

## Enhancing Employability



## Laser Learning Awards

LASER supports its approved centres to develop flexible and responsive credit based courses. This includes those that widen access to lifelong learning, and address exclusion and participation. The structure of our qualifications enables learners to be recognised for their achievement, to accumulate credit, and use this to access further qualifications and learning over time.

LASER makes sure:

- quality assurance underpins all provision.
- only centres that meet national standards are approved (for course and qualification delivery and quality assurance).

LASER staff:

- have a wide experience of centre, course and qualification approval.
- support centres to make sure awards are valid and valued.

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## Contents

<b>Summary of Changes.....</b>	<b>4</b>
<b>Qualification Overview .....</b>	<b>5</b>
<b>1. About the Qualification(s) .....</b>	<b>6</b>
<b>2. Offering the Qualification .....</b>	<b>6</b>
2.1 Aims and Objectives.....	6
2.2 Target Group .....	7
2.3 Entry Requirements .....	7
2.4 Achieving the Qualification(s).....	7
2.5 Total Qualification Time and Guided Learning Hours .....	13
2.6 Language Requirements .....	14
2.7 Progression Opportunities .....	14
<b>3. How the Qualification(s) will be Assessed .....</b>	<b>14</b>
3.1 Overview .....	14
3.2 Assessment Design .....	14
3.3 Record Keeping.....	15
<b>4. Special Arrangements for Learners with .....</b>	<b>15</b>
<b>    Particular Requirements .....</b>	<b>15</b>
<b>5. Tutor/Assessor/Internal Quality Assurer Requirements .....</b>	<b>15</b>
<b>6. Quality Assurance of the Qualification(s) .....</b>	<b>16</b>
6.1 Direct Claims Status (DCS) .....	16
6.2 Standardisation .....	16
6.3 Retaining Evidence .....	17
<b>Appendix 1: Ofqual Level Descriptors – Levels 1 &amp; 2 .....</b>	<b>18</b>
<b>Appendix 2: Unit List.....</b>	<b>19</b>

## Summary of Changes

Version	Publication Date	Summary of Changes
V1.1	July 2024	Document and file links updated throughout to accommodate new LASER website. General grammar, formatting and spelling updates.

## Qualification Overview

### OFQUAL QUALIFICATION NUMBERS

600/7483/8	LASER Level 1 Award for Enhancing Employability
600/7744/X	LASER Level 1 Certificate for Enhancing Employability
600/7484/X	LASER Level 2 Award for Enhancing Employability
600/7951/4	LASER Level 2 Certificate for Enhancing Employability

Laser Learning Awards is an awarding organisation regulated by Ofqual, the regulator of qualifications, examinations and assessments in England.

<b>PURPOSE AND AIM OF QUALIFICATIONS</b>	These qualifications are intended to develop a wide range of transferable employability skills relevant to vocational employment, promote a basic knowledge of health and safety and allow learners to 'taste' and gain experience in generic work-related activities such as customer service and/or using material, tools and equipment. These qualifications were previously known as qualifications in 'Developing Skills for Employment'.
<b>WHO IS IT FOR?</b>	These qualifications are approved for any learner aged 14 years or older and may be of particular benefit to young people aged 14-19. The qualifications could easily be used as a vehicle to accredit work experience sessions (work experience being one of the key strands of the new 'Study Programmes' reforms for 16-19s). The qualifications are also highly suitable as a basis for pre-employment training.
<b>ENTRY REQUIREMENTS</b>	There are no specific entry requirements.
<b>RULES OF COMBINATION</b>	<p>To achieve the L1 Award or the L2 Award, the learner must achieve a total of 6 credits. A minimum of 4 credits must be achieved from Group A, of which a minimum of 3 credits must be achieved from A1.</p> <p>To achieve the L1 Certificate or the L2 Certificate the learner must achieve a total of 13 credits. A minimum of 8 credits must be achieved from Group A, of which a minimum of 6 credits must be achieved from A1.</p> <p>Units with the same title at different levels can only be counted once towards the credits required for the qualification. Please note that Unit 'Participating in a Vocational Taster' (R/600/3241) is barred against Unit 'Participating in Vocational Tasters' (Y/600/3242).</p>
<b>UNITS</b>	Please follow the link to the <a href="#">units list</a>
<b>ASSESSMENT</b>	The qualifications are achieved by providing evidence covering the learning outcomes and assessment criteria of each unit. Details of assessment methods are contained within each unit. There is no external assessment: evidence is assessed and internally verified by the provider, and verified externally by LASER.
<b>PRICE</b>	For LASER's price list, please click <a href="#">here</a> .
<b>DATES</b>	Operational Start Date: 1 January 2013. Qualifications Review Date: 31 August 2027
<b>TO DELIVER</b>	<p>Centres must meet LASER's requirements for centre recognition and qualification approval. <a href="#">Click here</a> for details of how to become an Approved Centre. Requirements include those around teaching and learning resources, staffing, course and venues, record keeping, delivery, assessment, and quality assurance.</p> <p>Once approved, centres can download necessary forms from the <a href="#">Quartz Web Portal</a>. This resource includes a range of information and guidance as well as providing access to secure web-based functions, designed to make the administration and assessment of qualifications simple and efficient.</p>

