Qualification handbook

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

BIIAB Entry Level Award In Foundation Learning and Employability Skills (Entry 3)	601/4132/3
BIIAB Entry Level Extended Award in Foundation Learning and Employability Skills (Entry 3)	601/5193/6
BIIAB Entry Level Certificate In Foundation Learning and Employability Skills (Entry 3)	601/4207/8
BIIAB Level 1 Award In Foundation Learning and Employability	601/4133/5
BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills	601/5227/8
BIIAB Level 1 Certificate In Foundation Learning and Employability Skills	601/4152/9

Version 3

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Table of contents

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

1. About the BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

BIIAB is regulated to deliver this qualification by Ofqual, Qualifications Wales and CCEA Regulation in England, Wales and Northern Ireland respectively. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification titles	Qualification Number (QN)
BIIAB Entry Level Award In Foundation Learning and Employability Skills (Entry 3)	601/4132/3
BIIAB Entry Level Extended Award in Foundation Learning and Employability Skills (Entry 3)	601/5193/6
BIIAB Entry Level Certificate In Foundation Learning and Employability Skills (Entry 3)	601/4207/8
BIIAB Level 1 Award In Foundation Learning and Employability	601/4133/5
BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills	601/5227/8
BIIAB Level 1 Certificate In Foundation Learning and Employability Skills	601/4152/9

The BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills have been designed to allow learners to obtain and then demonstrate entry-level and level 1 employability and personal skills and knowledge.

2. About this pack

This support pack has been developed to provide guidance for learners, assessors and verifiers undertaking, delivering, or quality assuring this qualification.

The purpose of the support pack is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this pack is updated, centres will be notified via the BIIAB monthly newsletter which goes to approved centres.

3. BIIAB Customer Service

BIIAB is committed to giving the highest possible levels of customer service. The BIIAB's Service Level Agreement is available via www.biiab.org

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Service Contact Details: 01276 684449

Email: customersupport@bii.org

Our Customer Service team will be happy to assist with any administration-related enquiries you may have. For example:

- registration and certification enquiries
- re-certification issues
- Centres available in the local area
- appeals
- whistleblowing.

4. What are Rules of Combination (ROC)?

Under the Regulatory Framework qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- The total credit value of the qualification
- The amount of credit that must be achieved within specific groupings of units (e.g. Mandatory, Optional Unit, and Optional groups)
- The minimum credit which must be achieved at the level or above the level of the qualification
- The Total Qualification Time (TQT)
- The title, Unit Regulation Number and BIIAB Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)
- Any barred units (units that cannot be taken together as part of the qualification).

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.

5. BIIAB Entry Level Award In Foundation Learning and Employability Skills (Entry 3) Rules of Combination (ROC) and structure

To achieve the BIIAB Entry Level Award In Foundation Learning and Employability Skills (Entry 3) learners **must** gain a **total of 6 credits**. This **must** consist of:

- **Minimum total** unit credit: **6**

- Mandatory group A **minimum** credit: **2**

- Optional group B **minimum** credit: **2**

- From either Optional group C or D (but **not** a combination of both) **minimum** credit: **2.** This **must** consist of **either**:

  o Optional group C **minimum** credit: **2**

    or

  o Optional group D **minimum** credit: **2**

- GLH: **60**

- TQT: **60**

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level outlined.

Listed below are the qualification units.

Mandatory Group A

Unit no	UAN	Unit Title	Credit	Level	GLH
E1	T/502/0457	Managing Social Relationships	2	Entry 3	20

Optional Group B

Unit no	UAN	Unit Title	Credit	Level	GLH
E2	D/502/0453	Working toward goals	2	Entry 3	20
E3	K/502/0455	Working as part of a group	2	Entry 3	20
E4	H/506/4700	Developing time-management skills for the workplace	1	Entry 3	10
E5	M/500/5889	Maintaining Work Standards	2	Entry 3	20
E6	A/500/5894	Rights and Responsibilities at Work	1	Entry 3	10
E7	J/506/3071	ICT for Employment	1	Entry 3	10
E8	Y/502/3027	Effective communication for work	2	Entry 3	20
E9	Y/501/4408	Health and safety in the workplace	1	Entry 3	10

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group C

Unit no	UAN	Unit Title	Credit	Level	GLH
E10	T/506/3793	Personal advancement	4	Entry 3	30
E11	H/502/0454	Dealing with problems in daily life	2	Entry 3	20
E12	K/500/5891	Introduction to working with others	2	Entry 3	20
E13	D/504/1481	Building confidence and self esteem	2	Entry 3	20
E14	M/502/0456	Developing self	2	Entry 3	20
E15	L/505/4078	Improving own confidence	3	1	20

Group C Barred units

This unit	Is barred against this unit
E15 Improving own confidence (L/505/4078)	E13 Building confidence and self esteem (D/504/1481)

Optional Group D

Unit no	UAN	Unit Title	Credit	Level	GLH
E16	F/506/2243	Completing a Curriculum Vitae	1	Entry 3	10
E17	R/502/3026	Completing a job application form	2	Entry 3	20
E18	L/503/2808	Preparing for an interview	1	Entry 3	10
E19	A/502/0461	Preparation for work	2	Entry 3	20
E20	H/504/9503	Personal presentation in the workplace	1	Entry 3	10
E21	H/506/2641	Searching for a job	2	Entry 3	20
E22	T/500/5893	Exploring Job opportunities	1	Entry 3	10
E23	M/500/5892	Applying for a Job	1	Entry 3	10

