve workplace problems.	
03.01	Describe strategies for solving problems.
03.02	Describe possible solutions to different workplace problems.
03.03	Rank the solutions to problems according to their likely effectiveness.
03.04	Explain reasons for the rank order of solutions.
Know how to apply strategies to solve workplace problems.	
04.01	Present plans for carrying out solutions to solve workplace problems.

Qualification Framework	: RQF
Title	: Developing Confidence for Work
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2896 : Developing Confidence for Work

Understand the benefits of confidence for work	
Assessment Criterion - The learner can:	
01.01	Analyse examples of confident behaviour for work
01.02	Explain benefits of confidence for work
Understand how confidence is supported by assertive behaviour	
02.01	Examine situations of assertive behaviour
02.02	Explain how behaving assertively develops confidence
Understand how to develop confidence for work	
03.01	Analyse ways to improve own confidence at work
03.02	Produce a plan to improve own confidence for work

Qualification Framework	: RQF
Title	: Reviewing Professional Development
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2901 : Reviewing Professional Development

Know how to review own professional development	
Assessment Criterion - The learner can:	
01.01	Describe learning and development achievements
01.02	Identify the evidence for these achievements
Understand how to assess own professional development	
02.01	Review professional development progress against own professional development plan
02.02	Assess how own professional development has affected own role
Be able to plan own further professional development	
03.01	Describe content of professional development plan not yet achieved
03.02	Plan additional professional development for the workplace
03.03	Agree ongoing actions for further professional development

Qualification Framework	: RQF
Title	: Alternatives to Paid Work
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2860 : Alternatives to Paid Work

Understand different alternatives to paid work.	
Assessment Criterion - The learner can:	
01.01	Describe the different types of alternatives to paid work.
01.02	Explain differences in types of alternatives to work.
01.03	Explain the role of different organisations associated with alternatives to paid work.
Understand how to transfer the skills, qualities and knowledge gained from alternatives to paid work to other areas of life.	
02.01	Describe different types of skills, qualities and knowledge that canbe gained through participating in alternatives to paid work.
02.02	Explain steps to take to use the skills, qualities or knowledge gained from alternatives to paid work in other areas of life.

Qualification Framework	: RQF
Title	: Effectiveness at Work
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2874 : Effectiveness at Work

Understand effective workplace behaviour.	
Assessment Criterion - The learner can:	
01.01	Describe different ways in which employees can behave effectively within the workplace.
01.02	Describe different ways in which employees can behave effectively when representing their employer outside of the workplace.
Be able to demonstrate effective working practice.	
02.01	Interact appropriately with a wide range of colleagues in the workplace.
02.02	Interact appropriately with others outside the workplace to meet workplace objectives.
02.03	Apply organisational codes of practice, procedures and safety rules appropriately.
Be able to evaluate their own practice.	
03.01	Review own practice to establish what went well.
03.02	Review own practice to establish what did not go well.
03.03	Suggest areas for improvement of performance.

Qualification Framework	: RQF
Title	: Planning an Enterprise Activity
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2888 : Planning an Enterprise Activity

Know how to choose a viable enterprise activity.	
Assessment Criterion - The learner can:	
01.01	Describe key aspects of a viable product or service.
01.02	Describe why people might want to buy their product or service.
Be able to prepare a plan for implementing an enterprise activity.	
02.01	Describe the tasks that need to be completed to carry out the enterprise activity.
02.02	Present the timelines required to carry out the tasks identified.
02.03	Create a coherent plan for implementing an enterprise activity, including the tasks and timelines identified.
Understand the risks involved in running the enterprise activity.	
03.01	Assess main risks that may occur in implementing the enterprise activity.
03.02	Discuss ways to minimise the risks.

Qualification Framework	: RQF
Title	: Career Development
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2891 : Career Development

Know how to use careers information	
Assessment Criterion - The learner can:	
01.01	Identify sources of career information to select for personal use
01.02	Outline careers pathways relevant to self
01.03	Describe emerging trends in ways of working that may impact on own career
Understand personal strengths and weaknesses relating to career choice	
02.01	Undertake a skills audit to determine relevance and level of skills for a career choice
02.02	Describe new skills relevant to career choice
Be able to plan own career development	
03.01	Identify options for work experience and training
03.02	Produce acareer development plan to prepare for a specified career

Qualification Framework	: RQF
Title	: Managing a Work-life Balance
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2907 : Managing a Work-life Balance

Know about a work-life balance	
Assessment Criterion - The learner can:	
01.01	Describe ways employers provide work-life balance
01.02	Outline the benefits of work-life balance to employees and employers
Understand the impact of stress on the work-life balance	
02.01	Explain the effects of stress on work-life balance
02.02	Analyse ways to manage stress
Be able to manage a work-life balance	
03.01	Plan strategies to use when planning a work-life balance
03.02	Create a plan for managing work-life balance

Qualification Framework	: RQF
Title	: Skills for Starting a Business
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2910 : Skills for Starting a Business

Understand skills required for starting up a business	
Assessment Criterion - The learner can:	
01.01	Explain personal skills required for starting up a business
01.02	Explain work skills required to start up a business
Be able to review own personal and work skills required to start up a business	
02.01	Assess own personal and work skills for starting up a business
02.02	Prepare an action plan to develop skills for starting up a business

Qualification Framework	: RQF
Title	: Interview Skills
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2866 : Interview Skills

Be able to demonstrate readiness for an interview.	
Assessment Criterion - The learner can:	
01.01	Present an appearance and dress code that conforms to interview requirements.
01.02	Demonstrate punctuality for the interview.
01.03	Introduce self at the interview location.
01.04	Give the name or job role/title of the interviewer during introductions.
Be able to respond to questions in an interview.	
02.01	Give responses to clarify an interviewers questions if they are unclear.
02.02	Give responses which provide answers to the questions asked by the interviewer.
02.03	Demonstrate non-verbal communication such as body language and facial expressions to show interest in the job or course.
Know how to review own performance in an interview.	
03.01	Describe what went well in the interview.
03.02	Describe what did not go well in the interview.
03.03	Suggest ways of improving own performance in a future interview.

Qualification Framework	: RQF
Title	: Summarising Documents
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2883 : Summarising Documents

Know how the intended purpose and audience for a summary influences the way in which it is written.	
Assessment Criterion - The learner can:	
01.01	Describe different audiences for summaries.
01.02	Describe different purposes for summaries.
01.03	Describe different formats for writing summaries.
Be able to produce an accurate summary of a chosen document.	
02.01	Extract key points from a chosendocument.
02.02	Produce a summary, suitable for the intended purpose and audience, of key points of a chosen document.
02.03	Proofread and edit the summary to ensure accuracy.

