



EMPLOYABILITY 2015

Developing the skills and aspirations for employment in today's world

Updated for 2015: Employability Awards and Certificates at Entry Level 3, Level 1 and Level 2

At OCR, we believe that a well-rounded education is not just about qualifications, but also about helping people to learn and develop in a way that suits their needs

As much as developing skills is about assessment, it is also about forging character, creativity, resilience, self-esteem and confidence. These personal behaviours and attributes play a pivotal role in shaping an individual's future.

These are all part of the toolkit of skills and knowledge our people need in order to find their own path in an increasingly competitive global workplace and ensure business and industry will prosper with confident individuals.

We've talked to teachers and employers about meeting the needs of learners looking for employment in today's world. The result is...

Our redeveloped Employability suite for 2015

Through consultation with employers, we understood the skills and character requirements so we could ensure our suite provided learners with the very best foundations for employability.

With even more practical features, our redeveloped suite is designed to give them the skills, know-how and confidence to help them enter, return to or progress in the workplace or go on to further education. They can move along a pathway at their own pace, gaining knowledge and understanding along the way.

A clear focus on learners being able to demonstrate what they know and what they can do. The qualification is accessible for all levels of learner ability with a straightforward structure for administration and assessment. We've created evidence booklets so all assessments can be captured in one place.



Reasons to choose our Employability suite 2015

Our Employability suite is now even more accessible and even more focused on learners. A highly practical range of 18 units.

- **Our new evidence booklets** – with learner-friendly tasks that cover all the assessment criteria
- **Loads of useful resources** – with great teaching ideas, and contextualised English and maths to save you delivery time
- **Training events** – to help you with; preparing to deliver Employability Skills, holistic delivery and contextualised English and maths
- **Ongoing support for tutors** – we run regular free assessment webinars so you can ask and hear answers to frequently asked questions and learn from one of our experts
- **Competitive fees** – with no additional certification fees, centre approval or centre registration fees
- **Moderation on-demand** – choose the method that suits your centre best, including our e-portfolio (MAPS) solution, emailing evidence or postal submission evidence to your Moderator
- **Coming soon** – your learners will be able to embed our unique workbooks into an e-portfolio. This will allow learners to use creative rich forms of evidence like audio and video.

Who's our redeveloped Employability suite aimed at?

It's designed for anyone preparing for getting a job, already in work and wanting to advance their career, or aiming to go on to further study. In particular:

- **Learners who are taking traineeships**
All traineeships must include work preparation. This qualification will help support learners, focusing on the key skills they need to develop.
- **16 to 18 year-olds on other programmes of study**
Employers continue to say that learners aren't prepared for the world of work. Use this qualification to make sure your learners are a step ahead.
- **Adults re-entering employment**
- **Offender learning**
Putting learners at its heart means this qualification really helps to build confidence, as well as develop practical skills to aid successful progress.
- **Contextualised English and maths**
All of our delivery guides contextualise English and maths through Employability. Achievement in English and maths can be separately accredited through our Progression qualifications – recognising bite-sized achievement.



Part of a well-planned learner journey

Our purpose is to work in partnership with others to provide general and vocational qualifications that support education in ways that enable learners to reach their full potential, equip them with the knowledge and skills they need for their future, and to recognise and celebrate their achievements.

We develop our qualifications in close consultation with teachers, employers, higher education establishments and government to ensure they are relevant for today's students and meet the requirements set by the Office of Qualifications and Examination Regulation (Ofqual).

Part of IAG/Initial Assessment

Core Studies

Essential skills in English, maths and ICT

Cambridge Progression
English and maths -
bite-sized courses and
qualifications
e.g. money and time/managed
discussions.
Supporting the preparation of
learners for further studies and
GCSE

Functional Skills
English, maths and ICT supported
with teaching and learning
resources

GCSE
English and maths

Free level
checker to get
learners on right
courses. FREE
diagnostic tools

Vocational Studies

Qualifications for getting into and getting on in work and further study

Cambridge Nationals
Including Engineering, ICT,
Creative iMedia, Health and Social
Care, Science and Business

Cambridge Technicals and Higher
Technicals including ICT, Health
and Social Care, Business, Art &
Design, Performing Arts, Sports,
Media, Science and Engineering

Other vocational qualifications
Including IT, Health and Social
Care, and Professional Services

Core + Vocational + Life and Work
= between 540 and 600 GLH**

Life Skills

Transferable and cross-functional skills
for flexible, resilient individuals

Employability
Being Entrepreneurial
Digital Employability
Personal Life Skills

Other transferable skills
qualifications include Business
Ventures and Business Enterprise
endorsed by Premier League ABC

