

Encha

Live and Learn

Let us help you to gain a recognised City & Guilds qualification with the Live and Learn programme.



About the programme

Live and Learn is a programme for customers, who would like to work towards the City & Guilds Award in Employability Skills qualification.

This programme is for anyone who's looking to demonstrate that they've developed some of the skills needed in preparation for an interview and for the workplace.

As an accredited qualification, it's useful for anyone who's been unemployed for a long time and may be looking to get back into work and perhaps don't have any formal qualifications.

If you simply want to demonstrate that you've developed skills for independent living, then this is also a way to have this acknowledged with a recognised certificate. In many cases you can do this through your everyday life experiences.



How does it work?

There are 85 units to choose from within three different levels, so the programme is accessible for a range of capabilities.

Some of the unit titles have links with everyday life skills, which are important features of being available for work and have transferable skills for the workplace. It's a distance learning programme so there's no need to attend training sessions. Once you've been inducted, you can start work on your units, with support, when required.

The training coordinator will be available throughout and will help candidates to complete the qualification, including:

- **Helping with your induction and identifying the suitable level of learning.**
- **Supporting you to choose the most appropriate unit(s) for you.**
- **Completing all relevant documents for registration.**
- **Providing user friendly workbooks in a suitable format for college inspection.**
- **Coaching through one-to-one tutorials.**
- **Conducting assessments and providing feedback.**
- **Submitting units to Access Training East Midlands for quality inspection.**



Entry level 3



Personal finance	Prepare for and attend an interview
Conduct at work	Working as part of a team
Effective communication	Personal presentation and hygiene
Applying for a job	Safe learning in the workplace
Interview skills	Effective written communication for the workplace
Searching for a job	Investigating rights and responsibilities at work
Candidate project	Rights, responsibilities and citizenship
Community project	Plan and make a journey on public transport
Self-assessment	Introduction to drug and alcohol awareness
Introduction to customer service	Dealing with problems in everyday life
Healthy living	Introduction to developing parenting skills
Parenting awareness	Create a good impression on customers

Level 1 units



Managing personal finance	Career planning and making applications
Effective communication	Working as part of a team
Interview skills	Contribute to own healthy living
Searching for a job	Rights, responsibilities and citizenship
Keeping safe	Investigating rights and responsibilities at work
Preparing for work	Self-assessment and development
Candidate project	Recognise the benefits of having a work/life balance
Community project	Effective skills, qualities and attitudes for learning and work
Alternatives to paid work	Recognising employment opportunities
Dealing with problems	Interpersonal relationships
Understanding assertive behaviour	Awareness of equality and diversity
Coping with change	Valuing equality and diversity



Level 2 units



Family relationships	Rights and responsibilities in the workplace
Introduction to alcohol awareness	Understanding eating disorders
Introduction to decision making	Awareness of stress and stress management
Introduction to drug awareness	Understanding personal finance for employment
Understanding crime and its effects	Developing skills in caring for young children
Assertive living	Understanding the social and emotional development of children
Parenting awareness	Using cooking skills in a domestic kitchen
Understanding child development	Understanding the physical and psychological needs of children
Applying for a job	Introduction to understanding growth, social and emotional development in children
Sex and relationship education	



Need more information?

You're welcome to call us to discuss the programme, your unit choices or if you need help.



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