Qualification Framework	: RQF
Title	: Organising and Chairing Meetings
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2897 : Organising and Chairing Meetings

Know how to organise meetings	
Assessment Criterion - The learner can:	
01.01	Describe types of meeting
01.02	Outline the preparation required for a meeting
Understand how the responsibilities and actions of individuals can influence a meeting	
02.01	Explain how the chair can influence a meeting
02.02	Explain how the secretary contributes to a meeting
02.03	Explain the responsibilities of attendees
Be able to chair a meeting	
03.01	Identify the skills needed to chair a meeting
03.02	Demonstrate the skills required to successfully chair a meeting
Be able to review own meeting skills	
04.01	Assess own skills used in chairing the meeting
04.02	Recommend improvements to own chairing skills

Qualification Framework	: RQF
Title	: Negotiation Skills and Persuasion in the Workplace
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2902 : Negotiation Skills and Persuasion in the Workplace

Know about persuasion in the workplace	
Assessment Criterion - The learner can:	
01.01	Describe situations in the workplace where persuasion is used
01.02	Outline skills used to persuade others
Be able to use skills to negotiate	
02.01	Explain ways to use negotiation in the workplace
02.02	Demonstrate the skills required to negotiate
Be able to review own skills in negotiating	
03.01	Evaluate own skills used in negotiating
03.02	Identify areas for improvement of own skills

Qualification Framework	: RQF
Title	: Working as a Volunteer
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2861 : Working as a Volunteer

Be able to find voluntary work that matches own skills and interests.	
Assessment Criterion - The learner can:	
01.01	Identify ways to become a volunteer.
01.02	Apply for voluntary work matching own skills and interests.
01.03	Describe the nature of the work to be undertaken.
01.04	Describe behaviours and attitudes needed to undertake the work.
Be able to undertake voluntary work.	
02.01	Complete a voluntary work task which matches own skills and interests.
Understand benefits to the individual from taking part in voluntary work.	
03.01	Describe skills developed during voluntary work.
03.02	Explain how the skills used during the time as a volunteer may be useful for career planning.

Qualification Framework	: RQF
Title	: Working in a Team
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2875 : Working in a Team

Understand the advantages and disadvantages of having a team complete a task.	
Assessment Criterion - The learner can:	
01.01	Assess advantages of having a team complete a task.
01.02	Assess disadvantages of having a team complete a task.
Understand the need for a team to work to an agreed code of conduct.	
02.01	Create a code of conduct for effective team work.
02.02	Explain likely consequences of team members not following a code of conduct.
Be able to recognise the different strengths, skills and experiences different people bring to a team.	
03.01	Assess own strengths, skills and experiences, as relevant to a task being undertaken by a team.
03.02	Assess relevant strengths, skills and experiences that other members bring to a particular team.
Be able to allocate roles and responsibilities within the team in relation to a given task.	
04.01	Agree with other team members the roles and responsibilities of each member of the team.
04.02	Describe how each role contributes to the teams objectives and the completion of the team task.
Be able to work positively as a member of a team.	
05.01	Identify relevant ideas and suggestions from others that will enable the team to complete the task.
05.02	Devise a team plan to solve a problem when working with others.
05.03	Make a contribution to a team by sharing skills and knowledge.
05.04	Offer help, support or advice to team members when appropriate.
05.05	Respond positively to advice and constructive criticism.
05.06	Follow a plan to complete a task or activity on time.
Be able to reflect on the performance of a team.	
06.01	Discuss how individual performance contributed to the overall performance of the team.
06.02	Describe ways in which the team as a whole performed effectively.
06.03	Select areas in which the team could improve its team work skills.

Qualification Framework	: RQF
Title	: Running an Enterprise Activity
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2889 : Running an Enterprise Activity

Be able to provide a strategy to ensure the success of an enterprise activity.	
Assessment Criterion - The learner can:	
01.01	Identify what is required in an operational plan.
01.02	Create an operational plan for the actual enterprise activity.
Be able to carry out an enterprise activity using appropriate skills and procedures.	
02.01	Demonstrate a range of skills and techniques to sell the product or service.
02.02	Demonstrate good customer care.
02.03	Demonstrate correct handling money procedures for an enterprise activity.
02.04	Explain the importance of correct handling money procedures for an enterprise activity.
Be able to evaluate the profitability of the enterprise activity.	
03.01	Present financial records to show the set up costs, running costs and other costs.
03.02	Present financial records showing sales and profit or losses.
03.03	Give reasons for the financial success or financial failure of the enterprise activity.
Know how to review personal involvement in an enterprise activity.	
04.01	Describe skills gained from running the enterprise activity.
04.02	Describe personal strengths which were demonstrated during the enterprise activity.
04.03	Describe skills that need to be improved as a result of participating in the enterprise activity.

Qualification Framework	: RQF
Title	: Maximising Potential When Applying for a Job
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2892 : Maximising Potential When Applying for a Job

Be able to use sources of information to find job vacancies which maximise own potential	
Assessment Criterion - The learner can:	
01.01	Research sources of information on job vacancies which match own skills and knowledge
01.02	Assess which sources are most appropriate for own purposes
Understand how to use organisation-related information	
02.01	Explain how to gather information on organisations for job applications
02.02	Explain how information on organisations is used in job applications
Be able to prepare documentation to support a job application	
03.01	Prepare a letter of application to match the key competencies for a specific job vacancy
03.02	Prepare a CV for a specified job vacancy

Qualification Framework	: RQF
Title	: Project Management Skills
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2908 : Project Management Skills

Know the purpose and process of project management	
Assessment Criterion - The learner can:	
01.01	Describe the purpose of project management
01.02	Outline the process of project management
Understand skills and knowledge required for project management	
02.01	Explain the skills and knowledge needed for project management
02.02	Analyse own skills for project management
Be able to plan a project to a given specification	
03.01	Outline details of a selected project to a given specification
03.02	Develop a plan to manage a selected project to a given specification

Qualification Framework	: RQF
Title	: Critical Thinking
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2911 : Critical Thinking

Know the value of critical thinking skills	
Assessment Criterion - The learner can:	
01.01	Define critical thinking skills
01.02	Describe the benefits of using critical thinking skills in the workplace
Understand how to think critically	
02.01	Assess barriers to critical thinking
02.02	Explain how using critical thinking techniques helps inform decision making
02.03	Assess own critical thinking skills
Be able to develop own critical thinking skills	
03.01	Evaluate an issue using critical thinking techniques
03.02	Justify own conclusions drawn from interpretation of information
03.03	Analyse impact of bias and preference used

Qualification Framework	: RQF
Title	: Being Responsible for Other People's Money
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2805 : Being Responsible for Other Peoples Money

Know the importance of keeping other peoples money safe	
Assessment Criterion - The learner can:	
01.01	Give reasons for keeping other peoples money safe
Know how to handle other peoples money responsibly	
02.01	List ways to keep other peoples money safe
02.02	Outline the need to return any unspent money or money collected to the person concerned
02.03	Outline the need, when handling someone elses money, to own up to any mistakes made and correct them
Be able to complete simple money calculations using other peoples money	
03.01	Complete simple calculations using money

Qualification Framework	: RQF
Title	: Presenting Accurate Documents
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2819 : Presenting Accurate Documents

Know why it is important to record information accurately	
Assessment Criterion - The learner can:	
01.01	List reasons why it is important to present accurate documents
Know the appropriate use of different types of workplace documents	
02.01	Identify different situations where different types of documents are appropriate
Be able to produce documents suitable for the workplace	
03.01	Check a work document to correct grammar, punctuation and spelling of common words including those key to a specific workplace
03.02	Use appropriate formats to produce work documents

Qualification Framework	: RQF
Title	: Learning from Work Placement
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2822 : Learning from Work Placement

Be able to reflect on the experience of the work placement	
Assessment Criterion - The learner can:	
01.01	List what went well during the work placement and why it went well
01.02	List what they could have done better during the work placement and how it could have been done better
Know what has been learned from the work placement	
02.01	Identify what was learned about the job role and the work placement
02.02	Identify what they learned about themselves during the work placement
Be able to use learning from the work placement to set goals	
03.01	With guidance, set realistic goals which build on learning from the work placement

Qualification Framework	: RQF
Title	: Self-assessment
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2836 : Self-assessment

