

YMCA Level 1 Diploma in Employability and Personal Development 601/4358/7

Purpose Statement

Overview

Who is this qualification for?

The YMCA Level 1 Diploma in Employability and Personal Development aims to develop a wide range of transferable skills relevant to vocational employment. This qualification enables learners to explore a range of vocational sectors. Learners are able to choose units from a variety of different vocational areas which in turn will help them make future employment and progression choices. The primary aim of this qualification is to support learners into work. This qualification can also aid progression to the next level of learning; the nature and structure of this qualification makes it suitable for learners who have a general interest in work or are wanting to re-train, however they would like to explore a broader range of sectors before deciding on a chosen career path.

To achieve the YMCA Level 1 Diploma in Employability and Personal Development learners must gain 39 credits, 27 credits are gained through selection of appropriate optional units. This qualification is the largest in this suite of qualifications. The YMCA Level 1 Certificate in Employability and Personal Development allows 8 credits from the optional units, therefore learners would have less opportunity to explore a wide range of vocational sectors. The YMCA Award in Employability and Personal Development concentrates more on generic transferable employability skills and breaking down barriers to learning. Learners that have gained confidence and are re-engaged in learning can use the credits gained through successfully achieving the YMCA level 1 Award or YMCA level 1 Certificate in Employability and Personal Development and further progress onto the YMCA Level 1 Diploma in Employability and Personal Development. After successfully completing the YMCA Level 1 Diploma in Employability and Personal Development, learners can progress onto a Level 2 vocational qualification of their choice.

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

No prior qualifications and age restrictions are required

What does this qualification cover?

The YMCA Level 1 Diploma in Employability and Personal Development is regulated by Ofqual comprising a total of 39 credits. 12 credits are achieved through completion of the following mandatory units:

- Planning for progression

awarding excellence

- Career planning and making applications
- Work-based experience
- Planning for and learning from a job interview

Learners need to achieve a minimum of 27 credits from the following optional units:

- Health and safety procedures at work
- Effective skills, qualities and attitudes for learning and work
- 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
- Practicing Leadership Skills with others
- Developing personal skills for leadership
- 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
- Developing personal skills for leadership
- 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
- Explore how diet, exercise/physical activity, emotional and mental well-being contribute to a healthy lifestyle
- Understanding child development
- Sex and relationship education
- Identifying and applying for suitable jobs, training programmes or courses
- Demonstrating positive interview skills
- Attending and reviewing work experience
- Demonstrating positive skills, qualities, attitudes and behaviour for learning and work
- Develop confidence and self-awareness for success in learning, employment and life in general
- Develop skills required to take on responsibilities and actively participate 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 range of industries and roles or in a job where a very broad understanding of a number of employment sectors is beneficial.

Having gained employment this qualification would prepare the learner to move onto an apprenticeship and 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:

- Apprenticeship
- 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
- YMCA Level 2 Award in Nutrition for Healthy Living
- YMCA Level 2 Certificate in Customer Service
- A Level 2 qualification within the learners chosen sector

Who supports this qualification?

This qualification is supported by:

Warwickshire College Group (FE College)
Warwick New Road
Leamington Spa
CV32 5JE

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

Warwickshire College values this qualification because they feel it broadens students' knowledge and awareness of the demands of the workplace, making learners more valuable and aware as employees.

Kettering Borough Training (KBT) (Training provider)
5 Horsemarket
Kettering
NN16 ODG

www.kettering.gov.uk/KBT

KBT values this qualification because they feel it broadens learners' knowledge of what would be expected of them in the workplace, it also develops softer skills which in turn better prepares their learners for employment.

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.