# 1. About the Qualification(s)

There are four LASER qualifications for Enhancing Employability: an Award (6 credits) and a Certificate (13 credits), both available either at Level 1 or Level 2. All are regulated by Ofqual and sit on the Regulated Qualifications Framework (RQF).

These qualifications are intended to develop a wide range of transferable employability skills relevant to vocational employment, promote a basic knowledge of health and safety and allow learners to 'taste' and gain experience in generic work-related activities such as customer service and/or using material, tools and equipment. These qualifications were previously known as qualifications in 'Developing Skills for Employment'.

A one page Qualification Summary outlining the qualifications is provided in [Qualification Overview](#).

To offer these qualifications, a centre must be approved by LASER. For further information about becoming an Approved Centre or working in partnership with an Approved Centre please visit [our website](#).

Existing approved centres must be approved to deliver this qualification. Please contact [quality@laser-awards.org.uk](mailto:quality@laser-awards.org.uk) for further information. Full details of all LASER requirements are provided in the LASER centre handbook which is also available via our [Quartz Web Portal](#).

[← Back to contents](#)

# 2. Offering the Qualification

## 2.1 AIMS AND OBJECTIVES

These qualifications are designed to provide learners with an opportunity to:

- investigate and gain experience in a chosen vocational area
- develop practical skills and techniques in a chosen vocational area
- communicate in a practical environment
- develop awareness of health and safety issues in practical environments
- plan work experience
- develop customer service skills
- use materials, tools and equipment in a practical environment
- handle money used to purchase goods and services
- select units appropriate to their needs and aspirations

## 2.2 TARGET GROUP

These qualifications are approved for any learner aged 14 years or older and may be of particular benefit to young people aged 14-19. The qualifications could easily be used as a vehicle to accredit work experience sessions (work experience being one of the key strands of the 'Study Programmes' reforms for 16-19s). The qualifications are also highly suitable as a basis for pre-employment training.

## 2.3 ENTRY REQUIREMENTS

There are no specific entry requirements but tutors must ensure that the level of the qualification is appropriate to the learner.

## 2.4 ACHIEVING THE QUALIFICATION(S)

To achieve one of the LASER Enhancing Employability qualifications, the learner must undertake a number of units of assessment (these are prescribed but there are options for the centre to choose from), and achieve a specified value of 'credit' by meeting the assessment criteria for those units of assessment.

The '**rules of combination**' for each qualification (i.e. the value of credit the learner must achieve, and instructions about the units of assessment they must undertake to do so) are stated below, along with lists of the units of assessment.

### **LASER Level 1 Award for Enhancing Employability**

**Qualification Number: 600/7483/8**

#### **Rules of Combination:**

The learner must achieve a total of 6 credits. A minimum of 4 credits must be achieved from Group A, of which a minimum of 3 credits must be achieved from A1. The remaining credits can be achieved from any group at Entry 3 or Level 1. Units with the same or similar title at different levels can only be counted once towards the credits required for the qualification, and Unit 'Participating in a Vocational Taster' (R/600/3241) is barred against Unit 'Participating in Vocational Tasters' (Y/600/3242).