6. BIIAB Entry Level Extended Award In Foundation Learning and Employability Skills (Entry 3) Rules of Combination (ROC) and structure

To achieve the BIIAB Entry Level Extended Award In Foundation Learning and Employability Skills (Entry 3) learners **must** gain a **total of 10 credits**. This **must** consist of:

- **Minimum total** unit credit: **10**

- Group A **minimum** credit: **2**

- From either Optional group B or C (but **not** a combination of both) **minimum** credit: **7**. The minimum credit required **may** increase to **8**, depending on the unit undertaken in Group A. The minimum credit **must** consist of **either**:

  - Optional group B **minimum** credit: **7**

    or

  - Optional group C **minimum** credit: **7**

- GLH: **77**

- TQT: **100**

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level outlined.

Listed below are the qualification units.

Group A

Unit no	UAN	Unit Title	Credit	Level	GLH
E1	T/502/0457	Managing Social Relationships	2	Entry 3	20
E50	M/506/3114	Safe Learning in the workplace	3	Entry 3	25

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group B

Unit no	UAN	Unit Title	Credit	Level	GLH
E2	D/502/0453	Working toward goals	2	Entry 3	20
E3	K/502/0455	Working as part of a group	2	Entry 3	20
E4	H/506/4700	Developing time-management skills for the workplace	1	Entry 3	10
E5	M/500/5889	Maintaining Work Standards	2	Entry 3	20
E6	A/500/5894	Rights and Responsibilities at Work	1	Entry 3	10
E7	J/506/3071	ICT for Employment	1	Entry 3	10
E8	Y/502/3027	Effective communication for work	2	Entry 3	20
E9	Y/501/4408	Health and safety in the workplace	1	Entry 3	10
E16	F/506/2243	Completing a Curriculum Vitae	1	Entry 3	10
E17	R/502/3026	Completing a job application form	2	Entry 3	20
E18	L/503/2808	Preparing for an interview	1	Entry 3	10
E19	A/502/0461	Preparation for work	2	Entry 3	20
E20	H/504/9503	Personal presentation in the workplace	1	Entry 3	10
E21	H/506/2641	Searching for a job	2	Entry 3	20
E22	T/500/5893	Exploring Job opportunities	1	Entry 3	10
E23	M/500/5892	Applying for a Job	1	Entry 3	10
E51	K/506/2639	Applying for a Job	2	Entry 3	11
E52	Y/506/3107	Interview Skills	3	Entry 3	27

Group B Barred units

This unit	Is barred against this unit
E18 Preparing for an interview L/503/2808	E52 Interview skills Y/506/3107
E23 Applying for a Job M/500/5892	E51 Applying for a Job K/506/2639

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group C

Unit no	UAN	Unit Title	Credit	Level	GLH
E10	T/506/3793	Personal advancement	4	Entry 3	30
E11	H/502/0454	Dealing with problems in daily life	2	Entry 3	20
E12	K/500/5891	Introduction to working with others	2	Entry 3	20
E13	D/504/1481	Building confidence and self esteem	2	Entry 3	20
E14	M/502/0456	Developing self	2	Entry 3	20
E15	L/505/4078	Improving own confidence	3	1	20

Group C Barred units

This unit	Is barred against this unit
E15 Improving own confidence (L/505/4078)	E13 Building confidence and self esteem (D/504/1481)

7. BIIAB Entry Level Certificate In Foundation Learning and Employability Skills (Entry 3) Rules of Combination (ROC) and structure

To achieve the BIIAB Entry Level Certificate In Foundation Learning and Employability Skills (Entry 3) learners **must** gain a **total of 13 credits**. This **must** consist of:

- **Minimum total** unit credit: **13**

- Mandatory group A **minimum** credit: **2**

- Optional group B **minimum** credit: **4**

- From either Optional group C or D (but **not** a combination of both) **minimum** credit: **7.** This **must** consist of **either**:

  o Optional group C **minimum** credit: **7**

     or

  o Optional group D **minimum** credit: **7**

- GLH: **117**

- TQT: **130**

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level outlined.

Listed below are the qualification units.

Mandatory Group A

Unit no	UAN	Unit Title	Credit	Level	GLH
E1	T/502/0457	Managing Social Relationships	2	Entry 3	20

Optional Group B

Unit no	UAN	Unit Title	Credit	Level	GLH
E2	D/502/0453	Working toward goals	2	Entry 3	20
E3	K/502/0455	Working as part of a group	2	Entry 3	20
E4	H/506/4700	Developing time-management skills for the workplace	1	Entry 3	10
E5	M/500/5889	Maintaining Work Standards	2	Entry 3	20
E6	A/500/5894	Rights and Responsibilities at Work	1	Entry 3	10
E7	J/506/3071	ICT for Employment	1	Entry 3	10
E8	Y/502/3027	Effective communication for work	2	Entry 3	20
E9	Y/501/4408	Health and safety in the workplace	1	Entry 3	10

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group C

Unit no	UAN	Unit Title	Credit	Level	GLH
E10	T/506/3793	Personal advancement	4	Entry 3	30
E11	H/502/0454	Dealing with problems in daily life	2	Entry 3	20
E12	K/500/5891	Introduction to working with others	2	Entry 3	20
E13	D/504/1481	Building confidence and self esteem	2	Entry 3	20
E14	M/502/0456	Developing self	2	Entry 3	20
E15	L/505/4078	Improving own confidence	3	1	20