Understand personal strengths and weaknesses	
Assessment Criterion - The learner can:	
01.01	Identify own strengths and weaknesses
01.02	Explain how to improve on areas of weakness
Understand the importance of recognising personal skills and qualities	
02.01	Identify own skills and qualities
02.02	Explain how own skills and qualities may be used in work and personal life
Understand goal-setting	
03.01	Explain why it is important to set short- and long-term goals
03.02	Identify a personal long-term goal
03.03	Identify personal short term goals
03.04	Outline ways to achieve short-term goals
03.05	Explain how own skills, qualities and strengths may help in achieving short-term goals

Qualification Framework	: RQF
Title	: Contributing to Meetings
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/503/2853 : Contributing to Meetings

Know the format of a meeting	
Assessment Criterion - The learner can:	
01.01	Outline main types of meetings
01.02	Define main terms used at formal meetings
01.03	Identify the main parts of an agenda
01.04	Outline the activities carried out after the meeting
Know how to prepare for meetings	
02.01	Identify the main issues or topics to be covered at a meeting
02.02	List questions that may be asked at a meeting, based on the agenda and papers provided
02.03	Identify potential problems that might arise in preparing for the meeting
02.04	Identify potential problems that might arise during the meeting
Be able to contribute effectively at meetings	
03.01	Make an effective contribution at the meeting

Qualification Framework	: RQF
Title	: Developing Personal Presentation Skills for the Workplace
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/505/6926 : Developing Personal Presentation Skills for the Workplace

Know about personal presentation for the workplace	
Assessment Criterion - The learner can:	
01.01	State why personal presentation is important at work
01.02	Identify appropriate personal presentation foran area of work
01.03	Identify inappropriate personal presentation foran area of work
Be able to present self appropriately for the workplace	
02.01	Adhere to dress codes in line with workplace requirements
02.02	Follow workplace requirements for own hygiene and cleanliness

Qualification Framework	: RQF
Title	: Working in a Team
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2814 : Working in a Team

Know about team working	
Assessment Criterion - The learner can:	
01.01	List rules for team working
01.02	List skills individuals need for teamwork
Know how to match their strengths and interests to a team task	
02.01	Identify strengths and interests relevant to the task
02.02	List aspects of a team task that, with support, could be achieved
Know their own role and responsibilities in relation to a team task	
03.01	Identify what the team is working to achieve in the team task
03.02	Identify their own role and responsibilities in the team task
Be able to work positively as a member of a team	
04.01	Listen to ideas and suggestions of other team members without interrupting them
04.02	Give their own ideas and suggestions when prompted
04.03	Offer help to other team members when prompted
04.04	Follow instructions to complete the aspects of the task they were allocated
Know own performance as a member of a team	
05.01	Identify areas where they worked well as a team member
05.02	Identify areas where they could improve their ability to work as part of a team

Qualification Framework	: RQF
Title	: Working as a Volunteer
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2828 : Working as a Volunteer

Understand the role volunteers play in different volunteering situations	
Assessment Criterion - The learner can:	
01.01	Identify different situations where volunteers are used
01.02	Explain why the role of volunteers is important in different volunteering situations
Be able to undertake voluntary work	
02.01	Identify the skills required for different types of voluntary work
02.02	Apply for voluntary work, adhering to application requirements
02.03	Complete a voluntary work activity according to a given brief

Qualification Framework	: RQF
Title	: Searching for a Job
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2831 : Searching for a Job

Know sources of information about jobs	
Assessment Criterion - The learner can:	
01.01	Outline different sources of information about jobs
01.02	Outline the assistance provided by different recruitment services
Know how to recognise own interests and skills for job roles	
02.01	Identify own interests and skills for employment
02.02	Identify potential job roles which match own skills and interests
Know how to search for job vacancies	
03.01	Outline relevant information to look for in job adverts for potential jobs
03.02	Identify appropriate methods to search for potential job vacancies

Qualification Framework	: RQF
Title	: Building Working Relationships with Colleagues
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2845 : Building Working Relationships with Colleagues

Know why it is important to get on well with colleagues	
Assessment Criterion - The learner can:	
01.01	Identify different types of colleagues an employee needs to interactwith at work
01.02	Outline why an employee needs to get on well with each type of colleague
Be able to work with employers and/or managers	
02.01	Complete a task as instructed by employers and/or managers
02.02	Use appropriate language and tone when communicating with employers and/or managers
Be able to work with peers in the workplace	
03.01	Use appropriate language and tone when communicating with peers
03.02	Contribute ideas and opinions in a way that peers find acceptable
03.03	Carry out their own role or task in line with the agreed or designated expectations of their peers
03.04	Seek and accept help, guidance and feedback from peers when appropriate

Qualification Framework	: RQF
Title	: Producing a Product
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: D/503/2859 : Producing a Product

Know how to make a product or item	
Assessment Criterion - The learner can:	
01.01	Produce a plan to make a product or item
01.02	Identify the materials and equipment required
01.03	Identify any relevant safety points
Understand the skills required to make the product or item	
02.01	Outline the skills required to make the product or item
02.02	Identify any new skills that might be required
Be able to produce the product or item safely	
03.01	Produce a product or item using relevant skills, materials and equipment
03.02	Take appropriate measures to produce the product or item safely
Be able to assess how well the product or item was made	
04.01	State what parts of the finished product or item met with expectations
04.02	State what parts of the finished product or item did not meet the original expectations
04.03	Outline what changes would be made if the product or item were to be produced again.

Qualification Framework	: RQF
Title	: Searching for a Job
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2806 : Searching for a Job

Know sources of information for potential employment	
Assessment Criterion - The learner can:	
01.01	Identify different sources of information about potential employment
Know own skills and abilities for employment	
02.01	Identify own skills and abilities for employment
Be able to search for job vacancies from given sources	
03.01	Identify the key features of a job from an advert
03.02	Identify job vacancies to match own skills, abilities and interests from given sources of information

Qualification Framework	: RQF
Title	: Safe Learning in the Workplace
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2823 : Safe Learning in the Workplace

Know about risks and hazards in the workplace	
Assessment Criterion - The learner can:	
01.01	List hazards in the workplace
01.02	List risks in the workplace
Know what responsibilities people have for safety in the workplace	
02.01	Name the person responsible for health and safety in the workplace environment
02.02	Identify own responsibility in relation to reporting hazards in the workplace
Know how to reduce risk of harm to self or others	
03.01	List ways that make the workplace environment safe for self and others
03.02	List ways that own behaviour could cause risk of harm to self or others
Know how to deal with low risk hazards in the workplace environment	
04.01	Inform correct person of low risk hazard
04.02	Follow instructions, either verbal or written, to deal with low risk hazard

Qualification Framework	: RQF
Title	: Career Progression
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2837 : Career Progression

Understand career progression	
Assessment Criterion - The learner can:	
01.01	Explain the importance of career progression for the individual
01.02	Describe the role of work and study in career progression
Be able to assess skills and qualities for career progression	
02.01	Outline personal skills, qualities and experience relevant to career progression
02.02	Identify areas of work or study suited to own personal skills, qualities or experience
Be able to plan short-term goals for career progression	
03.01	Identify sources for information and guidance for own career progression
03.02	Identify career and course options from sources of information and guidance appropriate to own skills, qualities and experiences
03.03	Identify short-term goals that will help progress own career
03.04	Identify a timeline for achieving the short-term career progression goals
03.05	Identify resources for achieving the short-term career progression goals

