



Focus Awards Level 2 Award in Workskills (RQF)

601/7688/X

Focus Awards, Silicon House, Farfield Park, Manvers,
Rotherham, S63 5DB

Qualification Summary

Key Information

Level	Sector	Qualification Type
2	Teaching and lecturing	Vocationally-Related
Total Qualification Time	Credit Value	Guided Learning Hours
60	6	30
Status	Methods of Assessment	Minimum Age
Available to learners	Portfolio of evidence	16



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Focus Awards Level 2 Award in Workskills (RQF)

QRN: 601/7688/X

GLH: 30

TQT: 60

Credit: 6

Qualification Purpose:

The Focus Awards Level 2 Award in Work Skills (RQF) is aimed at those learners wishing to seek, gain and retain employment.

The Focus Awards Level 2 Award in Work Skills (RQF) is aimed at developing the learner's skills, knowledge and understanding required to prepare them for employment in a broad occupational area. The qualification also helps the learner with their own personal development.

Age ranges

Entry is at the discretion of the centre. However, learners should be aged 16 to undertake this qualification.

Geographical Coverage

This qualification is available in England and Northern Ireland.

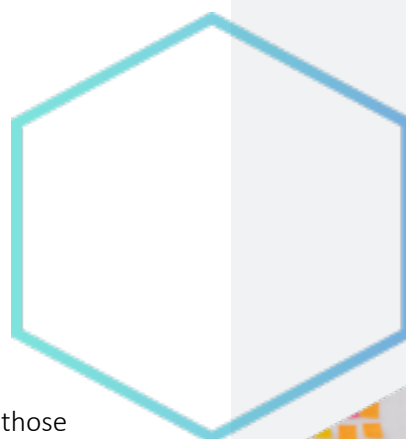
Learner Entry Requirements

Focus Awards does not set any other entry requirements, but additional criteria may be requested or specified by the centre.

Reasonable Adjustments

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners seeking progress from this qualification can advance their skills further through the following:

- Focus Awards Level 2 Diploma in Business Administration (RQF)
- Focus Awards Level 3 Diploma in Business Administration (RQF)
- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>



Qualification Structure

Learners must achieve 2 credits from the Optional Group 1 and 1 credit from either the Optional Group 1 or optional Group 2 totalling 3 credits.

Unit Title	Unit Ref	Level	GLH	Credit
Optional Group 1				
Self-management Skills	A/503/2867	2	20	2
Developing Personal Skills for Leadership	A/503/2870	2	20	2
Contributing to Meetings	A/503/2884	2	10	1
Managing Your Own Money	D/503/2862	2	20	2
Learning from More Experienced People	D/503/2876	2	20	2
Self-assessment	F/503/2868	2	20	2
Practising Leadership Skills with Others	F/503/2871	2	20	2
Preparing for Work Placement	F/503/2885	2	10	1
Searching for a Job	H/503/2863	2	10	1
Building Working Relationships with Colleagues	H/503/2877	2	20	2
Managing Your Health at Work	H/503/2880	2	10	1
Career Progression	J/503/2869	2	20	2
Learning with Colleagues and Other Learners	J/503/2872	2	20	2
Applying for a Job	K/503/2864	2	10	1
Building Working Relationships with Customers	K/503/2878	2	20	2

Setting and Meeting Targets at Work	K/503/2881	2	20	2
Communicating Solutions to Others	L/503/2873	2	20	2
Learning from Work Placement	L/503/2887	2	20	2
Producing a Product	L/503/2890	2	10	1
Preparing for an Interview	M/503/2865	2	10	1
Investigating Rights and Responsibilities at Work	M/503/2879	2	10	1
Solving Work-related Problems	M/503/2882	2	20	2
Alternatives to Paid Work	R/503/2860	2	10	1
Effectiveness at Work	R/503/2874	2	10	1
Planning an Enterprise Activity	R/503/2888	2	10	1
Interview Skills	T/503/2866	2	10	1
Summarising Documents	T/503/2883	2	10	1
Working as a Volunteer	Y/503/2861	2	20	2
Working in a Team	Y/503/2875	2	30	3
Running an Enterprise Activity	Y/503/2889	2	10	1
Health and Safety at Work	F/505/6927	2 1	20	2 2
Understanding employment responsibilities and rights	D/602/4769	2	30	3
Optional Unit Group 2				
Personal Skills for Leadership	A/503/2898	3	10	1

Giving and Receiving Feedback	A/503/2903	3	15	2
Strategies to Improve Job Interview Skills	D/503/2893	3	15	2
Skills for a Portfolio Career	D/503/2909	3	10	1
Academic Research Skills	D/503/2912	3	15	2
Presentations for Work	F/503/2899	3	10	1
Coaching Skills for the Workplace	F/503/2904	3	15	2
Preparing for Work Placement	H/503/2894	3	10	1
Planning for Further Learning Development	H/503/2913	3	15	2
Mentoring Skills for the Workplace	J/503/2905	3	15	2
Reflecting on Work Placement	K/503/2895	3	10	1
Planning for Professional Development	K/503/2900	3	15	2
Recognition and Resolution of Bullying in the Workplace	L/503/2906	3	10	1
Developing Confidence for Work	M/503/2896	3	10	1
Reviewing Professional Development	M/503/2901	3	10	1
Career Development	R/503/2891	3	15	2
Managing a Work-life Balance	R/503/2907	3	10	1
Skills for Starting a Business	R/503/2910	3	10	1
Organising and Chairing Meetings	T/503/2897	3	10	1

