



Handbook

SWA1 – VTCT (Skillsfirst) Level 1 Award in Skills for Work (RQF)

601/1815/5

Version 2

About Skillsfirst

VTCT is a market-leading Awarding, Assessment and End-point Assessment (EPA) Organisation offering vocational and technical qualifications in a range of 'services to people' sectors.

The VTCT group of companies are comprised of three innovative awarding brands: VTCT, iTEC and Skillsfirst. Together they have over 2,500 approved centres in over 40 countries across the world.

The qualifications suite offered by VTCT (Skillsfirst) spans a range of sectors including Childcare, Business Services, Health & Social Care, Recruitment and Social Media.

For more information visit us at www.vtct.org.uk and www.skillsfirst.co.uk, contact our dedicated Customer Support Team via email at customersupport@vtct.org.uk and customerservices@skillsfirst.co.uk or call 0121 270 5100

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Contents

About Skillsfirst	2
Contents	3
1 Qualification at a glance.....	4
2 Qualification information.....	5
2.1 Qualification aim and design	5
2.2 Progression opportunities.....	5
3 Qualification structure	6
4 Centre requirements.....	7
4.1 Resources	7
4.2 Occupational expertise of those who deliver, provide expert witness, assess performance, moderate and verify assessments	7
4.3 Deliverers, assessors and internal verifiers	7
4.4 Expert witnesses	7
4.4.1 Overview	7
4.4.2 Requirements for expert witnesses	7
4.5 Continuous professional development (CPD).....	7
4.6 Total Qualification Time (TQT)	8
5 Assessment	9
5.1 Summary of delivery and assessment methods	9
5.2 Suggested delivery strategy	9
5.3 Characteristics of assessment guidance	9
5.4 Types of evidence	10
5.5 Professional discussion	10
5.6 Simulation and witness testimony.....	10
5.6.1 Simulation	10
5.6.2 Witness testimony	11
5.7 Recognition of prior learning (RPL)	11
6 Units	12

1 Qualification at a glance

Qualification title	VTCT (Skillsfirst) Level 1 Award in Skills for Work (RQF)
Qualification number	601/1815/5
Product code	SWA1
Age range	There are no age limits attached to learners undertaking this qualification, unless this is a legal requirement of the process or the environment.
Credits	8
Total Qualification Time (TQT)	80
Guided Learning (GL) hours	75
Assessment	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none">• Portfolio of evidence• Skills-based assessment (if applicable)
Entry requirements	There are no formal entry requirements for learners undertaking these qualifications and there is no minimum level of literacy or numeracy required.
Legal considerations	There are no formal entry requirements for learners undertaking this qualification however, centres must ensure that learners have the potential and opportunity to gain evidence for the qualification in the work place.
Support materials	Support materials can be found on the website (if applicable)

2 Qualification information

2.1 Qualification aim and design

This qualification has been developed for the widest range of learners possible: young people and adults, those who are pre-employment or between jobs. It is designed to meet the needs of learners who wish to seek, gain and retain employment or progress to further learning, to allow learners to learn, develop and practise the skills required for employment and provide valuable accreditation of skills and/or knowledge for learners, without requiring or proving occupational competence.

This qualification is also suitable as the employability component of a Traineeship.

2.2 Progression opportunities

Learners achieving this qualification can progress to further learning, or into specific vocational employment.

3 Qualification structure

To be awarded the VTCT (Skillsfirst) Level 1 Award in Skills for Work (RQF) learners must achieve all mandatory units. All **8** credits must be achieved

The minimum TQT required to achieve this qualification is **80**.

Product code	Unit title	Level	Credit	Unit reference number
Mandatory units (Group M):				
SW1	Supporting employability and personal effectiveness	1	5	K/600/8641
SW2	Communication skills in preparing for work	1	2	Y/503/5209
BAA1	Behaviours, attitudes and attributes required for employment	1	1	M/504/4398

4 Centre requirements

4.1 Resources

Centres must possess the physical resources needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard. Where specific resources are required these have been indicated in individual units.