Qualification Framework	: RQF
Title	: Learning with Colleagues and Other Learners
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2840 : Learning with Colleagues and Other Learners

Know of situations where learning can take place	
Assessment Criterion - The learner can:	
01.01	Outline learning situations with co-workers
01.02	Outline learning situations with other learners
Be able to interact with colleagues or other learners in a learning situation	
02.01	Give opinions about an aspect of own learning
02.02	Respond appropriately to others opinions and feelings about an aspect of learning
02.03	Give and receive feedback about own learning
Know that people have preferred individual learning styles	
03.01	Identify own preferred method of learning
03.02	Outline how this compares to how other people prefer to learn
Be able to record progress in learning	
04.01	State own learning goal
04.02	Identify the progress made towardsown identified learning goal
04.03	Outline what went well and what did not go so well in own learning
04.04	Create a new learning plan to achieve the next learning goal

Qualification Framework	: RQF
Title	: Preparing for Work Placement
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/503/2854 : Preparing for Work Placement

Know about the work placement company or organisation	
Assessment Criterion - The learner can:	
01.01	Describe the work placement company or organisation
01.02	Outline key objectives of the company or organisation
Know what is expected of the learner during the work placement	
02.01	Identify the requirements for the placement, and why the requirements are necessary
02.02	Outline tasks likely to be undertaken in the work placement
02.03	Identify appropriate attitudes and behaviours for the work placement and why they are important in the workplace
02.04	Identify appropriate steps that could be taken in situations of emotional stress, difficulty or confusion during the work placementworkplace
Be able to set goals to help the learner get the most out of the work placement	
03.01	Set appropriate goals for the work placement

Qualification Framework	: RQF
Title	: Health and Safety at Work
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/505/6927 : Health and Safety at Work

Know about health and safety responsibilities for the workplace	
Assessment Criterion - The learner can:	
01.01	Outline health and safety responsibilities of self and others in the workplace
01.02	Identify sources of workplace health and safety information
01.03	Outline why it is important to report workplace accidents
Know about risks and hazards in the workplace	
02.01	Outline the difference between hazard and risk
02.02	Identify health and safety hazards in the workplace
02.03	Identify health and safety risks in the workplace
02.04	Identify ways in which accidents can be avoided in the workplace
02.05	Outline reporting and recording procedures for hazards and risks in the workplace
Know emergency procedures in the workplace	
03.01	Identify types of emergency that can occur in the workplace
03.02	Identify procedures for different types of emergency in the workplace
Be able to work safely in a workplace environment	
04.01	Complywith organisational and legal requirements for health and safety in the workplace

Qualification Framework	: RQF
Title	: Produce a CV
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/505/6930 : Produce a CV

Know the purpose of a CV	
Assessment Criterion - The learner can:	
01.01	Outline why a CV might be used when applying for a job
Know information required in a CV	
02.01	Identify core information needed to complete a CV
Know the purpose of a reference in a CV	
03.01	Outline why a reference is needed in a CV
03.02	Identify suitable referees for a CV
Be able to produce a CV	
04.01	Produce a CV appropriate for a job application using a template

Qualification Framework	: RQF
Title	: Investigating Rights and Responsibilities at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2815 : Investigating Rights and Responsibilities at Work

Know rights of employees in the workplace	
Assessment Criterion - The learner can:	
01.01	Identify aspects of working life where employees have rights
Know how to respect the rights of others in the workplace	
02.01	Outline how the rights of others should be respected in the workplace
Know employee responsibilities in the workplace	
03.01	Identify responsibilities of employees in the workplace
Know where to get help for problems with rights and responsibilities at work	
04.01	Identify sources of help for problems with rights and responsibilities within the workplace

Qualification Framework	: RQF
Title	: Managing Your Own Money
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2829 : Managing Your Own Money

Be able to compare personal income with expenditure	
Assessment Criterion - The learner can:	
01.01	Identify different sources of income
01.02	Identify regular weekly expenditure
01.03	Use calculations to compare weekly income with expenditure
Know how to save money	
02.01	Outline ways to make savings in weekly expenditure
02.02	Outline features of different types of savings accounts
02.03	Identify a savings account to match own needs
Understand borrowing money	
03.01	Identify reasons why borrowing money could be necessary
03.02	Explain factors to take into account before borrowing money
03.03	Outline the features of different ways to borrow money

Qualification Framework	: RQF
Title	: Applying for a Job
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2832 : Applying for a Job

Understand different methods of applying for jobs	
Assessment Criterion - The learner can:	
01.01	Outline different methods of applying for a job
01.02	Explain why different methods of applying for a job are used
Be able to complete a job application	
02.01	Present relevant information collected for a job application
02.02	Complete a job application form accurately
02.03	Complete a CV for a job application in a given format
02.04	Present an appropriate covering letter for ajob application

Qualification Framework	: RQF
Title	: Building Working Relationships with Customers
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: H/503/2846 : Building Working Relationships with Customers

Know that the way of presenting self makes an impression on a customer or client	
Assessment Criterion - The learner can:	
01.01	Identify positive ways of presenting self to customers or clients, including appearance, manner and language
01.02	Outline effects of presenting self positively on a customer or client
01.03	Outline effects of presenting self negatively on a customer or client
Know that organisations normally have protocols for dealing with customers or clients	
02.01	Outline the basic rules in an organisation for dealing with customers or clients
Be able to interact positively with customers or clients in line with given protocols	
03.01	Follow an organisations protocols to provide answers to straightforward customer queries or to carry out straightforward customer requests
03.02	Demonstrate polite behaviour towards customers
03.03	Identify situations when it is necessary to refer the customer to another colleague or department

Qualification Framework	: RQF
Title	: Applying for a Job
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2807 : Applying for a Job

Know different methods of applying for a job	
Assessment Criterion - The learner can:	
01.01	Identify different methods of applying for a job
Know why job application forms are used by employers	
02.01	Outline why a job application form is used as a way of applying for a job
Be able to complete a job application form	
03.01	Identify information needed for a job application form
03.02	Present required information in a job application form

Qualification Framework	: RQF
Title	: Self-management Skills
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2810 : Self-management Skills

Know why self-management is needed for work	
Assessment Criterion - The learner can:	
01.01	Identify aspects employees need to manage for themselves in the workplace
01.02	Identify why employees need to managethemselves in the workplace
Be able to demonstrate self- management skills	
02.01	Complete agreed tasks punctually
02.02	Identify when to take a break from working
02.03	Identify who to contact if help or support is needed in self-management
Be able to recognise effectiveness of own self-management skills	
03.01	Identify success in own self-management in agreed tasks
03.02	Identify own self-management that was less successful

Qualification Framework	: RQF
Title	: Planning an Enterprise Activity
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2824 : Planning an Enterprise Activity

Know the key requirements of an enterprise activity	
Assessment Criterion - The learner can:	
01.01	List suggestions of products or services to sell
01.02	Give reasons for choice of one product or service
01.03	List customers who might buy the product or service
Know the costs of producing the chosen product or service	
02.01	List the costs involved in producing the product or service
02.02	List the start-up costs for producing product or service
Know how to promote and sell the chosen product or service	
03.01	List ways of promoting a product or service
03.02	Identify skills needed to sell the product or service
Be able to promote and sell the chosen product or service	
04.01	Use one basic promotional method to advertise the product or service

Qualification Framework	: RQF
Title	: Developing Personal Skills for Leadership
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2838 : Developing Personal Skills for Leadership

