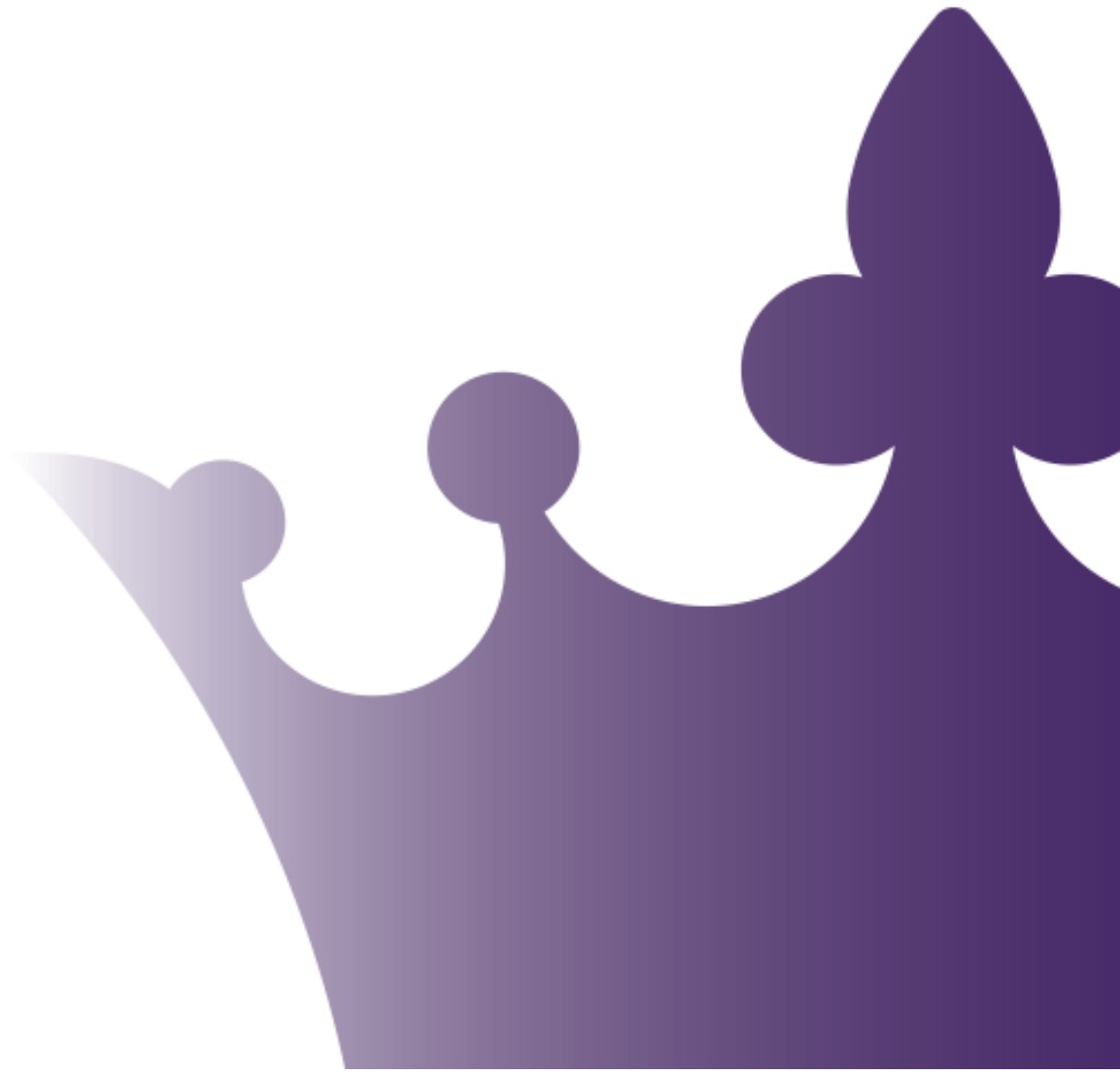




# **SFJ Level 1 Certificate in Employability Skills and Personal Development Specification**

**Regulation No: 603/4027/7**



## Contents

## Page

Contact Us .....	3
Introduction .....	3
Version Number .....	3
About this Qualification .....	4
Objective .....	4
Purpose .....	4
Sector .....	4
Structure .....	4
Total Qualification Time (TQT)* .....	4
Guided Learning Hours (GLH)** .....	5
Delivery .....	5
Assessment .....	5
Age Range and Geographical Coverage .....	5
Learner Entry Requirements .....	5
Progression .....	6
Tutor Requirements .....	6
Centre Requirements .....	6
Unit 1: Preparing for Employment – T/617/4306 .....	7
Unit 1 Guidance on Delivery and Assessment .....	8
Unit 2: Understanding Your Rights and Responsibilities in the Workplace – A/617/4307 .....	9
Unit 2 Guidance on Delivery and Assessment .....	10
Unit 3: Understanding Business & Customer Awareness – F/617/4308 .....	11
Unit 3 Guidance on Delivery and Assessment .....	12
Unit 4: Managing Your Money – F/617/4311 .....	13
Unit 4 Guidance on Delivery and Assessment .....	14
Resources .....	15

## Contact Us

We are here to help if you need further guidance from us. The SFJ AWARDS customer service team can be contacted between 9am and 5pm Monday to Friday at:

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Suite 4.02,  
Central Park,  
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## Introduction

This specification is intended for trainers, centres and learners. General information regarding centre approval, registration, Odyssey Online (SFJ AWARDS's candidate management system), assessment papers, certification, reasonable adjustments, special consideration, appeals procedures, are available from the website.

## Version Number

Please ensure that you have the latest and most up to date version of documents. Please check the website for the most up to date version. To check which version you have please see the footer which will give you the version number.

## About this Qualification

The SFJ AWARDS Level 1 Certificate in Employability Skills and Personal Development is designed to develop learners' knowledge and understanding of the skills required in order to prepare, begin and understand their rights and responsibilities in their employment career. This qualification is aimed at anyone aged 16 and over who is looking to start work.

