

***FUNDED**

CERTIFICATE IN EMPLOYABILITY SKILLS

Entry level 3 & level 1



SKILLS MAX ACADEMY



*Subject to status & eligibility criteria



SUPPORTED BY
MAYOR OF LONDON



Education & Skills
Funding Agency



Department
for Education

OVERVIEW

The NCFE Entry Level 3 Award and Entry Level 3 Certificate in Exploring Employability Skills have been designed to introduce learners to the world of work and to a broad range of essential skills. This includes job search skills, personal preparation for employment and effective behaviour at work. The qualifications are flexible by nature and include a wide range of optional units that can be selected and tailored towards individual learners. The units are generic, so they can be applied in any context into any sector area.



TOPICS INCLUDE

- Understanding mindset **and the following optional units:**
- Getting to a destination safely and on time
- Understanding conflict at work
- Health and safety in places of work
- Rights and entitlements at work
- Work awareness
- Problem solving skills for work.
- ICT for employment
- Deciding on the right job for you
- Looking for work

ENTRY REQUIREMENTS

There are no specific recommended prior learning requirements for these qualifications. Entry is at the discretion of the centre. These qualifications are suitable for pre-19 and above.

QUALIFICATION

- **Entry Level 3 or Level 1 Certificate in Employability Skills**

METHOD OF ASSESSMENT

- Portfolio workbook

DURATION

5-7 Days

ATTENDANCE OPTIONS

Days / Evenings / Weekends / Online

*YOU MUST

- Be aged 19 or over
- Be living in the EU for the last 3 years
- Have the legal right to live & work in the UK
- Not have previously completed this qualification

TO APPLY...



020 3815 5140
07310 844 071



courses@skillsmaxacademy.com



skillsmaxacademy.com



9-11 Rathbone Market, Barking Road,
London E16 1EH

SUPPORTED BY
MAYOR OF LONDON



Education & Skills
Funding Agency



Department
for Education