Know about the main features of leadership	
Assessment Criterion - The learner can:	
01.01	Identify different types of leadership
01.02	Outline main features of leadership
Know how to make decisions	
02.01	Identify a decision that needs to be made about a task or situation
02.02	Outline steps needed to make the decision
Know how to give instructions to members of a group	
03.01	Identify instructions needed by members of a group to carry out an aspect of their tasks or activities
03.02	Give instructions to group members
Know how to give and receive feedback about a task or activity	
04.01	Give examples of when feedback was given about a task or activity to another group member
04.02	Give examples of when feedback was received about a task or activity from another group member

Qualification Framework	: RQF
Title	: Communicating Solutions to Others
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2841 : Communicating Solutions to Others

Know how to solve problems	
Assessment Criterion - The learner can:	
01.01	Identify an appropriate problem that can be solved
01.02	Identify a way in which to solve the problem
Know how to communicate the solution appropriately to others	
02.01	Identify appropriate communication methods to present the solution to others
02.02	Identify appropriate information to communicate the solution
Be able to communicate the solution appropriately to others	
03.01	Present the solution to others in an appropriate way
03.02	Respond appropriately to others views
Be able to review own performance	
04.01	Identify one aspect that went well and one that did not go so well
04.02	Suggest a solution for the aspect that did not go so well

Qualification Framework	: RQF
Title	: Learning from Work Placement
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/503/2855 : Learning from Work Placement

Be able to reflect on what has been learned from the work placement	
Assessment Criterion - The learner can:	
01.01	Keep an accurate record of tasks undertaken during work placement
01.02	Identify what has been learned from key tasks undertaken during the work placement experience
Know how tasks could be undertaken differently or improved	
02.01	Identify tasks undertaken during the work placement that could be carried out differently or improved
02.02	Outline different ways to carry out tasks
Be able to use learning from work placement to set short-term goals	
03.01	Set short-term goals which build on own learning from work placement

Qualification Framework	: RQF
Title	: Literacy for the workplace
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/504/4083 : Literacy for the workplace

Be able to understand straightforward work-related text	
Assessment Criterion - The learner can:	
01.01	Identify different purposes of work-related text
01.02	Summarise continuous work-related text to show understanding
01.03	Follow written instructions in given work-related text
Be able to write text about work-related issues using correct language	
02.01	Using complete sentences to write text to give information about work-related issues
02.02	Check writing for accuracy
Be able to communicate effectively for the workplace	
03.01	Respond to verbal instructions to demonstrate understanding
03.02	Speak to communicate information on work-related topics
03.03	Actively participate in a discussion on work-related topics

Qualification Framework	: RQF
Title	: Personal Presentation for the Workplace
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/505/6928 : Personal Presentation for the Workplace

Know the requirements for personal presentation for the workplace	
Assessment Criterion - The learner can:	
01.01	Outline why personal presentation is important for the workplace
01.02	Identify effects ofinappropriate personal presentation in the workplace
Know how requirements for personal presentation vary across different types of workplace	
02.01	List personal presentationrequirements for different types ofworkplace
02.02	Outline why expected requirements for personal presentation vary across different types of workplace
Be able to present self for the workplace	
03.01	Adhere to dress codes in line with workplace requirements
03.02	Follow workplace requirements for own hygiene and cleanliness
03.03	Demonstrate attitudes and behaviours at work in line with organisational procedures

Qualification Framework	: RQF
Title	: Using a CV and Covering Letter to Apply for a Job
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/505/6931 : Using a CV and Covering Letter to Apply for a Job

Know the purpose of a CV and covering letter	
Assessment Criterion - The learner can:	
01.01	Describe the purpose of a CV whenapplying for a job
01.02	Describe the purpose of a covering letter when applying for a job
Know the type of information usually included in a CV and covering letter	
02.01	Identify the type of information appropriate to include in a CV
02.02	Identify the type of information appropriate to include in a covering letter
Know the importance of references in a CV	
03.01	Outline the importance of references in a CV
03.02	Describewhat makesa refereesuitable for including in a CV
Be able to produce a CV and covering letter for a job application	
04.01	Identify a suitable layout for a CV
04.02	Produce a CV appropriate for a job application
04.03	Produce a covering letter appropriate for a job application

Qualification Framework	: RQF
Title	: Managing Your Health at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2816 : Managing Your Health at Work

Know why it is important to be healthy at work	
Assessment Criterion - The learner can:	
01.01	Outline why it is important to be healthy at work
Know how to keep healthy at work	
02.01	Identify ways of keeping healthy at work
02.02	Identify possible health issues that may arise in different work environments

Qualification Framework	: RQF
Title	: Preparing for an Interview
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2833 : Preparing for an Interview

Know information required to prepare for an interview	
Assessment Criterion - The learner can:	
01.01	Identify the purpose of the interview
01.02	Outline the key information about the job/ placement/course drawing on application information
Be able to prepare for interview questions	
02.01	Prepare answers to questions that might be asked at the interview
02.02	Identify questions to ask which show interest in the job, placement or course
Be able to plan travel for an interview	
03.01	Confirm the time and place where the interview will be held
03.02	Plan a route and means of transport to arrive on time for the interview

Qualification Framework	: RQF
Title	: Investigating Rights and Responsibilities at Work
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2847 : Investigating Rights and Responsibilities at Work

Know employee rights and responsibilities in a place of work	
Assessment Criterion - The learner can:	
01.01	Outline employee rights at work
01.02	Outline employee responsibilities at work
Know how the rights of individuals are supported in a place of work	
02.01	Describe the factors that may affect the rights of individuals at work
02.02	Describe how to respect the rights of individuals at work
02.03	Identify laws that can protect the rights of employees at work
Know the responsibilities of employers in a place of work	
03.01	Identify employer responsibilities at work, in regard to: fulfilling a contract health and safety equal opportunities and preventionof discrimination

Qualification Framework	: RQF
Title	: Solving Work-related Problems
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/2850 : Solving Work-related Problems

Understand problemsthat individuals may face at work	
Assessment Criterion - The learner can:	
01.01	Describe common problemsthat arise for individuals at work
01.02	Outline the main causes of problems that arise at work
Know how to find help for problems which arise at work	
02.01	Identify sources of help appropriate to a particular problem
02.02	Present information and/or advice for a workplace problem from sources of help
Know how to find a solution to a workplace problem	
03.01	Outline problem-solving strategies
03.02	Suggest solutions to a workplace problem which draw on own previous experience and that of others
03.03	Suggest solutions to a workplace problem which draw on information/advice gained from sources of help
03.04	Select a problem-solving strategy to solve a workplace problem from possibilities identified
03.05	Outline reasons for choosing a specific problem-solving strategy
Know how to apply a strategy to solve a workplace problem	
04.01	Describe how the problem-solving strategy selected will be put into practice in relation to a particular problem/issue

Qualification Framework	: RQF
Title	: Alternatives to Paid Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/503/3187 : Alternatives to Paid Work

Know different alternatives to paid work	
Assessment Criterion - The learner can:	
01.01	Identify alternatives to paid work
01.02	Identify local organisations associated with alternatives to paid work
Know the benefits that individuals can gain from taking part in alternatives to paid work	
02.01	Identify the skills and qualities gained from participating in alternatives to paid work
02.02	Identify how the skills and qualities gained from participating in alternatives to paid work may be of personal benefit to the individual

Qualification Framework	: RQF
Title	: Preparing for an Interview
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2808 : Preparing for an Interview

