**EMPLOYABILITY – A guide to finding the right level course for you**

**Cumbria community learning (non- accredited) courses:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Workshops** | **Beginners** | **Improvers** | **Intermediate** | **Advanced** |
| Who is it for? | If you would like to try something new in a short space of time to either help you decide on whether an Employability course or a particular vocational route is right for you. Also gain a new skill quickly to support your journey back into work. | If you have not done any employability-related learning before, or you are returning to learning after a long time and are looking to start to develop your confidence and  employability skills. | If you would like to further develop your employability skills and progress to the next level of learning and closer to employment. | If you are ready to start applying for employment and need some support in writing applications, CVs and with interview techniques. | If you would like to learn specialist occupational skills and knowledge that you can put into practice in a work environment or everyday life to improve your employment prospects and skills in this area. |
| Entry requirements | None | None | Successfully completed a Beginners’ course. | Successfully completed an Improvers’ course or already have good proven employability knowledge and skills and are ready to start applying for employment. | Ideally, you will have successfully completed a Community learning Improvers’ course, or Intermediate Level course, or a Level 1 qualification.  Also able to demonstrate from an initial assessment that you are able to work towards this advanced level. |
| Course  examples | *Create your CV* | *Building Confidence*  *Communication*  *Skills*  *Assertiveness and Decision-making* | *Prepare for Employment* | *Seeking Employment*  *Introduction to Book-keeping*  *Introduction to Engineering* | *Sage Accounting*  *Manual Book-keeping* |

**Accredited National Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Entry Levels**  **1, 2 and 3** | **Level 1** | **Level 2** | **Level 3** |
| Who is it for? | If you would like to gain a nationally-accredited qualification to develop your knowledge and skills to ultimately gain employment and build your self-confidence. | If you are would like to progress from an Entry Level 3 to the next level of qualification, to either further build on the knowledge and skills you have started, and/or specialise in a specific employment area such as in adult social care to ultimately gain employment. | If you would like to gain a nationally-recognised Level 2 qualification in a specialised specific work-related area to support your career opportunities and progression. | If you would like to gain a nationally-recognised Level 3 qualification to progress in a specialised specific work-related area to support your career. |
| Entry requirements | An initial assessment to ensure you’re matched to the correct level of learning for you. Ideally, you will have also successfully completed a Community Learning Beginner’s Level course, relevant to Employability. | An initial assessment to ensure you’re matched to the correct level of learning for you. Also, you will ideally have successfully completed an Entry Level 3 employability-related qualification or a Community Learning Employability Improvers’ Level course. | An initial assessment to ensure you’re matched to the correct level of learning for you. Also, you will ideally already hold Level 1 qualification(s). | An initial assessment to ensure you’re matched to the correct level of learning for you. Also, you will ideally already hold Level 2 qualification(s) -  particularly in  English and maths. |
| Course examples | *Entry levels 1, 2 & 3*  *Using Employability*  *Entry levels 1 & 2*  *Skills for Employment* | *Level 1 in Business Administration*  *Level 1 in Retail*  *Level 1 Customer Service*  *Level 1 Preparing to work in Adult Social Care.* | *Level 2 in Food Safety and Catering*  *Level 2 in Customer Service*  *Level 2 Working as a Door Supervisor within the Private Security Industry*  *Level 2 in Health and Safety in the Workplace.* | *Level 3 Award in Education and Training* |