



WAMITAB

Waste Management Industry Training and Advisory Board

WAMITAB Level 2 Award in Preparing for Employment (QCF 600/2845/2) (WAMITAB Code: PFE2)

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 Level 2 qualification, which forms part of the suite of WAMITAB Pre-Employment qualifications, is suitable for people new to looking for a job and/or progressing further 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.

Various units which appear in other WAMITAB qualifications are included in the Option Units section of this qualification, giving candidates who choose these units a platform for future learning and development.





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Qualification Structure

Candidates must complete all three units from the Mandatory Units Group (6 credits) and a further 6 credits from the Option Group. Candidates will therefore achieve a total of 12 credits.

Mandatory Units

Title	Level	Credits
Reduce risks to health and safety in the workplace	2	3
Rights and responsibilities in the workplace	2	2
Responsible work practice	2	1

Option Units

Title	Level	Credits
Contribute to the sustainability, maintenance and preservation of the environment	2	2
Understand support services in the public sector	2	2
Work in a team and develop yourself	2	3
Maintain a healthy and safe working environment for waste management activities	2	6
Effective skills, qualities and attitudes for learning and work	2	3
Career planning and making applications	2	3
Work-based experience	2	3
Candidate project for learning and work	2	3
Developing self for learning and work	2	2
Teamworking skills	2	3
Dealing with challenges	2	2
Managing yourself	2	3
Valuing customers	2	2
Understanding the business environment	2	2
Working for yourself	2	2
Performing effectively at interviews	2	3
Introduction to sustainable development and global citizenship	2	3
Identity and Cultural Diversity	2	2
Career Progression	2	2
Practising Leadership skills with others	2	2
Develop personal skills for leadership	2	2
Learning with colleagues and other learners	2	2



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Communicating solutions to others	2	2
Learning from more experienced people	2	2
Solving work-related problems	2	2
Summarising documents	2	1
Contributing to meetings	2	1
Preparing for work placement	2	1
Learning from work placement	2	2
Planning and enterprise activity	2	1
Running and enterprise activity	2	1
Producing a product	2	1
Searching for a job	2	1
Applying for a job	2	1
Preparing for an interview	2	1
Interview skills	2	1
Self-management skills	2	2
Effectiveness at work	2	1
Developing own interpersonal skills	2	3
Developing practical skills and techniques	2	3
Investigating a vocational area	2	2
Use tools and equipment for a practical activity	2	2
Applying for work	2	2
Building and managing workplace relationships	2	2
Communication in the workplace	2	2
Developing enterprise skills	2	3
Developing meeting skills	2	2
Improving own performance	2	2
Operating in a work environment	2	3
Oral presentation skills	2	3
Recognising prejudice and discrimination	2	1
Solving problems in the workplace	2	3
Business and customer awareness	2	2
Dealing with conflict	2	1