Group C Barred units

This unit	Is barred against this unit
E15 Improving own confidence (L/505/4078)	E13 Building confidence and self esteem (D/504/1481)

Optional Group D

Unit no	UAN	Unit Title	Credit	Level	GLH
E16	F/506/2243	Completing a Curriculum Vitae	1	Entry 3	10
E17	R/502/3026	Completing a job application form	2	Entry 3	20
E18	L/503/2808	Preparing for an interview	1	Entry 3	10
E19	A/502/0461	Preparation for work	2	Entry 3	20
E20	H/504/9503	Personal presentation in the workplace	1	Entry 3	10
E21	H/506/2641	Searching for a job	2	Entry 3	20
E22	T/500/5893	Exploring Job opportunities	1	Entry 3	10
E23	M/500/5892	Applying for a Job	1	Entry 3	10

8. BIIAB Level 1 Award In Foundation Learning and Employability Skills Rules of Combination (ROC) and structure

To achieve the BIIAB Level 1 Award In Foundation Learning and Employability Skills learners **must** gain a **total of 6 credits**. This **must** consist of:

- **Minimum total** unit credit: **6**

- Mandatory group A **minimum** credit: **2**

- Optional group B **minimum** credit: **2**

- From either Optional group C or D (but **not** a combination of both) **minimum** credit: **2.** This **must** consist of **either**:

  - Optional group C **minimum** credit: **2**

    or

  - Optional group D **minimum** credit: **2**

- A **minimum of 4** credits **must** be achieved through the completion of units at **Level 1.**

- GLH: **52**

- TQT: **60**

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level outlined.

Listed below are the qualification units.

Mandatory Group A

Unit no	UAN	Unit Title	Credit	Level	GLH
E1	T/502/0457	Managing Social Relationships	2	Entry 3	20

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group B

Unit no	UAN	Unit Title	Credit	Level	GLH
E2	D/502/0453	Working toward goals	2	Entry 3	20
E3	K/502/0455	Working as part of a group	2	Entry 3	20
E4	H/506/4700	Developing time-management skills for the workplace	1	Entry 3	10
E5	M/500/5889	Maintaining Work Standards	2	Entry 3	20
E6	A/500/5894	Rights and Responsibilities at Work	1	Entry 3	10
E7	J/506/3071	ICT for Employment	1	Entry 3	10
E8	Y/502/3027	Effective communication for work	2	Entry 3	20
E9	Y/501/4408	Health and safety in the workplace	1	Entry 3	10
E24	J/502/0463	Working toward goals	2	1	20
E25	R/502/0465	Working as part of a group	2	1	20
E26	L/500/5009	Maintaining Work Standards	2	1	20
E27	H/500/5016	Rights and Responsibilities at Work	1	1	10
E28	L/505/5389	ICT for Employment	2	1	12
E29	M/506/4702	Developing effective communication skills for the workplace	2	1	20
E30	A/501/4966	Health and safety in the workplace	2	1	20
E31	D/506/2363	Time management skills	3	1	27

Group B Barred units

This unit	Is barred against this unit/these units
E24 Working toward goals (J/502/0463)	E2 Working toward goals (D/502/0453)
E25 Working as part of a group (R/502/0465)	E3 Working as part of a group (K/502/0455)
E26 Maintaining work standards (L/500/5009)	E5 Maintaining work standards (M/500/5889)
E27 Rights and responsibilities at work (H/500/5016)	E6 Rights and responsibilities at work (A/500/5894)
E28 ICT for employment (L/505/5389)	E7 ICT for employment (J/506/3071)
E29 Developing effective communication skills for the workplace (M/506/4702)	E8 Effective communication for work (Y/502/3027)
E30 Health and safety in the workplace (A/501/4966)	E9 Health and safety in the workplace (Y/501/4408)
E31 Time management skills (D/506/2363)	E4 Developing time-management skills for the workplace (H/506/4700)

Optional Group C

Unit no	UAN	Unit Title	Credit	Level	GLH
E10	T/506/3793	Personal advancement	4	Entry 3	30
E11	H/502/0454	Dealing with problems in daily life	2	Entry 3	20
E12	K/500/5891	Introduction to working with others	2	Entry 3	20
E13	D/504/1481	Building confidence and self esteem	2	Entry 3	20
E14	M/502/0456	Developing self	2	Entry 3	20
E15	L/505/4078	Improving own confidence	3	1	20
E32	M/501/5760	Personal advancement	4	1	30
E33	L/502/0464	Dealing with problems in daily life	2	1	20
E34	J/500/5011	Introduction to working with others	2	1	20
E35	K/502/0469	Developing self	2	1	20

Group C Barred units

This unit	Is barred against this unit
E15 Improving own confidence (L/505/4078)	E13 Building confidence and self esteem (D/504/1481)
E32 Personal Advancement (M/501/5760)	E10 Personal Advancement (T/506/3793)
E33 Dealing with Problems in Daily Life (L/502/0464)	E11 Dealing with Problems in Daily Life (H/502/0454)
E34 Introduction to working with others (J/500/5011)	E12 Introduction to working with others (K/500/5891)
E35 Developing Self (K/502/0469)	E14 Developing Self (M/502/0456)

