

Getting Into Employment



Laser Learning Awards

LASER supports its recognised centres to develop flexible and responsive credit based courses. This includes those that widen access to lifelong learning, and address exclusion and participation. The structure of our qualifications enables learners to be recognised for their achievement, to accumulate credit, and use this to access further qualifications and learning over time.

LASER makes sure:

- quality assurance underpins all provision.
- only centres that meet national standards are recognised (for course and qualification delivery and quality assurance).

LASER staff:

- have a wide experience of centre, course and qualification approval.
- support centres to make sure awards are valid and valued.

Contact us

-  www.laser-awards.org.uk
-  enquiries@laser-awards.org.uk
-  01932 569894
-  @LaserAwards
-  LaserLearningAwards

Copyright © Laser Learning Awards

Contents

Qualification Overview	4
1. About the Qualification(s)	5
2. Offering the Qualification(s)	5
2.1 Aims and Objectives	5
2.2 Target Group	5
2.3 Entry Requirements	6
2.4 Achieving the Qualification(s)	6
2.5 Total Qualification Time and Guided Learning Hours	7
2.6 Language Requirements	8
2.7 Progression Opportunities	8
3. How the Qualification(s) will be Assessed	9
3.1 Overview	9
3.2 Assessment Design	9
3.3 Record Keeping.....	9
4. Special Arrangements for Learners with Particular Requirements ..	10
5. Tutor/Assessor/Internal Quality Assurer Requirements	10
6. Quality Assurance of the Qualification	10
6.1 Direct Claims Status (DCS)	11
6.2 Standardisation	11
6.3 Retaining Evidence	11
Appendix 1: Ofqual Level Descriptors – Levels 1 and 2	12
Appendix 2: Unit List	13

Qualification Overview

OFQUAL QUALIFICATION NUMBERS

600/8638/5	LASER Level 1 Award for Getting Into Employment
600/8902/7	LASER Level 1 Extended Award for Getting Into Employment
600/8898/9	LASER Level 1 Certificate for Getting Into Employment
600/8656/7	LASER Level 2 Award for Getting Into Employment
600/8903/9	LASER Level 2 Extended Award for Getting Into Employment
600/8899/0	LASER Level 2 Certificate for Getting Into Employment

Laser Learning Awards is an awarding organisation regulated by Ofqual, the regulator of qualifications, examinations and assessments in England.

PURPOSE AND AIM OF QUALIFICATIONS

These qualifications are targeted at those looking for work, currently, or in the near future, and are designed specifically to help learners equip themselves with the attitude and skills needed.

WHO IS IT FOR?

These qualifications suit those entering employment for the first time and those returning to work after a period outside the workforce. They benefit, amongst others: those progressing from learning into work, learners aged 16-19 participating in vocational 'study programmes', those engaged in pre-employment training or a traineeship, those seeking to progress onto an Apprenticeship and those working with Job Centre Plus or involved in the DWP Work Programme.

These qualifications are approved for learners of all ages.

ENTRY REQUIREMENTS

There are no specific entry requirements.

RULES OF COMBINATION

See Qualification Specification.

UNITS

Please follow the link to the [units list](#) and click on the unit titles.

ASSESSMENT

The qualifications are achieved by providing evidence covering the learning outcomes and assessment criteria of each unit. Details of assessment methods are contained within each unit. There is no external assessment: evidence is assessed and internally verified by the provider, and verified externally by LASER.

PRICE

For LASER's price list, please click [here](#).

DATES

Operational Start Date: 1 May 2013
 Qualifications Review Date: 30 June 2021

TO DELIVER

Providers must be recognised by LASER. Click [here](#) for details of how to become Recognised Centre. Once approved, centres can download New Course Notification forms from our [Quartz Web Portal](#) and will also have access to our [Secure Area](#) with a wide range of information and secure web-based functions, designed to make the administration and assessment of our qualifications simple and efficient.

