

ASDAN Entry Level
Certificate in Employability
(Entry 3)
Specification

ASDAN Entry Level Certificate in Employability (Entry 3)

1. Title

The following qualification has been accredited by the regulatory bodies in England, Wales and Northern Ireland (Ofqual, Qualifications Wales and CCEA). ASDAN's Employability qualifications are also credit rated by the Scottish Qualifications Authority (SQA) and are listed in the Scottish Credit Qualifications Framework (SCQF).

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Accreditation Number: 600/8015/2

In England and N. Ireland it appears in the Register of Regulated Qualifications. In Wales it appears in the QiW (Qualifications in Wales) database.

2. Location of the qualification within the subject/sector classification system

14.2 Preparation for Work

3. Total Qualification Time (TQT)

This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a candidate will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

Number of Guided Learning Hours assigned: 120 hours

Total Qualification Time: 150 hours

4. Qualification Dates

Operational End Date: 31/08/2021

Certification End Date: 31/08/2023

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete, ASDAN will consider the most appropriate course of action, which might include applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification. Information relating to changes or extensions to qualifications will be posted on the ASDAN website www.asdan.org.uk.

5. Objective of the qualification

The ASDAN Entry level Certificate in Employability (Entry 3) is designed to help learners develop the skills needed to become successful employees. The primary purpose of this qualification is to support them in overcoming barriers to entering work. It is primarily intended for young people and adults who are not yet ready for employment but for whom a job is a realistic aim within a reasonable timescale. It may also suit those experiencing the workplace for the first time that need to develop employability skills.

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6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified

Examples of relevant qualifications: Assessor/Internal Verifier awards

Examples of work experience: Demonstrable experience of knowledge of the subject area.

The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

7. Units

The units listed below are available for the qualification.

Title	Level	Unit reference	Credit rating (if applicable)	Unit Group
Maintaining work standards	E3	MWS E3	3	Core
Career exploration	E3	CE E3	2	Core
Applying for a job	E3	AJB E3	2	Core
Exploring job opportunities	E3	EJO E3	1	Core
Learning through work experience	E3	LWE E3	3	Core
Enterprise skills	E3	ES E3	1	Core
Communicating with others at work	E3	CWO E3	1	Additional
Customer service	E3	CS E3	2	Additional
Exploring business and enterprise	E3	EBE E3	1	Additional
Health and safety in the workplace	E3	HSW E3	2	Additional
Opportunities for learning and work	E3	OLW E3	2	Additional
Overcoming barriers to work	E3	OBW E3	1	Additional
Participating in an enterprise activity	E3	PEA E3	2	Additional

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Planning and reviewing learning	E3	PRL E3	2	Additional
Rights and responsibilities in the workplace	E3	RRW E3	1	Additional
Tackling problems at work	E3	TPW E3	1	Additional
Using advice and guidance	E3	UAG E3	1	Additional
Working with numbers	E3	WWN E3	2	Additional
Working with others	E3	WVO E3	2	Additional

8. Structure of the qualification

The qualification is credit-based and candidates must choose a combination of units from those listed above. The qualification comprises Core and Additional units. Candidates must complete 15 credits worth of units in total, and must include at least two units from the Core units group. The remainder of the credits can be achieved through either Core or Additional units. Candidates normally complete all units at the same level; however there is the flexibility to choose units from the level above or below the qualification outcome, if appropriate. For a full Certificate qualification, the candidate must achieve a minimum of 8 credits at the level of the qualification outcome.

Credit transfer

Candidates who have achieved any of the Employability units in the context of another qualification can transfer the credit already achieved, provided the unit was achieved within 3 years of the Employability external moderation date. A Centre Claim form and guidance are provided on the website in order to manage credit claims.

Equivalent units are units within other qualifications that have been judged to be similar enough in content to be counted instead of certain units within the qualification.

Exemptions are generally non-credit based units that can allow a candidate to be exempt from certain identified units. Where such opportunities exist, these are noted in the specifications for the unit.

Some of the units have equivalent units or exemptions identified against them. A Centre Claim form and guidance are provided on the website in order to manage credit claims and exemptions.

Evidence to fully meet the Employability Standards is generated by completing activities to demonstrate skills, knowledge and understanding relevant to the units the candidate is working towards (approximately 150 hours of work).

