

Section 1: Introduction

1.1 Introduction to the ASDAN Employability Qualifications

1.2 Qualifications, Units and Credits

1.3 Qualification Levels

1.4 Rules of Combination

1.5 The Structure of the ASDAN Employability Standards

1.6 Competence Based Assessment

1.7 Guidance and Support

1.1 Introduction to the ASDAN Employability Qualifications

These guidelines set out the background and structure of the ASDAN Employability qualifications. They outline details of the assessment and moderation processes which are necessary to ensure that national standards are maintained.

The qualifications provide a framework for developing and recognising personal and general employability skills. Assessment of learning outcomes provides clarity and motivation for candidates, gives them feedback on how well they are doing, and contributes to their preparation for the future. The qualifications provide a baseline of employability skills from which candidates can progress to further education, work experience and employment, as well as other ASDAN qualifications.

They are listed on Section 96 of the Learning and Skills Act 2000 for candidates pre-and post-16 (Entry level, level 1 and level 2). The ASDAN Employability qualifications are approved by Ofqual, Qualifications Wales (at Entry level) and CCEA, and are listed on the Register of Regulated Qualifications, with the following accreditation numbers:

- ASDAN Entry 2 Award in Employability Acc No: 600/7772/4
- ASDAN Entry 2 Certificate in Employability Acc No: 600/8014/0
- ASDAN Entry 3 Award in Employability Acc No: 600/8012/7
- ASDAN Entry 3 Certificate in Employability Acc No: 600/8015/2
- ASDAN Level 1 Award in Employability Acc No: 600/8016/4
- ASDAN Level 1 Certificate in Employability Acc No: 600/8005/X
- ASDAN Level 2 Award in Employability Acc No: 600/8060/7
- ASDAN Level 2 Certificate in Employability Acc No: 600/8061/9

The qualifications are open to all, regardless of age, background or qualifications, and there are no entry requirements. The qualifications at Entry 2, Entry 3, Level 1 and Level 2 are primarily intended for young people (14+) and adults who are not yet ready for, or in employment, but are developing knowledge and practising the skills required for the working environment.

Language restrictions

ASDAN's qualifications have been approved by the regulators to be offered, assessed and moderated in English only. Centres must therefore present candidates' work for external moderation in English. ASDAN will not accept work that has been translated from another language (except as contained in our published Access Arrangements).

1.2 Qualifications, Units and Credits

- There is a range of core and additional units at each level
- The units are credit rated (a credit is broadly equivalent to 10 learning hours)
- Full Awards require 6 credits and need to include one of the core units
- Full Certificates require 15 credits and need to include two of the core units
- Unit certification is available

Unit Code	ASDAN's Employability Qualification at Entry 2	Credit rating
Core units (1 core unit required for an Award; 2 core units required for a Certificate)		
MWS	Maintaining work standards	2
EJO	Exploring job opportunities	2
LWE	Learning through work experience	3
Additional units		
CWO	Communicating with others at work	1
CS	Customer service	2
HSW	Health and safety in the workplace	2
PRL	Planning and reviewing learning	2
RRW	Rights and responsibilities in the workplace	1
TPW	Tackling problems at work	1
TTW	Travelling to work	2
WWN	Working with numbers	2
WVO	Working with others	2

Unit Code	ASDAN's Employability Qualification at Entry 3	Credit rating
Core units (1 core unit required for an Award; 2 core units required for a Certificate)		
MWS	Maintaining work standards	3
CE	Career exploration	2
AJB	Applying for a job	2
EJO	Exploring job opportunities	1
LWE	Learning through work experience	3
ES	Enterprise skills	1

Additional units		
CWO	Communicating with others at work	1
CS	Customer service	2
EBE	Exploring business and enterprise	1
HSW	Health and safety in the workplace	2
OLW	Opportunities for learning and work	2
OBW	Overcoming barriers to work	1
PEA	Participating in an enterprise activity	2
PRL	Planning and reviewing learning	2
RRW	Rights and responsibilities in the workplace	1
TPW	Tackling problems at work	1
UAG	Using advice and guidance	1
WWN	Working with numbers	2
WWO	Working with others	2

Unit Code	ASDAN's Employability Qualification at Level 1	Credit rating
Core units (1 core unit required for an Award; 2 core units required for a Certificate)		
MWS	Maintaining work standards	3
CE	Career exploration	2
AJB	Applying for a job	2
EJO	Exploring job opportunities	1
LWE	Learning through work experience	3
ES	Enterprise skills	1
Additional units		
CWO	Communicating with others at work	1
CS	Customer service	2
EBE	Exploring business and enterprise	2
HSW	Health and safety in the workplace	2

MPF	Managing personal finance as an employee	2
OLW	Opportunities for learning and work	2
OBW	Overcoming barriers to work	1
PEA	Participating in an enterprise activity	3
PRL	Planning and reviewing learning	2
RRW	Rights and responsibilities in the workplace	1
TP	Tackling problems	2
UAG	Using advice and guidance	1
WWN	Working with numbers	2
TW	Team working	2

Unit Code	ASDAN's Employability Qualification at Level 2	Credit rating
Core units		
(1 core unit required for an Award; 2 core units required for a Certificate)		
WGP	Working to good practice standards	3
CE	Career exploration	2
AJB	Applying for a job	2
LWE	Learning through work experience	3
ES	Enterprise skills	1
Additional units		
CS	Customer service	3
EBE	Exploring business and enterprise	2
HSW	Health and safety in the workplace	2
MPF	Managing personal finance as an employee	2
MW	Meetings in the workplace	3
OLW	Opportunities for learning and work	2
OBW	Overcoming barriers to work	2
PEA	Participating in an enterprise activity	3
PRL	Planning and reviewing learning	3

RS	Research skills	2
TP	Tackling problems	3
UAG	Using advice and guidance	1
ICTW	Using ICT in the workplace	2
TW	Team working	3

Details of the qualifications can be found on the ASDAN website: www.asdan.org.uk

1.3 Qualification Levels

Identifying the levels

The ASDAN Employability Qualification units are written at Entry 2, Entry 3, Level 1 and Level 2. The level of each unit is based on a range of generic indicators:

- Knowledge and understanding
- Application and action
- Autonomy and accountability

Entry 2

Achievement at Entry 2 reflects the ability to make use of skills, knowledge and understanding to carry out simple, familiar tasks and activities with guidance.

