North Herts
Education Support Centre

Course Title
Employability (KS4)
Overview
The Level 1/2 Certificate in Employability is designed to help learners develop the knowledge, skills and behaviours needed for success in the workplace, further education and training. The qualification focuses on key employability areas such as communication, teamwork, problem-solving, self-management, career planning and preparing for recruitment processes. Learners gain a greater understanding of workplace expectations, develop confidence in their abilities, and build practical skills that support progression into employment, apprenticeships or further study. The course encourages learners to reflect on their strengths, set personal goals and make informed decisions about their future career pathways.
Outline of the Course
The Level 1/2 Certificate in Employability Skills is designed to help learners develop the knowledge, skills and confidence needed for success in employment, further education and everyday life. The programme combines employability and personal development units to support learners in becoming effective, responsible and independent individuals who are prepared for their next steps. The employability units include Personal Finance, Career Planning, Preparation for Interview, Communicating with Others, and Work Based Experience. Through these units, learners develop an understanding of managing money, exploring career options, preparing for recruitment processes, communicating effectively in different situations, and gaining insight into workplace expectations and professional behaviours. The personal development units include Keeping Safe, Interpersonal Relationships, Healthy Living, and Understanding Crime and its Effects. These units encourage learners to make informed choices about their wellbeing, develop positive relationships, understand personal and community safety, and reflect on the impact of crime on individuals and society. Together, the units provide a well-rounded qualification that supports personal growth, employability and progression into future learning or work.
Assessment details
Assessment is through a portfolio of evidence supported by internal quality assurance and external verification. This qualification is accredited by City & Guilds.
Staff Roles
Teacher – Mr Honey, TA – Mrs Star
Equipment/Health and Safety
All necessary equipment is provided by the Centre. Including access to ICT resources as necessary. Basic classroom health and safety expectations apply.
Appeals process
Students can appeal against decisions to Mr Honey then to our External Quality Assessor.

Curriculum Plan	
This table sets out the intended curriculum plan for Employability in Key Stage 4. The plan for each half term is reviewed in advance based on progress, considering the contextual needs of individuals within each cohort and the impact of external factors on their learning.	
Year 10	
Autumn 1 403 Work Experience	**Autumn 2** 410 Staying Safe
Spring 1 445 Understanding Crime	**Spring 2** 411 Working in a Team
Summer 1 434 Interpersonal Relationships	**Summer 2** Close any coursework gaps
Year 11	
Autumn 1 403 Work Experience	**Autumn 2** 518 Finance
Spring 1 501 Career Planning	**Spring 2** 525 Drug Awareness
Summer 1 526 Alcohol Awareness	**Summer 2** Close any coursework gaps