Optional **student books** for Entry 2, Entry 3 and Level 1 are available for centres to download from the members area of the ASDAN website. These books contain activity ideas that could assist candidates in meeting the unit requirements.

Resource sheets have been developed to help candidates generate appropriate and focused evidence. These can be downloaded from the members area of the ASDAN website and their use is optional if equivalent evidence is provided in other ways.

Candidates who do not achieve the full qualification requirements will receive certification for those units which they have successfully completed

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The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for learners to show they have met the required standard.

The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit learners for certification.

9. Prior achievement and recognition of prior learning

There are no specific recommended prior learning requirements for this qualification. This qualification has been developed for use by schools, academies and colleges to accredit or contribute to work-related learning; careers education; enterprise education; work experience; PSHE and PLTS development. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

Recognition of Prior Learning (RPL)

RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

10. Progression opportunities

ASDAN Award and Certificate in Employability Level 1

Progression routes for candidates achieving the Employability qualifications include apprenticeships, traineeships, employment, further education and any other qualifications at a higher level.

11. Assessment and moderation

Candidates complete a **portfolio of evidence** which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard.

There is a mandatory **Assessment Checklist** provided for each unit (see example below). These can be downloaded from the ASDAN website and must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence.

Internal moderation is undertaken by the centre, following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

External moderation is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

12. Assessment language

ASDAN qualifications are published and assessed in English only.

13. Standards

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The standards for each unit are as follows:

Title:	Maintaining work standards
Unique reference number	L/504/5252
Level:	E3
Credit Value (if any):	3
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand why employees have to follow procedures and meet certain workplace standards	1.1 Give a reason why turning up regularly is important 1.2 Give a reason why being on time is important 1.3 Explain why Health and Safety is important in the workplace 1.4 Explain why tasks have to be done properly
E3.2 Know what standards are required in own organisation	2.1 Identify the requirements for attendance and timekeeping in own organisation 2.2 State the procedures to follow in case of lateness or absence 2.3 Describe what the organisation expects of them in terms of appearance and behaviour 2.4 State what the organisation expects of them when completing tasks in terms of: <ul style="list-style-type: none"> • Quality • Health and Safety
E3.3 Be able to meet own organisation's attendance and timekeeping requirements	3.1 Meet attendance requirements 3.2 Meet timekeeping requirements 3.3 Follow procedures if there are any difficulties in timekeeping and attendance
E3.4 Be able to complete activities to specified work standards	4.1 Identify tasks that need to be done, the quality of work required and deadlines 4.2 Use help if needed to achieve the quality of work required and to meet deadlines 4.3 Produce work of the required quality 4.4 Meet deadlines 4.5 Follow safety procedures when carrying out activities
Additional information about the unit	
Organisation reference code	MWSE3
Unit aim/purpose	To enable learners to show they understand the standards required in the workplace and to demonstrate they know and can meet the standards of their own organisation when carrying out activities.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Time sheets and attendance records; training agreement/contract of employment; codes of practice and/or procedures with relevant sections annotated/highlighted; witness testimony; photos with

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	explanatory statements; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Career exploration
Unique reference number	F/504/5037
Level:	E3
Credit Value (if any):	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand that there are different career pathways	1.1 Describe what it means to 'have a career' 1.2 State how to work towards a career goal through school or college routes 1.3 State how to work towards a career goal through learning in the workplace 1.4 State the career options available to themselves
E3.2 Be able to identify a realistic career goal for self	2.1 Agree a realistic career goal to explore 2.2 State why this goal is of interest
E3.3 Be able to identify skills and qualities appropriate to a chosen career	3.1 Give an example of a skill 3.2 Give an example of a quality 3.3 State the skills needed for a chosen career 3.4 State what qualities would help achieve success in the career 3.5 Match own skills and qualities to those needed in the career
E3.4 Be able to use a career interview to help decide next steps	4.1 Identify the information it would be helpful to get from the interview 4.2 State what they learned at the career interview about different ways to work towards a particular career 4.3 Agree next steps 4.4 State how information from the interview helped with deciding on next steps
Additional information about the unit	
Organisation reference code	CEE3
Unit aim/purpose	To enable learners to show they understand what is required to work towards the achievement of a career goal
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts of career opportunities with relevant sections highlighted/annotated; skills/qualities audit; records of interview with a careers adviser/guidance worker or tutor; action plans/review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Career exploration L1 (Employability 2010)

