

Employability Unit Titles

There are no mandatory units in these qualifications.

Optional

- Applying for Work
- Building and Managing Workplace Relationships
- Communication in the Workplace
- Customer Care
- Developing Enterprise Skills
- Developing Meeting Skills
- Improving Own Performance
- Interview Skills
- Operating in a Work Environment
- Oral Presentation Skills
- Personal Money Management
- Personal Presentation in the Workplace
- Recognising Leadership Skills
- Recognising Prejudice and Discrimination
- Researching Employment Opportunities
- Responsible Work Practice
- Rights and Responsibilities in the Workplace
- Self Development
- Solving Problems in the Workplace
- Teamwork Skills
- Understanding Change in the Workplace
- Understanding Structures in the Workplace

Copies of these units can be downloaded in full from our website at:

www.nocn.org.uk/qualifications/qcf-qualifications

Who are we?

The National Open College Network (NOCN) is a leading UK Awarding Organisation that is recognised by the Regulatory Authorities in England, Wales, Scotland and Northern Ireland.

- We provide flexible, credit-based qualifications to a range of education and training providers and employers.
- The emerging Qualifications and Credit Framework (QCF), endorses the Open College Network's 25 years' experience in the recognition of flexible, bite size learning to meet the needs of adults and young people.
- We work in partnership with Open College Networks (OCNs) which are licensed by us (NOCN) to offer our national qualifications.

What to do now

- Visit our Website www.nocn.org.uk
- Contact your Open College Network (OCN)
- Give us a call on 0114 227 0500

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The **Diversity** of Learning

NOCN Employability Qualifications (QCF)

**NOCN Level 2 Award in
Employability (QCF)**

**NOCN Level 2 Certificate in
Employability (QCF)**

Information for
learning providers

The **Diversity** of Learning

The qualifications

NOCN Level 2 Award in Employability (QCF)

NOCN Level 2 Certificate in Employability (QCF)

With the issue of employability high on the national education and training agenda, NOCN's qualifications in Employability have been devised to provide learners with the recognition of a range of employability skills.

These qualifications encourage the skills, attributes, behaviours and values that learners need to enter and succeed in the world of work and are designed to be flexible, allowing learners to achieve at their own pace.

The qualifications have also been developed to align with the Deloitte Employability Initiative.

Who are these qualifications for?

These qualifications have been designed to meet the needs of a broad range of learners who:

- are preparing to enter employment for the first time
- are unemployed/unwaged and seeking to improve their employability for a return to employment
- want to evidence their transferable skills through a qualification in order to work in new areas
- would benefit from alternative approaches to the curriculum and learning
- want to progress into further training and/or qualifications.

The minimum age for access to these qualifications is 16.

Key benefits for your Learners

These qualifications will allow your learners:

- to achieve a qualification that demonstrates work-readiness and a willingness to learn to potential employers
- to develop the skills, attributes, behaviours and values that employers increasingly seek during recruitment
- to build confidence and motivation to seek, secure and sustain meaningful employment
- to achieve a qualification that is nationally recognised
- to work towards a qualification at their own pace
- the opportunity to receive certification for individual units
- flexibility, allowing them to take assessments at anytime, using methods to suit their learning aims and styles
- the opportunity for progression onto other training and qualifications within the Qualifications and Credit Framework.

Key benefits for your Centre

These qualifications:

- are on the Qualifications and Credit Framework (QCF) and hold Full Level 2 status and ASL status
- are flexible and learner-centred, to enable courses to be structured to meet the particular needs of target learners
- are accredited by the regulatory authorities
- are suitable for use in a variety of learning environments
- are nationally recognised and quality assured
- open up progression opportunities into employment, training and/or vocational qualifications.

All our providers have access to good practice, curriculum advice and support through their Open College Network (OCN).

To locate your OCN visit: www.nocn.org.uk/about-us/ocn-locations

Assessment and Achievement Information

Learners are assessed through internally set assessments. These are then internally marked and verified by the Centre and externally verified by NOCN.

All NOCN qualifications are credit-based and consist of individual units of assessment, each with an assigned level and credit value. Qualifications are awarded to learners who achieve the approved combination of units.

To achieve the:	The learners must successfully complete:
NOCN Level 2 Award in Employability (QCF)	3 credits = 24 Guided Learning Hours • a choice of Optional Units = 3 credits • no mandatory units to complete
NOCN Level 2 Certificate in Employability (QCF)	13 credits = 104 Guided Learning Hours • a choice of Optional Units = 13 credits • no mandatory units to complete

Titles of the units included in these qualifications are available overleaf.

The Deloitte Employability Initiative, delivered in Further Education Colleges throughout the country, is one route to achieving the NOCN Level 2 Certificate in Employability, through specified units identified in the Employability Qualification Guide. However the qualification is also available to Centres not involved in the Deloitte Initiative.

For further assessment information, download a copy of our Employability Qualification Guide at: www.nocn.org.uk/qualifications/qcf-qualifications