



WAMITAB

Waste Management Industry Training and Advisory Board

WAMITAB Entry Level Award in Preparing for Employment (Entry 3) (QCF 600/2848/8) (WAMITAB Code: PFEE3)

Who is it for?

This qualification is designed to meet the needs of individuals looking to develop their personal and professional skills. It will aid candidates to gain the necessary qualities and attributes that are looked-for by employers.

Can anyone do it?

This Entry 3, Entry Level qualification, which forms part of the suite of WAMITAB Pre-Employment qualifications, is suitable for candidates with some experience of working, who want to gain further skills and confidence to become more employable or continue in education.

It has been developed to fit a wide audience, including young people and adults. There are no pre-conditions for registration to this qualification and no minimum level of literacy is required, as the qualifications are able to be delivered alongside language, literacy and numeracy qualifications such as the WAMITAB Skills Development Programme.

What does it cover and how will I learn?

This qualification covers important life-skill topics such as Rights and Responsibilities, group work, personal and IT skills and many others.

The learning programme will vary depending on which WAMITAB Approved Centre you are studying with, but could include classroom, workshop or on the job training.

How will I be tested?

The qualification is assessed by a Portfolio of Evidence. Your work throughout the programme will be recorded as evidence of your achievement of the outcomes of the qualification.

What next?

The WAMITAB Award in Preparing for Employment is designed to support Candidates to develop employability and personal skills and qualities which are required by employers. It can help candidates to gain the confidence and skills needed to look for and get a job. The qualification also encourages the continued education of the candidate by forming part of a progression stairway with other WAMITAB pre-employment qualifications.





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Qualification Structure

Candidates must complete both units from the Mandatory Units Group (5 credits) and a further 7 credits from the Option Group. Candidates will therefore achieve a total of 12 credits.

Mandatory Units

Title	Level	Credits
Rights and responsibilities in the workplace	E3	3
Health and safety in places of work	E3	2

Option Units

Title	Level	Credits
Planning for progression	E3	3
Effective skills, qualities and attitudes for learning and work	E3	3
Career planning and making applications	E3	3
Introduction to ICT	E3	3
Supporting others	E3	3
Work-based experience	E3	3
Contributing to a team	E3	3
Candidate project	E3	3
Introduction to sustainable development and global citizenship	E3	2
Dealing with Problems in daily life	E3	2
Award Scheme Development and Accreditation Network	E3	2
Individual rights and responsibilities	E3	1
Working as part of a group	E3	2
Self-Assessment	E3	1
Career Progression	E3	1
Solving Work-Related Problems	E3	2
Preparing for Work Placement	E3	1
Learning from Work Placement	E3	2
Safe Learning in the Workplace	E3	1
Searching for a Job	E3	1
Applying for a Job	E3	1
Preparing for an Interview	E3	1
Interview Skills	E3	1
Self-Management Skills	E3	2
Conduct at Work	E3	1



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Speaking Confidently at Work	E3	1
Presenting Accurate Documents	E3	1
Introduction to General Health and Hygiene Skills	E3	3
Introduction to Understanding Diversity in Society	E3	3
Work awareness	E3	2
Getting to a destination safely and on time	E3	1
Prioritising tasks	E3	1
Managing your time	E3	1
Understanding conflict at work	E3	1
Preparing for and learning from interviews	E3	3
Presenting personal information effectively	E3	3
Learning about the range of opportunities in work	E3	3
Learning about workplace values and practices	E3	3
Introduction to Using the Internet	E3	1