## Level 2 Certificate in Skills for Employment

Pupils have to demonstrate competence against the assessment criteria from their day to day work and the teacher assessor has to verify that they are competent in relation to the general level descriptor using indicative assessment criteria. TLM's external moderator will check the judgements and the quality of the evidence and provide feedback. This process is not graded, the intention is that it is a flexible way of checking basic practical competence in the subject at the qualifications framework level.
Total Credits required to achieve the qualification-15

## Level 2

## Level 2, Unit 2 - Effective Communication in the Workplace ( 3 credits)

## 1. Understand the importance of effective communicatio $n$ in the workplace

1.1 I can explain how effective communication creates a positive impression of the organisation on the customer [1]

## 2. Know how different types of communicatio n are appropriate for different situations

2.1 I can describe the main types of communication, oral and written, used in organisations [2]

## 3. Use <br> appropriate forms of written communicatio n

3.1 I can select appropriate formats of written communication for different purposes [3]

## 4. Use appropriate forms of oral communicatio n

4.1 I can communicate clearly in speech in different workplace situations, adjusting register and tone to match the audience and purpose of the communication [4]
1.21 can explain how effective communication between colleagues enables work to be completed to a high standard [5]
2.21 can explain why different types of communication are required for different circumstances and when
communicating with different people [6]
3.21 can produce documents that are clearly and accurately presented and appropriate for the audience [7]
1.3 I can describe
the possible impact of poor communication on an organisation [8]

## Level 2, Unit 23 - Undertaking an enterprise project (6 credits)

## 1. Know about successful enterprises

1.1 I can describe what makes an enterprise successful [10]

### 1.2 I can

 describe the skills needed to be a successful entrepreneur [15]1.31 can compare examples of good customer service [20]
2. Be able to generate and select ideas for
an enterprise project
2.1 I can generate a shortlist of ideas for an enterprise project [11]
2.21 can compare the viability of different ideas [16]
2.31 can explain the final choice of enterprise project [21]

3. Be able<br>to plan an enterprise project

### 3.1 I can

 identify the headings and layout of a business plan [12]3.21 can contribute to a business plan for the chosen enterprise project [17]
3.31 can
prepare a budget for the enterprise project [22]

## 4. Be able <br> 5. Be able to carry out an enterprise project to review an enterprise project

4.1 I can create marketing materials to promote the enterprise project [13]
4.21 can contribute to the completion of the enterprise project [18]
4.3 I can
monitor the progress of the enterprise project, making adjustments where
necessary [23]

### 5.11 can

 compare the outcomes of the enterprise project against business plan [14]5.21 can describe ways the project could have been improved [19]
5.31 can evaluate own contribution to the enterprise project [24]
> 3.4 I can plan completion of own activities [25]
3.5 I can outline how customer service will be a factor in the project [26]

## 1.

Know how to interpr et infor mation relatin g to rec ommen ded alcohol intake limits
2. Unde
rstand
proble ms ass ociated with alcohol abuse

| 3. Unde | 4. |
| :--- | :--- |
| rstand | Know |
| proble | the |
| ms ass | danger |
| ociated | s of the |
| with | misuse |
| tobacc | of legal |
| o use | drugs |

## 5.

 Know about the cla ssificat ion system for illegal drugs and how dif ferent drugs are cla ssified5.1 I can classify at least five illegal drugs into classes A, $B$ and $C$ [32]

| 2.11 can |
| :---: |
| describe |
| at least |
| three |
| specific |
| health |
| risks |
| associate <br> d with |
|  |  |
|  |
| abuse |
| [29] |


| 3.1 I can | 4.1 I can | 5.1 I can |
| :---: | :---: | :---: |
| name | produce a | classify at |
| three | report | least five |
| main | describing | illegal |
| harmful | the | drugs into |
| substance | potential | classes A, |
| s in | effects of | $B$ and C |
| tobacco | the | [32] |

1.1 I can explain what is meant by "percenta ge by volume" of an alcoholic drink [28]
6.1 I can research and describe the health risks associate $d$ with the use of at least five illegal drugs [33]
7.