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group D

Unit no	UAN	Unit Title	Credit	Level	GLH
E16	F/506/2243	Completing a Curriculum Vitae	1	Entry 3	10
E17	R/502/3026	Completing a job application form	2	Entry 3	20
E18	L/503/2808	Preparing for an interview	1	Entry 3	10
E19	A/502/0461	Preparation for work	2	Entry 3	20
E20	H/504/9503	Personal presentation in the workplace	1	Entry 3	10
E21	H/506/2641	Searching for a job	2	Entry 3	20
E22	T/500/5893	Exploring Job opportunities	1	Entry 3	10
E23	M/500/5892	Applying for a Job	1	Entry 3	10
E36	J/502/3038	Writing a CV	2	1	20
E37	M/501/5824	Preparing for an interview	1	1	10
E38	J/502/0477	Preparation for work	2	1	20
E39	K/504/9504	Personal presentation in the workplace	1	1	9
E40	J/506/2731	Searching for a job	2	1	20
E41	D/500/5015	Exploring Job opportunities	1	1	10
E42	H/500/5789	Applying for a Job	1	1	10

Group D Barred units

This unit	Is barred against this unit
E36 Writing a CV (J/502/3038)	E16 Completing a Curriculum Vitae (F/506/2243)
E37 Preparing for an interview (M/501/5824)	E18 Preparing for an interview (L/503/2808)
E38 Preparation for work (J/502/0477)	E19 Preparation for work (A/502/0461)
E39 Personal presentation in the workplace (K/504/9504)	E20 Personal presentation in the workplace (H/504/9503)
E40 Searching for a job (J/506/2731)	E21 Searching for a job (H/506/2641)
E41 Exploring Job opportunities (D/500/5015)	E22 Exploring Job opportunities (T/500/5893)
E42 Applying for a Job (H/500/5789)	E23 Applying for a Job (M/500/5892)

9. BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills Rules of Combination (ROC) and structure

To achieve the BIIAB Level 1 Certificate In Foundation Learning and Employability Skills learners **must** gain a **total of 10 credits**. This **must** consist of:

- **Minimum total** unit credit: **10**

- Group A **minimum** credit: **2**

- From either Optional group B or C (but **not** a combination of both) **minimum** credit: **6**. The minimum credit required **may** increase to **8**, depending on the unit undertaken in Group A. The minimum credit **must** consist of **either**:

    o Optional group B **minimum** credit: **6**

    or

    o Optional group C **minimum** credit: **6**

- A **minimum of 7** credits **must** be achieved through the completion of units at **Level 1.**

- GLH: **68**

- TQT: **100**

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level outlined.

Listed below are the qualification units.

Group A

Unit no	UAN	Unit Title	Credit	Level	GLH
E1	T/502/0457	Managing Social Relationships	2	Entry 3	20
E55	Y/506/7982	Safe Learning in the workplace	4	1	23

Optional Group B

Unit no	UAN	Unit Title	Credit	Level	GLH
E2	D/502/0453	Working toward goals	2	Entry 3	20
E3	K/502/0455	Working as part of a group	2	Entry 3	20
E4	H/506/4700	Developing time-management skills for the workplace	1	Entry 3	10
E5	M/500/5889	Maintaining Work Standards	2	Entry 3	20
E6	A/500/5894	Rights and Responsibilities at Work	1	Entry 3	10
E7	J/506/3071	ICT for Employment	1	Entry 3	10
E8	Y/502/3027	Effective communication for work	2	Entry 3	20
E9	Y/501/4408	Health and safety in the workplace	1	Entry 3	10
E16	F/506/2243	Completing a Curriculum Vitae	1	Entry 3	10
E17	R/502/3026	Completing a job application form	2	Entry 3	20
E18	L/503/2808	Preparing for an interview	1	Entry 3	10
E19	A/502/0461	Preparation for work	2	Entry 3	20
E20	H/504/9503	Personal presentation in the workplace	1	Entry 3	10
E21	H/506/2641	Searching for a job	2	Entry 3	20
E22	T/500/5893	Exploring Job opportunities	1	Entry 3	10
E23	M/500/5892	Applying for a Job	1	Entry 3	10
E24	J/502/0463	Working toward goals	2	1	20
E25	R/502/0465	Working as part of a group	2	1	20
E26	L/500/5009	Maintaining Work Standards	2	1	20
E27	H/500/5016	Rights and Responsibilities at Work	1	1	10
E28	L/505/5389	ICT for Employment	2	1	12
E29	M/506/4702	Developing effective communication skills for the workplace	2	1	20
E30	A/501/4966	Health and safety in the workplace	2	1	20
E31	D/506/2363	Time management skills	3	1	27
E36	J/502/3038	Writing a CV	2	1	20
E37	M/501/5824	Preparing for an interview	1	1	10
E38	J/502/0477	Preparation for work	2	1	20
E39	K/504/9504	Personal presentation in the workplace	1	1	9
E40	J/506/2731	Searching for a job	2	1	20
E41	D/500/5015	Exploring Job opportunities	1	1	10
E42	H/500/5789	Applying for a Job	1	1	10
E51	K/506/2639	Applying for a Job	2	Entry 3	11
E52	Y/506/3107	Interview Skills	3	Entry 3	27
E53	R/506/7978	Applying for a job	2	1	16
E54	D/506/8017	Interview skills	3	1	18