Only one unit in each pair can count towards achievement of the Level 1 Award:

- Developing Customer Service Skills at E3 (M/602/2198) **or** Customer Service Skills at L1 (J/600/3236)
- Introduction to Handling Payment for Goods and Services at E3 (H/602/2201) **or** Handling Payment for Goods and Services at L1 (R/600/3238)
- Introduction to the Use of Materials in a Practical Activity at E3 (M/602/2203) **or** Use of Materials in a Practical Activity at L1 (H/600/3244)
- Introduction to the Use of Tools and Equipment for a Practical Activity at E3 (A/602/2205) **or** Use Tools and Equipment for a Practical Activity at L1 (K/600/3245)
- Preparation for Work Experience at E3 (F/602/2206) **or** Preparation for Work Experience at L1 (D/600/3243)
- Participating in Vocational Tasters at L1 (Y/600/3242) **or** Participating in a Vocational Taster at L1 (R/600/3241)

**LASER Level 1 Award for Enhancing Employability**

OFQUAL CODE: 600/7483/8

OFQUAL UNIT CODE	LASER UNIT CODE	UNIT TITLE	UNIT DESCRIPTION	CREDIT VALUE	UNIT LEVEL
A/600/3234	CAL491	<a href="#">Communicating in a Practical Environment</a>	Group A1	3	Level 1
L/600/3237	CAL493	<a href="#">Developing Practical Skills and Techniques</a>	Group A1	3	Level 1
Y/600/3239	CAL494	<a href="#">Health and Safety in a Practical Environment</a>	Group A1	1	Level 1
L/600/3240	CAL500	<a href="#">Investigating a Vocational Area</a>	Group A1	2	Level 1
R/600/3241	CAL501	<a href="#">Participating in a Vocational Taster</a>	Group A1	2	Level 1
Y/600/3242	CAL502	<a href="#">Participating in Vocational Tasters</a>	Group A1	6	Level 1
J/600/3236	CAK542	<a href="#">Customer Service Skills</a>	Group A2	3	Level 1
R/600/3238	CAK546	<a href="#">Handling Payment for Goods and Services</a>	Group A2	2	Level 1
D/600/3243	CAK551	<a href="#">Preparation for Work Experience</a>	Group A2	1	Level 1
H/600/3244	CAK553	<a href="#">Use of Materials in a Practical Activity</a>	Group A2	2	Level 1
K/600/3245	CAK556	<a href="#">Use Tools and Equipment for a Practical Activity</a>	Group A2	2	Level 1
M/602/2198	CAL492	<a href="#">Developing Customer Service Skills</a>	Group B	3	Entry 3
H/602/2201	CAL497	<a href="#">Introduction to Handling Payment for Goods and Services</a>	Group B	2	Entry 3
M/602/2203	CAL498	<a href="#">Introduction to the Use of Materials in a Practical Activity</a>	Group B	3	Entry 3
A/602/2205	CAL499	<a href="#">Introduction to the Use of Tools and Equipment for a Practical Activity</a>	Group B	2	Entry 3
F/602/2206	CAL503	<a href="#">Preparation for Work Experience</a>	Group B	1	Entry 3

**LASER Level 1 Certificate for Enhancing Employability**
**Qualification Number: 600/7744/X**
**Rules of Combination:**

The learner must achieve a total of 13 credits. A minimum of 8 credits must be achieved from Group A, of which a minimum of 6 credits must be achieved from A1. The remaining credits can be achieved from any group at Entry 3 or Level 1. Units with the same or similar title at different levels can only be counted once towards the credits required for the qualification, and Unit 'Participating in a Vocational Taster' (R/600/3241) is barred against Unit 'Participating in Vocational Tasters' (Y/600/3242).