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Title:	Applying for a job
Unique reference number	R/504/5026
Level:	Entry 3
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Be able to carry out activities to apply for a job	1.1 Identify a job that they would like to apply for 1.2 Identify the skills and qualities required for the job 1.3 Identify own skills and qualities that would make them suitable for that job 1.4 Apply for the job presenting relevant information in an appropriate format
E3.2 Be able to prepare for and take part in an interview and learn from the experience	2.1 Identify relevant information that they could talk about at an interview 2.2 Present information about themselves at an interview 2.3 State what went well and what went less well at the interview
Additional information about the unit	
Organisation reference code	AJBE3
Unit aim/purpose	To enable learners to show they understand what is involved in applying for a job by working through the application process and preparing for and attending an interview
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Printouts of job adverts with relevant sections highlighted/annotated; printouts showing research into job requirements with relevant sections highlighted/annotated; skills/qualities audit; application paperwork (drafts and final documents); records of a job interview/witness testimony/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Exploring job opportunities
Unique reference number	A/504/5148
Level:	Entry 3
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Be able to identify suitable job opportunities	1.1 State who to see and where to go for help with job choices 1.2 Review their interests, experiences, skills and qualities 1.3 Get information about job options in the local labour market 1.4 Match their interests, experiences, skills and qualities to job options 1.5 Describe why a particular job option is suitable for them
Additional information about the unit	
Organisation reference code	EJOE3
Unit aim/purpose	To enable learners to show they understand how to identify job opportunities that would best suit their experience and skills.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Printouts of job adverts with relevant sections highlighted/annotated; printouts showing job requirements with relevant sections highlighted/annotated; review of skills/qualities/interests/experience; particular job requirements matched against candidate review; records of discussion/witness testimony/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Exploring job opportunities E3 (Employability 2010 standards)

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Title:	Learning through work experience
Unique reference number	F/504/5183
Level:	Entry 3
Credit Value:	3
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Be able to prepare for learning in the workplace	1.1 State location of workplace 1.2 Identify the time to be at work and state how to get there on time 1.3 Identify the person to report to 1.4 State what to wear at work 1.5 State how learning through work experience may help them make decisions about work in the future
E3.2 Be able to carry out activities in the workplace	2.1 State what they learnt from induction including health and safety requirements 2.2 Carry out tasks and activities as directed 2.3 Use help and advice when given
E3.3 Be able to identify what they learnt from the workplace experience	3.1 Review workplace experience with an appropriate person 3.2 List what they learnt from workplace experience 3.3 Identify likes and dislikes related to workplace tasks 3.4 Identify likes and dislikes related to workplace setting 3.5 State how the experience may influence future plans
Additional information about the unit	
Organisation reference code	LWEE3
Unit aim/purpose	To enable learners to show they can prepare for, carry out and review their workplace learning. To help learners make work related decisions about their future.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of preparing for the placement; placement log/diary; witness statement from placement supervisor; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Enterprise Skills
Unique reference number	F/504/5152
Level:	Entry 3
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Be able to identify the characteristics of a successful entrepreneur	1.1 Identify a successful entrepreneur and state what they do 1.2 List the skills and qualities that are needed to be a successful entrepreneur
E3.2 Understand own strengths as an enterprising person and ways to improve enterprise skills	2.1 Give an example of how an enterprising person behaves 2.2 Identify own strengths in terms of enterprising attitudes and qualities 2.3 Identify own strengths in terms of enterprise skills 2.4 Identify ways to practise and improve own enterprise skills
Additional information about the unit	
Organisation reference code	ESE3
Unit aim/purpose	To enable learners to show they recognise the characteristics of successful entrepreneurs and are able to identify their own enterprise skills and qualities and how to develop them
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate notes; internet printouts, articles with relevant sections highlighted/annotated; project/assignment; presentation records; action plan and review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Communicating with others at work	
Unique reference number	R/504/5141	
Level:	Entry 3	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Know how to communicate with others in the workplace	1.1 Identify ways that people communicate with each other in places of work 1.2 Identify communication methods they use, themselves, and state why they are appropriate 1.3 Identify who they need to communicate with in their own workplace	
E3.2 Be able to communicate appropriately with others at work	2.1 Communicate clearly in ways that suit different situations 2.2 Provide relevant information in response to requests from others 2.3 Ask questions, as needed, to complete work tasks	
Additional information about the unit		
Organisation reference code	CWOE3	
Unit aim/purpose	To enable learners to show they understand how communication takes place in the workplace and to show they can communicate effectively with others in the workplace.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Candidate statements and other written records; internet printouts with relevant sections highlighted/annotated; photographs with explanatory statements; video recordings of discussions/exchanges; witness testimony; review records; other relevant evidence	
Unit review date	31/12/17	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

