

OTHM Level 3 Foundation Diploma in Employability and Workplace Skills

Qualification Number: 603/7031/2

Overview

The OTHM Level 3 Foundation Diploma in Employability and Workplace Skills has been developed to provide learners with a range of knowledge, understanding, personal skills and attributes essential for successful performance in working life.

The learners will:

- Develop a body of knowledge about workplace employment and employability in range of sectors.
- Develop a range of knowledge, facts, theories, ideas, skills, materials, terminology, practices and techniques associated with workplace skills, employment and employability.
- Develop self-confidence and interpersonal skills required for the working environment and employment.
- Be able to improve communication skills and promote personal effectiveness.

Successful completion of this qualification will equip learners with the underpinning knowledge and skills required to succeed in employment or further studies

Modules

- Career Planning and Development (10 credits)
- Managing own Performance (10 credits)
- Personal and Professional Development (10 credits)
- Employment Skills (10 credits)
- Working in a Business Environment (10 credits)
- Managing Resources (10 credits)

Entry Requirements

- Equivalent to GCE AS/A Levels.
- May also have relevant work experience
- Over the age of 16 years
- IELTS 4.5 or equivalent if English is not your native language

Assessment and Verification

All units within this qualification are internally assessed by the centre and externally verified by awarding organisation. There are no examinations in this course.

Course Material

Course materials, including presentations, hand-outs, assignment briefs and e-books are made available to enrolled learners. In addition to this, the learners will also receive the course handbook and tutorials via emails, in order to support the learning.

Online Learning

The learner sets their own pace for their learning and the courses are offered on an academic – year basis. Although our tutors encourage the learners to make progress monthly, this approach is flexible.

Progressions

Learners who achieve this qualification could progress into Level 4 courses or take admission into or bachelor's degree courses at the University.

Certification

The Diploma is issued by the OTHM - Awarding Organisation. UK Versity (DC1506132) is an accredited and approved delivery Centre for Qualification qualifications.

Key Facts

Awarding Body: OTHM Qualification

Course Duration: 4 – 6 months

Method of study: Full or Part Time / Blended/ Distance Learning

Qualification Level: 3

Disclaimer

We do everything we can to ensure that information on our website is correct, however details may change, and we cannot accept responsibility for errors or omissions. For more detailed information about the course visit -

<https://www.othm.org.uk/othm-level-3-diploma-in-employability-workplace-skills.html>