Workskills - Entry Level 3 Extended Award

This course will help you develop your skills and knowledge of employability to access the job market.

During this course you will:

- **Develop skills valued by employers and are in demand in the workplace**
- **Develop knowledge related to employability and the workplace**
- **Understand the 21st century workplace and the entry routes**
- **Achieve a nationally recognised Entry Level qualification that prepares them for employment**
- **Develop own personal growth and engagement in learning**

WHAT WILL I STUDY?

Topics include:

- Work related skills and behaviour
- Understanding rights and responsibilities
- Completing job applications
- Career options
- Using the Internet and Digital Media in the workplace
- Customer service
- Staying safe in the workplace
- Working as a team
- Work-related problems
- Taking part in enterprise activity
- Being environmentally aware in the workplace

WHAT WILL I NEED?

You will need:

- Current EHCP

Start Date: 2 September 2024

Duration: 1 Year

Attendance: Full Time

Location: Enfield Centre

- Entry level 2 qualification or Initial Assessment results at Entry Level 2

HOW WILL I BE ASSESSED?

You will be assessed through a variety of methods based on course requirements and individual needs.

For example:

- Observations
- Portfolios/Workbooks
- Practical Activities
- Questioning
- Peer feedback

Throughout the course, you will be gathering evidence/information in each unit. There are different methods that evidence can be gathered to meet individual needs.

WHAT WILL IT COST?

AGED 16-18

If you will be aged 16, 17 or 18 on 31st August prior to the start date of your course and you have the legal right to remain in the UK for the duration of your programme then your study with us will be free. Please see here for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see here for details.

WHAT CAN I DO AFTER?

This course will provide work skills to progress onto employment or further study.

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Duration: 1 Year
Attendance: Full Time
Location: Enfield Centre

Ofsted Good Provider

Capital City College Group
www.capitalccg.ac.uk