

# Personal Development for Employability

## Module Goals

This qualification will support individuals to gain the knowledge and understanding to enhance their success in gaining employment in a range of different occupational sectors. The content and structure of each qualification is designed to be flexible for learners to achieve a variety of pre-employment skills.

## Module Chapters

1. Self Assessment
2. Searching for a job
3. Applying for a job
4. Produce a CV
5. Interview Skills
7. Using email
8. Principles of Fire Safety Awareness
9. Principles of COSHH Risk Assessment
10. Risk Assessment Principles
11. Principles of Health & Safety in the Workplace
12. Health & Safety in the Workplace

## Additional Course Information

Estimated learning time: 112 hours

Course style: Online module with written assignments

On successfully completing this programme qualifications will be gained in:

- Health & Safety in the Workplace Level 1 (examined)
- Health & Safety in the Workplace Level 2 (examined)
- Principles of Fire Safety Awareness Level 1
- Principles of COSHH Risk Assessment Level 2
- Risk Assessment Principles Level 2
- Certificate in Personal Development for Employability Level 1

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## Progression Options

**Functional Skills Maths & English Level 2**

**Emergency First Aid at Work**

**Health & Safety in a Construction Environment Level 1**

**Certificate in IT User Skills**

**Principles of Business & Administration Level 2**

**Principles of Marketing Level 2**

**Warehousing & Storage Principles Level 2**



## **Rewards Training**

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