

Level 4

# EMPLOYABILITY PRACTITIONER



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# PROGRAMME OVERVIEW

Employability Practitioners are responsible for working with individuals to help them address and overcome obstacles to securing suitable and sustainable employment

Our Level 4 programme is designed to enable learners to use their existing knowledge and professional skills to help the client, whilst adhering to the ethical practice and policy required by the organisation or profession.

An Employability Practitioner will be part of a team reporting to a Team Manager. They will also interact with colleagues, employers, recruitment services and other support and community professionals such as social workers, health workers, education welfare officers, housing officers, probation officers and careers advisors.

During the programme, participants will cover a variety of topics, allowing them to prioritise and manage workloads, making effective use of management information systems and wider technology.

**Qualification:** The OCR Level 4 Diploma in Career Guidance and Development

**Duration:** Typically this will take 24 months

**Entry requirements:** Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have already achieved level two English and maths on entry. Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. Apprentices working with young people and vulnerable adults would be required to hold a DBS clearance

Participants must have been a UK/EEA/EU resident for the last 3 years.

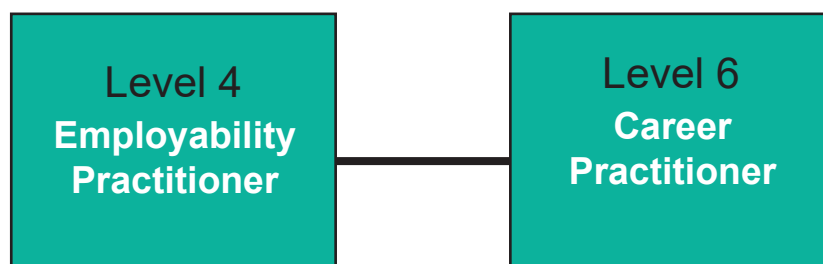
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# PROGRAMME PATHWAY

Our programmes are designed to develop apprentices' skills, preparing them for that all important next step in their career. This qualification sets them up perfectly to work as employment practitioner or continue their learning further.





## **JOB ROLES**

Typical job titles for the role might include:

**Career Advisor**

**Career Development  
Practitioner**

**Career Guidance  
Councillor**

**IAG Adviser**

**Career Coach**

**Employability  
Advisor**

## **LEARNING APPROACH**

This apprenticeship will maximise the amount of time spent training, with a blended learning approach.

This will be a combination of the following:



**Face to face**



**Masterclasses**



**Online content**



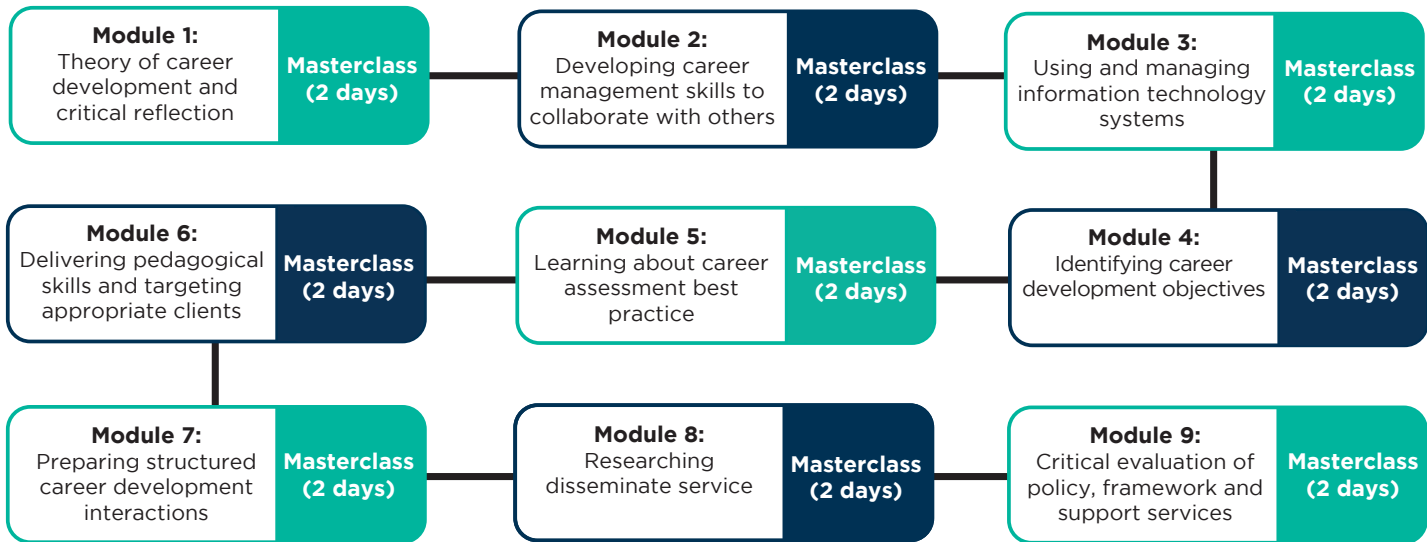
**Coaching in  
the workplace**





# MASTERCLASSES

Once a month, apprentices will take a day out of the office to connect with peers studying on the Employability Practitioner programme and work with our expert Training Consultants to learn more about the theoretical approaches.





