



Employability Curriculum Plan

Qualifications

Using Employability (Entry 1, 2 & 3)
Skills for Employment (Entry 2 & 3)
*Work Skills (Entry 3 & Level 1)
Level 1 Work Preparation
Level 1 Adult Social Care
Level 1 Understanding Employment, Business and Enterprise
Level 1 Health & Safety
Level 1 Safeguarding for Work, Education and Life
Level 1 Infection Control & Prevention
Level 1 AAT Business Skills
Level 2 AAT Bookkeeping
Level 2 AAT Accounting
Level 1 Customer Service
Level 1 Retail Knowledge
* Level 1 & 2 Horticulture
* Level 1 Retail
*Level 1 Caring for Children
*Level 1 & 2 Business Administration
Level 2 Preparing to Work in Adult Social Care
* Level 1 & 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 3 Education & Training

Individual Initial Assessments

Beginners Entry 1 and 2 Employability Qualifications

Improvers Entry 3 and Level 1 Employability and Vocational Qualifications

Intermediate Level 2 Vocational Qualifications

Advanced Level 3 Vocational Qualifications

Short Courses

Building Confidence
Communication Skills
Prepare for Employment
Seeking Employment
Volunteering
Assertiveness and Decision Making
Embracing Change
Work-Life Balance
Introduction to Bookkeeping
Manual Bookkeeping
Customer Service in Hospitality
* Introduction to Engineering

Workshops

Create Your CV
Know Your Rights in the Workplace
Job Search and Applications
Interview Preparation
Presentation Skills

Employability Hubs

Confidence

Work
Volunteer

Further Study

Enterprise and
Self-Employment