

Introduction to Work Place Skills Brief December 2017

Introduction to Workplace Skills (IWPS) is a qualification specifically designed for individuals who are preparing for the world of work and need support to develop their employability and core skills.

IWPS includes an employer assessed work experience placement of 150 hours. Successful completion of this qualification can offer individuals evidence of their core skills and work experience. As a result, they can progress on to:

- Higher level qualifications, such as the Certificate of Work Readiness (CWR);
- Further training, education or employment.

Why has it been introduced?

Skills Development Scotland (SDS) developed the Certificate of Work Readiness qualification (CWR) in the spring of 2012. Through feedback from partner organisations, it became clear that a number of individuals needed further support prior to embarking on CWR.

It was suggested that these individuals required a 'stepping stone' approach before they could prove to employers they are ready for sustained employment.

Introduction to Work Place Skills gives individuals this opportunity. They will be able to develop their core skills and begin to improve their competence in a workplace environment.

What is it made up of?

Introduction to Workplace Skills (award code GN19 04) is nationally recognised qualification owned by SDS and certificated by SQA. It comprises of SQA Core skills units and the SDS Customised Unit; Practical Work Place Skills: First Step. The customised unit forms a structured framework around the delivery of work experience.

IWPS AWARD CODE GN19 04

Breakdown of Units	SCQF Level	SCQF Credit Points
SDS Customised Unit; Practical Work Place Skills: First Steps	3	15
Communication (NQ or Work based)	3	6
ICT (NQ or Work based)	3	6
Numeracy (NQ or Work based)	3	6

The award is 33 SCQF credit points and sits at SCQF level 3. It is suitable for delivery within Stage 2 of the SDS [Employability Fund](#) and through a variety of national or local programmes on [The Employability Pipeline](#).

Who can take part?

- Individuals who have average or below average grades at National 3 or 4.
- Individuals who have no qualifications or have been out of education and employment for some time.
- Individuals who have no or limited, clear ideas about any particular vocational route and require support in core skills and employability.

What makes it different?

Introduction to Workplace Skills allows individuals to become equipped with the skills to address barriers to employment or training. On completion of the qualification individuals will be able to demonstrate the relevant skills, behaviours and attributes required for the work place.

How does it work?

- The programme is tailored to individual needs.
- The individual will be with a learning provider to develop their core skills.
- An individual will participate in a minimum of 150 hours work experience; 1-2 days per week.
- The work experience customised unit can be delivered through simulated workshops, supported work environments and real work placements.
- An individual's progress is measured through the employer scorecard assessment.
- The employer's involvement is integral to the assessment process.
- Can be funded through a variety of local or national programmes, including the SDS Employability Fund at Stage 2.

How do you find out more?

If you are a learning provider or an education partner who is interested in finding out more about Introduction to Work Place Skills, please contact the Partnership Team by emailing us at CWR@sds.co.uk. or check out [SQA](#) website or contact your SQA Business Partner.