The qualification is designed for those who have no working experience. The qualification will benefit learners by introducing the key knowledge and skills to support them in becoming employable. This qualification will support learners for when they progress into the professional world. Learners can progress onto other qualifications where they meet the entry requirements in order to develop themselves down various routes of employment.

## Objective

Preparing learners for employment

## Purpose

C. Prepare for employment

C1. Prepare for employment in a broad occupational area

## Sector

14.2 - Preparation for work

## Structure

To achieve this qualification learners have to achieve 13 credits from all 4 mandatory units.

No of units	Unit Number	Unit Title	Level	Estimated TQT*	Estimated GLH**	Credits
1	T/617/4306	Preparing for Employment	1	27	23	3
2	A/617/4307	Understanding Your Rights and Responsibilities in the Workplace	1	28	24	3
3	F/617/4308	Understanding Business and Customer Awareness	1	35	29	4
4	F/617/4311	Managing Your Money	1	33	27	3
Total				123	103	13

## Total Qualification Time (TQT)\*

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

TQT is comprised of Guided Learning Hours (GLH) and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. If a credit value is assigned to a qualification it is determined by TQT, as one credit corresponds to 10 hours of learning.

## Guided Learning Hours (GLH)\*\*

GLH are all times when a member of provider staff is present to give specific guidance towards the learning aim being studied on the programme. This definition includes examinations, lectures, tutorials, and supervised study. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the learners.

It is the responsibility of training centres to decide the appropriate course duration, based on their learners' ability and level of existing knowledge. It is possible, therefore, that the number of GLH can vary from one training centre to another according to learners' needs.

## Delivery

This qualification must be delivered via classroom sessions only.

## Assessment

This qualification is assessed using an SFJ AWARDS Assessment Workbook. This is internally marked and verified by the centre, using the provided marking guidance, and externally quality assured by SFJ AWARDS. Workbook answers **must be written by the learner** and all units must be met to achieve the qualification.