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Group B Barred units

This unit	Is barred against this unit/these units
E24 Working toward goals (J/502/0463)	E2 Working toward goals (D/502/0453)
E25 Working as part of a group (R/502/0465)	E3 Working as part of a group (K/502/0455)
E26 Maintaining work standards (L/500/5009)	E5 Maintaining work standards (M/500/5889)
E27 Rights and responsibilities at work (H/500/5016)	E6 Rights and responsibilities at work (A/500/5894)
E28 ICT for employment (L/505/5389)	E7 ICT for employment (J/506/3071)
E29 Developing effective communication skills for the workplace (M/506/4702)	E8 Effective communication for work (Y/502/3027)
E30 Health and safety in the workplace (A/501/4966)	E9 Health and safety in the workplace (Y/501/4408)
E31 Time management skills (D/506/2363)	E4 Developing time-management skills for the workplace (H/506/4700)
E36 Writing a CV (J/502/3038)	E16 Completing a Curriculum Vitae (F/506/2243)
E38 Preparation for work (J/502/0477)	E19 Preparation for work (A/502/0461)
E39 Personal presentation in the workplace (K/504/9504)	E20 Personal presentation in the workplace (H/504/9503)
E40 Searching for a job (J/506/2731)	E21 Searching for a job (H/506/2641)
E41 Exploring Job opportunities (D/500/5015)	E22 Exploring Job opportunities (T/500/5893)
E42 Applying for a Job (H/500/5789)	E23 Applying for a Job (M/500/5892), E51 Applying for a Job (K/506/2639), E53 Applying for a Job (R/506/7978)
E23 Applying for a Job (M/500/5892)	E51 Applying for a Job (K/506/2639), E53 Applying for a Job (R/506/7978).
E51 Applying for a Job (K/506/2639)	E53 Applying for a Job (R/506/7978)
E37 Preparing for an interview (M/501/5824)	E18 Preparing for an interview (L/503/2808), E52 Interview skills (Y/506/3107), E54 Interview skills (D/506/8017).
E18 Preparing for an interview (L/503/2808)	E52 Interview skills (Y/506/3107), E54 Interview skills (D/506/8017).
E52 Interview skills (Y/506/3107)	E54 Interview skills (D/506/8017).

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group C

Unit no	UAN	Unit Title	Credit	Level	GLH
E10	T/506/3793	Personal advancement	4	Entry 3	30
E11	H/502/0454	Dealing with problems in daily life	2	Entry 3	20
E12	K/500/5891	Introduction to working with others	2	Entry 3	20
E13	D/504/1481	Building confidence and self esteem	2	Entry 3	20
E14	M/502/0456	Developing self	2	Entry 3	20
E15	L/505/4078	Improving own confidence	3	1	20
E32	M/501/5760	Personal advancement	4	1	30
E33	L/502/0464	Dealing with problems in daily life	2	1	20
E34	J/500/5011	Introduction to working with others	2	1	20
E35	K/502/0469	Developing self	2	1	20

Group C Barred units

This unit	Is barred against this unit
E15 Improving own confidence (L/505/4078)	E13 Building confidence and self esteem (D/504/1481)
E32 Personal Advancement (M/501/5760)	E10 Personal Advancement (T/506/3793)
E33 Dealing with Problems in Daily Life (L/502/0464)	E11 Dealing with Problems in Daily Life (H/502/0454)
E34 Introduction to working with others (J/500/5011)	E12 Introduction to working with others (K/500/5891)
E35 Developing Self (K/502/0469)	E14 Developing Self (M/502/0456)

10. BIIAB Level 1 Certificate In Foundation Learning and Employability Skills Rules of Combination (ROC) and structure

To achieve the BIIAB Level 1 Certificate In Foundation Learning and Employability Skills learners **must** gain a **total of 13 credits**. This **must** consist of:

- **Minimum total** unit credit: **13**

- Mandatory group A **minimum** credit: **2**

- Optional group B **minimum** credit: **4**

- From either Optional group C or D (but **not** a combination of both) **minimum** credit: **7.** This **must** consist of **either**:

  - Optional group C **minimum** credit: **7**

    or

  - Optional group D **minimum** credit: **7**

- A **minimum of 8** credits **must** be achieved through the completion of units at **Level 1.**

- GLH: **109**

- TQT: **130**

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level outlined.

Listed below are the qualification units.

Mandatory Group A

Unit no	UAN	Unit Title	Credit	Level	GLH
E1	T/502/0457	Managing Social Relationships	2	Entry 3	20

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group B

Unit no	UAN	Unit Title	Credit	Level	GLH
E2	D/502/0453	Working toward goals	2	Entry 3	20
E3	K/502/0455	Working as part of a group	2	Entry 3	20
E4	H/506/4700	Developing time-management skills for the workplace	1	Entry 3	10
E5	M/500/5889	Maintaining Work Standards	2	Entry 3	20
E6	A/500/5894	Rights and Responsibilities at Work	1	Entry 3	10
E7	J/506/3071	ICT for Employment	1	Entry 3	10
E8	Y/502/3027	Effective communication for work	2	Entry 3	20
E9	Y/501/4408	Health and safety in the workplace	1	Entry 3	10
E24	J/502/0463	Working toward goals	2	1	20
E25	R/502/0465	Working as part of a group	2	1	20
E26	L/500/5009	Maintaining Work Standards	2	1	20
E27	H/500/5016	Rights and Responsibilities at Work	1	1	10
E28	L/505/5389	ICT for Employment	2	1	12
E29	M/506/4702	Developing effective communication skills for the workplace	2	1	20
E30	A/501/4966	Health and safety in the workplace	2	1	20
E31	D/506/2363	Time management skills	3	1	27

