Learning & Development – Level 1 in Employability Skills

Communication Matters is pleased to announce that as part of our National Lottery funded project, we are now able to offer a range of opportunities for learning and development that can be delivered and completed via distance learning.

The units are level 1 accredited and form part of an **Employability Skills** qualification.

There is no cost as all registration fees, assessment and moderation are included in the funding.

Level 1 Employability Skills

This qualification consists of the **Award** which requires **6 credits**: *2 credits from the mandatory unit 01 and a further 4 credits from the list on pages 2 and 3*

Assessment tasks will be designed to meet the outcomes of the individual unit and may include a selection from:

- *Reflective log or diary*

- *Case studies*

- *Witness testimony*

- *Short assignments*

- *Question and answer*

Below is some information about each unit in the qualification. These have been selected to compliment and enhance your understanding and practice of mentoring and supporting others:

UNIT #	TITLE & CONTENT	CREDIT VALUE
01	MANDATORY: **Understanding mindset** – understand how employability can be affected by mindset, focusing on key qualities sought be employers	2
The units below are optional so you can choose which ones you would like to do.		
03	**Understanding motivation** - in this unit learners will be introduced to an exploration of motivation in a work context. This unit will cover what motivates or demotivates people and the impact this can have and how motivation can be influenced by colleagues, home life, career prospects and expectations.	1
06	**Setting your targets** – this unit introduces learners to informal and formal target setting in the workplace. It will cover why and how targets are set as part of formal appraisal systems and how and why they might want to set personal targets.	1
07	**Managing your time** – this unit introduces learners to timekeeping as well as time management. It covers developing a sense of responsibility and control when it comes to time, how to work with appropriate people (eg supervisor) to identify priorities, how to identify when support might be needed and who to ask. The unit will look at why punctuality, reliability and the need for preparation are important in the workplace.	2
09	**How to keep improving** – in this unit learners will be introduced to the concept of ongoing self- improvement at work. The unit covers the link between individual self-improvement and business/organisation need for improvement in a competitive environment, improvement for progression or promotion at work and for being responsive to new demands at work.	1

13	**Problem solving at work** – this unit will introduce learners to problem solving in a work context, recognising and moving current understanding of problem solving in a home, education or social situation into a work environment. The unit covers the different types of problem learners might encounter in the place of work, applying problem-solving techniques and identifying solutions.	2
14	**Creative thinking** – this unit will introduce the concept of creative thinking in the place of work. It will cover what creative thinking might be, when creative thinking is appropriate and when it isn't, why creative thinkers are needed in the place of work and how this might be viewed by others. It will also introduce some tools that can develop and support creative thinking.	1
22	**Working in a team** – learners will be introduced to some of the basic skills needed to work in a team in a work context. The unit will cover how teams work, recognising own strengths in contributing to a team and the contributions of others and understanding team goals.	2
23	**Working with colleagues** – this unit introduces the importance of maintaining good working relationships in the place of work. The unit is not concerned with team working as such but rather looks to address what it is like to function in a working environment occupied by different types of people. The unit will cover the communication techniques and skills required and look at how to thrive in this type of environment.	1