



 **SQA**
Accredited



Glasgow
Council
for the
Voluntary
Sector

**Employability
Award**

SCQF Levels 3 & 4



Target Group

The Employability award is designed to prepare people to enter the world of work. It aims to enable people to be successful in making, and sustaining, the transition from non-work environments into employment. No prior knowledge or qualifications required for this award.



Time to Complete

Minimum of 40 hours commitment from learners is required to achieve this award. This is done through a mix of online classroom sessions, homework and 1-2-1 sessions with the tutor. The average completion time for this award is 2 months.



The Employability Award

The award is available at SCQF levels 3 and 4. Both levels consist of successfully completing the following 3 units:
Preparing for Employment: First Steps
Building Own Employability Skills
Responsibilities of Employment
In-takes happen throughout the year to create cohorts of a minimum of 8 people.

Aim of SQA Employability Award

The aim of this award is to promote a positive and realistic approach to employment. This will be done by building the learner's confidence; develop their skills and attitudes necessary to find, gain and sustain employment. This award will contribute to enhancing self-esteem, self-awareness of learners in relation to employment.

The Employability Award is delivered in cohorts with a minimum of 8 people. The cost per learner will start at £150 where we have a total of 8 people enrolled. Cohorts can also be established on a request basis from organisations.

For more information or to find out how to enrol

svq@gcvs.org.uk

 www.gcvs.org.uk

 0141 332 2444



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Terms & Conditions



How Does It Work?

- GCVS will deliver the award in group cohorts, each cohort containing a minimum of 8 learners.
- All delivery will be carried out remotely, using MS Teams or Zoom.
- Group style delivery will be carried out with learners completing assessments on their own.
- If a learner fails to attend more than 2 sessions, GCVS reserves the right to withdraw them from the course.



Fees for Employability Award

- For a group, the cost will be £1200 for up to 8 people. Any additional learners will be charged at £150 per person.
- For an individual, the cost will be £150. Learners will go on a waiting list until there are sufficient numbers registered to deliver a cohort.
- For both groups and individuals, invoices will be raised and payments must be made and received by GCVS 2 weeks prior to induction.
- Should a learner miss one or more sessions, they may request a 1-2-1 catch up session with their tutor. This will be an additional charge and will cost £25 per hour.



Cancellation Policy

- A full refund will be given if a cancellation notice is received by the SVQ Team 2 weeks prior to the course start date.
- If a candidate withdraws less than 10 working days before the course start date no fees will be refunded.
- No cancellation fee will be charged when a candidate withdraws if a substitute is available to take their place from the same organisation.

For more information or to find out how to enrol



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Roadmap

Week 1

Group online induction to the award. The tutor will cover the expected outcomes and preparation to start first unit - Preparing for Employment

Week 2

Online 1-2-1 session with tutor to review transferable skills; reflect on personal abilities and motivations. Provide feedback on homework for unit 1.

Week 3

Group online session for unit 2 - Building Own Employability Skills. This session will cover employability tools such as: CV building; job search techniques and interview tips.

Week 4

Group online session to progress with tasks set by tutor in week 3. Tutor led group discussions and review of workbooks.

Week 5

Group online session for unit 3 - Responsibilities of Employment. This will cover individual and employer responsibilities within the workplace and more.

Week 6

Group online session to progress with tasks set by tutor in week 5. Tutor lead group discussions and review of workbooks.

Week 7

Group online session to carry out a recap on all the areas covered. This session provides learners the opportunity to revisit elements of the award and ask further questions.

Week 8

The tutor will work with the learners to finalise their evidence and have it ready for assessment, also providing individual support where required.