# LEARNING AREAS

There is a large variety of learning areas across this apprenticeship, on which you will be assessed throughout your time. This list demonstrates a selection of the learning areas.

Learning area	Knowledge	Skills	Behaviour
Holistic Assessments & Diagnostics	<b>X</b>	<b>X</b>	
Customer Service	<b>X</b>	<b>X</b>	
Challenging & Complex Caseloads	<b>X</b>	<b>X</b>	
Employability Industry	<b>X</b>	<b>X</b>	
Careers, Employability & Labour Market Information	<b>X</b>	<b>X</b>	
IT Systems & Record Keeping	<b>X</b>	<b>X</b>	
Safeguarding	<b>X</b>	<b>X</b>	
Continuing Professional Development (CPD)	<b>X</b>	<b>X</b>	
Equality, Diversity & Inclusion	<b>X</b>	<b>X</b>	
Interviewing & Effective Questioning		<b>X</b>	
Pro-Active & Efficient			<b>X</b>
Target Driven			<b>X</b>
Emotional Intelligence			<b>X</b>
Innovative & Creative			<b>X</b>

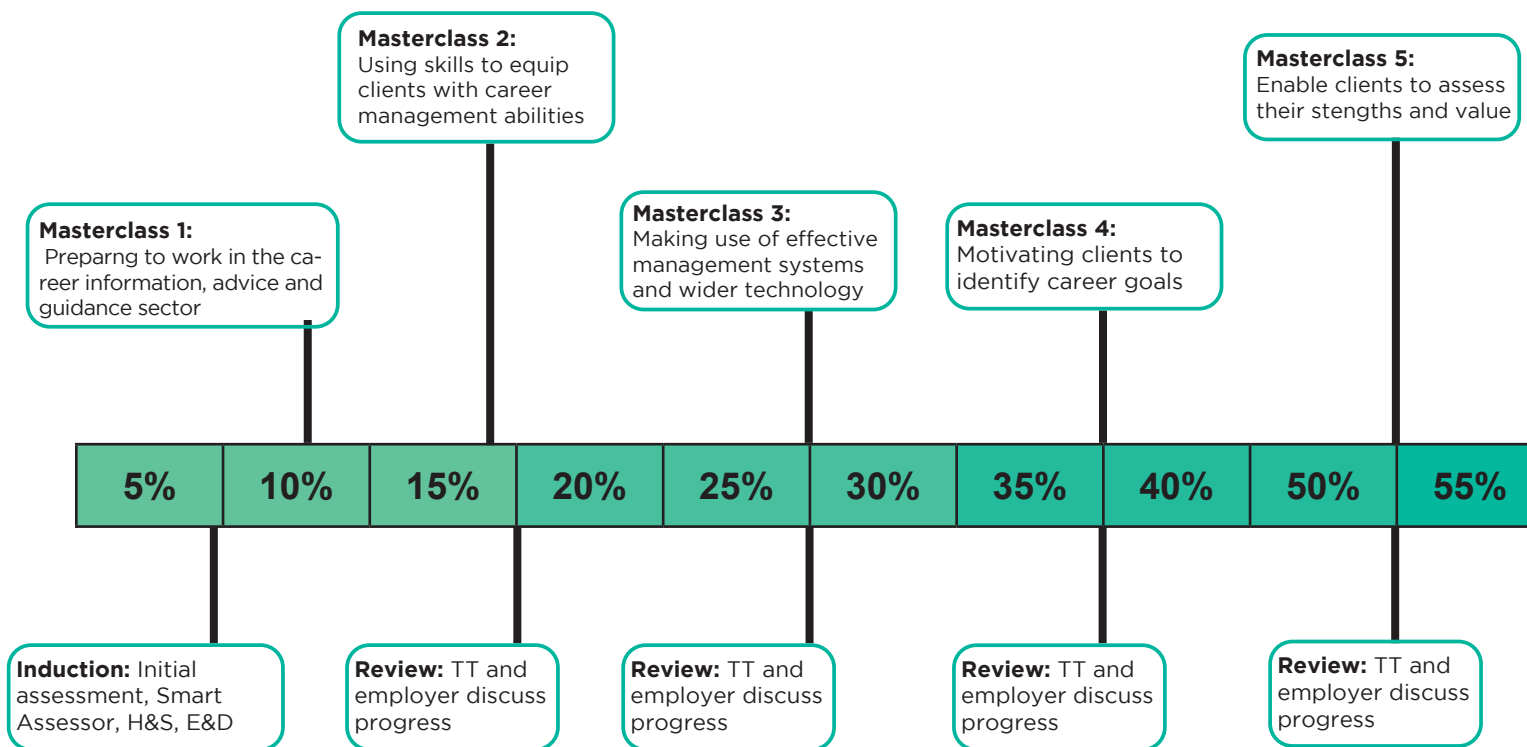
Level 2 functional skills, English and maths will need to be passed as part of the programme (if not already) and certificates presented, prior to taking the end-point assessment. This will be discussed at enrolment. We will continue to develop participant's English and maths skills at all levels.