4.2 Occupational expertise of those who deliver, provide expert witness, assess performance, moderate and verify assessments

Deliverers, assessors and internal verifiers (IVs) are appointed by the recognised centre and approved by Skillsfirst through the external verifier (EV).

4.3 Deliverers, assessors and internal verifiers

While the Training, Assessment and Quality Assurance (TAQA) units and the assessor/verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for these qualifications. However, staff should hold, or be working towards, teaching/training qualifications and have sufficient experience and/or qualifications for competent delivery and assessment of the unit.

4.4 Expert witnesses

4.4.1 Overview

An expert witness is someone who is in a position to infer the learner's consistent competence and provide the assessor with evidence to support the assessment process. The approved expert witness will usually be the learner's supervisor or manager in the workplace, but could also be an experienced colleague or other approved assessor.

The expert witness does not make any assessment decisions and is not, therefore, required to be qualified. All assessment decisions that take into account evidence provided by an expert witness must be made by an assessor who is qualified with the appropriate qualification.

4.4.2 Requirements for expert witnesses

An expert witness should ideally:

- be the learner's immediate supervisor or manager or other appropriate individual
- work alongside the learner, preferably on a daily basis
- be technically competent in the units they are providing an expert opinion on
- understand and have a thorough knowledge of the occupational standards contained in the units they are providing an expert opinion on

4.5 Continuous professional development (CPD)

Centres are responsible for ensuring that deliverers, assessors and IVs plan and maintain their CPD. Centres are expected to support their deliverers, assessors and IVs in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

Centres may have generic criteria and personnel specifications in addition to the above.

4.6 Total Qualification Time (TQT)

Each qualification has a Total Qualification Time (TQT) value based on the total number of hours learning required to achieve it. The TQT value reflects the number of supervised learning hours required to achieve the knowledge and assessment requirements, plus the length of time a learner would need to take to achieve the skills and capabilities to be deemed competent. All RQF qualifications are subject to an evaluation process to determine their fitness-for-purpose.

5 Assessment

5.1 Summary of delivery and assessment methods

For the Level 1 Award in Skills for Work (RQF), learners will be required to provide a portfolio of evidence which meets all the assessment criteria within the units.

5.2 Suggested delivery strategy

Deliverers should familiarise themselves with the structure, content and assessment requirements of the units within the qualification before designing a learning programme. It is suggested that centres design learning programmes that

- best meets the needs and capabilities of their learners and
- satisfies the learning outcomes and assessment criteria of the unit

5.3 Characteristics of assessment guidance

The learner may produce evidence from a range of examples (as outlined below) which should be recorded in some form. A record of evidence will confirm to the assessor their confidence in the learner's breadth and depth of knowledge and understanding in being able to competently meet the functional requirements of all the units.

The assessor will need to be assured that the learner can meet all the learning outcomes of a unit and pass all the assessment criteria of a unit.

An assessor may request additional evidence if they are not satisfied with the evidence presented by the learner. If this occurs, it may need to be agreed in partnership with the learner and the assessor.

5.4 Types of evidence

Evidence is not required in any pre-set format and may be of many types and from diverse sources.

Examples of types of evidence might include:

- learner statement
- notes
- letter
- e-mail
- application form
- annotated or highlighted text
- action plan
- Individual Learning Plan (ILP)
- review and tutorial records
- report
- project plan
- job cards and advertisements
- diary
- worksheet
- expenditure record
- audio/video recorded
- discussion/presentation/interview
- photograph
- assessor observation
- witness statement
- picture
- poster
- leaflets
- map
- product
- screen dumps (print screen)

Please note that centres are not restricted to the types of evidence listed above.

5.5 Professional discussion

Professional discussion is encouraged as a supplementary form of evidence to confirm a learner's competence. Such discussions should not be based on a prescribed list of questions but be a structured discussion which enables the assessor to gather relevant evidence to ensure the learner has a firm understanding of the standard being assessed.