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Title:	Customer service
Unique reference number	R/504/5138
Level:	Entry 3
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand why good customer service is important	1.1 State how poor customer service can impact on: <ul style="list-style-type: none"> customers the organisation itself
E3.2 Understand customer needs and how own organisation tries to meet them	2.1 State what products/services customers want from own organisation 2.2 State how the organisation provides products/services in ways that meet customer needs
E3.3 Know ways to provide good customer service	3.1 List ways to make a good first impression 3.2 Give examples of how they give good customer service
E3.4 Be able to provide good customer service	4.1 Use appropriate verbal and non-verbal communication skills to greet customers 4.2 Meet the customer service standards of the organisation when carrying out own role
Additional information about the unit	
Organisation reference code	CSE3
Unit aim/purpose	To enable learners to show that they understand the importance of good customer service and how their organisation tries to provide it. To enable learners to show they can meet the customer service standards of their own organisation when carrying out their own role.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; printouts of customer service information with relevant sections highlighted/annotated; photographs with explanatory statements; records of discussions; Observation record/witness testimony/video recording; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Introduction to Customer Care L1 (Employability 2010)

ASDAN Entry Level Certificate in Employability (Entry 3)

Title:	Exploring business and enterprise
Unique reference number	M/504/5146
Level:	Entry 3
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Be able to identify different types of organisations that provide goods and/or services	1.1 Give examples of a small, a medium and a large business/enterprise 1.2 State what the term social enterprise means 1.3 Give an example of a social enterprise 1.4 State what the term public sector means 1.5 Identify a public sector organisation and state the service it provides 1.6 State what the term private sector means
E3.2 Be able to identify the features of a successful business/enterprise	2.1 Identify a successful business/enterprise 2.2 Identify the products and/or services the business/enterprise supplies 2.3 Describe the features of a successful business/enterprise
Additional information about the unit	
Organisation reference code	EBEE3
Unit aim/purpose	To enable learners to show they can identify different types of organisations that provide goods and/or services and can identify what makes businesses/enterprises successful.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements/project/assignment work; internet printouts about businesses/enterprises with relevant sections highlighted/annotated; newspapers/magazine articles/reference material with relevant sections highlighted/annotated; records of discussions; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Exploring business and enterprise E3 (Employability 2010) Exploring business and enterprise L1 (Employability 2010)

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Title:	Health and safety in the workplace
Unique reference number	D/504/5174
Level:	Entry 3
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand rights and responsibilities relating to workplace health and safety	1.1 State the main health and safety responsibilities of employers 1.2 List ways employees are expected to take responsibility for keeping themselves and others healthy and safe at work
E3.2 Know about a range of hazards in the workplace and about safety signs and protective equipment	2.1 Identify a range of workplace hazards and outline the ways they can cause harm 2.2 Identify common safety signs in the workplace and state what they mean 2.3 Identify protective equipment/clothing that is used in the workplace and describe how it keeps people safe
E3.3 Know what to do in the event of accidents and emergencies	3.1 State what to do if there is a fire in the workplace 3.2 State what to do if there is an accident in the workplace 3.3 State what to do in the event of personal injury
E3.4 Be able to complete tasks safely	4.1 Follow instructions for working safely 4.2 Use tools and equipment safely 4.3 Maintain a clean and tidy work area
Additional information about the unit	
Organisation reference code	HSWE3
Unit aim/purpose	To enable learners to show they understand workplace health and safety and are able to carry out straightforward tasks.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; Health and Safety information/images with relevant sections highlighted/annotated; photographs with explanatory statements; video recordings of carrying out tasks safely; witness testimony; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Health and safety in the workplace L1 (Employability 2010)

