Employability qualifications: Entry 2–Level 2 units with credit ratings (2013 standards)

- To achieve an Award in Employability, a minimum of **6 credits** are required – you must complete at least **1 core unit**
- To achieve a Certificate in Employability, a minimum of **15 credits** are required – you must complete at least **2 core units**

Entry 2		Entry 3		Level 1		Level 2	
Maintaining work standards (MWS)	2	Maintaining work standards (MWS)	3	Maintaining work standards (MWS)	3	Working to good practice standards (WGP)	3
		Career exploration (CE)	2	Career exploration (CE)	2	Career exploration (CE)	2
		Applying for a job (AJB)	2	Applying for a job (AJB)	2	Applying for a job (AJB)	2
Exploring job opportunities (EJO)	2	Exploring job opportunities (EJO)	1	Exploring job opportunities (EJO)	1		
Learning through work experience (LWE)	3	Learning through work experience (LWE)	3	Learning through work experience (LWE)	3	Learning through work experience (LWE)	3
		Enterprise Skills (ES)	1	Enterprise Skills (ES)	1	Enterprise Skills (ES)	1
Communicating with others at work (CWO)	1	Communicating with others at work (CWO)	1	Communicating with others at work (CWO)	1		
Customer Service (CS)	2	Customer Service (CS)	2	Customer Service (CS)	2	Customer Service (CS)	3
		Exploring business and enterprise (EBE)	1	Exploring business and enterprise (EBE)	2	Exploring business and enterprise (EBE)	2
Health and safety in the workplace (HSW)	2	Health and safety in the workplace (HSW)	2	Health and safety in the workplace (HSW)	2	Health and safety in the workplace (HSW)	2
				Managing personal finance as an employee (MPF)	2	Managing personal finance as an employee (MPF)	2
						Meetings in the workplace (MW)	3
		Opportunities for learning and work (OLW)	2	Opportunities for learning and work (OLW)	2	Opportunities for learning and work (OLW)	2
		Overcoming barriers to work (OBW)	1	Overcoming barriers to work (OBW)	1	Overcoming barriers to work (OBW)	2
		Participating in an enterprise activity (PEA)	2	Participating in an enterprise activity (PEA)	3	Participating in an enterprise activity (PEA)	3
Planning and reviewing learning (PRL)	2	Planning and reviewing learning (PRL)	2	Planning and reviewing learning (PRL)	2	Planning and reviewing learning (PRL)	3
						Research skills (RS)	2
Rights and responsibilities in the workplace (RRW)	1	Rights and responsibilities in the workplace (RRW)	1	Rights and responsibilities in the workplace (RRW)	1		
Tackling problems at work (TPW)	1	Tackling problems at work (TPW)	1	Tackling problems (TP)	2	Tackling problems (TP)	3
Travelling to work (TTW)	2						
		Using advice and guidance (UAG)	1	Using advice and guidance (UAG)	1	Using advice and guidance (UAG)	1
						Using ICT in the workplace (ICTW)	2
Working with numbers (WWN)	2	Working with numbers (WWN)	2	Working with numbers (WWN)	2		
Working with others (WWO)	2	Working with others (WWO)	2	Team working (TW)	2	Team working (TW)	3