

**“I want to be independent”**  
**DAVID SUTOR**



# Life Skills

## CERTIFICATE IN LIFE SKILLS AT ENTRY 1 AND ENTRY 2

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The OCNW Certificate in Life Skills provides an introduction to the essential skills needed to establish an independent lifestyle.

**Course Units:**

- Yourself and Others

- Learning Skills
- Keeping Healthy and Safe
- Community and Leisure
- Time and Money
- Carrying Out a Practical Activity
- Understanding Relationships

## CERTIFICATE IN WORKING TOGETHER AT ENTRY 1 AND ENTRY 2

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The NCFE Entry Level Certificate in Working Together provides the development and assessment of the essential, transferable skills an adult will need to function at work and society in general.

In this course you will have the opportunity to develop a range of skills in working with other people. By undertaking activities as a member of a team, you will be able to identify what they did that was successful. The student will undertake an activity as a group member, and will consider the successful aspects of the group work to complete the activity.

## CERTIFICATE IN ICT AT ENTRY 1, ENTRY 2 AND ENTRY 3

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The NCFE Entry Level Certificate in ICT is to provide a framework for the development and assessment of the ICT skills, knowledge and understanding that an adult will need to function at work and society in general.

**Course Units:**

Units offered include:

- Using ICT Systems
- Finding and Exchanging Information
- Developing and Presenting Information

## CERTIFICATE IN PERSONAL AND SOCIAL DEVELOPMENT AT ENTRY 2 AND ENTRY 3

This qualification supports young people and adults in:

- Becoming confident individuals who are physically, emotionally and socially healthy
- Being responsible citizens who make a positive contribution to society and embrace change
- Managing risk together with their own well-being

### Course Units:

Units offered include:

- Working as Part of a Group
- Developing Self
- Individual Rights and Responsibilities
- Healthy Living
- Preparation for Work
- Managing Own Money
- Environmental Awareness
- Personal Safety in the Home and Community
- Using Technology in the Home and Community

## CERTIFICATE IN EMPLOYABILITY AND PERSONAL DEVELOPMENT AT ENTRY 2 AND ENTRY 3

The Certificate in Employability and Personal Development recognises the generic skills that help you to look for, obtain and maintain employment. In particular, it develops the key personal skills, qualities and attitudes required by employers across all vocational sectors. By developing your skills and confidence, this qualification will also help you progress to further learning.

### Course Units:

Units offered include:

- Planning for Progression
- Effective Skills
- Rights and Responsibilities in the Workplace
- Introduction to ICT
- Managing Personal Finance
- Personal Skills

## CERTIFICATE IN WORK SKILLS AT ENTRY 3

The Certificate in Work Skills builds on skills already taught, encompassing the workplace, vocational and social skills that research indicates employers seek in potential employees.

### Course Units:

Units offered include:

- Conduct at Work
- Working in a Team
- Investigating Rights and Responsibilities at Work
- Managing Your Health at Work
- Setting and Meeting Targets at Work
- Planning an Enterprise Activity
- Running an Enterprise Activity
- Producing a Product
- Managing Your Own Money

### To Join a Course:

You will need the following:

- A standard of Literacy and Numeracy required for Entry 1
- Related interests or experiences
- Successfully undertake an assessment and transition programme

### Assessment:

- Internal and External Assessments
- Class Work
- Individual Learning Plans (ILP)

### Further Opportunities:

- Take another qualification at Entry Level if appropriate
- Take a qualification at Level 1
- Employment



## PRE-ENTRY ESSENTIAL SKILLS DEVELOPMENT

This Pre-Entry course is suitable for those with severe learning difficulties and aims to:

- Provide an introduction to a vocational area
- Offer a flexible and accessible course of study
- Provide a broader course of study
- Encourage and develop Literacy, Numeracy, ICT and Personal Skills
- Build confidence and independence

### Course Units:

- Cooking for Myself and Others
- Life Skills
- Using Computers
- Looking after Me
- Using Money
- Creative Expression
- Getting on with Other People
- Getting Around
- Where I Live
- Words and Numbers
- Skills for Life

### Assessment:

- Internal Assessments
- Class Work
- Individual Learning Plans (ILP)

### To Join the Course:

You will need the following:

- To successfully undertake an assessment and transition programme
- Related interests or experiences

### Further Opportunities:

- Take another qualification at Pre-Entry Level if appropriate
- Take a qualification at Entry Level
- Supported employment