1. About the Qualification(s)

There are six LASER qualifications for Getting Into Employment: an Award, Extended Award and Certificate. Each is available at either Level 1 or Level 2 and all are regulated by Ofqual and sit on the Regulated Qualifications Framework (RQF).

These qualifications are targeted at those looking for work, currently, or in the near future, and are designed specifically to help learners equip themselves with the attitude and skills needed. The smallest qualifications (the Awards) can be delivered in 30 guided learning hours.

A one page Qualification Summary outlining the qualifications is provided in [Qualification Overview](#).

To offer these qualifications, a centre must be recognised by LASER. For further information about becoming a Recognised Centre or working in partnership with a Recognised Centre please visit [our website](#).

Existing recognised centres must complete a New Course Notification Form before starting to deliver the qualification, which is available via our [Quartz Web Portal](#). Full details of all LASER requirements are provided in the LASER centre handbook which is also available via our [Quartz Web Portal](#).

[← Back to contents](#)

2. Offering the Qualification(s)

2.1 AIMS AND OBJECTIVES

Having achieved a 'Getting Into Employment' qualification, learners will better understand how to motivate and promote themselves and will have demonstrated to employers their commitment to finding work. During the course, learners will build their confidence, identify their job goals, learn how to match their skills with those employers look for, learn about writing a CV and cover letters, search and apply for jobs and prepare for a job interview. Learners undertaking an Extended Award or Certificate will also cover other aspects of employability appropriate to their needs, such as how to cope with change, how to present oneself at work, how to work in team and how to work safely.

2.2 TARGET GROUP

These qualifications suit those entering employment for the first time and those returning to work after a period outside the workforce. They benefit, amongst others: those progressing from learning into work, learners aged 16-19 participating in vocational 'study programmes', those engaged in pre-employment training or a traineeship, those seeking to progress onto an Apprenticeship and those working with Job Centre Plus or involved in the DWP Work Programme.

These qualifications are approved for use with learners of all ages.

2.3 ENTRY REQUIREMENTS

There are no specific entry requirements but tutors must ensure that the level of the qualification is appropriate to the learner.

In addition, a small number of units ideally require the learner to be engaged in either work, work experience, a work placement or a volunteering role, in order that there is the potential for them to meet particular assessment criteria within the unit. In certain cases where this is not possible, simulations might be appropriate and this should be discussed with the Quality Reviewer at the earliest opportunity.

2.4 ACHIEVING THE QUALIFICATION(S)

To achieve one of the LASER Getting Into Employment qualifications, the learner must undertake a number of units of assessment (these are prescribed but in the Extended Awards and Certificates there are options for the centre to choose from), and achieve a specified value of 'credit' by meeting the assessment criteria for those units of assessment.

The '**rules of combination**' for each qualification (i.e. the value of credit the learner must achieve, and instructions about the units of assessment they must undertake to do so) are stated below, along with lists of the units of assessment.

To view the units for each qualification, please see [Appendix 2](#).

The qualifications are 'nested'. Credits achieved for the Award can contribute towards achievement of the Certificate and credits achieved for the Certificate can contribute towards achievement of the Diploma.

Rules of Combination:

LASER Level 1 Award for Getting Into Employment

Qualification Number: 600/8638/5

To achieve the LASER Level 1 Award for Getting Into Employment the learner must achieve the 2 mandatory units from the Mandatory Unit Group.

LASER Level 1 Extended Award for Getting Into Employment

Qualification Number: 600/8902/7

To achieve the LASER Level 1 Extended Award for Getting Into Employment the learner must achieve a minimum of 8 credits. 5 credits must be taken from the 2 mandatory units in the Mandatory Unit Group. The remaining 3 credits must be taken from units in the Optional Unit Group.

LASER Level 1 Certificate for Getting Into Employment

Qualification Number: 600/8898/9

To achieve the LASER Level 1 Certificate for Getting Into Employment the learner must achieve a minimum of 13 credits. 5 credits must be taken from the 2 mandatory units in the Mandatory Unit Group. The remaining 8 credits must be taken from units in the Optional Unit Group.

