



Level 1 Award in Transferable Skills and Qualities  
603/5615/7

## Award aim

This Award will help learners to identify qualities and skills that employers look for. They may not have an in-depth knowledge of how to repair a car or how to work in a customer service environment, but they do have skills that they use in everyday life that can transfer to the workplace.

## Award introduction

This Award will help to develop learners to discover the qualities and skills sought by employers. They will be able to recognise skills from everyday activities, for example cooking a meal for the family requires organisational and time management skills which can be transferred into the workplace. The learner will spend time looking at job advertisements to discover how their skills and qualities can match those sought by prospective employers for specific jobs. They will also look at how to promote their own skills and qualities in a way that makes them a potential candidate for the job on offer.

## Assessment

To achieve this Award, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

## Achievement

Learners must achieve a total of 2 credits by completing the one mandatory unit to gain the Award.

<b>Qualification Number</b>		603/5615/7
<b>Qualification Framework</b>		RQF
<b>Title</b>		Transferable Skills and Qualities
<b>Qualification Level</b>		Level 1
<b>Guided Learning Hours</b>		15 GLH
<b>Total Qualification Time</b>		20 TQT
<b>Qualification Credit Value</b>		2 Credits
<b>Qualification Grading Structure</b>		Pass / Fail

Unit Title	Mandatory Unit	GLH	TQT	Credit Value	Grading
Transferable Skills and Qualities	Y/617/5738	15	20	2	Pass/Fail
<b>Total</b>		15	20	2	Pass / Fail