Qualification Specification

603/6724/6

iCQ Level 2 Award in Introduction to the workplace

Qualification Details

Awarding Organisation :	iCan Qualifications Limited
Fees Price List Url :	https://icanqualify.net
Qualification Type :	RQF
Qualification Level :	Two
Regulation Start Date :	14 October 2020
Offered In England :	Yes
Offered In Wales :	No
Offered In Northern Ireland :	No
SSA :	14.2 - Preparation for work
Total Credits :	Four
Min Credits at/above Level :	Four
Total Qualification Time :	40
Guided Learning Hours :	40
Overall Grading Type :	Pass
Assessment Methods :	Portfolio of Evidence
Structure Requirements :	To achieve this qualification, learners must achieve both mandatory units.
Age Ranges :	Pre-16; 16-18; 19+
Qualification Objective :	The objective of this qualification is for learners with limited or no experience of a workplace environment, to gain an introduction to work and the work environment.
Entry Requirements :	None
Progression Opportunities :	iCQ Level 2 or Level 3 vocational qualification or Apprenticeship
Level Description - Knowledge :	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.
Level Description - Skills :	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.

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Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
OG) Overarching Group	**Yes**	0	2	2	4	4
└A) Group A Mandatory Units	**Yes**	2	2	2	4	4

Group A Group A Mandatory Units

URN	Title	Level	GLH	Credit
D/503/2876	Learning from More Experienced People	2	20	2
L/503/2887	Learning from Work Placement	2	20	2

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	: 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.