Only one unit in each pair can count towards achievement of the Level 1 Certificate:

- Developing Customer Service Skills at E3 (M/602/2198) **or** Customer Service Skills at L1 (J/600/3236)
- Introduction to Handling Payment for Goods and Services at E3 (H/602/2201) **or** Handling Payment for Goods and Services at L1 (R/600/3238)



- Introduction to the Use of Materials in a Practical Activity at E3 (M/602/2203) **or** Use of Materials in a Practical Activity at L1 (H/600/3244)
- Introduction to the Use of Tools and Equipment for a Practical Activity at E3 (A/602/2205) **or** Use Tools and Equipment for a Practical Activity at L1 (K/600/3245)
- Preparation for Work Experience at E3 (F/602/2206) **or** Preparation for Work Experience at L1 (D/600/3243)
- Participating in Vocational Tasters at L1 (Y/600/3242) **or** Participating in a Vocational Taster at L1 (R/600/3241)

**LASER Level 1 Certificate for Enhancing Employability**

OFQUAL CODE: 600/7744/X

OFQUAL UNIT CODE	LASER UNIT CODE	UNIT TITLE	UNIT DESCRIPTION	CREDIT VALUE	UNIT LEVEL
A/600/3234	CAL491	<a href="#">Communicating in a Practical Environment</a>	Group A1	3	Level 1
L/600/3237	CAL493	<a href="#">Developing Practical Skills and Techniques</a>	Group A1	3	Level 1
Y/600/3239	CAL494	<a href="#">Health and Safety in a Practical Environment</a>	Group A1	1	Level 1
L/600/3240	CAL500	<a href="#">Investigating a Vocational Area</a>	Group A1	2	Level 1
R/600/3241	CAL501	<a href="#">Participating in a Vocational Taster</a>	Group A1	2	Level 1
Y/600/3242	CAL502	<a href="#">Participating in Vocational Tasters</a>	Group A1	6	Level 1
J/600/3236	CAK542	<a href="#">Customer Service Skills</a>	Group A2	3	Level 1
R/600/3238	CAK546	<a href="#">Handling Payment for Goods and Services</a>	Group A2	2	Level 1
D/600/3243	CAK551	<a href="#">Preparation for Work Experience</a>	Group A2	1	Level 1
H/600/3244	CAK553	<a href="#">Use of Materials in a Practical Activity</a>	Group A2	2	Level 1
K/600/3245	CAK556	<a href="#">Use Tools and Equipment for a Practical Activity</a>	Group A2	2	Level 1
M/602/2198	CAL492	<a href="#">Developing Customer Service Skills</a>	Group B	3	Entry 3
H/602/2201	CAL497	<a href="#">Introduction to Handling Payment for Goods and Services</a>	Group B	2	Entry 3
M/602/2203	CAL498	<a href="#">Introduction to the Use of Materials in a Practical Activity</a>	Group B	3	Entry 3
A/602/2205	CAL499	<a href="#">Introduction to the Use of Tools and Equipment for a Practical Activity</a>	Group B	2	Entry 3
F/602/2206	CAL503	<a href="#">Preparation for Work Experience</a>	Group B	1	Entry 3

**LASER Level 2 Award for Enhancing Employability**
**Qualification Number: 600/7484/X**
**Rules of Combination:**

The learner must achieve a total of 6 credits. A minimum of 4 credits must be achieved from Group A, of which a minimum of 3 credits must be achieved from A1. The remaining credits can be achieved from any group at Level 2 or Level 1. Units with the same or similar title at different levels can only be counted once

towards the credits required for the qualification, and Unit 'Participating in a Vocational Taster' (A/600/3251) is barred against Unit 'Participating in Vocational Tasters' (F/600/3252).

Only one unit in each pair can count towards achievement of the Level 2 Award:

- Customer Service Skills at L1 (J/600/3236) **or** Customer Service Skills at L2 (M/600/3246)
- Handling Payment for Goods and Services at L1 (R/600/3238) **or** Handling Payment for Goods and Services at L2 (A/600/3248)
- Preparation for Work Experience at L1 (D/600/3243) **or** Preparation for Work Experience at L2 (J/600/3253)
- Use of Materials in a Practical Activity at L1 (H/600/3244) **or** Use of Materials in a Practical Activity at L2 (L/600/3254)
- Use Tools and Equipment for a Practical Activity at L1 (K/600/3245) **or** Use Tools and Equipment for a Practical Activity at L2 (R/600/3255)
- Participating in a Vocational Taster at L2 (A/600/3251) **or** Participating in Vocational Tasters at L2 (F/600/3252)