LASER Level 2 Award for Getting Into Employment

Qualification Number: 600/8656/7

To achieve the LASER Level 2 Award for Getting Into Employment the learner must achieve the 2 mandatory units from the Mandatory Unit Group.

LASER Level 2 Extended Award for Getting Into Employment

Qualification Number: 600/8903/9

To achieve the LASER Level 2 Extended Award for Getting Into Employment the learner must achieve a minimum of 8 credits. 5 credits must be taken from the 2 mandatory units in the Mandatory Unit Group. The remaining 3 credits must be taken from units in the Optional Unit Group.

LASER Level 2 Certificate for Getting Into Employment

Qualification Number: 600/8899/0

To achieve the LASER Level 2 Certificate for Getting Into Employment the learner must achieve a minimum of 13 credits. 5 credits must be taken from the 2 mandatory units in the Mandatory Unit Group. The remaining 8 credits must be taken from units in the Optional Unit Group.

[← Back to contents](#)

2.5 TOTAL QUALIFICATION TIME AND GUIDED LEARNING HOURS

The LASER Level 1 and 2 suites of qualifications in Getting into Employment have credit values of between 5 and 13 credits, with a recommended Total Qualification Time of between 50 and 130 hours. The recommended guided learning hours and total qualification times are as follows:

QUALIFICATION TITLE	CREDIT VALUE	GUIDED LEARNING HOURS (GLH)	TOTAL QUALIFICATION TIME* (TQT)
Level 1 Award	5	30/30	50
Level 1 Extended Award	8	48/57	80
Level 1 Certificate	13	78/102	130
Level 2 Award	5	30/30	50
Level 2 Extended Award	8	48/52	80
Level 2 Certificate	13	78/82	130

* Total Qualification Time represents an estimate of the total amount of time that a learner could reasonably expect to devote to successfully achieving the qualification. Total Qualification Time (TQT) is made up of Guided Learning hours (GLH) and Additional Hours (AH).

Guided Learning Hours (GLH) comprises activities completed by the learner under the direct instruction or supervision of a tutor/teacher, lecturer, supervisor, trainer etc. whether through actual attendance or via electronic means. Examples of Guided Learning activities include:

- Supervised:
 - classroom based learning
 - work-based learning
 - e-learning
- Real-time tutorials including webinars, phone, and other electronic delivery methods.
- All forms of assessment which take place under the immediate guidance or supervision of a tutor/teacher, lecturer, supervisor, trainer or other approved/appropriate provider.

Additional Hours (AH) recognises all the other time taken in preparation that is not under the direct supervision of tutor/teacher, lecturer, supervisor, trainer etc. This time does not form part of the GLH, but does contribute to TQT. Example activities that could contribute to Additional Hours could include:

- Unsupervised:
 - independent compilation of portfolio of evidence
 - work-based learning
 - e-learning or e-assessment
 - coursework or research
 - private study time
 - viewing of a pre-recorded podcast or webinar

[← Back to contents](#)

2.6 LANGUAGE REQUIREMENTS

These qualifications are only available in English.

2.7 PROGRESSION OPPORTUNITIES

The LASER qualifications for Getting Into Employment provide the learner with evidence supportive of progression to employment and further learning opportunities within employment, or further study.

3. How the Qualification(s) will be Assessed

3.1 OVERVIEW

The qualifications are assessed by the centre and are subject to LASER's requirements for quality assurance. Once recognised as a Laser Centre simply log on to the [Secure Area](#)¹ of the LASER website. When you visit the Laser Qualification Centre you'll find a Quality & Assessment Area which offers a full resource bank of quality information, including the latest LASER Assessment Guidance.

3.2 ASSESSMENT DESIGN

These qualifications are assessed through the development of a portfolio of evidence. The portfolio should comprise a series of tasks devised by the centre, mapped to the assessment criteria. Satisfactory completion of the tasks and compilation of the portfolio will provide evidence that the learner has met the requirements of the qualification.

