



Level 1 Award in
Workskills (RQF)

601/6280/6

Key Information

Level: 1

Sector: Preparation for Work

Qualification type: Other Vocational Qualification

Total Qualification time: 30

Credit Value: 3

Guided Learning Hours: 30

Status: Available to Learners

Methods of Assessment: Portfolio of Evidence

Minimum age: 14

Contents

Key Information..... 2

Contents 3

Qualification Purpose:..... 4

Age Ranges:..... 4

Geographical..... 4

Learner Entry Requirements: 4

Reasonable Adjustments and Special Considerations:..... 4

Assessment Methods:..... 5

Progression Routes:..... 5

Supporting Material and Useful Websites:..... 5

Qualification Structure: 6

Staff Requirements..... 13

Handy vocabulary of terms used in this specification..... 14

Assessor Feedback 16

Focus Awards Level 1 Award in Workskills (RQF)

QRN: 601/6280/6

GLH: 30

TQT: 30

Credit: 3

Qualification Purpose:

The Focus Awards Level 1 Award in Workskills (RQF) is aimed at young learners and adults finding difficulty in entering the workplace. The qualification is aimed at assisting learners with improving their knowledge, understanding and application of current work based skills, relevant to themselves and potential employers.

The Focus Awards Level 1 Award in Workskills (RQF) offers a generic overview of the skills required in today's work environment.

Age Ranges:

Entry is at the discretion of the centre. However, learners should be aged 14 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 and Special Considerations:

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 Award in Workskills (RQF)
- Focus Awards Level 2 Award in Employability Skills (RQF)

Supporting Material and Useful Websites:

- <https://focusawards.org.uk/supportingmaterials>
- <https://www.gov.uk/government/organisations/ofqual>

Qualification Structure:

To successfully achieve this qualification, learners must achieve a minimum of 3 credits, 2 of which must be from group A.

Optional Units – Group A:

Unit Title	Unit reference	Level	Credit	Guided Learning Hours
Self-Assessment	A/503/2836	1	1	10
Contributing to Meetings	A/503/2853	1	1	10
Working as a Volunteer	D/503/2828	1	2	10
Searching for a Job	D/503/2831	1	1	10
Building Working Relationships with Colleagues	D/503/2845	1	2	20
Producing a Product	D/503/2859	1	1	10
Career Progression	F/503/2837	1	2	20
Learning with Colleagues and Other Learners	F/503/2840	1	2	20
Preparing for Work Placement	F/503/2854	1	1	10
Managing Your Own Money	H/503/2829	1	2	20
Applying for a Job	H/503/2832	1	1	10

Building Working Relationships with Customers	H/503/2846	1	2	20
Developing Personal Skills for Leadership	J/503/2838	1	2	20
Communicating Solutions to Others	J/503/2841	1	2	20
Learning from Work Placement	J/503/2855	1	2	10
Preparing for an Interview	K/503/2833	1	1	10
Investigating Rights and Responsibilities at Work	K/503/2847	1	1	10
Solving Work Related Problems	K/503/2850	1	2	20
Practicing Leadership Skills with Others	L/503/2839	1	2	20
Positive Attitudes and Behaviours at Work	L/503/2842	1	1	10
Safe Learning in the Workplace	L/503/2856	1	1	10
Interview Skills	M/503/2834	1	1	10
Managing Your Health at Work	M/503/2848	1	1	10
Taking Notes at Meetings	M/503/2851	1	1	10
Working in a Team	R/503/2843	1	3	30
Planning an Enterprise Activity	R/503/2857	1	1	10
Self-Management Skills	T/503/2835	1	2	20