LASER Level 2 Award for Enhancing Employability			OFQUAL CODE: 600/7484/X		
OFQUAL UNIT CODE	LASER UNIT CODE	UNIT TITLE	UNIT DESCRIPTION	CREDIT VALUE	UNIT LEVEL
F/600/3235	CAK541	<a href="#">Communicating in a Practical Environment</a>	Group A1	3	Level 2
T/600/3247	CAK544	<a href="#">Developing Practical Skills and Techniques</a>	Group A1	3	Level 2
F/600/3249	CAK545	<a href="#">Health and Safety in a Practical Environment</a>	Group A1	1	Level 2
T/600/3250	CAK548	<a href="#">Investigating a Vocational Area</a>	Group A1	2	Level 2
A/600/3251	CAK549	<a href="#">Participating in a Vocational Taster</a>	Group A1	2	Level 2
F/600/3252	CAK550	<a href="#">Participating in Vocational Tasters</a>	Group A1	6	Level 2
M/600/3246	CAK543	<a href="#">Customer Service Skills</a>	Group A2	3	Level 2
A/600/3248	CAK547	<a href="#">Handling Payment for Goods and Services</a>	Group A2	2	Level 2
J/600/3253	CAK552	<a href="#">Preparation for Work Experience</a>	Group A2	1	Level 2
L/600/3254	CAK555	<a href="#">Use of Materials in a Practical Activity</a>	Group A2	2	Level 2
R/600/3255	CAK557	<a href="#">Use Tools and Equipment for a Practical Activity</a>	Group A2	2	Level 2
J/600/3236	CAK542	<a href="#">Customer Service Skills</a>	Group B	3	Level 1
R/600/3238	CAK546	<a href="#">Handling Payment for Goods and Services</a>	Group B	2	Level 1
D/600/3243	CAK551	<a href="#">Preparation for Work Experience</a>	Group B	1	Level 1
H/600/3244	CAK553	<a href="#">Use of Materials in a Practical Activity</a>	Group B	2	Level 1
K/600/3245	CAK556	<a href="#">Use Tools and Equipment for a Practical Activity</a>	Group B	2	Level 1

## LASER Level 2 Certificate for Enhancing Employability

Qualification Number: 600/7951/4

### Rules of Combination:

The learner must achieve a total of 13 credits. A minimum of 8 credits must be achieved from Group A, of which a minimum of 6 credits must be achieved from A1. The remaining credits can be achieved from any group at Level 2 or Level 1. Units with the same or similar title at different levels can only be counted once towards the credits required for the qualification, and Unit 'Participating in a Vocational Taster' (A/600/3251) is barred against Unit 'Participating in Vocational Tasters' (F/600/3252).

LASER Level 2 Certificate for Enhancing Employability				OFQUAL CODE: 600/7951/4	
OFQUAL UNIT CODE	LASER UNIT CODE	UNIT TITLE	UNIT DESCRIPTION	CREDIT VALUE	UNIT LEVEL
F/600/3235	CAK541	<a href="#">Communicating in a Practical Environment</a>	Group A1	3	Level 2
T/600/3247	CAK544	<a href="#">Developing Practical Skills and Techniques</a>	Group A1	3	Level 2
F/600/3249	CAK545	<a href="#">Health and Safety in a Practical Environment</a>	Group A1	1	Level 2
T/600/3250	CAK548	<a href="#">Investigating a Vocational Area</a>	Group A1	2	Level 2
A/600/3251	CAK549	<a href="#">Participating in a Vocational Taster</a>	Group A1	2	Level 2
F/600/3252	CAK550	<a href="#">Participating in Vocational Tasters</a>	Group A1	6	Level 2
M/600/3246	CAK543	<a href="#">Customer Service Skills</a>	Group A2	3	Level 2
A/600/3248	CAK547	<a href="#">Handling Payment for Goods and Services</a>	Group A2	2	Level 2
J/600/3253	CAK552	<a href="#">Preparation for Work Experience</a>	Group A2	1	Level 2
L/600/3254	CAK555	<a href="#">Use of Materials in a Practical Activity</a>	Group A2	2	Level 2
R/600/3255	CAK557	<a href="#">Use Tools and Equipment for a Practical Activity</a>	Group A2	2	Level 2
J/600/3236	CAK542	<a href="#">Customer Service Skills</a>	Group B	3	Level 1
R/600/3238	CAK546	<a href="#">Handling Payment for Goods and Services</a>	Group B	2	Level 1
D/600/3243	CAK551	<a href="#">Preparation for Work Experience</a>	Group B	1	Level 1
H/600/3244	CAK553	<a href="#">Use of Materials in a Practical Activity</a>	Group B	2	Level 1
K/600/3245	CAK556	<a href="#">Use Tools and Equipment for a Practical Activity</a>	Group B	2	Level 1

