

**SUBJECT NAME****ENTERPRISE AND EMPLOYABILITY****AWARD RECEIVED****NATIONAL PROGRESSION AWARD (NPA)  
AT SCQF LEVEL 4 and SCQF LEVEL 5**

This course provides opportunities for learners to develop and enhance their employability and entrepreneurial skills, specifically:

- Self-awareness of their skills and qualities and thereby self-esteem, self-reliance, confidence and a 'can-do' attitude
- Task management - including planning, target setting, reviewing and self-reflection
- Interpersonal and customer service skills and the ability to work with others
- Problem-solving skills
- Insight into different employment opportunities including self-employment
- Knowledge of personal and business finances and budgeting
- Understanding of key aspects of business

**ENTRY LEVEL – What do I need to do it?**

This course is designed to be learner-focussed and is therefore suitable for a range of learners.

It serves as a basis for progression into vocational courses, employment, further education or training.

The course offers a flexible approach whereby learners may:

- Complete a whole Group Award
- Take one or more units on a stand-alone basis
- Work towards some Units on an experiential basis, but not necessarily aiming towards certification

**COURSE CONTENT – What will I learn?****SCQF level 4: 4 credits are required to achieve the Award.**

1 credit Mandatory Unit

1 or 2 credits Group A Enterprise options

0 to 2 credits Group B Employability options

0 to 1.25 credits Group C Restricted Employability options

0 to 1 credits Personal Development options

**SCQF level 5: 4 credits are required to achieve the Award.**

1 credit Mandatory Unit

1 or 2 credits Group A Enterprise options

0 to 2 credits Group B options

0 to 1 credits Group C options



#### SCQF level 4

<b>MANDATORY UNIT</b>	<b>Credit Value</b>
Personal Development: Self and Work ( <i>Successful completion of this unit also gives automatic certification of Core Skills 'Problem Solving' at SCQF level 4</i> )	1.0
<b>GROUP A: ENTERPRISE OPTIONS</b>	
Working for Yourself	1.0
<b>GROUP B: EMPLOYABILITY OPTIONS</b>	
Work Placement	1.0
Working with Others	1.0
<b>GROUP C: RESTRICTED EMPLOYABILITY OPTIONS</b>	
Preparing for Employment: 1 <sup>st</sup> steps	0.25
Building Own Employability Skills	0.5
Responsibilities of Employment	0.25
Dealing with Work Situations	0.25
<b>GROUP D: PERSONAL DEVELOPMENT OPTIONS</b>	
Personal Development: Self Awareness	1.0
Personal Development: Practical Abilities	1.0
Personal Development: Self in Community	1.0

#### SCQF level 5

<b>MANDATORY UNIT</b>	<b>Credit Value</b>
Personal Development: Self and Work ( <i>Successful completion of this unit also gives automatic certification of Core Skills 'Problem Solving' at SCQF level 5</i> )	1.0
<b>GROUP A: ENTERPRISE OPTIONS</b>	
Working for Yourself	1.0
<b>GROUP B: EMPLOYABILITY OPTIONS</b>	
Work Placement	1.0
Working with Others	1.0
Leadership: An Introduction	0.5
Leadership In Practice	1.0
<b>GROUP C: PERSONAL DEVELOPMENT OPTIONS</b>	1.0
Personal Development: Self Awareness	1.0
Personal Development: Practical Abilities	1.0
Personal Development: Self in Community	1.0

## **TEACHING METHODS – What will I do?**

You will be given personalisation and choice as to how you wish to structure your award.

You will be working as individuals, in pairs, in groups and as a whole class.

You will be involved in research and investigations (including the use of ICT), projects and presentations, debates and discussions, role-play and case studies.

There will be an opportunity to have site visits and experience work-based learning; to hear from a variety of guest speakers; and to work collaboratively with partner agencies such as Scottish Fire and Rescue, Resilient Communities, Police Scotland and The Entrepreneurial Foundation Scotland (TEF).

## **ASSESSMENT**

There is no formal exam for Enterprise and Employability.

Assessment consists of you maintaining a portfolio of evidence for each unit which clearly demonstrates your preparation, planning and participation in a range of activities; together with a review of your own progress and development.

Your teacher will then weigh this against a checklist of employability skills and aptitudes; and you will be awarded a pass or fail.

For some of the Units, supplementary evidence may be required from your work placement supervisor and / or partner agencies.



## **HOMEWORK**

You will receive regular homework on this course. It is expected that this homework would take roughly 45 minutes per week.

## **PROGRESSION**

This Award may provide progression:

- from SCQF level 4 to SCQF level 5 in Enterprise and Employability
- to SCQF level 5 or 6 in Personal Development
- in Business related courses at SCQF level 5 or 6

as well as into vocational courses, employment, further education or training.

## **COSTS**

Learners will be expected to meet their own travelling expenses, where applicable, for out-of-school excursions.