Setting and Meeting Targets at Work	T/503/2849	1	2	20
Summarising Documents	T/503/2852	1	1	10
Alternatives to Paid Work	Y/503/2827	1	1	10
Being Responsible for Other People's Money	Y/503/2830	1	1	10
Learning from more Experienced People	Y/503/2844	1	2	20
Running an Enterprise Activity	Y/503/2858	1	1	10
Self-Management Skills	A/503/2867	2	2	20
Developing Personal Skills for Leadership	A/503/2870	2	2	20
Contributing to Meetings	A/503/2884	2	1	10
Managing Your Own Money	D/503/2862	2	2	20
Learning From More Experienced People	D/503/2876	2	2	20
Self-Assessment	F/503/2868	2	2	20
Practicing Leadership Skills with Others	F/503/2871	2	2	20
Preparing for Work Placement	F/503/2885	2	1	10
Searching for a Job	H/503/2863	2	1	10
Building Working Relationships with Colleagues	H/503/2877	2	2	20

Managing Your Health at Work	H/503/2880	2	1	10
Career Progression	J/503/2869	2	2	20
Learning with Colleagues and Other Learners	J/503/2872	2	2	20
Applying for a Job	K/503/2864	2	1	10
Building Working Relationships with Customers	K/503/2878	2	2	20
Setting and Meeting Targets at Work	K/503/2881	2	2	20
Communicating Solutions to Others	L/503/2873	2	2	20
Learning from Work Placement	L/503/2887	2	2	20
Producing a Product	L/503/2890	2	1	10
Preparing for an Interview	M/503/2865	2	1	10
Investigating Rights and Responsibilities at Work	M/503/2879	2	1	10
Solving Work Related Problems	M/503/2882	2	2	20
Alternatives to Paid Work	R/503/2860	2	1	10
Effectiveness at Work	R/503/2874	2	1	10
Planning an Enterprise Activity	R/503/2888	2	2	10
Interview Skills	T/503/2866	2	2	10

Summarising Documents	T/503/2883	2	2	10
Working as a Volunteer	Y/503/2861	2	2	20
Working in a Team	Y/503/2875	2	2	30
Running an Enterprise Activity	Y/503/2889	2	2	10
Understanding Employment Responsibilities and Rights	D/602/4769	2	2	30
Literacy for the Workplace	L/504/4084	1	1	10
Numeracy for the Workplace	T/504/4077	1	1	10
Personal Presentation for the Workplace	J/505/6928	1	1	20
Using a CV and Covering Letter to Apply for a Job	J/505/6931	1	1	20
Health and Safety at Work	F/505/6927	1	1	20

Optional Units – Group B:

Unit Title	Unit reference	Level	Credit	Guided Learning Hours
Being Responsible for Other People's Money	A/503/2805	Entry 3	1	10
Presenting Accurate Documents	A/503/2819	Entry 3	1	10
Learning from Work Placement	A/503/2822	Entry 3	2	10
Working in a Team	D/503/2814	Entry 3	3	30
Searching for a Job	F/503/2806	Entry 3	1	10
Safe Learning in the Workplace	F/503/2823	Entry 3	1	10
Investigating Rights and Responsibilities at Work	H/503/2815	Entry 3	1	10
Applying for a Job	J/503/2807	Entry 3	1	10
Self-Management Skills	J/503/2810	Entry 3	2	20
Planning an Enterprise Activity	J/503/2824	Entry 3	1	10
Managing Your Health at Work	K/503/2816	Entry 3	1	10
Preparing for an Interview	L/503/2808	Entry 3	1	10
Self-Assessment	L/503/2811	Entry 3	1	10
Running an Enterprise Activity	L/503/2825	Entry 3	1	10
Working as a Volunteer	M/503/2803	Entry 3	2	10

Setting and Meeting Targets at Work	M/503/2817	Entry 3	2	20
Speaking Confidently at Work	M/503/2820	Entry 3	1	10
Interview Skills	R/503/2809	Entry 3	1	10
Career Progression	R/503/2812	Entry 3	1	10
Producing a Product	R/503/2826	Entry 3	1	10
Managing Your Own Money	T/503/2804	Entry 3	2	20
Solving Work-Related Problems	T/503/2818	Entry 3	2	20
Preparing for Work Placement	T/503/2821	Entry 3	1	10
Conduct at Work	Y/503/2813	Entry 3	1	10
Alternatives to Paid Work	K/503/3187	Entry 3	1	10
Literacy for the Workplace	J/504/4083	Entry	1	10
Numeracy for the Workplace	L/504/4196	Entry 3	1	10
Developing Personal Presentation Skills for the Workplace	A/505/6926	Entry 3	1	10
Produce a CV	F/505/6930	Entry 3	2	20
Communication Skills for Work	T/505/6925	Entry 3	2	20
Introduction to Health and Safety at Work	L/505/6929	Entry 3	2	20

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.