Only one unit in each pair can count towards achievement of the Level 2 Certificate:

- Customer Service Skills at L1 (J/600/3236) or Customer Service Skills at L2 (M/600/3246)
- Handling Payment for Goods and Services at L1 (R/600/3238) or Handling Payment for Goods and Services at L2 (A/600/3248)
- Preparation for Work Experience at L1 (D/600/3243) or Preparation for Work Experience at L2 (J/600/3253)
- Use of Materials in a Practical Activity at L1 (H/600/3244) or Use of Materials in a Practical Activity at L2 (L/600/3254)

- Use Tools and Equipment for a Practical Activity at L1 (K/600/3245) or Use Tools and Equipment for a Practical Activity at L2 (R/600/3255)
- Participating in a Vocational Taster at L2 (A/600/3251) or Participating in Vocational Tasters at L2 (F/600/3252)

### Examples of Course Design

The following examples illustrate how the Enhancing Employability qualifications could be used to underpin work experience in a particular vocational area.

#### Example 1

**Course title:** Introduction to Hair and Beauty

**Leading to:** LASER Level 1 Certificate in Enhancing Employability

UNIT TITLE	UNIT LEVEL	CREDIT VALUE
1. Health and Safety in a Practical Environment	1	1 credit
2. Developing Practical Skills and Techniques	1	3 credits
3. Communicating in a Practical Environment	1	3 credits
4. Customer Service Skills	1	3 credits
5. Preparation for Work Experience	Entry 3*	1 credit
6. Handling Payment for Goods or Services	Entry 3*	2 credits
	<b>TOTAL</b>	<b>13 credits</b>

\* Example shows a spiky profile - learners work towards 3 credits at Entry 3 while meeting the Rules of Combination for the qualification.

#### Example 2

**Course title:** Exploring Carpentry

**Leading to:** LASER Level 2 Certificate in Enhancing Employability

UNIT TITLE	UNIT LEVEL	CREDIT VALUE
1. Investigating a Vocational Area	2	2 credits
2. Developing Practical Skills and Techniques	2	3 credits
3. Health and Safety in a Practical Environment	2	1 credit
4. Participating in a Vocational Taster	2	2 credits
5. Preparation for Work Experience	2	1 credit
6. Use of Materials in a Practical Activity	2	2 credits
7. Use Tools and Equipment for a Practical Activity	2	2 credits
	<b>TOTAL</b>	<b>13 credits</b>

[← Back to contents](#)

## 2.5 TOTAL QUALIFICATION TIME AND GUIDED LEARNING HOURS

The LASER Level 1 and 2 suites of qualifications in Enhancing Employability have credit values of between 6 and 13 credits, with a recommended Total Qualification Time of between 60 and 130 hours. The recommended guided learning hours and total qualification times are as follows:

QUALIFICATION TITLE	CREDIT VALUE	MIN / MAX GUIDED LEARNING HOURS (GLH)	TOTAL QUALIFICATION TIME* (TQT)
Level 1 Award	6	54/56	60
Level 1 Certificate	13	117/122	130
Level 2 Award	6	48/50	60
Level 2 Certificate	13	104/109	130

\* Total Qualification Time represents an estimate of the total amount of time that a learner could reasonably expect to devote to successfully achieving the qualification. Total Qualification Time (TQT) is made up of Guided Learning hours (GLH) and Additional Hours (AH).

Values for Total Qualification Time, including Guided Learning, are calculated by considering the different activities that Learners would typically complete to achieve and demonstrate the learning outcomes of a qualification. They do not include activities which are required by a Learner's Teacher based on the requirements of an individual Learner and/or cohort. Individual Learners' requirements and individual teaching styles mean there will be variation in the actual time taken to complete a qualification. Values for Total Qualification Time, including Guided Learning, are estimates.