Group B Barred units

This unit	Is barred against this unit
E24 Working toward goals (J/502/0463)	E2 Working toward goals (D/502/0453)
E25 Working as part of a group (R/502/0465)	E3 Working as part of a group (K/502/0455)
E26 Maintaining work standards (L/500/5009)	E5 Maintaining work standards (M/500/5889)
E27 Rights and responsibilities at work (H/500/5016)	E6 Rights and responsibilities at work (A/500/5894)
E28 ICT for employment (L/505/5389)	E7 ICT for employment (J/506/3071)
E29 Developing effective communication skills for the workplace (M/506/4702)	E8 Effective communication for work (Y/502/3027)
E30 Health and safety in the workplace (A/501/4966)	E9 Health and safety in the workplace (Y/501/4408)
E31 Time management skills (D/506/2363)	E4 Developing time-management skills for the workplace (H/506/4700)

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Optional Group C

Unit no	UAN	Unit Title	Credit	Level	GLH
E10	T/506/3793	Personal advancement	4	Entry 3	30
E11	H/502/0454	Dealing with problems in daily life	2	Entry 3	20
E12	K/500/5891	Introduction to working with others	2	Entry 3	20
E13	D/504/1481	Building confidence and self esteem	2	Entry 3	20
E14	M/502/0456	Developing self	2	Entry 3	20
E15	L/505/4078	Improving own confidence	3	1	20
E32	M/501/5760	Personal advancement	4	1	30
E33	L/502/0464	Dealing with problems in daily life	2	1	20
E34	J/500/5011	Introduction to working with others	2	1	20
E35	K/502/0469	Developing self	2	1	20

Group C Barred units

This unit	Is barred against this unit
E15 Improving own confidence (L/505/4078)	E13 Building confidence and self esteem (D/504/1481)
E32 Personal Advancement (M/501/5760)	E10 Personal Advancement (T/506/3793)
E33 Dealing with Problems in Daily Life (L/502/0464)	E11 Dealing with Problems in Daily Life (H/502/0454)
E34 Introduction to working with others (J/500/5011)	E12 Introduction to working with others (K/500/5891)
E35 Developing Self (K/502/0469)	E14 Developing Self (M/502/0456)

Optional Group D

Unit no	UAN	Unit Title	Credit	Level	GLH
E16	F/506/2243	Completing a Curriculum Vitae	1	Entry 3	10
E17	R/502/3026	Completing a job application form	2	Entry 3	20
E18	L/503/2808	Preparing for an interview	1	Entry 3	10
E19	A/502/0461	Preparation for work	2	Entry 3	20
E20	H/504/9503	Personal presentation in the workplace	1	Entry 3	10
E21	H/506/2641	Searching for a job	2	Entry 3	20
E22	T/500/5893	Exploring Job opportunities	1	Entry 3	10
E23	M/500/5892	Applying for a Job	1	Entry 3	10
E36	J/502/3038	Writing a CV	2	1	20
E37	M/501/5824	Preparing for an interview	1	1	10
E38	J/502/0477	Preparation for work	2	1	20
E39	K/504/9504	Personal presentation in the workplace	1	1	9
E40	J/506/2731	Searching for a job	2	1	20
E41	D/500/5015	Exploring Job opportunities	1	1	10
E42	H/500/5789	Applying for a Job	1	1	10

Group D Barred units

This unit	Is barred against this unit
E36 Writing a CV (J/502/3038)	E16 Completing a Curriculum Vitae (F/506/2243)
E37 Preparing for an interview (M/501/5824)	E18 Preparing for an interview (L/503/2808)
E38 Preparation for work (J/502/0477)	E19 Preparation for work (A/502/0461)
E39 Personal presentation in the workplace (K/504/9504)	E20 Personal presentation in the workplace (H/504/9503)
E40 Searching for a job (J/506/2731)	E21 Searching for a job (H/506/2641)
E41 Exploring Job opportunities (D/500/5015)	E22 Exploring Job opportunities (T/500/5893)
E42 Applying for a Job (H/500/5789)	E23 Applying for a Job (M/500/5892)

11. Age Restriction

These qualifications are appropriate for use in the following age ranges:

- Pre-16

- 16-18

- 19+.

12. Entry Requirements and Progression

There are no entry requirements for these qualifications. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

The qualifications are designed to equip learners with entry level learning and employability skills. It also will allow for a number of progression routes into undertaking larger qualifications requiring more units in the same subject area to broaden skills and knowledge, to undertake qualifications at higher levels (eg Level 1/2 qualifications), into employment or into other areas of industry specific learning at the same or a higher level. Some progression opportunities are detailed below:

BIIAB Entry Level Award In Foundation Learning and Employability Skills (Entry 3)

BIIAB Entry Level Extended Award in Foundation Learning and Employability Skills (Entry 3)

BIIAB Entry Level Certificate In Foundation Learning and Employability Skills (Entry 3)

BIIAB Level 1 Award In Foundation Learning and Employability

BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills

BIIAB Level 1 Certificate In Foundation Learning and Employability Skills

BIIAB Level 2 Award In Employee Rights and Responsibilities

13. Assessment

Overview of assessment strategy

The qualifications only contain competence units. All of these units are assessed by Portfolio.