Negotiation Skills and Persuasion in the Workplace	T/503/2902	3	15	2
Maximising Potential When Applying for a Job	Y/503/2892	3	10	1
Project Management Skills	Y/503/2908	3	10	1
Critical Thinking	Y/503/2911	3	15	2
Self-assessment	A/503/2836	1	10	1
Contributing to Meetings	A/503/2853	1	10	1
Working as a Volunteer	D/503/2828	1	10	2
Searching for a Job	D/503/2831	1	10	1
Building Working Relationships with Colleagues	D/503/2845	1	20	2
Producing a Product	D/503/2859	1	10	1
Career Progression	F/503/2837	1	20	2
Learning with Colleagues and Other Learners	F/503/2840	1	20	2
Preparing for Work Placement	F/503/2854	1	10	1
Managing Your Own Money	H/503/2829	1	20	2
Applying for a Job	H/503/2832	1	10	1
Building Working Relationships with Customers	H/503/2846	1	20	2
Developing Personal Skills for Leadership	J/503/2838	1	20	2
Communicating Solutions to Others	J/503/2841	1	20	2
Learning from Work Placement	J/503/2855	1	10	2

Preparing for an Interview	K/503/2833	1	10	1
Investigating Rights and Responsibilities at Work	K/503/2847	1	10	1
Solving Work-related Problems	K/503/2850	1	20	2
Practising Leadership Skills with Others	L/503/2839	1	20	2
Positive Attitudes and Behaviours at Work	L/503/2842	1	10	1
Safe Learning in the Workplace	L/503/2856	1	10	1
Interview Skills	M/503/2834	1	10	1
Managing Your Health at Work	M/503/2848	1	10	1
Taking Notes at Meetings	M/503/2851	1	10	1
Working in a Team	R/503/2843	1	30	3
Planning an Enterprise Activity	R/503/2857	1	10	1
Self-management Skills	T/503/2835	1	20	2
Setting and Meeting Targets at Work	T/503/2849	1	20	2
Summarising Documents	T/503/2852	1	10	1
Alternatives to Paid Work	Y/503/2827	1	10	1
Being Responsible for Other People's Money	Y/503/2830	1	10	1
Learning from More Experienced People	Y/503/2844	1	20	2
Running an Enterprise Activity	Y/503/2858	1	10	1
Being Responsible for Other People's Money	A/503/2805	Entry 3	10	1

Presenting Accurate Documents	A/503/2819	Entry 3	10	1
Learning from Work Placement	A/503/2822	Entry 3	10	2
Working in a Team	D/503/2814	Entry 3	30	3
Searching for a Job	F/503/2806	Entry 3	10	1
Safe Learning in the Workplace	F/503/2823	Entry 3	10	1
Investigating Rights and Responsibilities at Work	H/503/2815	Entry 3	10	1
Applying for a Job	J/503/2807	Entry 3	10	1
Self-management Skills	J/503/2810	Entry 3	20	2
Planning an Enterprise Activity	J/503/2824	Entry 3	10	1
Managing Your Health at Work	K/503/2816	Entry 3	10	1
Preparing for an Interview	L/503/2808	Entry 3	10	1
Self-assessment	L/503/2811	Entry 3	10	1
Running an Enterprise Activity	L/503/2825	Entry 3	10	1
Working as a Volunteer	M/503/2803	Entry 3	10	2
Setting and Meeting Targets at Work	M/503/2817	Entry 3	20	2
Speaking Confidently at Work	M/503/2820	Entry 3	10	1
Interview Skills	R/503/2809	Entry 3	10	1
Career Progression	R/503/2812	Entry 3	10	1
Producing a Product	R/503/28	Entry 3	10	1
Managing Your Own Money	T/503/2804	Entry 3	20	2
Solving Work-related Problems	T/503/2818	Entry 3	20	2
Preparing for Work Placement	T/503/2821	Entry 3	10	1

Conduct at Work	Y/503/2813	Entry 3	10	1
Alternatives to Paid Work	K/503/3187	Entry 3	10	1
Introduction to Health and Safety at Work	L/505/6929	Entry 3	10	2

Barred Units

The following units are not allowed to be taken together

D/602/4769 – is not allowed in combination with the following –

K/503/2847

H/503/2877

H/503/2815

L/505/6929 – is not allowed in combination with the following –

F/503/2823

K/503/2816

F/505/6927 – is not allowed in combination with the following -

L/503/2856

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission. Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.