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Title:	Opportunities for learning and work
Unique reference number	Y/504/5206
Level:	Entry 3
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand the value of lifelong learning	1.1 State what is meant by lifelong learning 1.2 State how lifelong learning can help people get and keep jobs
E3.2 Be able to identify opportunities for learning	2.1 List learning opportunities that are relevant to own interests 2.2 Identify a learning opportunity appropriate to own situation and say why it is suitable
E3.3 Be able to identify a range of opportunities for working	3.1 Identify the main differences between being an employee, being self-employed and working as a volunteer 3.2 List opportunities for working locally: <ul style="list-style-type: none"> • as an employee • being self-employed • as a volunteer 3.3 List opportunities nationally for working in a particular job
E3.4 Be able to explore learning and work options for working towards a particular career	4.1 List a range of options for working towards a career of interest to themselves 4.2 Identify preferred option 4.3 Identify external factors that may help or slow down progress 4.4 Identify aspects of own interests, abilities and attitudes that may help progress 4.5 Identify aspects of own interests, abilities and attitudes that may hinder progress 4.6 Agree next steps
Additional information about the unit	
Organisation reference code	OLWE3
Unit aim/purpose	To enable learners to show they have an understanding of the range of opportunities available for learning and work and that they are able to make the most of opportunities relevant to themselves
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts, newspaper/magazine articles, information leaflets, brochures, with relevant sections highlighted/annotated; notes from talks given by speakers; records of interviews/discussions with a careers adviser/guidance worker or tutor; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit

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Equivalent ASDAN unit/s or exemptions	Opportunities for learning and work E3 (Employability 2010) Opportunities for learning and work L1 (Employability 2010)
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Title:	Overcoming barriers to work
Unique reference number	T/504/5200
Level:	Entry 3
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand the factors that stop people getting and keeping jobs	1.1 Give reasons why jobs might not be available 1.2 State why particular individuals may find it difficult to get and keep jobs
E3.2 Be able to identify factors that help people get jobs	2.1 State how education and training can help people get jobs 2.2 State what sorts of personal qualities will help someone get a job
E3.3 Be able to identify barriers to accessing work and identify how to get support to help overcome them	3.1 Identify barriers relevant to own situation 3.2 Identify barriers relevant to others' situations 3.3 Identify sources of support to help overcome barriers identified
Additional information about the unit	
Organisation reference code	OBWE3
Unit aim/purpose	To develop an understanding of potential barriers to accessing and maintaining employment and to identify sources of support to help overcome them
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts, newspaper/magazine articles, information leaflets, brochures, with relevant sections highlighted; notes from talks given by speakers; records of interviews/discussions with a careers adviser/guidance worker or tutor; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Overcoming barriers to work E3 (Employability 2010) Overcoming barriers to work L1 (Employability 2010)

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Title:	Participating in an enterprise activity	
Unique reference number	K/504/5209	
Level:	Entry 3	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Be able to plan an enterprise activity with others	1.1 Identify an enterprise activity to take part in 1.2 State the intended outcome of the enterprise activity 1.3 List what needs to be done 1.4 Identify who will do what and by when 1.5 Identify arrangements for reviewing progress	
E3.2 Be able to meet own responsibilities for an enterprise activity	2.1 Carry out own tasks to the standard required 2.2 Keep team members informed of progress 2.3 Use help to meet own responsibilities if needed	
E3.3 Be able to review an enterprise activity and own skills	3. 1 Identify what the team did well and less well in carrying out the enterprise activity 3.2 List own enterprise skills used in carrying out the activity 3.3 Agree next steps to develop own enterprise skills	
Additional information about the unit		
Organisation reference code	PEAE3	
Unit aim/purpose	To enable learners to demonstrate enterprise skills through their contribution to planning, carrying out and reviewing an enterprise activity	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Records of planning the enterprise activity; activity log or diary; documentation/records from the enterprise activity; photographic evidence with explanatory statements; witness statements from tutor/placement supervisor; review records; other relevant evidence	
Unit review date	31/12/17	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Participate in an enterprise activity E3 (Employability 2010) Participate in an enterprise activity L1 (Employability 2010)	

ASDAN Entry Level Certificate in Employability (Entry 3)