Cross-functional qualifications
include Administration, Customer
Service and Management, and IT
user Skills

Progression

- FE
- HE
- Employment

**Depending on the needs of the learner.

Practical units for the real world

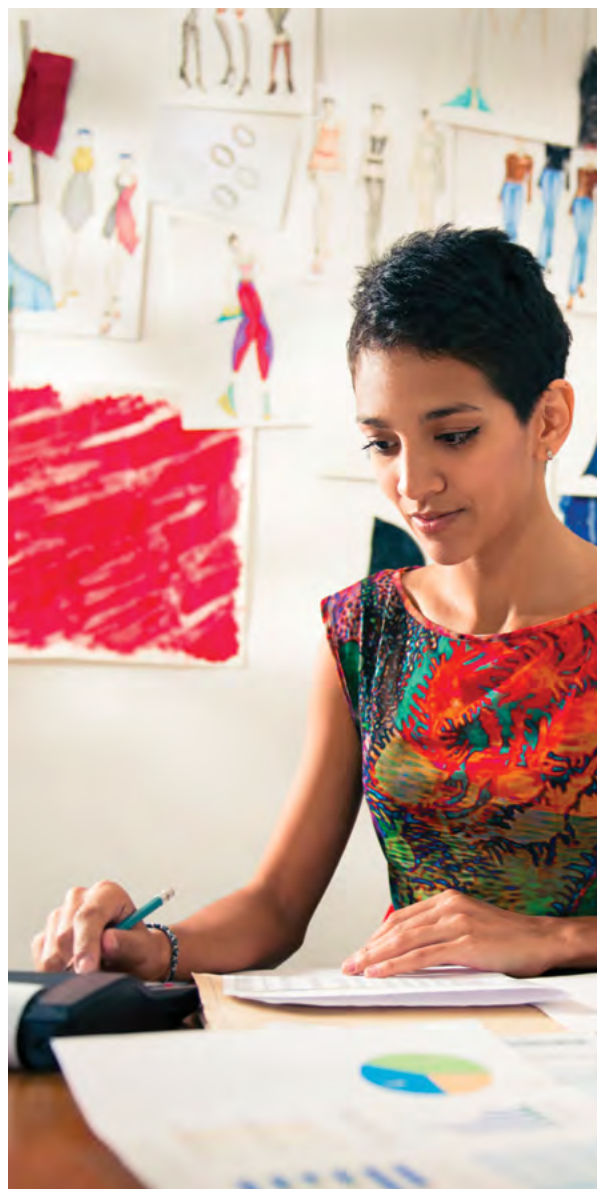
The 18 units cover carefully planned and useful topics such as searching for jobs, completing applications and preparing for interviews.



Why choose OCR?

OCR is a not-for-profit organisation. With the broadest range of qualifications, we measure our success through the impact of our activities and how effectively we contribute to helping learners realise their aspirations. In achieving our aims, we want to help you deliver our qualifications in the best way we can.

- You can enjoy the freedom and excitement of teaching qualifications developed to help you inspire learners of all abilities
- We've built specifications with the learner in mind, using a clear and easy-to-understand format, making them straightforward for you to deliver
- As well as providing you with a wide range of support services and resources to pick and choose from, we're also here to help you with specialist advice, guidance and support for those times when you simply need a more individual service.



Free resources to help you

We're committed to helping make teaching and learning even more straightforward, inspiring and enjoyable. For example, all our delivery guides include English and maths mapping – the best way to deliver this content, and in a way that saves overall delivery time. To find a comprehensive range of resources:

ocr.org.uk/qualifications/by-type/employability

Assessment documents:

- Unit specifications
- Evidence booklets
- Evidence requirements for centre assessors
- Record of achievement
- Submission cover sheet
- If you prefer to submit your own portfolio, use the Candidate Evidence Checklists.

MAPS documents (OCR's e-portfolio solution), available in the Help section in MAPS when you login):

- Student and teacher user guides
- Video tutorials
- Assessment documents help collect evidence.

Support materials:

- Progress tracker
- Delivery guides – with a range of lesson ideas and associated activities
- Lesson elements – offering a creative way to encourage your learners to engage with the topic
- Resources links to teaching and learning websites and materials
- Skills Guides and Entry Skills Guides.



To find out more...

ocr.org.uk/employability

or call our Customer Contact Centre on **02476 851509**

Alternatively, you can email us at vocational.qualifications@ocr.org.uk

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