Know how the law is applied in respect of the posses sion and supply of illegal drugs
7.11 can describe the possible penalties associate d with the possessio $n$ and supply of illegal drugs from each class (A, B and C) [34]

| 1.21 can | 2.21 can | 3.21 can |
| :---: | :---: | :---: |
| research i | produce a | produce a |
| nformatio | report | report |
| n on ten | describing | describing |
| commonly | at least | at least |
| available | three | three |
| alcoholic | social | social |
| drinks and | problems | issues |
| use it to | associate | associate |
| produce a | d with | d with |
| report in | cohol | bacco |
| tabular | abuse and | use |
| form | making re | including |
| which de | commend | passive |
| monstrate | ations for | smoking, |
| $s$ the link | addressin | and |
| between | g them | making re |
| percentag | [36] | co |


| e by <br> volume | ations for <br> and units |
| :--- | :--- |
| addressin <br> of alcohol | g them |
| $[37]$ |  |

## Level 2, Unit 31 - Comply with Health and safety processes and procedures in the workplace ( 3 credits)

| 1 | 2. Main | 3. Use | 4. | 5. Work | 6. Unde | 7. Unde |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Monito | tain | and co | Resolv | in a | rstand | rstand |
| $r$ and m | the | mmuni | e probl | manner | the reg | health |
| aintain | safety | cate | ems | which u | ulation | and |
| health | of | data | that | nderpin | proced | safety |
| and | plant, e | and inf | could | s effect | ures | in the r |
| safety | quipme | ormati | affect | ive perf | and req | ecyclin |
| in the | nt and | On | the | ormanc | uireme |  |
| workpl | the |  | safe | e | nts for | industr |
| ace | workin |  | workin |  | recycli |  |
| during | $g$ envir |  | g envir |  | ng |  |
| recycli | onment |  | onment |  |  |  |
| ng acti |  |  |  |  |  |  |
| vities |  |  |  |  |  |  |
| 1.1 I can | 2.11 can | 3.1 I can | 4.1 I can | 5.1 I can | 6.1 I can | 7.1 I can |
| implemen | use | record | take | demonstr | describe | state the |
| t site- | equipmen | and | action | ate | the main $r$ | hazards |
| specific | $t$ and | report | where | vigilance | esponsibil | that are |
| risk asses | materials | incidents | incidents | to | ities of | likely to |
| sments | in accorda | according | affect the | potential | the | occur in |
| for your | nce with o | to organis | health | risks and | employer | the |
| area of | rganisatio | ational | and | hazards. | and | workplace |
| work and | nal | procedure | safety of | [44] | employee | and the |
| review in | procedure | $s$ and | self and |  | under the | risks |

[^0] 'pageview');

| accordanc | $s$ and | practices. | others. |  | 'Health | those |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| e with | practices. | [42] | [43] |  | and | hazards |
| company | [41] |  |  |  | Safety at | pose. [46] |
| procedure |  |  |  |  | Work Act |  |
| s. [40] |  |  |  |  | 1974'. |  |
|  |  |  |  |  | [45] |  |
| 1.21 can | 2.21 can | 3.21 can | 4.21 can | 5.21 can | 6.21 can | 7.21 can |
| wear PPE | move any | report | act on | demonstr | explain | describe |
| identified | equipmen | unsafe | unsafe | ate being | the safe | own role |
| in the risk | $t$ and | plant, | behaviour | receptive | procedure | and respo |
| assessme | materials | equipmen | in accorda | to new | s for | nsibilities |
| nt, and | in accorda | $t$ and | nce with | ways of | handling | for health |
| store in a | nce with o | hazardous | own area | working. | hazardous | and |
| ppropriate | rganisatio | situations | $\frac{\text { of respons }}{\text { ibilities }}$ | [51] | materials. <br> [52] | safety in |
| place | nal | outside |  |  |  |  |
| when not | procedure | own area | and |  |  | workplace |
| in use.[47] | $s$ and | of respons | workplace |  |  | under org |
|  | practices | ibility. | procedure |  |  | anisationa |
|  | and store | [49] | S. [50] |  |  | 1 policy |
|  | them |  |  |  |  | and |
|  | correctly |  |  |  |  | legislation |
|  | at an appr |  |  |  |  | - [53] |
|  | opriate |  |  |  |  |  |
|  | location |  |  |  |  |  |
|  | when not |  |  |  |  |  |
|  | in use. |  |  |  |  |  |
|  | [48] |  |  |  |  |  |
| 1.31 can | 2.31 can | 3.31 can | 4.3 I can |  | 6.31 can | 7.31 can |
| carry out | handle | provide | resolve |  | state the | explain |
| specified | recyclable | health | routine |  | types of | the |
| measures | $s$ and | and | problems |  | personal | reasons |
| to control | other | safety inf | within |  | protective | for |
| risks and | materials | ormation | own area |  | equipmen | informing |
| hazards. | in accorda | to others | of respons |  | $t$ and | others of |
| [54] | nce with o | in accorda | ibility. |  | clothing | own wher |
|  | rganisatio | nce with o | [57] |  | needed | eabouts |
|  |  | rganisatio |  |  | and how | when |
|  | procedure | nal |  |  | they must | working in |
|  | $s$ and | procedure |  |  | be used, | isolation |
|  | practices. | $s$ and |  |  | cleaned | or remote |
|  | [55] | practices. |  |  | and | locations. |
|  |  |  |  |  | stored. <br> [58] | [59] |
| 1.41 can | 2.41 can | 3.41 can | 4.41 can |  | 6.41 can | 7.41 can |
| identify | shut down | keep | refer |  | describe | describe |
| procedure | and | accurate | matters |  | the organi | how to |
| s to deal | immobilis | and up to | outside |  | sational | deal with |
| with | e plant in | date | own area |  | accident | health |
| unfamiliar | accordanc | records | of respons |  | and | and |
| risks and | e with org | on routine | ibility. |  | incident | safety em |
| hazards | anisationa | and non- | [63] |  | recording | ergencies. |
| arising |  | routine |  |  | and | [65] |
| from non- | procedure | matters. |  |  | reporting |  |
| routine | $s$ and | and |  |  | procedure |  |
| work | practices. | ensure |  |  | S. [64] |  |