5.6 Simulation and witness testimony

Simulation or witness testimony is warranted where the centre can demonstrate that performance evidence has been impossible to obtain in the work environment.

5.6.1 Simulation

Simulation can only be used to assess learners where the opportunity to assess naturally occurring evidence is unlikely or not possible, for example assessment relating to health and safety, fire and emergency procedures. It should not include routine activities that must be covered by performance evidence. There are no units that can be solely achieved by simulation. In the case of imported units, where simulation is acceptable in the evidence requirements, it should only be used when performance evidence is unlikely to be generated through normal working practices.

5.6.2 Witness testimony

Skillsfirst recognise the use of witness testimony and expert witness testimony as appropriate methods for assessors to collect evidence on learner's performance.

Witness testimonies can be obtained from people that are occupationally competent and who may be familiar with the national occupational standards (NOS), such as the learner's line manager. They may also be obtained from people who are not occupationally competent and do not have a knowledge of the national occupational standards such as other people within the learner's workplace, customers and suppliers.

5.7 Recognition of prior learning (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a component of a qualification through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning. Should any opportunities for RPL be identified, it is important that a complete process of recognising prior experience and learning is undertaken, by ensuring that:

- it covers relevant or appropriate experience for previous activities, as well as accredited learning and qualifications
- it is incorporated into the assessment planning, with details of how this will take place
- mapping of prior learning to the national occupational standards to identify gaps is documented and auditable
- assessment methods or processes for recognising prior experience and learning, are documented and made available to the external verifier
- the audit trail covers the whole process and methodology of RPL
- the authenticity and currency of presented evidence is established by the assessor

This evidence will need to be referenced clearly on recording documentation and will need to be appropriately authenticated and validated, perhaps by an employer or expert witness.

Assessment must be valid and reliable to ensure the integrity of the award. The evidence gathered must meet the standards of the qualification or component and the assessment process must be subject to the same quality assurance procedures as any other assessment process. In summary, evidence submitted to the RPL process must:

- be authentic and prove conclusively that RPL is based on the learner's own work;
- meet the requirements of the current the skills and knowledge requirements and be appropriate to the content of the component or qualification being considered for RPL;
- be sufficient to conclusively prove consistency of learner performance in meeting the skills and knowledge requirements

6 Units

Unit Handbook

SW1 – Supporting employability and personal effectiveness

Unit reference number: K/600/8641

Level: 1

Credit value: 5

Guided Learning (GL) hours: 50

Unit aim

The aim of this unit is for learners to develop their employability and personal effectiveness skills through involvement in a group project. The group project will be used as a vehicle for the development of employability and personal effectiveness skills. Learners will reflect on the skills demonstrated and what they have achieved throughout the unit and plan ways to further their personal effectiveness and employability.

Learning outcomes

There are four outcomes to this unit. The learner will:

LO1 Be able to use effective communication skills

LO2 Be able to make a positive contribution within a team

LO3 Be able to demonstrate employability skills in a group project

LO4 Know how to reflect on personal effectiveness skills and qualities for employability developed in the context of a group project

Unit content

Evidence requirements

Learners must provide a portfolio of evidence for this unit.

Learning outcomes

Learning Outcome	Assessment Criteria
LO1 Be able to use effective communication skills	1.1 Demonstrate the ability to listen to others
	1.2 Communicate appropriately with others

Learning Outcome	Assessment Criteria
LO2 Be able to make a positive contribution within a team	2.1 Contribute ideas and suggestions to the group project
	2.2 Show discussion skills within the group
	2.3 Be reliable during the realisation of group work
	2.4 Demonstrate collaborative team working skills

Learning Outcome	Assessment Criteria
LO3 Be able to demonstrate employability skills in a group project	3.1 Demonstrate task management skills
	3.2 Show flexibility when dealing with problems or changes in circumstances
	3.3 Complete assigned tasks within given timescales
	3.4 Show time management skills

