

VRQ

Learner name:

UET13

Learner number:

M/505/1089





# VTCT

More than 1000 approved centres now work with VTCT, and the ever-expanding list extends across the UK, Ireland, and internationally. We acquired the internationally recognised awarding organisation and examination board iTEC in 2016, adding to our footprint. We also acquired education technology specialists Digital Assess in the same year, adding value for training providers with technology that can digitally capture and assess learners online, amongst other innovations.

VTCT is a registered charity investing in education and skills but also giving to good causes in the area of facial disfigurement.

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)

All assessors using this Record of Assessment book must complete this table. This is required for verification purposes.

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# Delivering employability skills

## UET13

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The aim of this unit is to enable you to deliver employability skills sessions. It includes consideration of the differences between employability and employment skills, the personal qualities, skills and techniques needed for the delivery of employability skills, and how the learning environment and personal presentation influence the success of the delivery of employability skills. It also includes delivering employability skills and using techniques and practices that reflect the workplace.

Level

4

Credit value

6

GLH

20

Observation(s)

2

External Paper(s)

0



### Learning outcomes

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#### On completion of this unit you will:

1. Be able to use techniques, strategies and practices that reflect the workplace in the delivery of employability skills
2. Understand the differences between employability skills and employment skills
3. Understand the influence of personal qualities and skills on the delivery of employability skills
4. Be able to evaluate own delivery of employability skills

### Evidence requirements

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1. **Achieving assessment criteria**  
There must be valid, authentic and sufficient evidence for all assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one assessment criterion. Evidence for this unit must be gathered in a teaching and learning environment.
2. **Simulation**  
Simulation is not allowed in this unit.
3. **Observation outcomes**  
Competent performance of Observation outcomes must be demonstrated on **at least two occasions**.

Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

4. **Knowledge outcomes**

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

5. **Tutor/Assessor guidance**

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

6. **External paper**

There is no external paper requirement for this unit.

# Achieving observations

## Achieving observation outcomes

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Your assessor will observe your performance of practical tasks. The minimum number of competent observations required is indicated in the Evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

## Learning outcome 1

Be able to use techniques, strategies and practices that reflect the workplace in the delivery of employability skills

**You can:**

- a. Use selected techniques and strategies to deliver employability skills sessions
- b. Demonstrate ways to negotiate behavioural parameters when using workplace practices with learners

\*May be assessed by supplementary evidence.

Observation	1	2	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			





## Achieving knowledge outcomes

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You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below\*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

\*This is not an exhaustive list.



## Learning outcome 1

Be able to use techniques, strategies and practices that reflect the workplace in the delivery of employability skills

You can:	Portfolio reference
c. Review techniques for the delivery of employability skills	
d. Review strategies used to transform training areas to reflect a realistic working environment	
e. Plan employability skills sessions that: <ul style="list-style-type: none"><li>• meet the needs of learners</li><li>• reflect a realistic working environment</li></ul>	

## Learning outcome 2

Understand the differences between employability skills and employment skills

You can:	Portfolio reference
a. Explain differences between employability skills and employment skills	
b. Explain the benefits to learners of having employability skills	

## Learning outcome 3

Understand the influence of personal qualities and skills on the delivery of employability skills

You can:	Portfolio reference
a. Analyse personal qualities and skills required for the delivery of employability skills	
b. Analyse the influence of personal presentation on the success of the delivery of employability skills	

## Learning outcome 4

Be able to evaluate own delivery of employability skills

You can:	Portfolio reference
a. Evaluate the effectiveness of techniques, strategies and practices used for the delivery of employability skills	
b. Identify own strengths and areas for improvement for the delivery of employability skills	

This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## **Learning outcome 1: Be able to use techniques, strategies and practices that reflect the workplace in the delivery of employability skills**

### **Techniques and strategies to deliver employability skills sessions:**

Blended learning, rolling programmes, realistic working environments, integrated learning, self-study, tutor led, peer support groups.

### **Ways to negotiate behavioural parameters:**

Negotiation skills, written/verbal/non-verbal communication, organisational policy and practice, learner involvement, action planning, SMART targets (specific, measurable, achievable, relevant, timely).

### **Techniques for delivering employability skills:**

Blended learning, rolling programmes, realistic working environments, integrated learning, self-study, tutor led sessions, peer support groups.

### **Strategies used to transform training areas:**

Opportunity and access, clearly defined outcomes, resources, feedback, validity, use of ICT.

### **Plan employability skills sessions:**

Learning domains, capability of the learners, capabilities of the developer, availability of technology and facilities, limitation of learning environment, strengths and limitations of technological resources, financial constraints, range of different resources available.

## Learning outcome 2: Understand the differences between employability skills and employment skills

### Differences between employability skills and employment skills:

**Employability** – effective communication (verbal, non-verbal, active listening), personal learning and thinking skills, writing a CV or resumé, job applications and covering letters, interview techniques, appearance, punctuality.

**Employment** – self-motivation, self-esteem, confidence, personal presentation, presentation skills, team working, assertiveness, emotional intelligence, negotiation, critical thinking, problem solving, delegation, organisation, personal development.

### Benefits to learners:

Meeting needs and aspirations, confidence, self-esteem, acceptance, maintaining employment, career progression, adaptability, improved health and safety, morale, expectation of others.

## **Learning outcome 3:** Understand the influence of personal qualities and skills on the delivery of employability skills

### **Personal qualities and skills:**

Verbal communication, non-verbal communication, listening skills, negotiation, problem solving, decision making, assertiveness, empathy, presentation techniques.

### **Influence of personal presentation:**

Verbal communication, non-verbal communication, listening skills, negotiation, problem solving, decision making, assertiveness, empathy, presentation techniques.



## Learning outcome 4: Be able to evaluate own delivery of employability skills

### Effectiveness of techniques, strategies, and practices used for the delivery of employability skills:

Reflect on own approaches to delivery, models of reflection (e.g. Gibbs, Schön, Rolfe, Brookfield), models of evaluation (e.g. Kirkpatrick, 360 degree evaluation), learner evaluation, programme evaluation, use of qualitative and quantitative data, identifying assessment outcomes as a basis for improvement/target setting.

### Strengths and areas for improvement:

Self-reflective practice, use of feedback from a range of suitable sources (e.g. learners, peers, awarding organisations), meetings and sharing of good practice, action planning, SMART targets.

# Notes

Use this area for notes and diagrams



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# Notes

Use this area for notes and diagrams



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Use this area for notes and diagrams



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