There are three forms of assessment within the workbook:

- Short answer questions in which learners must answer the question in full sentences (approximately 25-100 words per question).
- Multiple choice questions (MCQs) in which learners must tick the most appropriate answer (A-D).
- Observations/ assessments of competence (verbal and written)

Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the candidate to be aware that assessment is taking place. All assessment criteria of the selected units must be met in order to achieve the qualification. Additional guidance can be found in the assessment guidance section of each unit. This qualification is not graded, successful learners achieve a pass.

Unit	Assessment	Number of Questions
1. Preparing for Employment	Completion of Workbook	14 Knowledge, 3 Competence
2. Understanding Your Rights and Responsibilities in the Workplace	Completion of Workbook	13 Knowledge
3. Understanding Business and Customer Awareness	Completion of Workbook	17 Knowledge
4. Managing Your Money	Completion of Workbook	12 Knowledge, 1 Competence

## Age Range and Geographical Coverage

This qualification is regulated by Ofqual and approved for learners aged 16+ in England, Scotland and Northern Ireland.

## Learner Entry Requirements

There are no formal entry requirements. However, learners should be able to work at Level 1 Functional Skills or above.

## Progression

Learners can progress to qualifications relating to a chosen area of work. Alternatively, learners can progress onto the SFJ AWARDS sector/industry specific and employability type qualifications.

## Tutor Requirements

### Trainer(s):

Individual(s) responsible for assisting learners to develop knowledge and practical skills throughout the learning programme. The role therefore includes: Provision of lessons/ learner support, training/ sign off during observations and the assessment of learner responses within the SFJ AWARDS Assessment Workbook- using the provided marking guidance.

### Mandatory Trainer Requirements:

- A recognised teaching qualification: *e.g. Level 3 Award in Education and Training, Level 3 NVQ Certificate in Learning and Development, Level 4 NVQ Certificate in Learning and Development, Level 4 Certificate in Education and Training, Level 5 Diploma in Education and Training, CIPD Level 5 Intermediate Certificate in Learning and Development, PTLLS, DTLLS, Postgraduate Certificate in Education (PGCE), Postgraduate Certificate in Higher Education (PGCHE) etc.*
- Evidence of relevant/ appropriate subject matter competence.

### Recommended Trainer Requirements:

- Appropriate assessor qualification: *e.g. Level 3 Award in Assessing Vocationally Related Achievement, Level 3 Certificate in Assessing Vocational Achievement (etc.) OR be supported by someone who holds an assessor qualification*

### Internal Verifier(s) (IV):

Individual(s) responsible for the internal verification of all areas of delivery and assessment, including but not limited to: course delivery and the questions and tasks within the SFJ AWARDS Assessment Workbook.

### Internal Verifier Requirements:

- The same qualifications as trainers (see above)
- *Appropriate IQA qualification: e.g. Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (etc.) OR be supported by someone who holds an IQA qualification.*
- Evidence of relevant/ appropriate subject matter competence.

**Please Note: Whilst centre personnel may be approved for both roles, those assigned the role of Trainer/ Internal Verifier are not permitted to operate in both of these roles for any candidate.**

## Centre Requirements

Centres must be approved by SFJ AWARDS in order to offer this qualification.

**Unit 1: Preparing for Employment – T/617/4306**

Estimated TQT: 27

Estimated GLH: 23

Level: 1

**Unit Description:** This unit covers identifying own aims of employments, producing a CV, understanding self-assessments & cover letters, conducting job searches, and preparing to be interviewed for a job.

Unit grid: Learning outcomes/Assessment Criteria

<b>Learning Outcome - The learner will:</b>	<b>Assessment Criteria - The learner can:</b>	
1. Be able to identify own aims of employment	1.1	Participate in an initial discussion on personal employment goals
2. Be able to produce a curriculum vitae (CV)	2.1	Identify the purpose of a CV
	2.2	Identify the key elements of a CV
	2.3	Produce a CV
3. Understand self-assessments	3.1	Define the term 'self-assessment'
	3.2	List important factors of a self-assessment
4. Be able to conduct job searches	4.1	List where jobs can be advertised
	4.2	Describe factors that can affect the success of a job search
	4.3	Identify the meaning of a job description
	4.4	Describe the meaning of a range of employment contracts
	4.5	Conduct a job search
5. Understand the role and structure of a cover letter	5.1	Identify the purpose of a cover letter
	5.2	List elements that make up a cover letter
	5.3	Identify the difference between using 'Yours Faithfully' and 'Yours Sincerely' when signing a cover letter
6. Be able to prepare and be interviewed for a job	6.1	Identify methods to prepare for a job interview
	6.2	Identify the importance of personal presentation for a job interview
	6.3	Describe how to conduct yourself during a job interview

