

# OCR Certificate in Employability Skills

**Entry 3 Award** 10345  
**Entry 3 Certificate** 10346

**Level 1 Award** 10347  
**Level 1 Certificate** 10348

**Level 2 Award** 10349  
**Level 2 Certificate** 10350

## **Key features**

- All the qualifications are accredited onto the Qualifications and Credit Framework
- All units have been assigned a level and a credit value and can be achieved independently
- Training can be delivered in 'bite-sized chunks' to suit individual needs
- There is an opportunity for both full award and unit certification
- Individual certificates at unit level make it easier for learners to progress at their own pace
- Candidates will have a great degree of flexibility to combine units into a qualification that reflects their needs
- Unit achievement will be banked and can be used towards other qualifications
- Centres have the ability to contextualise units to their chosen vocational area

## **Introduction**

The OCR Award and Certificate in Employability Skills have been developed to encourage learners to enter and progress in employment. They are aimed at all age groups, including those who have never previously been in employment, or those who are returning to employment after a break. They give candidates, who may feel they lack the confidence to enter the workplace, an opportunity to develop their skills in a number of different areas (for example, in planning for and learning from a job interview, researching and selecting a job interview or preparing for and learning from a work placement). The skills that learners develop through the course (for instance, providing personal information for working life and financial capability) will help them in everyday life as well as helping them to prepare and succeed in employment.

The accessible nature of the units means that training can be delivered in bite-sized chunks, providing a flexible approach to learning. The qualifications are available at Entry Level 3, Level 1 and Level 2, with the content enabling learners to progress through the levels.

These qualifications have been accredited as part of the Qualifications and Credit Framework (QCF). Entry Level 3 and Level 1 will be included in the Foundation Learning Tier.

## **Target audience**

This suite of qualifications is appropriate for candidates aged 14-19 in full-time education, students following vocational training courses, and adult learners seeking to re-enter the workplace.

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## Qualification structure

The qualifications comprise of seven units at Entry Level 3, six units at Level 1 and five units at Level 2. Each unit has been assigned a credit value of 3.

The award comprises of three units - 9 credits  
The certificate comprises of five units -15 credits.

60% of the value of credits determines the level of the full award - eg three units at Level 2 (3 x 3 credits) and two units at Level 1 (2 x 3 credits) = Level 2 Certificate, see boxes below.

### OCR Entry Level 3 Award in Employability Skills

To achieve this qualification, candidates have to achieve 3 units, 2 of which must be achieved at Entry Level 3.

### OCR Entry Level 3 Certificate in Employability Skills

To achieve this qualification, candidates have to achieve 5 units, 3 of which must be achieved at Entry Level 3.

### OCR Level 1 Award in Employability Skills

To achieve this qualification, candidates have to achieve 3 units, 2 of which must be achieved at Level 1.

### OCR Level 1 Certificate in Employability Skills

To achieve this qualification, candidates have to achieve 5 units, 3 of which must be achieved at Level 1.

### OCR Level 2 Award in Employability Skills

To achieve this qualification, candidates have to achieve 3 units, 2 of which must be achieved at Level 2.

### OCR Level 2 Certificate in Employability Skills

To achieve this qualification, candidates have to achieve 5 units, 3 of which must be achieved at Level 2.

## Units

In order to achieve the Award in Employability Skills, candidates need to achieve the units according to the rules of combinations specified in the above tables. The full list of unit is given below.

Level	Unit title	QCA accreditation number
Entry 3	Assessing myself for work	L/505/4047
Entry 3	Learning to be financially aware	D/505/3842
Entry 3	Preparing for and learning from a job interview	R/505/4048
Entry 3	Researching and selecting a job opportunity	F/505/4207
Entry 3	Providing personal information for working life	Y/505/4049
Entry 3	Understanding health and safety in the workplace	L/505/4050
Entry 3	Understanding workplace values and practices	R/505/4051
Level 1	Preparing for and learning from a job search	Y/505/4052
Level 1	Assessing myself for a job	D/505/4053
Level 1	Learning to be financially capable	M/505/3845
Level 1	Planning for and learning from a job interview	K/505/4055
Level 1	Providing personal information for the workplace	T/505/4057
Level 1	Preparing for and learning from a work placement	Y/505/4083
Level 2	Assessing myself for a career	L/505/4095
Level 2	Learning to manage finance	A/505/3847
Level 2	Planning for and reflecting on a job interview	Y/505/4097
Level 2	Presenting personal information for the workplace	D/505/4098
Level 2	Planning for and reflecting on a work placement	L/505/4100

Please refer to the Centre Handbook for information on barred combinations of units (units that cannot be counted as part of the rules of combinations for these qualifications).

## Assessment

All units are centre-assessed and OCR moderated on demand. The evidence required to meet the assessment criteria can be produced through the OCR Evidence Booklets provided or via appropriate centre-generated alternatives. OCR assessment guidance is provided.

## Progression opportunities

Candidates have the opportunity to progress within the suite of qualifications.

For example, a candidate achieving an OCR Entry Level 3 Award in Employability Skills may get recognition for higher level achievement by progressing to the OCR Level 1 Certificate in Employability Skills.

Several units used in the Employability Skills suite of qualifications are also shared with two other qualification suites – OCR Personal Life Skills and OCR Skills for Life, Living and Employment. Please see the OCR website for more information [www.ocr.org.uk](http://www.ocr.org.uk).

Alternatively, candidates may wish to progress onto other qualifications to enter into employment.

## Certification

Candidates can gain either unit or full award certificates.

The full award certificate will show the qualification title and Qualification Accreditation Number.

The unit certificate will also show the credit value of the unit achieved.

## Qualification support

OCR's website, [www.ocr.org.uk](http://www.ocr.org.uk), contains an area dedicated to these qualifications. The Centre Handbook can also be downloaded from this web page.

If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509** or at [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk).

OCR runs a regular programme of training workshops for tutors and assessors. For more details, please contact OCR's Training and Customer Support Team on **024 76 496398**.

## What to do next?

Centres which were previously approved for OCR Employability Skills 10178/10179/10180/00017/00018/00019 qualifications will automatically be accredited.

Centres new to OCR Employability Skills should complete a centre approval form (available from our website) and send it to the OCR Vocational Operations Division.

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk); or in writing: **OCR Customer Contact centre, OCR, Coventry Office, Westwood Way, Coventry, CV4 8JQ**.

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). **Our Fees Booklet** (publication ref. code: A250) lists the charges for centre evaluation, candidate entries and certification. Both publications are available to download from our website [www.ocr.org.uk](http://www.ocr.org.uk).

[www.ocr.org.uk](http://www.ocr.org.uk)

OCR customer contact centre

### Vocational qualifications

Telephone 024 76 851509

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Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

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