Some examples of activities which can contribute to Total Qualification Time include

- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning
- All Guided Learning

Some examples of activities which can contribute to Guided Learning include:

- Classroom-based learning supervised by a Teacher
- Work-based learning supervised by a Teacher
- Live webinar or telephone tutorial with a Teacher in real time

- E-learning supervised by a Teacher in real time
- All forms of assessment which take place under the Immediate Guidance or Supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.

## 2.6 LANGUAGE REQUIREMENTS

These qualifications are only available in English.

## 2.7 PROGRESSION OPPORTUNITIES

The LASER qualifications for Enhancing Employability provide the learner with evidence supportive of progression to employment and further learning opportunities within employment, or further study.

[← Back to contents](#)

# 3. How the Qualification(s) will be Assessed

## 3.1 OVERVIEW

The qualifications are assessed by the centre and are subject to LASER's requirements for quality assurance. Once approved as a Laser Centre simply log on to the [Quartz Web Portal](#)\* where you will find a full resource bank of quality information, including the latest LASER Assessment Guidance.

## 3.2 ASSESSMENT DESIGN

These qualifications are assessed through the development of a portfolio of evidence. The portfolio should comprise a series of tasks devised by the centre, mapped to the assessment criteria. Satisfactory completion of the tasks and compilation of the portfolio will provide evidence that the learner has met the requirements of the qualification. LASER's Assessment Definitions are available to approved centres on the Quartz Web Portal.

Some units have specific requirements about how they should be assessed. These requirements are stated on the unit of assessment itself where applicable. To view the units and assessment criteria, please see the [Unit tab](#) on our website.

The centre must assess the learner in terms of whether they have met each unit assessment criteria. All the unit assessment criteria in a unit must be met (and evidenced) before a unit can be deemed achieved. Level Descriptors are provided in [Appendix 1](#).

Assessment must be valid, reliable and sufficient to meet the outcome, and allow transparent authenticity:

<sup>1</sup> All Approved Centres have access to the [Quartz Web Portal](#).

<sup>2</sup> Once approved as a Laser Centre simply log on to the [Quartz Web Portal](#).

this means it must be apparent that evidence produced by a learner is the work of the individual learner, even if they have worked in a group. It is recommended that assessments are internally verified to meet these standards before they are implemented.

Assessed work must be internally quality assured ([See Section 6](#)).

### 3.3 RECORD KEEPING

LASER also recommends using a Tutor Assessment Planning Sheet<sup>2</sup> as this helps to set out the various tasks, their assessment methods and the evidence needed to be produced, in a simple plan that can be shown to the internal quality assurer and LASER Quality and Curriculum Reviewer. It also allows the assessor to set out the options where more than one assessment method could be used for any one task: this information can then be transferred as required to the Individual Learner Record<sup>2</sup> for each learner, allowing for some different methods to be used for individual learners, if individualised learning is appropriate. These planning sheets can be customised as centres prefer, as long as all essential information is included.

All assessment methods must be suitably evidenced, and templates<sup>2</sup> for assessors' use are all available in the Document section of the Quartz Web Portal. Note particularly the use of a group witness or individual witness statement, to be used in conjunction with a list of questions or discussion prompts, or sample recordings, when the methods 'group discussion' or 'oral question and answer' are used.

It is acceptable for the evidence to be held in a mixture of places, for example in a learner file and/or tutor file or on an intranet using a specific learner programme. If this is the case, it must be clear for each learner precisely where the information is held, by using one record sheet such as the Individual Learner Record, and that the evidence is complete. Electronic evidence must be available to LASER Quality and Curriculum Reviewers when requested.

[← Back to contents](#)

## 4. Special Arrangements for Learners with Particular Requirements

For information on special arrangements please refer to the LASER policy document '[Access to Fair Assessment](#)'. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

[← Back to contents](#)

## 5. Tutor/Assessor/Internal Quality Assurer Requirements

LASER recommends tutors, assessors, and internal quality assurers are experienced, and requires that they

have a clear understanding of the subject matter. All staff involved in the delivery of the qualification should have, or be working towards, a relevant teaching/assessing/quality assurance qualification as appropriate.