## Unit 1 Guidance on Delivery and Assessment

### Delivery

Delivery of this qualification must be through face to face interaction *e.g. Classroom based.*

### Assessment

This knowledge and competence unit must be assessed using the SFJ AWARDS workbook and marking guidance, available to download from the SFJ AWARDS website. Workbook answers **must be written by the learner** and this unit must be met to achieve the qualification. Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the candidate to be aware that assessment is taking place.

There are three forms of assessment within the workbook:

- Short answer questions in which learners must answer the question in full sentences (approximately 25-100 words per question).
- Multiple choice questions (MCQs) in which learners must tick the most appropriate answer (A-D).
- Observations/ assessments of competence (verbal and written)

There are 14 knowledge and 2 competence questions within this unit.

**This unit must be met to achieve the qualification.**



**Unit 2: Understanding Your Rights and Responsibilities in the Workplace – A/617/4307**

Estimated TQT: 28

Estimated GLH: 24

Level: 1

**Unit Description:** This unit covers understanding your rights and responsibilities within the workplace.

Unit grid: Learning outcomes/Assessment Criteria

Learning Outcome - The learner will:	Assessment Criteria - The learner can:	
1. Understand your rights within the workplace	1.1	State an employee’s rights to annual leave entitlement (holiday entitlement)
	1.2	Identify an employee’s rights to sick leave
	1.3	Identify examples of discrimination
	1.4	Describe methods to respond to discrimination
	1.5	Identify rights to rest breaks
	1.6	Describe the steps to take if an employer does not provide a rest break
	1.7	Identify rights for pregnant employees
2. Understand your responsibilities within the workplace	2.1	Identify the importance of health and safety for self and others
	2.2	Identify examples of health and safety risks
	2.3	Describe the importance of reporting hazards within the workplace
	2.4	Identify how hazards can be reported
	2.5	Identify common health and safety signs in the workplace
	2.6	Identify personal presentation requirements within the workplace

## Unit 2 Guidance on Delivery and Assessment

### Delivery

Delivery of this qualification must be through face to face interaction e.g. Classroom based.

### Assessment

This knowledge and competence unit must be assessed using the SFJ AWARDS workbook and marking guidance, available to download from the SFJ AWARDS website. Workbook answers must be written by the learner and this unit must be met to achieve the qualification. Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the candidate to be aware that assessment is taking place.

There are three forms of assessment within the workbook:

- Short answer questions in which learners must answer the question in full sentences (approximately 25-100 words per question).
- Multiple choice questions (MCQs) in which learners must tick the most appropriate answer (A-D).
- Observations/ assessments of competence (verbal and written)

There are 13 knowledge questions within this unit.

This unit must be met to achieve the qualification.

**Unit 3: Understanding Business & Customer Awareness – F/617/4308**

Estimated TQT: 35

Estimated GLH: 29

Level: 1

**Unit Description:** This unit covers understanding the basics of business objectives, how to research a company before interviewing for employment, the basics of customer service, the elements of working within a team and understanding expectations from a business perspective.

Unit grid: Learning outcomes/Assessment Criteria

<b>Learning Outcome - The learner will:</b>	<b>Assessment Criteria - The learner can:</b>	
1. Understand the basics of business objectives	1.1	List common objectives of a business
	1.2	Identify factors that can affect a business achieving its objectives
	1.3	Identify the importance of understanding business objectives
2. Understand how to research a company before interviewing for employment	2.1	Identify methods of finding information about a company
	2.2	Identify examples of information that can be found out about a company
3. Understand the basics of customer service	3.1	List characteristics of good customer service
	3.2	List characteristics of bad customer service
	3.3	Identify methods of dealing with a difficult customer
	3.4	List mannerisms that may cause issues when communicating with a customer
4. Understand elements of working within a team	4.1	Identify characteristics of a good team player
	4.2	Identify how conflict in teams can occur
	4.3	Describe methods to control conflict within teams
5. Understand expectations from a business perspective	5.1	State why companies set policies and procedures
	5.2	List examples of policies and procedures
	5.3	State the importance of integrity within the workplace
	5.4	Identify the importance of taking accountability for own actions
	5.5	Identify why a company may want you to work as part of a team