Some units have specific requirements about how they should be assessed. These requirements are stated on the unit of assessment itself where applicable. Please also note the guidance in [Section 2.3](#). To view the unit content, please click on the unit title hyperlinks within the tables in [Appendix 2](#).

The centre must assess the learner in terms of whether they have met each unit assessment criteria. All the unit assessment criteria in a unit must be met (and evidenced) before a unit can be deemed achieved. Level Descriptors are provided in [Appendix 1](#).

Assessment must be valid, reliable and sufficient to meet the outcome, and allow transparent authenticity: this means it must be apparent that evidence produced by a learner is the work of the individual learner, even if they have worked in a group. It is recommended that assessments are internally verified to meet these standards before they are implemented.

Assessed work must be internally quality assured ([See Section 6](#)).

3.3 RECORD KEEPING

LASER also recommends using a [Tutor Assessment Planning Sheet](#)² as this helps to set out the various tasks, their assessment methods and the evidence needed to be produced, in a simple plan that can be shown to the internal quality assurer and quality reviewer. It also allows the assessor to set out the options where more than one assessment method could be used for any one task: this information can then be transferred as required to the [Individual Learner Record](#) for each learner, allowing for some different methods to be used for individual learners, if individualised learning is appropriate. These planning sheets can be customised as centres prefer, as long as all essential information is included.

All assessment methods must be suitably evidenced, and templates for assessors' use are all available in the Quality and Assessment area of the [Secure Area](#) of the LASER website. Note particularly the use of a group

¹ All Recognised Centres have access to the [Secure Area](#) of the LASER website.

² Once recognised as a Laser Centre simply log on to the [Secure Area](#) of the LASER website. When you visit the Laser Qualifications Centre you will find all of the resources you need in the Quality & Assessment Area.

witness or individual witness statement, to be used in conjunction with a list of questions or discussion prompts, or sample recordings, when the methods 'group discussion' or 'oral question and answer' are used.

It is acceptable for the evidence to be held in a mixture of places, for example in a learner file and/or tutor file or on an intranet using a specific learner programme. If this is the case, it must be clear for each learner precisely where the information is held, by using one record sheet such as the Individual Learner Record, and that the evidence is complete. Electronic evidence must be available to quality reviewers when requested.

[← Back to contents](#)

4. Special Arrangements for Learners with Particular Requirements

For information on special arrangements please refer to the LASER policy document '[Access to Fair Assessment](#)'. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

5. Tutor/Assessor/Internal Quality Assurer Requirements

LASER recommends tutors, assessors, and internal quality assurers are experienced, and requires that they have a full and clear understanding of the subject matter. All staff involved in the delivery of the qualification should have, or be working towards, a relevant teaching/assessing/quality assurance qualification as appropriate.

6. Quality Assurance of the Qualification

Recognised centres must implement the internal quality assurance arrangements detailed in the LASER Centre Handbook. To access this simply logon to the [Secure area](#) of the LASER website and visit the Laser admin area. The LASER Quality Reviewer will regularly monitor compliance with these requirements. The Quality Reviewer will report on the progress of any agreed actions for quality improvement.

In brief, centres delivering LASER qualifications must have internal quality assurance systems to underpin the valid delivery of the qualification. Internal quality assurance is the process by which the centre regularly samples and evaluates its assessment practices and decisions, and acts on the findings, to ensure consistency and fairness. It involves two key processes: quality assurance and standardisation, and is done by one or more internal quality assurers.

Systems do vary between centres according to their particular situation, for example practices that work in a large centre are not necessarily effective in a smaller one. However there must be:

- an appropriate quality assurance system in place, and
- evidence the system is implemented effectively.

The outcome of the internal quality assurance process is the recommendation of award of credit to learners (RAC). There are two ways credit can be awarded to learners: by a LASER Quality Reviewer or by a member of staff at the centre who has been approved by LASER to hold Direct Claims Status.