Title:	Planning and reviewing learning
Unique reference number	K/504/5212
Level:	Entry 3
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Be able to identify what they need to improve to help them achieve their goals	1.1 Identify the skills and qualities needed to achieve their goals 1.2 Describe their strengths and what they need to improve 1.3 Agree what they are going to work on first
E3.2 Be able to identify their targets and plan how to meet them	2.1 Identify targets that will help improve their skills 2.2 Identify clear steps for each target 2.3 Identify deadlines for activities and a review date 2.4 Identify support to help meet targets
E3.3 Be able to carry out their plan and review progress	3.1 Carry out activities to meet their targets 3.2 Review their progress with their tutor/supervisor 3.3 Identify targets they have met 3.4 State what they have learned
Additional information about the unit	
Organisation reference code	PRLE3
Unit aim/purpose	To enable learners to show they can actively engage in planning and reviewing their learning.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Initial assessment documentation with relevant sections highlighted/annotated; skills/qualities audit; test results; records of target setting discussions/review records; action plan; learning log; observation records/witness testimony/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Planning and reviewing learning E3 (Employability 2010) Improving own learning and performance L1 (Wider Key Skills) Introduction to improving own learning and performance L1 (CoPE)

ASDAN Entry Level Certificate in Employability (Entry 3)

Title:	Rights and responsibilities in the workplace
Unique reference number	A/504/5215
Level:	Entry 3
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand that employees have rights in the workplace	1.1 List the main rights all employees have at work 1.2 Give an example of a law that helps to protect employees at work 1.3 Identify who could help with problems at work to do with employee rights
E3.2 Understand that employees have responsibilities in the workplace	2.1 List the main responsibilities an employee has at work 2.2 State how an employee gets information about their responsibilities in the workplace 2.3 Identify a source of advice an employee could use if they were faced with disciplinary procedures at work
Additional information about the unit	
Organisation reference code	RRWE3
Unit aim/purpose	To enable learners to show they have an understanding of rights and responsibilities in the workplace and of sources of information and support relating to rights and responsibilities
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Training agreement/contract of employment; codes of practice and/or procedures with relevant sections highlighted/annotated; information on legislation that is relevant in the workplace; materials from induction or other training with relevant sections highlighted/annotated; staff handbook with relevant sections annotated/highlighted; contact details for sources of help and advice; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Entry Level Certificate in Employability (Entry 3)

Title:	Tackling problems at work	
Unique reference number	Y/504/5223	
Level:	Entry 3	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Be able to recognise workplace problems	1.1 Describe problems they might meet in a place of work 1.2 Explain the importance of taking prompt action to deal with a problem in the workplace	
E3.2 Be able to follow a given procedure in response to a problem	2.1 Identify signs of a problem 2.2 Take appropriate and prompt action when they meet a problem 2.3 Tackle a problem following a given procedure	
Additional information about the unit		
Organisation reference code	TPWE3	
Unit aim/purpose	To enable learners to show they recognise the sorts of problems they might meet in a place of work and that they can tackle a problem following a given procedure	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Candidate statements; activity log/diary/learning log; photographic evidence with explanatory statements; observation records/witness testimony/video recording; product evidence arising from the candidate's particular task/s; other relevant evidence	
Unit review date	31/12/17	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Tackling problems E3 (Employability 2010)	

ASDAN Entry Level Certificate in Employability (Entry 3)

Title:	Using advice and guidance
Unique reference number	K/504/5257
Level:	Entry 3
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand the benefits of advice and guidance in achieving learning and work related goals	1.1 State how advice and guidance can help make decisions about learning and work 1.2 Give examples of situations when it may be helpful to have advice and guidance about learning or work
E3.2 Understand how to access relevant advice and guidance	2.1 List sources of advice and guidance related to learning and work 2.2 Identify a learning or a work related goal 2.3 Identify types of information which would be helpful in own situation 2.4 Agree source/s of advice and guidance which would be helpful in own situation
E3.3 Be able to use advice and guidance to help make decisions about achieving own learning or work related goals	3.1 Use the source/s of advice and guidance to get the information needed 3.2 Agree the next steps towards achieving a learning or work related goal
Additional information about the unit	
Organisation reference code	UAGE3
Unit aim/purpose	To enable learners to show they understand the benefits of using advice and guidance to help achieve learning and work related goals and to be able to use that advice and guidance effectively
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of discussion with a careers adviser/guidance worker or tutor; internet printouts of education/training/employment opportunities, with relevant sections highlighted; action plans, review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Using advice and guidance E3 (Employability 2010) Using advice and guidance L1 (Employability 2010)

ASDAN Entry Level Certificate in Employability (Entry 3)

