

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 communication in the workplace

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

[1.2 I can explain how effective communication between colleagues enables work to be completed to a high standard](#) [5]

[1.3 I can describe the possible impact of poor communication on an organisation](#) [8]

2. Know how different types of communication are appropriate for different situations

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

[2.2 I can explain why different types of communication are required for different circumstances and when communicating with different people](#) [6]

3. Use appropriate forms of written communication

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

[3.2 I can produce documents that are clearly and accurately presented and appropriate for the audience](#) [7]

4. Use appropriate forms of oral communication

[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]

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]

[1.3 I 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]

[2.2 I can compare the viability of different ideas](#) [16]

[2.3 I can explain the final choice of enterprise project](#) [21]

3. Be able to plan an enterprise project

[3.1 I can identify the headings and layout of a business plan](#) [12]

[3.2 I can contribute to a business plan for the chosen enterprise project](#) [17]

[3.3 I can prepare a budget for the enterprise project](#) [22]

[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]

4. Be able to carry out an enterprise project

[4.1 I can create marketing materials to promote the enterprise project](#) [13]

[4.2 I 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. Be able to review an enterprise project

[5.1 I can compare the outcomes of the enterprise project against business plan](#) [14]

[5.2 I can describe ways the project could have been improved](#) [19]

[5.3 I can evaluate own contribution to the enterprise project](#) [24]

Level 2, Unit 27 - Drugs Education (2 credits)

1. Know how to interpret information relating to recommended alcohol intake limits	2. Understand problems associated with alcohol abuse	3. Understand problems associated with tobacco use	4. Know the dangers of the misuse of legal drugs	5. Know about the classification system for illegal drugs and how different drugs are classified	6. Know health risks associated with the use of illegal drugs	7. Know how the law is applied in respect of the possession and supply of illegal drugs
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1.1 I can explain what is meant by "percentage by volume" of an alcoholic drink [28]	2.1 I can describe at least three specific health risks associated with alcohol abuse [29]	3.1 I can name three main harmful substances in tobacco and describe the effect of each on the human body [30]	4.1 I can produce a report describing the potential effects of the misuse of at least three legal drugs. e.g. valium, steroids [31]	5.1 I can classify at least five illegal drugs into classes A, B and C [32]	6.1 I can research and describe the health risks associated with the use of at least five illegal drugs [33]	7.1 I can describe the possible penalties associated with the possession and supply of illegal drugs from each class (A, B and C) [34]
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1.2 I can research information on ten commonly available alcoholic drinks and use it to produce a report in tabular form which demonstrates the link between percentage	2.2 I can produce a report describing at least three social problems associated with alcohol abuse and making recommendations for addressing them [36]	3.2 I can produce a report describing at least three social issues associated with tobacco use, including passive smoking, and making recommendations
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[e by volume and units of alcohol](#) [35]

[ations for addressing them](#) [37]

[1.3 I can describe current government guidance for men and women on recommended limits of alcohol consumption](#) [38]

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

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|---|---|--|---|--|---|--|
| 1. Monitor and maintain health and safety in the workplace during recycling activities | 2. Maintain the safety of plant, equipment and the working environment | 3. Use and communicate data and information | 4. Resolve problems that could affect the safe working environment | 5. Work in a manner which underpins effective performance | 6. Understand the regulation procedures and requirements for recycling | 7. Understand health and safety in the recycling industry |
|---|---|--|---|--|---|--|

[1.1 I can implement site-specific risk assessments for your area of work and review in](#)

[2.1 I can use equipment and materials in accordance with organisational procedure](#)

[3.1 I can record and report incidents according to organisational procedure and](#)

[4.1 I can take action where incidents affect the health and safety of self and](#)

[5.1 I can demonstrate vigilance to potential risks and hazards.](#) [44]

[6.1 I can describe the main responsibilities of the employer and employee under the](#)

[7.1 I can state the hazards that are likely to occur in the workplace and the risks](#)