6.1 DIRECT CLAIMS STATUS (DCS)

Direct Claims Status (DCS) can be awarded when a centre has one or more Approved Internal Quality Assurers (AIQA/s) for the appropriate sector or course(s). These centres can claim the award of credit directly from LASER. An application for **Direct Claims Status** must be made by the individual holding AIQA status and must show evidence of good internal quality assurance practice at the centre for which the application is made. When an AIQA leaves an organisation, DCS does not automatically continue for that centre nor can it be automatically transferred for the individual to any new centre. An application must be made in conjunction with the new centre.

AIQA and DCS status is monitored by the Quality Reviewer and can be withdrawn by LASER at any time if quality systems are not effective.

6.2 STANDARDISATION

LASER will hold regular standardisation events to make sure there is consistent application of assessment. Centres are required to contribute to LASER's programme of standardisation and also to carry out appropriate internal standardisation.

LASER hold standardisation events on a rolling basis to make sure comparable standards are being achieved year on year and there is a consistency of delivery and assessment across centres. Quality reviewers will identify samples of learners' work that they want to retain for standardisation purposes during quality assurance visits. Where an AIQA is in place they will identify samples of learners' work to submit to national standardisation events. Centres are required to retain records of the assessment and internal quality assurance processes to contribute to standardisation events. Where units are common to other awarding organisations' qualifications, LASER will work collaboratively to make sure standardisation requirements as set out in the Regulated Qualifications Framework (RQF) and Ofqual's General Conditions of Recognition are met.

Standardisation activities also include opportunities for networking and sharing of resources, together with regular information about new or replacement units. Centres are recommended to attend these annual meetings, in addition to centre visits by Quality Reviewers.

6.3 RETAINING EVIDENCE

For all qualifications, centres must retain complete and accurate records for at least three years from the end of the academic year to which they relate. These records must be made available to LASER on request.

[← Back to contents](#)

Appendix 1: Ofqual Level Descriptors – Levels 1 and 2

LEVEL	SUMMARY	KNOWLEDGE AND UNDERSTANDING	APPLICATION AND ACTION	AUTONOMY AND ACCOUNTABILITY
Level 1	Achievement at Level 1 reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance.	<p>Use knowledge of facts, procedures and ideas to complete well-defined, routine tasks.</p> <p>Be aware of information relevant to the area of study or work.</p>	<p>Complete well-defined routine tasks.</p> <p>Use relevant skills and procedures.</p> <p>Select and use relevant information.</p> <p>Identify whether actions have been effective.</p>	<p>Take responsibility for completing tasks and procedures subject to direction or guidance as needed.</p>
Level 2	Achievement at Level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgement subject to overall direction or guidance.	<p>Use understanding of facts, procedures and ideas to complete well-defined tasks and address straightforward problems.</p> <p>Interpret relevant information and ideas.</p> <p>Be aware of the types of information that are relevant to the area of study or work.</p>	<p>Complete well-defined, generally routine tasks and address straightforward problems.</p> <p>Select and use relevant skills and procedures.</p> <p>Identify, gather and use relevant information to inform actions.</p> <p>Identify how effective these actions have been.</p>	<p>Take responsibility for completing tasks and procedures.</p> <p>Exercise autonomy and judgement subject to overall direction or guidance.</p>

[← Back to contents](#)

Appendix 2: Unit List

For more information on unit content, please click below:

Level 1

LASER Level 1 Award for Getting Into Employment

OFQUAL CODE: 600/8638/5



LASER Level 1 Extended Award for Getting Into Employment

OFQUAL CODE: 600/8902/7



LASER Level 1 Certificate for Getting Into Employment

OFQUAL CODE: 600/8898/9



Level 2

LASER Level 2 Award for Getting Into Employment

OFQUAL CODE: 600/8656/7



LASER Level 2 Extended Award for Getting Into Employment

OFQUAL CODE: 600/8903/9



LASER Level 2 Certificate for Getting Into Employment

OFQUAL CODE: 600/8899/0



As well as consulting this document, providers must also check LASER's essential information regarding the availability of all LASER's qualifications and units, including withdrawal notifications. LASER's 'Qualification and Unit Announcements' are available [here](#).

[← Back to contents](#)