Title:	Working with numbers
Unique reference number	D/504/5255
Level:	Entry 3
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand ways in which numbers are used in the workplace	1.1 Give examples of ways that number calculations are used in a place of work 1.2 Give examples of ways that measurements are used in a place of work
E3.2 Be able to tackle straightforward practical number problems	2.1 Identify a straightforward practical number problem 2.2 Choose an appropriate method for tackling a straightforward practical number problem 2.3 Tackle the number problem using simple calculations 2.4 Check the results of calculations to make sure they make sense 2.5 Present the results to the required level of accuracy 2.6 State what the results mean
Additional information about the unit	
Organisation reference code	WWNE3
Unit aim/purpose	To enable learners to show their understanding of the ways in which numbers are used in the workplace and to show they can use mathematics to tackle practical number problems.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate's rough notes and statements; source materials such as price lists, menus and catalogues with relevant sections highlighted; completed worksheets and records of work calculations; records of discussion; observation records or witness testimony; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Tackling number problems L1 (Employability 2010) Functional Mathematics E3 Functional Mathematics L1

ASDAN Entry Level Certificate in Employability (Entry 3)

Title:	Working with others	
Unique reference number	A/504/5246	
Level:	Entry 3	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Be able to plan their work with others	1.1 Describe the ground rules for working with others 1.2 State what the group is working towards 1.3 Identify the tasks that need to be done 1.4 Identify own responsibilities within group task 1.5 Identify who to ask for help when they need it	
E3.2 Be able to carry out work with others	2.1 Carry out activities to meet their responsibilities 2.2 Inform an appropriate person of any difficulties in meeting their responsibilities	
E3.3 Be able to review work with others	3.1 Identify what went well and less well in own task/s 3.2 Identify what went well and less well in the work of the group	
Additional information about the unit		
Organisation reference code	WWOE3	
Unit aim/purpose	To enable learners to show they can actively engage in planning work with others, carrying out the plans, and that they can review their own work and that of the group.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Records of planning the activity; activity log/diary/learning log; photographic evidence with explanatory statements; witness statements from tutors/peers; review records; product evidence arising from the candidate's particular task/s; other relevant evidence	
Unit review date	31/12/17	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Teamwork skills for volunteers L1 (CVQ) Introduction to working with others E3 (Employability 2010) Introduction to working with others L1 (Employability 2010) Working with others L1 (Wider Key Skills) Introduction to working with others L1 (CoPE)	

ASDAN Entry Level Certificate in Employability (Entry 3)

Sample Assessment Checklist:

Assessment Checklist - Employability Entry 3				
Maintaining work standards (MWSE3) 2013				Credits: 3
Learning outcome	You will:		You can:	Evidence Page No.
MWSE3.1	Understand why employees have to follow procedures and meet certain workplace standards	E3.1.1	Give a reason why turning up regularly is important	
		E3.1.2	Give a reason why being on time is important	
		E3.1.3	Explain why Health and Safety is important in the workplace	
		E3.1.4	Explain why tasks have to be done properly	
MWSE3.2	Know what standards are required in your own organisation	E3.2.1	Identify the requirements for attendance and timekeeping in your own organisation	
		E3.2.2	State the procedures to follow in cases of lateness or absence	
		E3.2.3	Describe what the organisation expects of you in terms of appearance and behaviour	
		E3.2.4	State what the organisation expects of you when completing tasks, in terms of <ul style="list-style-type: none"> • Quality • Health and Safety 	
MWSE3.3	Be able to meet your own organisation's attendance and timekeeping requirements	E3.3.1	Meet attendance requirements	
		E3.3.2	Meet timekeeping requirements	
		E3.3.3	Follow procedures if there are any difficulties in timekeeping and attendance	
MWSE3.4	Be able to complete activities to specified work standards	E3.4.1	Identify tasks that need to be done, the quality of work required and deadlines	
		E3.4.2	Use help if needed to achieve the quality of work required and to meet deadlines	
		E3.4.3	Produce work of the required quality	
		E3.4.4	Meet deadlines	
		E3.4.5	Follow safety procedures when carrying out activities	
<p>Assessor Declaration: 'I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this unit.'</p> <p>Candidate Declaration: 'I confirm that the evidence in this portfolio is all my own work.'</p>				
Candidate name:		Candidate signature		Date:
Assessor name:		Assessor signature:		Date:
Internal Moderator name:		Internal Moderator signature:		Date:

ASDAN Entry Level Certificate in Employability (Entry 3)

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