Assessments provided by BIIAB will ensure that effective learning has taken place and that learners have the opportunity to:

- Meet the assessment criteria
- Achieve the learning outcomes.

Assessment process

Assessment is the process used to judge the competence, of a learner, against set standards.

The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will see review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will verify the assessment and internal verification decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

BIIAB Entry 3 and Level 1 Awards and Certificates In Foundation Learning and Employability Skills

Assessment Strategy

All assessment must adhere to the current qualification assessment strategy.

The assessment strategy for this qualification can be seen in the section which follows and it provides details of the key requirements for the qualification and the assessor, verifiers delivering, quality assuring and certificating the team leading qualification.

Requirements of tutors / assessors, external and internal verifiers

Candidates may be assessed, moderated or verified by one or several appointed individuals.

Tutors / Assessors - The primary responsibility of a tutor and assessor is to teach and then assess candidates' performance in a range of tasks and to ensure the evidence submitted by the candidate meets the requirements of the assessment criteria. It is important that a tutor / assessor can recognise appropriate competence as specified by the national standard. Tutors and Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in-depth technical understanding related to the qualifications for which they are assessing candidates. To be able to tutor and assess candidates, tutor / assessors **must:**

- hold an appropriate teaching qualification, PTLLS as a minimum and have experience and knowledge of assessment requirements and process.

OR

- be working toward an appropriate teaching qualification. Any assessors working towards an appropriate qualification **should** ensure their decisions are countersigned by a suitably qualified tutor / assessor and should be appropriately supported throughout their training period.

- be 'occupationally competent'. Tutor / Assessors must provide current evidence of competence, knowledge and understanding in the areas to be assessed. This will normally be demonstrated by relevant experience and continuing professional development (CPD) which may include the achievement of qualifications relevant to the areas being assessed.

- have a full and current understanding of the units of competence and requirements of the qualifications being assessed, including the quality of assessment and the assessment process. It is the responsibility of approved centres to select and appoint assessors.

Internal Quality Assurer (IQA) - A primary responsibility of IQAs is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally verifying. It will be the responsibility of the approved centre to select and appoint IQA's.
IQAs **must:**

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to internally verify competence-based assessments and candidates. IQAs holding older qualifications **must** be able to demonstrate that they are verifying to the current standards

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If an IQA is working towards an appropriate qualification, his/her decisions **must** be countersigned by a suitably qualified IQA and should be supported by a qualified IQA throughout the training period.

- be 'occupationally competent'. IQAs **must** demonstrate sufficient and current understanding of the qualifications to be internally verified, and know how they are applied in business.

- demonstrate competent practice in internal verification of assessment, and demonstrate understanding of the principles and practices of internal verification of assessment, including the quality of assessment and the assessment process.

External Quality Assurer (EQA) - The primary responsibility of EQAs is to assure quality of internal verification and assessments across the centres for which they are responsible. EQAs **must** have a thorough understanding of quality assurance and assessment practices, as well as in-depth technical knowledge related to the qualifications that they are externally verifying.

EQAs **must:**

- hold an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to verify competence-based assessments. EQAs holding older qualifications **must** be able to demonstrate that they are verifying to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If EQAs are working towards an appropriate qualification, their decisions **must** be countersigned by a suitably qualified EQA and should be supported by a qualified EQA throughout their training period.

- be 'occupationally competent'. EQAs must demonstrate sufficient and current understanding of the qualifications to be verified, and know how they are applied in business.

- demonstrate competent practice in external verification of assessment, and demonstrate understanding of the principles and practices of external verification of assessment, including the quality of assessment and the assessment process. It is the responsibility of the awarding organisation to select and appoint EQAs.

Awarding Organisations require all assessors, moderators and verifiers to maintain current learning and employability competence to deliver these functions. BIIAB recognises this can be achieved in many ways. However, such information **must** be formally recorded in individual CPD records that are maintained in assessment centres.

Evidence from Workplace Performance

- Evidence of occupational competence of all competence units at any level, should be generated and collected through performance under workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria of the competence units.

- These conditions would be those typical to the candidate's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all candidates. However, assessors **must** ensure that, as far as possible, the conditions for assessment should be those under which the candidate usually works.

Assessment of the Knowledge Units

When assessing the knowledge and understanding based unit, it is important that the chosen assessment methodology is appropriate to this and is accurately recorded.

Assessment methodologies that are appropriate for the knowledge and understanding units include:

- Professional discussion
- Learner reflective accounts
- Question and Answer
- Assignments and Projects.

These **must** be planned, assessed and verified by centres, using approved and robust systems and procedures.

Assessors and IQAs **must** ensure that they are able to demonstrate their own CPD and competence across the units being delivered and assessed, because of the nature of the theoretical content that has to be covered.

Particular attention must be paid to units which permit learners to use their places of study or research of organisations in order to achieve the unit, and those which can only be achieved if the learner is in current employment, or there is recognition of prior learning from extensive experience in that particular occupational sector.

Simulation

- Evidence may be produced through simulation solely in exceptional circumstances. The exceptional circumstances, under which simulation is possible, are those situations that are not naturally or readily occurring, such as response to emergencies.