Know the requirements of the job, placement or course following an application	
Assessment Criterion - The learner can:	
01.01	Identify the main tasks and activities associated with the job role or placement or areas of learning to be covered in the course
Be able to prepare for interview questions	
02.01	Prepare answers to a given set of questions likely to be asked at the interview
02.02	Identify questions to ask at interview
Know how to plan travel for an interview	
03.01	Identify from information provided, the time and place where the interview will be held
03.02	Identify the route and means of transport to travel to the interview

Qualification Framework	: RQF
Title	: Self-assessment
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2811 : Self-assessment

Know personal strengths and weaknesses	
Assessment Criterion - The learner can:	
01.01	List own personal strengths
01.02	Identify areas of personal weakness
Know the benefits of own skills and qualities	
02.01	Identify own skills and qualities
02.02	Identify how own skills and qualities can be helpful for career or personal life
Know how to set personal goals	
03.01	Identify a personal long-term goal
03.02	Identify personal short-term goals
03.03	Identify how short-term goals may be achieved

Qualification Framework	: RQF
Title	: Running an Enterprise Activity
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2825 : Running an Enterprise Activity

Know the reasons that would make an enterprise activity successful	
Assessment Criterion - The learner can:	
01.01	List ideas or methods that will lead to the success of an enterprise activity
Be able to carry out an enterprise activity	
02.01	Choose a product or service for selling
02.02	Choose an appropriate price
02.03	Choose an appropriate venue for carrying out the enterprise
02.04	Demonstrate sales skills when selling a product or service
Know how to keep accurate records to identify profit and loss	
03.01	List the number of sales and costs
03.02	List the profit or loss made

Qualification Framework	: RQF
Title	: Practising Leadership Skills with Others
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2839 : Practising Leadership Skills with Others

Know which leadershipskills to use with others	
Assessment Criterion - The learner can:	
01.01	Identify leadership skills to use with others
01.02	Identify situations that require leadership skills
Be able to demonstrate leadership skills in a group	
02.01	Identify instances when leadership skills have been demonstrated
02.02	Use an appropriate leadership skill
Be able to review ownpractice of leadership skills	
03.01	Outline why use of a leadership skill was a success
03.02	Identify one aspect of leadership that did not go well
03.03	Explain why use of a leadership skill was not so successful

Qualification Framework	: RQF
Title	: Positive Attitudes and Behaviours at Work
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2842 : Positive Attitudes and Behaviours at Work

Understand the importance of positive attitudes and behaviours at work	
Assessment Criterion - The learner can:	
01.01	Explain why it is important to follow an organisations rules and procedures
01.02	Describe the benefits of positive attitudes and behaviours for self
01.03	Describe the benefits of positive attitudes and behaviours at work
Be able to demonstrate a range of positive attitudes and behaviours in the workplace	
02.01	Interact appropriately with colleagues and customers
02.02	Follow organisational procedures governing attitudes and behaviours at work
Be able to assess own attitudes and behaviours in the workplace	
03.01	Identify own positive attitudes and behaviours
03.02	Describe how own attitudes and behaviours could be improved

Qualification Framework	: RQF
Title	: Safe Learning in the Workplace
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/503/2856 : Safe Learning in the Workplace

Be able to identify risks and hazards in the workplace	
Assessment Criterion - The learner can:	
01.01	Identify examples of risk in the workplace environment
01.02	Identify examples of hazard in the workplace environment
Know how to reduce risk of harm to self or others	
02.01	Identify aspects of different workplace environments which could cause harm to self or others
02.02	Outline how aspects of personal behaviour can reduce risk of harm
Know how to deal with hazards and risks within the workplace environment	
03.01	Identify the person responsible for health and safety in the workplace environment
03.02	Outline the duties of the person responsible for health and safety in the workplace environment
03.03	Outline reporting procedures for hazards and risks in the workplace
03.04	State the procedures for dealing with low-risk hazards in accordance with instructions

Qualification Framework	: RQF
Title	: Literacy for the workplace
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/504/4084 : Literacy for the workplace

Be able to read and understand a range of work-related texts	
Assessment Criterion - The learner can:	
01.01	Give key messages from a range of work-related policies
01.02	Follow written health and safety procedures to demonstrate understanding
Be able to write structured work-related texts to share information	
02.01	Write texts for work-related contexts that: have a logical sequence are meaningful for the situation use simple and compound sentences use correct punctuation use correct spelling
02.02	Check work for sense accuracy
Be able to communicate various work-related topics effectively	
03.01	Demonstrate contribution to discussions on specific work related topics by responding to questions asking questions presenting own ideas giving constructive feedback
03.02	Participate in work related telephone conversations to: show understanding of the message respond appropriately to the caller

Qualification Framework	: RQF
Title	: Numeracy for the workplace
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/504/4196 : Numeracy for the workplace

Be able to correctly solve work related problems using whole numbers up to 100	
Assessment Criterion - The learner can:	
01.01	Identify operations to solve work related problems using whole numbers up to 100
01.02	Solve given work-related numeracy problems using addition with whole numbers up to 100
01.03	Solve given work-related numeracy problems using subtraction with whole numbers up to 100
Be able to use units of measure to solve work-related numeracy problems	
02.01	Use scales to weigh accurately using grams kilograms
02.02	Measure lengths accurately using mm cm m
Be able to interpret charts to solve work-related problems	
03.01	Interpret work-related bar charts to gather accurate information
03.02	Interpret work-related line charts to gather accurate information

Qualification Framework	: RQF
Title	: Introduction to Health and Safety at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/505/6929 : Introduction to Health and Safety at Work

Know about health and safety for the workplace	
Assessment Criterion - The learner can:	
01.01	Identify own responsibilities for keeping self and others safe in the workplace
01.02	Identify who to go to in the workplace for health and safety help and support
01.03	Outline why it is important tokeep self healthy for work
01.04	Identify ways to stay healthy for work
Know potential workplace hazards	
02.01	Identify common workplace hazards
02.02	Identify common hazard safety signs
Know about workplace emergencies	
03.01	List the types of emergency that can occur in the workplace
03.02	Identify own responsibility if an emergency situation occurs in the workplace

Qualification Framework	: RQF
Title	: Working as a Volunteer
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2803 : Working as a Volunteer

Know the role of the volunteer in different types of voluntary work	
Assessment Criterion - The learner can:	
01.01	Identify different types of voluntary work
01.02	Identify activities undertaken by volunteers in different types of voluntary work
Know the benefits of participating in voluntary work	
02.01	Identify benefits of voluntary work for the volunteer
02.02	Identify benefits of voluntary work for the organisation, community or individual being served
Be able to undertake voluntary work	
03.01	Participate in voluntary work according to a given brief

Qualification Framework	: RQF
Title	: Setting and Meeting Targets at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2817 : Setting and Meeting Targets at Work

Know why personal targets are needed in the workplace	
Assessment Criterion - The learner can:	
01.01	Outline reasons for setting personal targets in the workplace
01.02	Identify aspects of job roles which may require setting and meeting targets
Be able to set a personal target	
02.01	Identify a personal target agreed with an appropriate person
02.02	Record the personal target
02.03	Identify activities needed to achieve the personal target
Be able to review a personal target	
03.01	Carry out a review of own personal progress in meeting a target
03.02	Identify next steps required towards meeting a personal target

Qualification Framework	: RQF
Title	: Speaking Confidently at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2820 : Speaking Confidently at Work