Entry 3

Achievement at Entry 3 reflects the ability to make use of skills, knowledge and understanding to carry out structured tasks and activities in familiar contexts, with appropriate guidance.

Level 1

Achievement at level 1 reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance as needed.

Level 2

Achievement at level 2 reflects the ability to select and use relevant knowledge, ideas skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgment subject to overall direction and guidance.

1.4 Rules of Combination

Rules of Combination set out what a learner is required to do to be awarded a qualification in terms of the credits and units that need to be achieved. They also set out which units are barred against others, the potential for learners to transfer credit from other units, and any exemptions.

Candidates normally complete all units at the same level, however there is the flexibility to choose units from the level above or below the qualification outcome, if appropriate.

Barred units

Learners are not able to claim credit for the same unit at more than one level, or from two units that are deemed to be very similar. For example learners claiming credit for *Exploring job opportunities* at Entry 3 cannot also claim credit for *Exploring job opportunities* at Entry 2 or Level 1.

Equivalent units

These are similar or identical units achieved within other qualifications, whose credits can be transferred into the qualification being worked towards, subject to certain conditions.

Exemptions

Similar to equivalent units, these are units that have been achieved within other, non-credit bearing, qualifications. For example achievement of the Wider Key Skill *Working with others* at Level 1 can exempt a learner from the Entry 3 Employability unit, *Working with Others*.

More information about the rules of combination for the Employability qualification is available from the members area of the ASDAN website: www.asdan.org.uk

See also Section 2.4, “The accumulation and transfer of credits”

1.5 The Structure of the ASDAN Employability Qualification Standards

ASDAN Employability Qualifications units are made up of three parts:

- the aim of the unit
- the learning outcome(s)
- the assessment criteria

Full details of the qualifications and units are found on the ASDAN website (www.asdan.org.uk) and are available for centres to download.

1.6 Competence-Based Assessment

For ASDAN Employability qualifications accreditation, the candidate's performance has to be judged against a set of prescribed standards that define the level of competence and the contexts in which that competence has been demonstrated.

Significant features which reflect the nature of a competence-based approach to assessment are:

- Assessment is based on outcomes; i.e. the candidate's competence as measured against the assessment criteria. As it does not matter how this outcome is reached, training and development opportunities can be responsive to individual needs and there are no restrictions on styles of delivery. Development can occur in the environment most appropriate and useful to the candidate.
- No particular qualifications or experience are required for access to assessment. Different candidates are able to start at points and levels appropriate to them.
- Candidates actively participate in the assessment process by providing evidence of meeting the required standard.
- The structure of the standards allows achievement to be recognised on the basis of individual units. A candidate can gain accreditation for a single unit, a group of units at the same level, or units at different levels.

1.7 Guidance and Support

Planning

Before introducing the ASDAN Employability qualification to candidates, it is necessary to identify opportunities for individuals to participate in initial assessment and development activities, and to identify opportunities to provide evidence that will demonstrate the required skills. The development of an overall plan for the delivery of the Employability units helps to ensure that sufficient opportunities exist for all the requirements to be met and that there is not unnecessary duplication of effort. **See Section 3.6 Assessment Planning**

Staff development

Staff development is an essential component of initial planning, as tutors, assessors and internal moderators will need time to reach a common understanding of the units. **As part of the approval process for delivering the ASDAN Employability qualification at least one member of staff must attend an ASDAN training session for the qualification.** This can be either an Introductory Workshop or equivalent in-house training.

After initial familiarisation on an individual basis, it is recommended that tutors and assessors get together in order to discuss the content of the ASDAN Employability qualification units and clarify anything that is unclear. It is essential that staff familiarise themselves with the standards for the qualification level that they are working with. Standards with Guidance documents are available for all levels on the members area of the website. Once the ASDAN Employability qualification programme has been running for a while, it is usually a good idea for assessors and internal moderators to meet again to look at examples of evidence and to discuss and compare interpretation of standards for the level(s) in use; such discussion should form part of on-going practice. Further staff development activities on a regular basis will be dependent on individual centres' needs.

Candidate induction

Candidates will need to become familiar with the ASDAN Employability qualification units. Effective induction into their purpose, and the content of the standards, is vital to successful achievement. All aspects of an employability learning programme, from initial assessment onwards, will contribute in some way towards developing the candidate's understanding of the skills and knowledge which underpin the qualification and which will help them move on to employment. However, candidates will have different starting points, and it is individual needs that will determine the learner's rate of progress towards his/her key objectives, and towards successful completion of the qualification. To respond to these needs individuals must have the opportunity to engage in appropriate learning and development activities before they start to produce evidence for their Employability qualification.

Sources of information and support

ASDAN's **Regional Relationship Team** will be able to provide information and advice on the effective implementation of the planned programme. On-going support can be accessed through e-mail and telephone contact, and through negotiated staff training. Fees may apply in the latter case.

ASDAN also offers **Themed Support meetings** to promote a common understanding of Awarding Organisation expectations across centres and to share good practice.

The mandatory recording documents (assessment checklists), **assessment guidance** and **resource sheets** are available to download from the members area of the ASDAN website (www.asdan.org.uk).