

## Certificate of Work Readiness Brief December 2017

The Certificate of Work Readiness (CWR) is nationally recognised qualification owned by SDS and certificated by SQA.

The CWR qualification can help individuals gain the skills, attributes and behaviours employers are looking for in entry level jobs. This is achieved through the completion of employability units and the customised work placement unit, which requires 190 hours of real life work experience. Those who achieve the qualification can then progress to employment, Modern Apprenticeships or further training.

### Why has it been introduced?

The CWR was developed in partnership with SQA and Employers. This was in response to feedback that many employers were unable to find work ready individuals for entry level jobs. It supports Developing Scotland's Young Workforce and the Scottish Governments Opportunities for All agenda.

### What is it made up of?

The Certificate of Work Readiness comprises of SQA units and the SDS Customised Work Place Skills unit. The CWR provides a structured framework in which to deliver both the generic knowledge and skills for the workplace, as well as good quality work experience for entry level work.

### CWR Group Award: GFOF 04

Units	SCQF Level	SCQF Credit Points
Responsibilities of Employment	4	1.5
Dealing with Work Situations	4	1.5
Personal Development: Self and Work	4	6
Skills for Customer Care	4	6
Practical Work Place Skills	4	19

The award is 34 SCQF credit points and sits at SCQF Level 4. It is suitable for delivery within Stage 3 of the [SDS Employability Fund](#) and through a variety of local and national programmes on the [Employability Pipeline](#).

### Who can take part?

- Individuals who have limited or no work experience, low level or no qualifications.
- Individuals who would benefit from support to develop their employability skills.

- Individuals who are looking for valuable work experience to help them progress on to a job or a modern apprenticeship.

### What makes it different?

The CWR allows individuals to become equipped with the employability skills required for the workplace. It is supported and endorsed by employers and employer organisations. Individuals will participate in a minimum of 190 hours work experience and will be assessed by the employer on their competency in the work place.

The work experience element must be completed in a real life working environment and the individual's progress is measured through the employer scorecard assessment. It is vital that strong links are built and maintained between the provider, the individual and the employer.

As part of the SDS Employability Fund and other national or local programmes on the Employability Pipeline, the CWR qualification can be used to support a pathway on to entry level jobs and Modern Apprenticeships.

### How does it work?

CWR can be delivered in a variety of ways and settings, dependent on the learning provider and the individual:

- The programme is tailored to the individuals needs;
- The individual will undertake some preparatory training with the learning provider;
- The individual will be matched with an employer and undertake 190 hours of work experience (minimum of 24 hours per week out in the work place);
- The employers involvement is integral to the assessment process;
- An individual's progress is measured through the employer scorecard assessment;
- The learning provider will support the individuals and employer throughout the delivery of the qualification.

### How do you find out more?

If you are a learning provider, employer or an education partner who is interested in finding out more about the Certificate of Work Readiness, please contact the Partnership team by emailing us [here](#). You can also check out the [SDS website](#), [SQA website](#) or contact your SQA Business Partner.