## Unit 3 Guidance on Delivery and Assessment

### Delivery

Delivery of this qualification must be through face to face interaction *e.g. Classroom based.*

### Assessment

This knowledge and competence unit must be assessed using the SFJ AWARDS workbook and marking guidance, available to download from the SFJ AWARDS website. Workbook answers **must be written by the learner** and this unit must be met to achieve the qualification. Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the candidate to be aware that assessment is taking place.

There are three forms of assessment within the workbook:

- Short answer questions in which learners must answer the question in full sentences (approximately 25-100 words per question).
- Multiple choice questions (MCQs) in which learners must tick the most appropriate answer (A-D).
- Observations/ assessments of competence (verbal and written)

There are 17 knowledge questions within this unit.

**This unit must be met to achieve the qualification.**

**Unit 4: Managing Your Money – F/617/4311**

Estimated TQT: 33

Estimated GLH: 27

Level: 1

**Unit Description:** This unit covers understanding sources of finance, the differences between income/expenditure, methods and restrictions of managing finances and the importance of an awareness of finances when applying for a job.

Unit grid: Learning outcomes/Assessment Criteria

<b>Learning Outcome - The learner will:</b>	<b>Assessment Criteria - The learner can:</b>	
1. Understand sources of finance	1.1	Identify legitimate methods for obtaining money
2. Understand the differences between income and expenditure	2.1	Identify differences between income and expenditure
	2.2	Provide examples of income
	2.3	Provide examples of expenditure relevant to yourself
	2.4	Provide examples of necessary expenditure
3. Understand methods and restrictions of managing finances	3.1	Identify basic methods of managing personal finances
	3.2	List potential problems of managing personal finances
	3.3	List potential consequences of poor personal finance management
	3.4	Identify methods of calculating personal finances
	3.5	Develop a personal budget
4. Understand the importance of an awareness of finances when applying for a job	4.1	State financial considerations necessary when applying for a role
	4.2	Identify types of deductions applied to wages
	4.3	State the difference between Gross Pay and Net Pay

## Unit 4 Guidance on Delivery and Assessment

### Delivery

Delivery of this qualification must be through face to face interaction *e.g. Classroom based.*

### Assessment

This knowledge and competence unit must be assessed using the SFJ AWARDS workbook and marking guidance, available to download from the SFJ AWARDS website. Workbook answers **must be written by the learner** and this unit must be met to achieve the qualification. Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the candidate to be aware that assessment is taking place.

There are three forms of assessment within the workbook:

- Short answer questions in which learners must answer the question in full sentences (approximately 25-100 words per question).
- Multiple choice questions (MCQs) in which learners must tick the most appropriate answer (A-D).
- Observations/ assessments of competence (verbal and written)

There are 12 knowledge and 1 competence questions within this unit.

**This unit must be met to achieve the qualification.**

## Resources

### Training

Centres may use their own, or published learner support materials in delivering the qualification. Whatever support materials centres choose to use, they should ensure that their delivery methodology adequately prepares the learner for assessment.

SFJ AWARDS endorses published training resources and learner support materials by submitting the materials to a rigorous and robust quality assurance process, thus ensuring such materials are relevant, valid and appropriately support the qualification.

### Useful Websites

1. Prospects <https://www.prospects.ac.uk/>  
'How to write a CV'
2. ACAS <http://www.acas.org.uk/>
3. Jobs <https://www.jobs.ac.uk/>
4. Indeed <https://www.indeed.co.uk/>
5. CV Library <https://www.cv-library.co.uk/>
6. Glassdoor <https://www.glassdoor.co.uk/>
7. NI/Tax <https://www.gov.uk/national-insurance>