Handy vocabulary of terms used in this specification

This table explains how the terms used in Focus Awards' Qualification Specification content are applied. Not all terms are necessarily used in this qualification.

Apply	Explain how existing knowledge can be used in new or different situations.
Analyse	Break the subject down into individual parts. Examine each, show how they fit together, whether they support each other and why they're important. Reference to current research or theory may add weight to your analysis.
Clarify	Clearly and concisely explain the information presented.
Classify	Organise in alignment with specified criteria.
Collate	Gather and organise information in a logical order (e.g., alphabetically, numerically, chronologically etc.).
Compare	Examine the subjects in detail to identify differences and similarities.
Critically compare	Similar to 'compare' above, but consider any positive aspects and/or limitations/restrictions arising from identified differences and similarities.
Consider	Think critically about a presented situation, problem, action or decision, and explain it. Also see 'explain' below.
Demonstrate	Describe or explain knowledge or understanding by providing examples or illustrations.
Describe	Write about the subject, presenting detailed information logically.
Develop...	Expand a plan or idea by adding more detail and/or depth of information.
Diagnose	Collate and consider appropriate evidence to identify the cause or origin of a situation or problem.
Differentiate	Identify the differences between 2 or more arguments, situations or subjects.
Discuss	Create a detailed account from a range of viewpoints, opinions or perspectives.
Distinguish	Explain the difference between 2 or more items, resources, pieces of information.
Draw conclusions...	Derive a reason or logic based decision or judgement.

Estimate	Use existing knowledge, experience and other relevant information to arrive at an approximate or 'best guess' opinion or judgement.
Evaluate	Examine strengths and weaknesses, consider arguments for and against, and/or similarities and differences. Assess any presented evidence from different perspectives and arrive at a valid conclusion or reasoned judgement. Reference to current research or theory may support the evaluation.
Explain	Present detailed information about the subject with reasons showing how or why it's included. Include examples to support these reasons where possible.
Extrapolate	Use existing knowledge and data to predict possible outcomes or results that might be outside the expected 'norm'.
Identify	Recognise and name the main points accurately. Additional description or explanation may be needed to aid clarity and attribute credibility.
Implement	Explain how to put an idea or plan into action.
Interpret	Explain the meaning of something.
Judge	Form an opinion or make a decision.
Justify	Provide a satisfactory explanation for actions or decisions.
Perform	Carry out a task or process to meet the requirements of the question.
Plan	Create and record (list) a logical, organised sequence of information, required resources and actions/events that enable a concept or idea to be crystallised and communicated.
Provide	Identify and deliver detailed and accurate information related to the subject.
Reflect	Consider actions, experiences or learning and how these may impact practice and/or professional development.
Review and revise	Look back over the subject and make corrections or changes to improve clarity or better demonstrate understanding.
Select	Make an informed choice for a specific purpose or required outcome/result.
Show	Supply evidence to demonstrate accurate knowledge and understanding.
State	Provide the main points clearly in sentences or paragraphs.
Summarise	Convey the main ideas or facts concisely.

Assessor Feedback

Student Name:

Student Number:

Course:

Unit(s):

Criteria:

Date:

Comments:

Decision:

Further Actions:

Assessor:

Position:

IQA Report

Qualification:

Assessor: **IQA:**

Candidate Name	Unit(s) Sampled	Assessment Methods	Comments
----------------	--------------------	-----------------------	----------

--	--	--	--

	IQA Signature	
--	---------------	--

	Assessor Signature	
--	--------------------	--