

YMCA Level 1 Certificate in Employability and Personal Development 601/4335/6

Purpose Statement

Overview

Who is this qualification for?

The YMCA Level 1 Certificate in Employability and Personal Development aims to support learners into work. Learners will develop key generic, transferable personal skills including; qualities and attitudes that are required by employers. This qualification is ideal for learners who are undecided as to which vocational/occupational area they wish to eventually gain employment as it offers a wide range of optional units' e.g. practicing leadership skills with others, working as a volunteer, introduction to healthy eating, customer service in the hospitality industry, and developing skills in caring for children. This qualification can also aid progression to the next level of learning; due to the nature and structure it will also appeal to learners who wish to re-engage with learning or those that are looking to retrain.

This qualification differs from the YMCA Level 1 Award in Employability and Personal Development in that this is a much larger qualification total 15 credits (The YMCA Level 1 Award in Employability and Personal Development is 6 credits). This qualification offers a broader range of vocationally related optional units, which will enable learners to progress onto more targeted vocational studies in order to gain meaningful and sustainable employment. However this qualification is much smaller than the YMCA Level 1 Diploma in Employability and Personal Development total 39 credits, 27 of those are gain through the selection of optional units, for this qualification only 9 credits can be gained through the selection of optional units. Learners can achieve the YMCA Level 1 Certificate in Employability and Personal Development and then take more units, further progressing onto the Level 1 Diploma in Employability and Personal Development.

What prior qualifications/levels of attainment are needed to take this qualification? Are there any age restrictions?

No prior qualifications or age restriction are required

What does this qualification cover?

The YMCA Level 1 Certificate in Employability and Personal Development is regulated by Ofqual comprising a total of 15 credits. 6 credits are achieved through completion of the following mandatory units:

- Planning for progression
- Work-based experience

Learners will need to achieve a minimum of 9 credits from the following optional units:

- Health and safety procedures at work
- Effective skills, qualities and attitudes for learning and work
- Career planning and making applications
- Rights and responsibilities in the workplace
- Managing personal finance
- Contributing to a team
- Candidate project
- Valuing equality and diversity
- Developing personal confidence
- Develop independent skills for living in the community
- Planning for and learning from a job interview
- Practicing Leadership Skills with others
- Working as a volunteer
- Developing own interpersonal skills
- Healthy lifestyles
- Using cooking skills in the domestic kitchen
- Introduction to healthy eating
- Customer service in the hospitality industry
- Developing skills in caring for children
- Sex and relationship education
- Assertive living
- Understanding child development

The amount of vocational content will vary depending on the unit selected, units where all the content is vocationally related include:

- Health and safety in places of work
- Effective skills, qualities and attitudes for learning and work
- Rights and responsibilities in the workplace
- Work-based experience
- Contributing to a team
- Candidate project
- Practicing Leadership Skills with others
- Working as a volunteer
- Customer service in the hospitality industry
- Developing skills in caring for children

Key topics/skills/knowledge covered:

- Planning for progression into employment or education
- Rights and responsibilities and why health and safety is important in the workplace
- The value of equality and diversity in society
- Explore how diet, exercise/physical activity, emotional and mental well-being contribute to a healthy lifestyle
- Identifying and applying for suitable jobs, training programmes or courses
- Demonstrating positive interview skills
- Attending and reviewing work experience
- Basic elements of managing personal finances
- Developing confidence and self-awareness for success in learning, employment and life in general
- Taking on responsibilities and actively participating in the community

What could this qualification lead to?

Future employment possibilities

This qualification supports the personal growth of a learner and their ability to operate within a work setting. As such this qualification supports the learner towards gaining employment in a variety of industries and roles.

Having gained employment this qualification would prepare the learner to move onto an apprenticeship or progress to higher levels within their chosen sector.

Progression to further/higher level learning

This qualification provides progression to other qualifications at the same and higher levels, for example:

- YMCA Level 1 Diploma in Employability and Personal Development
- YMCA Level 1 Diploma in Sport and Active Leisure
- YMCA level 2 Award in Employment Awareness in Active Leisure and Learning
- YMCA Level 2 Certificate in Fitness instructing – Gym Based Exercise/Physical Activity for Children
- A level 2 qualification within the learners chosen sector
- Apprenticeship

Who supports this qualification?

Warwickshire College Group (FE College)

Warwick New Road

Leamington Spa

CV32 5JE

<http://www.warwickshire.ac.uk/>

awarding excellence

Warwickshire College values this qualification because they are keen to help their learners develop skills which will help them find employment. They also stated that technical qualifications would assist the learners in securing an interview however the wider skills that this qualification includes is what employers are looking for.

Kettering Borough Training (KBT)

5 Horsemarket

Kettering

NN16 ODG

www.kettering.gov.uk/KBT

KBT values this qualification because they feel it increases the learners' knowledge and awareness of the demands of the workplace. They also stated that this qualification enables learners to approach a Level 2 qualification with added confidence.

Stockport College (FE College)

Wellington Road South

Stockport

SK1 3UQ

www.stockport.ac.uk

Stockport College values this qualification because they feel it enhances the learners' knowledge and builds their softer skills helping getting the learners ready for employment. This Level 1 qualification also provides a natural progression onto a suitable Level 2 qualification.