$\frac{\text { situations. }}{[60]} \quad$| they are |
| :--- |
| legible |
| and |
|  |
|  |
| $[62]$ |


| 1.51 can | 2.51 |
| :---: | :---: |
| behave in | follow |
| a manner | emergenc |
| at | ¢ |
| minimises | procedure |
| risks and | s without |
| hazards | deviation |
| to | when an |
| yourself | alarm is |
| and | raised. |
| others. | [67] |
| [66] |  |

2.61 can maintain security within the workplace in accorda nce with o rganisatio nal procedure $s$ and practices and within own area of respons ibility. [69]

| 2.71 can | 7.71 can |
| :---: | :---: |
| locate | state the |
| emergenc | correct |
| y exits | methods |
| and | of storage |
| emergenc | of |
| $y$ | recyclable |
| equipmen | $s$ and |
| $t$ and | other |
| know how | materials. |
| to use | [72] |
| them. <br> [71] |  |

7.81 can
explain
how to
move and
store
equipmen

## Level 2, Unit 38 - Understanding employment responsibilities and rights ( 3 credits)

\author{

1. Know the <br> 2. Understand <br> 3. Know how <br> 4. Know career
}

## statutory rights and responsibilitie $s$ of employees and employers within own area of work

1.1 I can outline employee rights and responsibilities under Employment Law [78]
1.2 I can describe how related legislation can support employees in the workplace [82]
1.3 I can describe employer responsibilities in the workplace [86]

## agreed ways of working that protect own relationship with employer

## own role fits within the wider context of the sector

### 2.1 I can explain the terms and conditions of own contract of employment [79]

2.21 can describe information shown on own pay statement [83]

### 2.3 I can explain

 the procedures to follow in event of a grievance [87]> 2.4 I can identify the personal information that must be kept up to date with own employer [ 91$]$

2.5 I can explain agreed ways of working with employer [93]

> 3.1 I can describe the effect of own role on service provision [80]
3.21 can describe how own role links to the wider sector [84]
3.3 I can describe the main roles and responsibilities of representative bodies that influence the wider sector [88]
3.4 I can outline different viewpoints around an issue of public concern relevant to the sector or occupation [92]
3.5 I can describe how issues of public concern have altered public views of the sector or occupation [94]

## pathways available within own and related sectors

> 4.1 I can describe occupational opportunities within own sector and related sectors [81]
4.2 I can identify sources of information related to a chosen career pathway [85]
4.3 I can identify next steps in own career pathway [89]