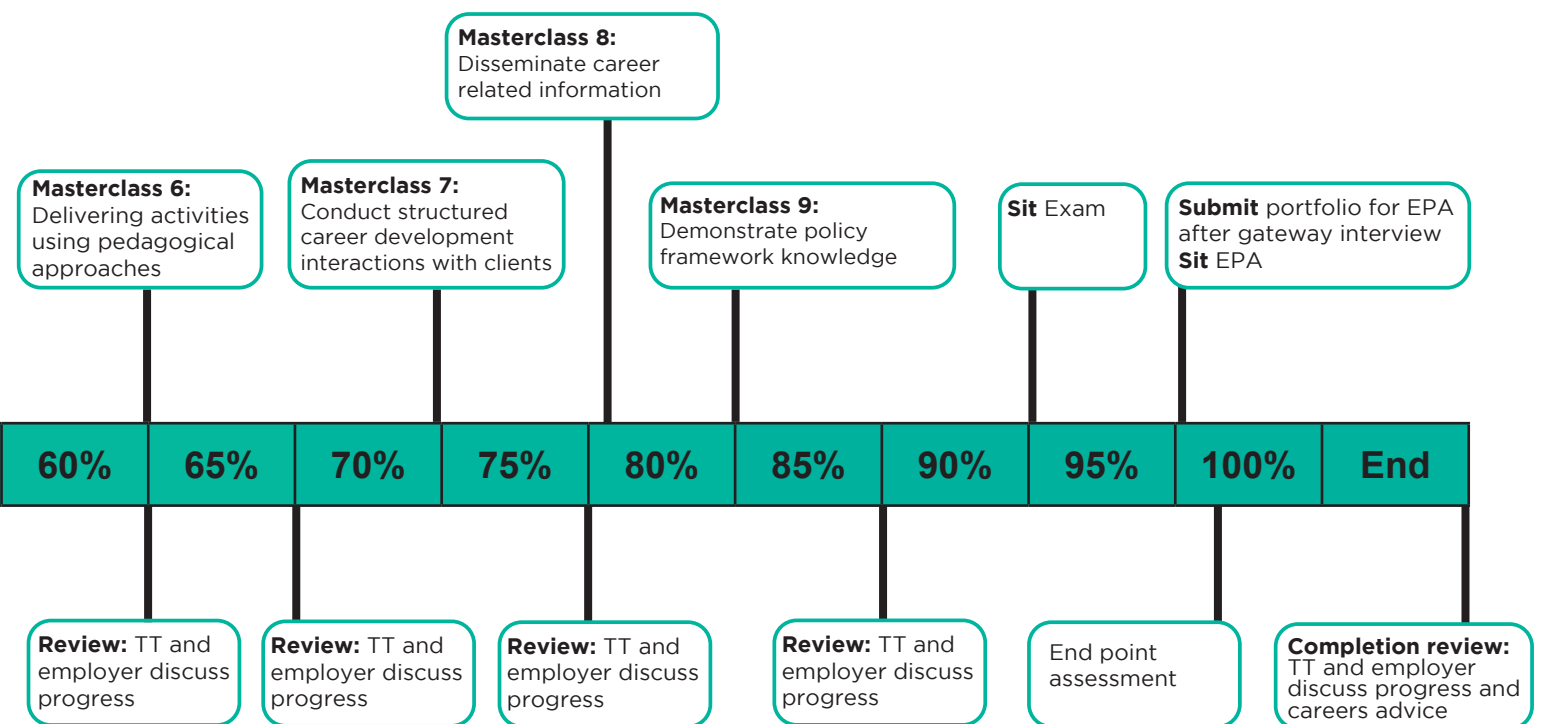


# ASSESSMENT PLAN

Our assessment plan is clear so that employers and participants can rest assured they are fully prepared for all aspects of this programme.









# 20% OFF THE JOB TRAINING

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the 20% off-the-job training which needs to be completed within working hours.

We are the apprenticeship experts and can help advise you on how best to do this. Our programme facilitates off-the-job learning, as it has been developed with online learning and on-the-job learning, as well as classroom training. This 20% needs to be done within contracted working hours.

Activity	Examples of valid off-the-job training
Classroom sessions/Lectures	Block or day release
Masterclasses	Held at Together Training Business Lounge
Simulation exercises	Business models and gaming
Online learning	Online training modules and support materials
Shadowing	In work or new departments/locations
Coaching	Support from Line Managers/colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments/assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and maths related to the job role
Preparing for professional discussion	In support of portfolio work or job related
Gathering evidence for portfolio of evidence	Recording learning and training



## Delivering End Point Assessments

Together Training has partnered with a registered end point assessment organisation.



For more information on our Level 4 Career Practitioner programme, please get in touch with John:

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