- Simulation must be undertaken in a 'realistic working environment' (RWE). A RWE is "an environment which replicates the key characteristics in which the skill to be assessed is normally employed". The RWE **must** provide conditions the same as the normal day-to-day working environment, with a similar range of demands, pressures and requirements for cost-effective working.

Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The main reasons for an appeal are likely to be:

- Learners do **not** understand why they are **not** yet regarded as competent, because of unsatisfactory feedback from the assessor
- Learners believe they are competent and that the assessor has misjudged them, or has failed to utilise some vital evidence.

BIIAB expects most appeals from candidates to be resolved within the centre. BIIAB will only consider a candidate's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIABs appeals procedure please refer to www.biiab.org

14. Initial Assessment and Induction

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

15. Resources

BIIAB provides the following additional resources for this qualification:

- Evidence matrixes for the competence, including a Summative Reflective account template
- Access to the units.

All of these resources are available for download via the HUB on centrezone.bii.org

The Hub is a secure area within CentreZone which centres approved for the qualification can access. The Hub contains documents relevant to the qualification. Centres will find The Hub on the list of tabs in CentreZone.

Evidence matrixes

BIIAB provide a matrix that supports each competence unit. These are also identified within each of the unit information sections identified below. It is not essential that these resources are used to support the delivery of the content of the qualification; however they have been mapped against the learning outcomes and assessment criteria.

The evidence matrix is designed to help the learner and assessor with evidence collection. It is a mapping activity to ensure that all the 'Assessment Criteria' contained in the learning outcomes and covered, and is intended to help to keep the volume of evidence to a minimum. One matrix (or appropriate equivalent recording device) **must** be completed for each unit.

It is expected that a selection of various types of evidence is used as appropriate; columns in the matrix enable the assessor to enter the evidence type, e.g. Report, Log, Written Statement, and also the assessment method, e.g. Obs (= Observation), as shown in the assessment method key. By inserting portfolio reference numbers in the box provided, it will enable the assessor, IQA and EQA quickly to locate the evidence which is being submitted to demonstrate competence.

Examples of types of evidence learners could provide to prove competence:

- Record of observation of performance in the workplace

- Professional discussion

- Reflective account

- Product evidence (eg implementation plans, correspondence, work records)

- Testimony from senior colleagues/clients

- Personal report of actions and circumstances

- Recognition of Prior Achievement (RPA)

- Records of questioning

- Other.

Access to the units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. BIIAB includes the mandatory units within this pack, and makes all units available via centrezone.bii.org

Summative Reflective Account

In order to claim the unit(s) for the qualification, the learner will need to complete a summative reflective account, to reflect on their qualification, what they have learnt and how they have been able to apply this within their work role.

16. Design and delivery

Centres must refer to the units that form the qualification and the standard that must be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that form part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning Hours (GLH).

This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time spent undertaking assessments.

The qualification will be assigned Total Qualification Time (TQT), which, as well as GLH, will include the estimated number of hours spend in preparation, study or any other supervised learning, study or assessment for an average learner.

When planning how to deliver the qualification it is important to refer to this definition.

Centres must refer to the Assessment Principles and Additional Requirements detailed in this handbook when planning the delivery and assessment of these qualifications.

17. Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this specification will be in the format below:

Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (http://register.ofqual.gov.uk).

Unit Code / Unique Accreditation Number (UAN)

This is the unique code that the unit is given. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is included within.

Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to either National Occupational Standards or the level descriptors.

Credit

When a whole unit is completed the learner will achieve credits specified by the number of hours learning time it will take an average learner to complete the unit including the assessment.

Guided Learning Hours (GLH)

The time required by the unit for specific guidance to be provided by a tutor, mentor or expert in the subject area, for example in a training session or a one-to-one.

Learning Outcomes and Assessment Criteria

Learning Outcomes are what is expected that the learner will know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved.

18. Initial registration

Registration and certification

Learners should be registered and certificated via BIIABs On-line Registration and Certification Service (ORCS) www.orcs.biiab.org . Please refer to BIIAB's Centre Guidance for using ORCS.

Equal Opportunities and Diversity Policy

BIIAB has in place an equal opportunities policy, a copy can be found at
http://centrezone.bii.org/thehub/apprenticeships/qadocuments

BIIAB is committed to ensure that:

- Approved centres operate an equal opportunities policy
- Approved centres communicate the policy to staff and learners
- Approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- Approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements.

Reasonable Adjustment Policy

Learners who require reasonable adjustments for their assessments must inform their assessor at the beginning of their course of their requirements. BIIAB has a reasonable adjustment policy in place, a copy of which is provided to all BIIAB approved centres and can be found at
http://centrezone.bii.org/thehub/apprenticeships/qadocuments.

19. Mandatory Units

The unit E1 is mandatory for all four of the six qualifications within this qualification suite. For the two Extended Awards learners have a choice of undertaking this unit or either E50 (at Entry 3) or E55 (at Level 1). These three units are included in this handbook. For access to all other units please visit centrezone.bii.org

Notices

This book does not purport to contain an authoritative or definitive statement of the law or practice on any subject appertaining to the operation of licensed premises and the publishers supply the information on the strict understanding that no legal or other liability attaches to them in respect of it. References to sources of further guidance or information have been made where appropriate.

© BIIAB January 2018