



**THE REFRESHED AND UPDATED
EMPLOYABILITY SKILLS AND
OTHER PREPARATION FOR LIFE
AND WORK QUALIFICATIONS**



Cambridge EMPLOYABILITY

FLEXIBLE CAMBRIDGE EMPLOYABILITY SUITE

Our suite is ideal for all learners and is designed to give them the skills crucial for competing in today's challenging employment market. They can progress along a pathway at their own pace – achieving single units, a QCF Award or a QCF Certificate.

WE'VE LISTENED TO YOU

Our new Cambridge Employability suite includes the updated and enhanced Employability Skills qualifications. The suite gives learners the confidence, skills, knowledge and understanding to enter, return to or progress in the workplace.

HERE'S WHAT'S NEW THIS YEAR:

- Two new units titled **Preparing for and learning from a job search** and **Learning about health and safety in the workplace** reflect changes in employer requirements and changing technology.
- We've updated assessment support materials to provide an even more comprehensive range of resources for you.
- It's now even easier for you to see the progression within each unit and across levels, which in turn will help your learners understand their learning journey to employment.

THE UPDATES AT A GLANCE

- **We've updated unit content to:**
meet the changing needs of employers
reflect changes in technology.
- **We've introduced two new units:**
one to help learners prepare for, and learn from, job searches
one about health and safety in the workplace.
- **We've updated unit titles so it's clearer to see progression through the levels.**
- **We've refreshed our assessment support for all units.**

WHY INTRODUCE THE NEW UNITS?

For those seeking employment, especially for the first time, job searching can be a confusing task, with so many avenues out there to find that perfect opportunity. The skills needed to be successful in a search are often overlooked in training, and we felt it was vital to include them in our Cambridge Employability suite. This new unit is called **Preparing for and learning from a job search**.

Health, safety and security are now integral elements to working in any environment. We've combined information from several other units to create a single one with a much clearer focus on this important area of knowledge. It's called **Learning about health and safety in the workplace**.

EXAMPLE PATHWAYS FOR LEARNERS USING OUR CAMBRIDGE EMPLOYABILITY UNITS

With the Cambridge Employability suite, your learners will be able to follow suggested learning routes, depending on their goals.

| Here are three example routes for our Cambridge Employability suite | | |
|---|---|--|
| Job seeking skills | Preparation for employment | Career development |
| Candidates will learn how to develop effective skills to improve the interview process. On completion of the units, learners will know how to plan and prepare effectively for an interview, communicate well and use a range of techniques to influence the interview. | Learners will concentrate on workplace skills, including how to audit current skills and personal attributes that they need to work in a particular sector. This will help them assess personal strengths and working styles and then combine them for maximum impact in progressing in their chosen careers. | Learners will gain an understanding of presenting information effectively through a variety of communication methods, including the telephone. On completion, learners will have enhanced levels of self-belief and be able to communicate personal achievements. The units studied will help towards continuing personal and career development. |
| Suggested units: <ul style="list-style-type: none">Unit 1 – Assessing myself for workUnit 3 – Preparing for and learning from a job interviewUnit 4 – Researching and selecting a job opportunityUnit 5 – Providing personal information for working lifeUnit 8 – Preparing for and learning from a job search | Suggested units: <ul style="list-style-type: none">Unit 7 – Understanding workplace values and practicesUnit 9 – Assessing myself for workUnit 10 – Learning to be financially capableUnit 12 – Providing personal information for the workplaceUnit 13 – Preparing for and learning from a work placement | Suggested units: <ul style="list-style-type: none">Unit 14 – Assessing myself for a careerUnit 15 – Learning to manage financeUnit 16 – Planning for and reflecting on a job interviewUnit 17 – Presenting personal information for the workplace |
| Learners can achieve individual certificates for one unit – making it easier for them to progress at their own pace. To achieve the full Certificate, learners will have to take five different units. | | |

WANT TO HELP US DEVELOP THE SUITE FOR 2014?

We're committed to offering even more flexibility, clearer pathways and additional free tools and resources to support you and your individual learners, so we're working on a new Employability offer that will be available from September 2014. Do you want to help guide this development with us?

To find out more about contributing to this exciting new development, please email us at customer.liaison@ocr.org.uk and add EMP01 to the subject line.

WANT TO FIND OUT MORE ABOUT DELIVERING THE UPDATED CAMBRIDGE EMPLOYABILITY SUITE?