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[1] https://theingots.org/community/eml2u2x\#1.1
[2] https://theingots.org/community/eml2u2x\#2.1
[3] https://theingots.org/community/eml2u2x\#3.1
[4] https://theingots.org/community/eml2u2x\#4.1
[5] https://theingots.org/community/eml2u2x\#1.2
[6] https://theingots.org/community/eml2u2x\#2.2
[7] https://theingots.org/community/eml2u2x\#3.2
[8] https://theingots.org/community/eml2u2x\#1.3
[9] https://theingots.org/community/eml2u2i
[10] https://theingots.org/community/eml2u23x\#1.1
[11] https://theingots.org/community/eml2u23x\#2.1
[12] https://theingots.org/community/eml2u23x\#3.1
[13] https://theingots.org/community/eml2u23x\#4.1
[14] https://theingots.org/community/eml2u23x\#5.1
[15] https://theingots.org/community/eml2u23x\#1.2
[16] https://theingots.org/community/eml2u23x\#2.2
[17] https://theingots.org/community/eml2u23x\#3.2
[18] https://theingots.org/community/eml2u23x\#4.2
[19] https://theingots.org/community/eml2u23x\#5.2
[20] https://theingots.org/community/eml2u23x\#1.3
[21] https://theingots.org/community/eml2u23x\#2.3
[22] https://theingots.org/community/eml2u23x\#3.3
[23] https://theingots.org/community/eml2u23x\#4.3
[24] https://theingots.org/community/eml2u23x\#5.3
[25] https://theingots.org/community/eml2u23x\#3.4
[26] https://theingots.org/community/eml2u23x\#3.5
[27] https://theingots.org/community/eml2u23i
[28] https://theingots.org/community/eml2u27x\#1.1
[29] https://theingots.org/community/eml2u27x\#2.1
[30] https://theingots.org/community/eml2u27x\#3.1
[31] https://theingots.org/community/eml2u27x\#4.1
[32] https://theingots.org/community/eml2u27x\#5.1
[33] https://theingots.org/community/eml2u27x\#6.1
[34] https://theingots.org/community/eml2u27x\#7.1
[35] https://theingots.org/community/eml2u27x\#1.2
[36] https://theingots.org/community/eml2u27x\#2.2
[37] https://theingots.org/community/eml2u27x\#3.2
[38] https://theingots.org/community/eml2u27x\#1.3
[39] https://theingots.org/community/eml2u27i
[40] https://theingots.org/community/eml2u31x\#1.1
[41] https://theingots.org/community/eml2u31x\#2.1
[42] https://theingots.org/community/eml2u31x\#3.1
[43] https://theingots.org/community/eml2u31x\#4.1
[44] https://theingots.org/community/eml2u31x\#5.1
[45] https://theingots.org/community/eml2u31x\#6.1
[46] https://theingots.org/community/eml2u31x\#7.1
[47] https://theingots.org/community/eml2u31x\#1.2
[48] https://theingots.org/community/eml2u31x\#2.2
[49] https://theingots.org/community/eml2u31x\#3.2
[50] https://theingots.org/community/eml2u31x\#4.2
[51] https://theingots.org/community/eml2u31x\#5.2
[52] https://theingots.org/community/eml2u31x\#6.2
[53] https://theingots.org/community/eml2u31x\#7.2
[54] https://theingots.org/community/eml2u31x\#1.3
[55] https://theingots.org/community/eml2u31x\#2.3
[56] https://theingots.org/community/eml2u31x\#3.3
[57] https://theingots.org/community/eml2u31x\#4.3
[58] https://theingots.org/community/eml2u31x\#6.3
[59] https://theingots.org/community/eml2u31x\#7.3
[60] https://theingots.org/community/eml2u31x\#1.4
[61] https://theingots.org/community/eml2u31x\#2.4
[62] https://theingots.org/community/eml2u31x\#3.4

## Level 2 Certificate in Skills for Employment

[63] https://theingots.org/community/eml2u31x\#4.4
[64] https://theingots.org/community/eml2u31x\#6.4
[65] https://theingots.org/community/eml2u31x\#7.4
[66] https://theingots.org/community/eml2u31x\#1.5
[67] https://theingots.org/community/eml2u31x\#2.5
[68] https://theingots.org/community/eml2u31x\#7.5
[69] https://theingots.org/community/eml2u31x\#2.6
[70] https://theingots.org/community/eml2u31x\#7.6
[71] https://theingots.org/community/eml2u31x\#2.7
[72] https://theingots.org/community/eml2u31x\#7.7
[73] https://theingots.org/community/eml2u31x\#7.8
[74] https://theingots.org/community/eml2u31x\#7.9
[75] https://theingots.org/community/eml2u31x\#7.10
[76] https://theingots.org/community/eml2u31x\#7.11
[77] https://theingots.org/community/emI2u31i
[78] https://theingots.org/community/eml2u38x\#1.1
[79] https://theingots.org/community/eml2u38x\#2.1
[80] https://theingots.org/community/eml2u38x\#3.1
[81] https://theingots.org/community/eml2u38x\#4.1
[82] https://theingots.org/community/eml2u38x\#1.2
[83] https://theingots.org/community/eml2u38x\#2.2
[84] https://theingots.org/community/eml2u38x\#3.2
[85] https://theingots.org/community/eml2u38x\#4.2
[86] https://theingots.org/community/eml2u38x\#1.3
[87] https://theingots.org/community/eml2u38x\#2.3
[88] https://theingots.org/community/eml2u38x\#3.3
[89] https://theingots.org/community/eml2u38x\#4.3
[90] https://theingots.org/community/eml2u38x\#1.4
[91] https://theingots.org/community/eml2u38x\#2.4
[92] https://theingots.org/community/eml2u38x\#3.4
[93] https://theingots.org/community/eml2u38x\#2.5
[94] https://theingots.org/community/eml2u38x\#3.5
[95] https://theingots.org/community/emI2u38i


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