Be able to contribute to workplace discussions and conversations	
Assessment Criterion - The learner can:	
01.01	Make relevant comments and suggestions
01.02	Ask and answer straightforward questions
01.03	Volunteer constructive ideas and opinions
Know about different types of language	
02.01	List different situations for using formal and informal language
Be able to use language which is appropriate for the work situation	
03.01	Speak formally or informally as appropriate to the situation
03.02	Show politeness when speaking to others in the workplace
Know why it is important to speak confidently at work	
04.01	List benefits of speaking confidently in the workplace

Qualification Framework	: RQF
Title	: Interview Skills
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2834 : Interview Skills

Be able to prepare to be interviewed	
Assessment Criterion - The learner can:	
01.01	Demonstrate punctuality for the interview
01.02	Demonstrate care in personal appearance relevant to the interview
Be able to respond to questions in an interview	
02.01	Answer questions asked by the interviewer with appropriate informative responses
02.02	Demonstrate attention through use of non-verbal communication
Be able to assess own performance in an interview	
03.01	Outline what went well in the interview and what did not

Qualification Framework	: RQF
Title	: Managing Your Health at Work
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2848 : Managing Your Health at Work

Know the risks to health for a chosen area of work	
Assessment Criterion - The learner can:	
01.01	Describe risks to employee health for achosen area of work
Understand how to maintaingood health in a chosen area of work	
02.01	Explain measures to safeguard health for a chosen area of work
02.02	Identify sources of information on safeguarding own health

Qualification Framework	: RQF
Title	: Taking Notes at Meetings
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/503/2851 : Taking Notes at Meetings

Know the importance of taking notes at meetings	
Assessment Criterion - The learner can:	
01.01	Outline reasons why it is important to take notes at meetings
Know different ways of recording notes during meeting	
02.01	Outline different methods used to take notes at meetings
Be able to write up notes of a meeting	
03.01	Produce notes which accurately capture the main points raised at the meeting
03.02	Produce notes which are accurate in terms of grammar, spelling and punctuation
03.03	Produce notes which present the information clearly and appropriately

Qualification Framework	: RQF
Title	: Interview Skills
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2809 : Interview Skills

Know how to prepare to be interviewed	
Assessment Criterion - The learner can:	
01.01	Identify clothing to wear for an interview
01.02	Identify why personal hygiene is important for an interview
01.03	Describe the job role
01.04	List possible interview questions
Be able to respond to the interviewers questions	
02.01	Demonstrate non-verbal communication to show attention in an interview
02.02	Give clear, straightforward answers to the questions asked
Be able to recognise effectiveness of own performance in an interview	
03.01	Identify what went well in the interview and what did not

Qualification Framework	: RQF
Title	: Career Progression
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2812 : Career Progression

Know the importance of career progression	
Assessment Criterion - The learner can:	
01.01	Identify benefits of career progression
01.02	Identify why it is important for individuals to be involved in own career progression
Know skills and qualities for career progression	
02.01	List types of skills and qualities relevant to career progression
02.02	Identify own skills and qualities for career progression
Be able to use information and guidance related to career progression	
03.01	Identify different types of careers-related resources
03.02	Identify a career or area of work to match own interests from careers-related resources

Qualification Framework	: RQF
Title	: Producing a Product
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2826 : Producing a Product

Know how to make a product or item	
Assessment Criterion - The learner can:	
01.01	List the steps needed to make the product or item
Be able to identify the skills required to make the product or item	
02.01	Identify the skills required to make the product or item
Be able to produce the product or item safely	
03.01	Demonstrate appropriate levels of safety when making the product or item
Know how to examine the finished product or item	
04.01	List qualities and any faults of the finished product or item

Qualification Framework	: RQF
Title	: Working in a Team
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 30
Unit Credit Value	: 3
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2843 : Working in a Team

Know that effective teamwork requires team members to behave in certain ways	
Assessment Criterion - The learner can:	
01.01	Outline positive behaviours necessary for teamwork
Know how to contribute to a team task	
02.01	Outline own strengths, skills and experiences that might be relevant to team task
02.02	Identify team skills needed to complete team task
02.03	Outline how own strengths and skills could match the needs of the team task
Know the roles and responsibilities of team members (including their own) in relation to a given task	
03.01	Identify what the task is about and what the team is working to achieve
03.02	Identify own role and responsibilities and those of others in the team
03.03	Outline how own role contributes to the work of the team as a whole
Be able to work positively as a member of a team	
04.01	Give examples of listening to the ideas and suggestions of others
04.02	Give ideas and suggestions as to how the team might complete their task
04.03	Give examples of offering help or support to other team members
04.04	Give examples of accepting the help or advice of others
04.05	Complete the aspects of the allocated task, in line with the brief
Be able to review own performance as a member of a team	
05.01	Identify which positive teamworking behaviours were demonstrated by self in undertaking the task
05.02	Identify own teamworking skills that could be improved

Qualification Framework	: RQF
Title	: Planning an Enterprise Activity
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/503/2857 : Planning an Enterprise Activity

Know how to select a suitable enterprise activity	
Assessment Criterion - The learner can:	
01.01	Identify strengths of ideas generated for an enterprise activity
01.02	Identify weaknesses of ideas generated for an enterprise activity
Know appropriate roles and skills required for the enterprise activity	
02.01	Identify roles required for the enterprise activity
02.02	Identify the practical and personal skills required for the enterprise activity
Know the costs involved in producing and selling a product or service	
03.01	Identify the cost of items and processes related to producing and selling the product or service
03.02	Identify the final pricing of the product or service using basic calculations
Be able to use an appropriate promotional technique	
04.01	Use an appropriate method to promote a product or service

Qualification Framework	: RQF
Title	: Managing Your Own Money
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2804 : Managing Your Own Money

Know different sources of income	
Assessment Criterion - The learner can:	
01.01	Identify different sources of income
Be able to buy goods and services using cash	
02.01	In a given role, have sufficient money to pay for goods and services
02.02	Check that the correct change has been received when paying for goods and services
Know the benefits of saving money	
03.01	Identify benefits of saving money
Know how to save money	
04.01	Identify different ways of making savings in daily life
04.02	Identify where saved money can be kept

Qualification Framework	: RQF
Title	: Solving Work-related Problems
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2818 : Solving Work-related Problems

Be able to recognise workplace problems or issues which require problem-solving skills	
Assessment Criterion - The learner can:	
01.01	Identify some common types of workplace problems or issues that require problem-solving skills
Know sources of help for solving work-related problems	
02.01	Identify sources of help, support and guidance for work-related problems
02.02	Identify how listening to the suggestions of others helps when solving problems in the workplace
Know how to select solutions to a workplace problem or issue	
03.01	Identify possible solutions to a problem, using given sources of help, support and guidance
03.02	Identify how own experiences of problem- solving can help to find solutions to a problem
Know how to solve a workplace problem or issue	
04.01	Identify a solution appropriate to a workplace problem or issue
04.02	Identify steps to take to solve a workplace problem or issue

Qualification Framework	: RQF
Title	: Preparing for Work Placement
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2821 : Preparing for Work Placement

Know where to plan to do work placement	
Assessment Criterion - The learner can:	
01.01	Identify key information about where to plan to do work placement
Know what is expected during the work placement	
02.01	Identify different tasks likely to perform as part of the work placement
02.02	Identify appropriate behaviours and attitudes for the work placement
Know appropriate sources of support for dealing with anxiety or uncertainty during the work placement	
03.01	Identify factors which may cause anxiety or uncertainty during a work placement
03.02	Identify appropriate sources of support they could use in situations of anxiety or uncertainty during the work placement
Be able to set goals for the work placement	
04.01	Set appropriate goals for the work placement