Visit ocr.org.uk/cambridgeemployability or, if you have any specific queries about any aspect of this qualification, please call the team at our Customer Contact Centre on 02476 851509.

LOOKING TO OFFER OTHER QUALIFICATIONS FOR LIFE AND WORK?

Life and Living Skills and Personal Life Skills form our Preparation for Life and Work suite associated with Cambridge Employability. You have flexibility to build personalised programmes of learning that recognise achievement for learners of all abilities.



HERE'S A BRIEF GUIDE TO THE TWO OTHER QUALIFICATIONS.

Life and Living Skills

With over 150 bite-sized units across a wide range of skill areas, this engaging qualification suite has been designed to be completely flexible, with no minimum entry requirements.

Many of the skill areas are linked to employability. They include Communication, ICT, World of Work, Personal Skills and a number of vocational skill areas such as Horticulture and Office Practice.



Just some of the reasons to offer Life and Living Skills:

- It's highly flexible and any combination of units, at any level, can be selected to suit the particular needs and interests for learning.
- Assessment can take place as and when learners are ready, and certification can be claimed at any time.
- There's a wide range of qualification sizes, including Award, Certificate and Diploma at Entry Levels 1–3.
- It can be used as a component for Foundation Learning Programmes.

HOW CAN LEARNERS PROGRESS?

Learners can move on to higher-level units, or achieve additional units at the same level if progression isn't appropriate. Progression to a Level 1 qualification such as Cambridge Employability may also be an option for learners. Find out more at ocr.org.uk/lifeandlivingskills

PERSONAL LIFE SKILLS

Developed with support from the PSHE Association, these qualifications will help learners develop the knowledge, understanding and skills they need to manage life and future opportunities. The suite is suitable for all age groups and will meet the needs of personalised programmes of learning.



JUST SOME OF THE REASONS TO OFFER PERSONAL LIFE SKILLS:

- Learning can be delivered in bite-sized chunks and is highly accessible.
- There's real flexibility – you can choose any combination of units to suit the needs and interests of your learners.
- It provides two qualification sizes – Award and Certificate – at Entry Level 3, Level 1 and Level 2.
- Learners can get full Award and unit certification.
- It's suitable to be included in Foundation Learning Programmes at Entry Level 3 and Level 1.

HOW CAN LEARNERS PROGRESS?

Learners can move on within this suite or may wish to progress to other qualifications, such as Cambridge Employability. Find out more at ocr.org.uk/personallifeskills

RESOURCE MENU

Below is a selection of the resources that will be available soon for our Cambridge Employability qualification.

RULES OF COMBINATION CALCULATOR (ROCC)

An Excel-based tool to help tutors ensure that their learners achieve the required number of credits for their chosen qualification and meet the mandatory requirements. Tutors also have the option to generate a personal printout for learner portfolios or other records.

PROGRESS TRACKER

An Excel-based tracking document to help tutors monitor their learners' progress throughout the qualification both individually and as a cohort.

DELIVERY GUIDES

Each Delivery Guide contains a range of lesson ideas with associated activities that tutors can use with their learners. The guide is structured by learning outcome so that tutors can see how each activity helps them cover the specification.

LESSON ELEMENTS

Task sheets with accompanying tutor instructions. Each offers tutors a creative way of encouraging their learners to engage with the topic, with individual and group exercises, research activities and the opportunity to develop English and maths skills.

RESOURCES LINKS

An e-resource that provides tutors with links to a range of teaching and learning websites and materials, including videos, data sets and other online content to support tutors with the delivery of their subject.

PRESENTATIONS

Short PowerPoint presentations introducing each strand to your learners. Each will look at the skills and knowledge that learners will gain from the unit and give context (such as real-life examples or questions) to introduce learners to the strand's content.



CAREER MAPS

- Care home manager
- Web designer
- Running own business

Some ideas of the OCR qualifications and units that learners could complete in order to build some of the skills they might need to be successful in their chosen careers.

ENTRY SKILLS GUIDES

Like Skills Guides, but focusing on the areas that are more appropriate for Entry Level learners – for example, What's Different? Talk About, Find Out.

SKILLS GUIDES

Skills Guides are not specific to a particular qualification, but cover topics that could support a range of qualifications – for example, Communication, Legislation, Research Skills, Managing Projects.





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Contact us

Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

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