



# Employability Curriculum Plan

## Contracted Provider Qualifications

*(subject to tendering and funding)*

Level 1 Customer Service  
Level 1 Retail  
Level 1 Caring for Children  
Level 1 Business Administration

Level 2 Customer Service  
Level 2 Information, Advice and Guidance  
Level 2 Door Supervisor within the Private Security Industry  
Level 2 Warehouse and Storage Principles  
Level 2 Team Leading  
Level 2 Food Safety in Catering  
Level 2 Health & Safety in the Workplace  
Level 2 COSHH  
Level 2 Welding Equipment  
Level 2 Risk Assessment  
Level 2 Business Administration

## CLAS Qualifications

E1-3 Award in Using Employability Skills  
E2-3 Award in Skills for Employment  
E3 Award in Health and Care  
**E3 Award in Equality and Diversity**

L1 Award in Work Preparation  
L1 Award in Employability Skills\*\*  
**L1 Award in Understanding Employment, Business and Enterprise**  
**L1 Award in Health and Safety**  
**L1 Award in Safeguarding for Work, Education and Life**

**L1 Award in Infection Control and Prevention**  
**L1 Award in Equality and Diversity**  
L1 Award Introduction to Customer Service  
L1 Award in Volunteering  
L1 Extended Award in Skills for Working in Construction and Building Industries\*\*  
L1 Award in Health and Care

L2 Award in Food Safety\*\*  
L2 Award in Skills for Volunteers  
L2 Award in Work Preparation  
L2 Award in Health and Care

L3 Award in Education & Training

**Short Qualifications**

\*\* Barrow CLAS & online only

Individual Initial Assessments

Beginners / Entry Level Qualifications

Improvers / Level 1 Qualifications

Intermediate / Level 2 Qualifications

Advanced / Level 3 Qualifications

## Community Learning Courses (non-accredited)

- Preparing for Employment
- Building Confidence for Employment
- Communication Skills for Employment
- Seeking Employment
- Volunteering
- Customer Service
- Assertiveness and Decision Making
- *Taster courses for CLAS qualifications*

- Introduction to Book-keeping
- Introduction to Engineering (GEN 2\*)

- Manual Book-keeping
- Higher Level Recruitment Skills

*\*subject to tendering and funding*

## Community Learning Workshops (non-accredited)

- Create your CV
- Job Search and Application
- Interview Preparation
- Know Your Rights in the Workplace
- Volunteering
- Employability Hub
- Introduction to Health and Safety

- Troubleshoot Your CV
- Troubleshoot Your Application
- Troubleshoot Your Interview
- Job Assessments
- Promoting Positive Relationships in the Workplace

Confidence

Further Study

Employment

Volunteering

Self-employment