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accordance with company procedures. [40]	s and practices. [41]	practices. [42]	others. [43]		'Health and Safety at Work Act 1974'. [45]	those hazards pose. [46]
1.2 I can wear PPE identified in the risk assessment, and store in a appropriate place when not in use. [47]	2.2 I can move any equipment and materials in accordance with organisational procedures and store them correctly at an appropriate location when not in use. [48]	3.2 I can report unsafe plant, equipment and hazardous situations outside own area of responsibility. [49]	4.2 I can act on unsafe behaviour in accordance with own area of responsibilities and workplace procedure s. [50]	5.2 I can demonstrate being receptive to new ways of working. [51]	6.2 I can explain the safe procedures for handling hazardous materials. [52]	7.2 I can describe own role and responsibilities for health and safety in the workplace under organisational policy and legislation . [53]
1.3 I can carry out specified measures to control risks and hazards. [54]	2.3 I can handle recyclable s and other materials in accordance with organisational procedures and practices. [55]	3.3 I can provide health and safety information to others in accordance with organisational procedures and practices. [56]	4.3 I can resolve routine problems within own area of responsibility. [57]		6.3 I can state the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. [58]	7.3 I can explain the reasons for informing others of own whereabouts when working in isolation or remote locations. [59]
1.4 I can identify procedures to deal with unfamiliar risks and hazards arising from non-routine work	2.4 I can shut down and immobilise plant in accordance with organisational procedures and practices.	3.4 I can keep accurate and up to date records on routine and non-routine matters, and ensure	4.4 I can refer matters outside own area of responsibility. [63]		6.4 I can describe the organisational accident and incident recording and reporting procedure s. [64]	7.4 I can describe how to deal with health and safety emergencies. [65]

[situations.](#) [61]
[60] [they are](#)
[legible](#)
[and](#)
[complete.](#)
[62]

[1.5 I can](#)
[behave in](#)
[a manner](#)
[that](#)
[minimises](#)
[risks and](#)
[hazards](#)
[to](#)
[yourself](#)
[and](#)
[others.](#)
[66]

[2.5 I can](#)
[follow](#)
[emergenc](#)
[y](#)
[procedure](#)
[s without](#)
[deviation](#)
[when an](#)
[alarm is](#)
[raised.](#)
[67]

[7.5 I can](#)
[explain](#)
[why the](#)
[procedure](#)
[s to take](#)
[for](#)
[specific e](#)
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[es may be](#)
[affected](#)
[by their](#)
[location.](#)
[68]

[2.6 I can](#)
[maintain](#)
[security](#)
[within the](#)
[workplace](#)
[in accorda](#)
[nce with o](#)
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[nal](#)
[procedure](#)
[s and](#)
[practices](#)
[and within](#)
[own area](#)
[of respons](#)
[ibility.](#)
[69]

[7.6 I can](#)
[describe](#)
[the basic](#)
[emergenc](#)
[y first aid](#)
[procedure](#)
[s.](#) [70]

[2.7 I can](#)
[locate](#)
[emergenc](#)
[y exits](#)
[and](#)
[emergenc](#)
[y](#)
[equipmen](#)
[t and](#)
[know how](#)
[to use](#)
[them.](#)
[71]

[7.7 I can](#)
[state the](#)
[correct](#)
[methods](#)
[of storage](#)
[of](#)
[recyclable](#)
[s and](#)
[other](#)
[materials.](#)
[72]

[7.8 I can](#)
[explain](#)
[how to](#)
[move and](#)
[store](#)
[equipmen](#)

[t and materials safely.](#)
[73]

[7.9 I can explain how to immobilise machinery and plant.](#) [74]

[7.10 I can describe the methods for minimising environmental impact whilst maintaining health and safety in the workplace.](#) [75]

[7.11 I can explain why accidents and incidents should be reported without delay and recorded.](#)
[76]

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

1. Know the

2. Understand

3. Know how

4. Know career

statutory rights and responsibilities 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]

[1.4 I can identify sources and types of information and advice on own employment rights and responsibilities](#) [90]

agreed ways of working that protect own relationship with employer

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

[2.2 I 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]

own role fits within the wider context of the sector

[3.1 I can describe the effect of own role on service provision](#) [80]

[3.2 I 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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