Qualification Framework	: RQF
Title	: Self-management Skills
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2835 : Self-management Skills

Understand self-management for work	
Assessment Criterion - The learner can:	
01.01	Outline reasons for self-management in the workplace
01.02	Identify areas which need time management in the workplace
01.03	Explain reasons for taking breaks during the working day
Be able to demonstrate time management skills for work	
02.01	Carry out tasks and activities in an appropriate prioritised order
02.02	Carry out tasks and activities to achieve agreed objectives for a working day
02.03	Take breaks during the working day
Be able to assess own time management skills	
03.01	Outline aspects of time management which went well when carrying out the tasks and activities for the working day
03.02	Outline aspects of time management which were less successful

Qualification Framework	: RQF
Title	: Setting and Meeting Targets at Work
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2849 : Setting and Meeting Targets at Work

Understand the importance of setting and meeting targets in the workplace	
Assessment Criterion - The learner can:	
01.01	Explain the benefits of individual and team targets in the workplace
01.02	Describe how individual targets link to team targets
Be able to set personal targets in line with organisational procedures	
02.01	Identify potential personal targets
02.02	Describe how to record personal targets in line with organisational procedures
02.03	Record and agree personal targets with an appropriate person
Be able to review personal targets in line with organisational procedures	
03.01	Carry out a review of progress against personal targets in line with organisational procedures
03.02	Outline next steps towards meeting personal targets

Qualification Framework	: RQF
Title	: Summarising Documents
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/503/2852 : Summarising Documents

Know that summaries are written for a particular audience and purpose	
Assessment Criterion - The learner can:	
01.01	Identify the audience and purpose for summaries
Be able to distinguish between thekey points and supportingmaterial in straightforward documents	
02.01	Identify key points from a straightforward document
Be able to summarise the key points of straightforward documents	
03.01	Produce a summary which contains the key points of the original document
03.02	Proofread and edit the summary for accuracy

Qualification Framework	: RQF
Title	: Numeracy for the workplace
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/504/4077 : Numeracy for the workplace

Be able to solve and check the answer to problems in work-related situations	
Assessment Criterion - The learner can:	
01.01	Choose suitable processes to solve work related problems using with two and three digit numbers
01.02	Solve given work-related problems using the most suitable process with two and three digit numbers
01.03	Estimate the answer to a problem before working it out
Be able to use measurements to solve work-related problems	
02.01	Use measurement to calculate the side lengths of a work-related object the perimeter of a work-related object the surface area of a work-related object
02.02	Use scales to accurately weigh a number of work-related items
02.03	Use scales to calculate the total weight of a number of small work-related items
Be able to use gathered work-related data	
03.01	Display accurate work-related data in using a range of charts
03.02	Explain work-related information using gathered data
03.03	Use information from gathered data to answer questions

Qualification Framework	: RQF
Title	: Communication Skills for Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/505/6925 : Communication Skills for Work

Know about communication for the workplace	
Assessment Criterion - The learner can:	
01.01	Outline why communication is important in the workplace
01.02	Outline different types of communication commonly used in the workplace
01.03	Identify communication methods appropriatefordifferent purposes in the workplace
Be able to communicate for the workplace	
02.01	Communicate information appropriatelyfordifferent purposes in theworkplace

Qualification Framework	: RQF
Title	: Conduct at Work
Unit Level	: Entry Level
Unit Sub Level	: Entry 3
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2813 : Conduct at Work

Know about appropriate conduct for the workplace	
Assessment Criterion - The learner can:	
01.01	Identify different kinds of appropriate conduct in the workplace
Be able to demonstrate good conduct	
02.01	Interact appropriately with colleagues
02.02	Dress appropriately for work
02.03	Demonstrate appropriate timekeeping during the working day
Be able to carry out a review of own conduct	
03.01	Identify an aspect of own conduct that went well and give a reason why it went well
03.02	Identify an aspect of own conduct that did not go well and give a reason why it did not go well

Qualification Framework	: RQF
Title	: Alternatives to Paid Work
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2827 : Alternatives to Paid Work

Know different types of alternatives to paid work	
Assessment Criterion - The learner can:	
01.01	Outline different types of alternatives to paid work
01.02	List ways to access information on alternatives to paid work
01.03	Identify opportunities for alternatives to paid work from organisations
Understand the value of skills and qualities gained from participating in alternatives to paid work	
02.01	Outline skills and qualities gained from participating in alternatives to paid work
02.02	Explain how the skills and qualities gained from participating in alternatives to paid work may be transferable to other areas of life

Qualification Framework	: RQF
Title	: Being Responsible for Other People's Money
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2830 : Being Responsible for Other Peoples Money

Know about different methods of payment	
Assessment Criterion - The learner can:	
01.01	Identify different methods of payment
01.02	Identify when different methods of payment are likely to be used
Know procedures that might apply when responsible for other peoples money	
02.01	Outline procedures for handling other peoples money
Know the importance of handling other peoples money responsibly	
03.01	Outline consequences of not handling other peoples money responsibly
Be able to handle financial transactions responsibly	
04.01	Carry out simple financial transactions accurately
04.02	Keep an accurate record of simple financial transactions

Qualification Framework	: RQF
Title	: Learning from More Experienced People
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 20
Unit Credit Value	: 2
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2844 : Learning from More Experienced People

Know how to identify more experienced people	
Assessment Criterion - The learner can:	
01.01	Identify people with more experience they could come into contact within the workplace or place of learning
01.02	Identify people with more experience they could come into contact with outside the workplace or place of learning
Be able to learn from people with more experience	
02.01	Identify what is useful about the ways to learn from people with more experience
02.02	Identify appropriate ways to learn from someonewith more experience
02.03	Use an appropriate method to learn from someone with more experience
Understand what they have learned from people with more experience	
03.01	Identify skills that people with more experience have demonstrated
03.02	Describe how these skills could be used in own context

Qualification Framework	: RQF
Title	: Running an Enterprise Activity
Unit Level	: Level 1
Unit Sub Level	: None
Guided Learning Hours	: 10
Unit Credit Value	: 1
SSAs	: 14.2 Preparation for Work
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/503/2858 : Running an Enterprise Activity

Know how to increase the likelihood of success in an enterprise activity	
Assessment Criterion - The learner can:	
01.01	Identify features which would lead to the effective delivery of a chosen enterprise activity
Be able to complete an enterprise activity	
02.01	Prepare the product or service for the enterprise activity incorporating required features
02.02	Create appropriate advertising for the product or service
02.03	Set an appropriate price for the product or service offered
02.04	Demonstrate appropriate sales and communication skills
Be able to review the success of the enterprise activity	
03.01	Produce records to show the successes and failures of the enterprise activity
03.02	State what would be done differently should there be another enterprise activity

Barred Units

Barred Unit		Unit
Description	Source Unit	Target Units
	Understanding employment responsibilities and rights (D/602/4769)	Investigating Rights and Responsibilities at Work (M/503/2879)
		Investigating Rights and Responsibilities at Work (K/503/2847)
		Investigating Rights and Responsibilities at Work (H/503/2815)
	Introduction to Health and Safety at Work (L/505/6929)	Safe Learning in the Workplace (F/503/2823)
		Managing Your Health at Work (K/503/2816)
	Health and Safety at Work (F/505/6927)	Safe Learning in the Workplace (L/503/2856)