Learning Outcome	Assessment Criteria
LO4 Know how to reflect on personal effectiveness skills and qualities for employability developed in the context of a group project	4.1 Describe own personal effectiveness skills and qualities demonstrated in the context of the group project
	4.2 Identify personal effectiveness skills and qualities needed for own development for employability
	4.3 Plan ways to develop own personal effectiveness skills and qualities for employability

SW1 Document History

Version	Issue Date	Changes	Role
v1.0	31/01/2023	Re-branded	Compliance Manager

Unit Handbook

SW2 – Communication skills in preparing for work

Unit reference number: Y/503/5209

Level: 1

Credit value: 2

Guided Learning (GL) hours: 16

Unit aim

This unit allows the learner to identify job options, complete application forms accurately and produce a simple CV in preparation for work. This unit also introduces learners to interviews and how they should present themselves.

Learning outcomes

There are four outcomes to this unit. The learner will:

LO1 Be able to identify career or work options

LO2 Be able to complete applications for work or training

LO3 Be able to present self at an interview

LO4 Be able to plan for future work or training

Unit content

Evidence requirements

Learners must provide a portfolio of evidence for this unit.

Learning outcomes

Learning Outcome	Assessment Criteria
LO1 Be able to identify career or work options	1.1 Using at least two information sources, record career or job options
	1.2 Choose one option of career or job to match own requirements and skills

Learning Outcome	Assessment Criteria
LO2 Be able to complete applications for work or training	2.1 Complete two application forms legibly, providing the information requested
	2.2 Check the form for accurate spelling and grammar, making amendments as required
	2.3 Produce a simple CV which includes essential information

Learning Outcome	Assessment Criteria
LO3 Be able to present self at an interview	3.1 Arrive in good time for an interview
	3.2 Use body language to indicate positive interest in the position available
	3.3 Demonstrate confidence in answering interview questions

Learning Outcome	Assessment Criteria
LO4 Be able to plan for future work or training	4.1 Produce an action plan for future work or training, listing necessary short term actions

SW2 Document History

Version	Issue Date	Changes	Role
v1.0	31/01/2023	Re-branded	Compliance Manager

Unit Handbook

BAA1 – Behaviours, attitudes and attributes required for employment

Unit reference number: M/504/4398

Level: 1

Credit value: 1

Guided Learning (GL) hours: 9

Unit aim

The aim of this unit is to enable the learner to gain an understanding of the behaviours, attitudes and attributes required for employment and to design an action plan to develop themselves to meet those requirements.

Learning outcomes

There are three outcomes to this unit. The learner will:

LO1 Understand the behaviours, attitudes and attributes required for employment

LO2 Understand emotional and behavioural awareness

LO3 Be able to recognise areas for personal development

Unit content

Evidence requirements

Learners must provide a portfolio of evidence for this unit.

Learning outcomes

Learning Outcome	Assessment Criteria
LO1 Understand the behaviours, attitudes and attributes required	1.1 Identify the behaviours, attitudes and attributes employers look for in a prospective employee
	1.2 Identify the behaviours, attitudes and attributes that are barriers to employment

Learning Outcome	Assessment Criteria
LO2 Understand emotional and behavioural awareness	2.1 Identify emotional states
	2.2 Explain how emotional states impact on behaviour
	2.3 Explain the importance of emotional and behavioural awareness when seeking employment

Learning Outcome	Assessment Criteria
LO3 Be able to recognise areas for personal development	3.1 Identify own areas of strength and development needs in order to meet the behaviours, attitudes and attributes required for employment
	3.2 Produce an action plan to address areas of development to meet the behaviours, attitudes and attributes required for employment

BAA1 Document History

Version	Issue Date	Changes	Role
v1.0	31/01/2023	Re-branded	Compliance Manager

SWA1 Document History

Version	Issue Date	Changes	Role
v2	03/02/2023	Formatting and re-branding. No content amendment.	Data Administrator