

Employment Skills - Level 2 Course

Key Information

Course Format:
Paper Based Course Materials

Price:
£250.00

Assessment:
Written Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
70 Hours of Self Study

Initial Payment of
£100.00

Approximate Delivery Time:
1-2 Working Days (Courier Service)

Followed by 3 payments of:
£50.00



The **Employment Skills - Level 2 Course** is designed for people who wish to gain an understanding of the knowledge and skill required to make successful employment applications and the key elements of working in a wide variety of occupations. Anyone seeking to enter or re-enter the world of employment would benefit.

On successful completion of this course students will receive an accredited Level 2 Certificate of Achievement.

Objectives:

This Course Will show you how to:

- Raise awareness of the importance of customers and customer care
- Understand the significance of being motivated and of working in a team
- Appreciate key aspects of health and safety in the workplace
- Practice the skills of searching applying and being interviewed for employment

The Home Study Courses Cover the Following Units:-

- **Unit 1: Business and Customer Awareness**
- **Unit 2: Problem Solving in a Place of Work**
- **Unit 3: Working in a Team**
- **Unit 4: Understanding your Customers**
- **Unit 5: Understanding Motivation**
- **Unit 6: Managing your Time**
- **Unit 7: Health, Safety and Security in the Place of Work**
- **Unit 8: Job Search Skills**
- **Unit 9: Job Application Skills**
- **Unit 10: Interview Skills**

Prerequisites:

There are no particular entry requirements.

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Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

Assessment:

You will be assessed on coursework which is detailed in the course materials. Most coursework consists of short paragraph answers to set questions. Your work can be sent back to your course tutor by email or by post.

Certification:

At the end of this course successful learners will receive a Certificate of Achievement from ABC Awards and Certa Awards and a Learner Unit Summary (which lists the components the learner has completed as part of the course). The course has been endorsed under the ABC Awards and Certa Awards Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet defined quality criteria. The completion of this skills course alone does not lead to a regulated qualification* but may be used as evidence of knowledge and skills gained.

The Learner Unit Summary may be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this subject. To this end the learning outcomes of the course have been benchmarked at Level 2 against level descriptors published by Ofqual, to indicate the depth of study and level of demand/complexity involved in successful completion by the learner. Information on level descriptors can be found on the Ofqual's level descriptors page. We provide a link to this on each course page of our website. The course itself has been designed by Kendal Publishing to meet specific learners' and/or employers' requirements which cannot be satisfied through current regulated qualifications. ABC Awards & Certa Awards endorsement involves robust and rigorous quality audits by external auditors to ensure quality is continually met. A review of courses is carried out as part of the endorsement process.

ABC Awards and Certa Awards have long-established reputations for providing high quality vocational qualifications across a wide range of industries. ABC Awards and Certa Awards combine over 180 years of expertise combined with a responsive, flexible and innovative approach to the needs of our customers.

Renowned for excellent customer service, and quality standards, ABC Awards and Certa Awards also offer regulated qualifications for all ages and abilities post-14; all are developed with the support of relevant stakeholders to ensure that they meet the needs and standards of employers across the UK.

*Regulated qualification refers to those qualifications that are regulated by Ofqual / CCEA / Qualification Wales