[← Back to contents](#)

## 6. Quality Assurance of the Qualification(s)

Approved centres must implement the internal quality assurance arrangements detailed in the **LASER Centre Handbook**. To access this simply logon to the [Quartz Web Portal](#). The LASER Quality and Curriculum Reviewer will regularly monitor compliance with these requirements. The LASER Quality and Curriculum Reviewer will report on the progress of any agreed actions for quality improvement.

In brief, centres delivering LASER qualifications must have internal quality assurance systems to underpin the delivery of the qualification. Internal quality assurance is the process by which the centre regularly samples and evaluates its assessment practices and decisions, and acts on the findings, to ensure consistency and fairness. It involves two key processes; verification and standardisation and is done by one or more internal quality assurers.

Systems do vary between centres according to their particular situation, for example practices that work in a large centre are not necessarily effective in a smaller one. However there must be:

- an appropriate quality assurance system in place and
- evidence the system is implemented effectively.

The outcome of the internal quality assurance process is the recommendation of award of credit to learners (RAC). There are two ways credit can be awarded to learners: through a LASER Quality and Curriculum Reviewer, or through Direct Claims Status.

### 6.1 DIRECT CLAIMS STATUS (DCS)

Direct Claims Status (DCS) can be awarded when a centre has one or more Approved Internal Quality Assurers (AIQA/s) for the appropriate sector or course(s). These centres can claim the award of credit directly from LASER. An application for Direct Claims Status must be made by the individual holding AIQA status and must show evidence of good internal quality assurance practice at the centre for which the application is made. When an AIQA leaves an organisation, DCS does not automatically continue for that centre nor can it be automatically transferred for the individual to any new centre. An application must be made in conjunction with the new centre.

AIQA and DCS status is monitored by the LASER Quality and Curriculum Reviewer and can be withdrawn by LASER at any time if quality systems are not effective.

### 6.2 STANDARDISATION

LASER will hold regular standardisation events to make sure there is consistent application of assessment. Centres are required to contribute to LASER's programme of standardisation and also to carry out appropriate internal standardisation.



LASER hold standardisation events on a rolling basis to make sure comparable standards are being achieved year on year and there is a consistency of delivery and assessment across centres. LASER Quality and Curriculum Reviewers will identify samples of learners' work that they want to retain for standardisation purposes during quality assurance visits. Where an AIQA is in place they will identify samples of learners' work to submit to national standardisation events. Centres are required to retain records of the assessment and internal quality assurance processes to contribute to standardisation events. Where units are common to other awarding organisations' qualifications, LASER will work collaboratively to make sure standardisation requirements as set out in the Regulated Qualifications Framework (RQF) and Ofqual's General Conditions of Recognition are met.

Standardisation activities also include opportunities for networking and sharing of resources, together with regular information about new or replacement units. Centres are recommended to attend these annual meetings, in addition to centre visits by LASER Quality and Curriculum Reviewers.

### 6.3 RETAINING EVIDENCE

For all qualifications, centres must retain complete and accurate records for at least three years from the end of the academic year to which they relate. These records must be made available to LASER on request.

[← Back to contents](#)

## Appendix 1: Ofqual Level Descriptors – Levels 1 & 2

LEVEL	SUMMARY	KNOWLEDGE AND UNDERSTANDING	APPLICATION AND ACTION	AUTONOMY AND ACCOUNTABILITY
Level 1	Achievement at Level 1 reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance	<p>Use knowledge of facts, procedures and ideas to complete well-defined, routine tasks.</p> <p>Be aware of information relevant to the area of study or work.</p>	<p>Complete well-defined routine tasks.</p> <p>Use relevant skills and procedures.</p> <p>Select and use relevant information.</p> <p>Identify whether actions have been effective.</p>	<p>Take responsibility for completing tasks and procedures subject to direction or guidance as needed.</p>
Level 2	Achievement at Level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgement subject to overall direction or guidance.	<p>Use understanding of facts, procedures and ideas to complete well-defined tasks and address straightforward problems.</p> <p>Interpret relevant information and ideas.</p> <p>Be aware of the types of information that are relevant to the area of study or work.</p>	<p>Complete well-defined, generally routine tasks and address straightforward problems.</p> <p>Select and use relevant skills and procedures.</p> <p>Identify, gather and use relevant information to inform actions.</p> <p>Identify how effective these actions have been.</p>	<p>Take responsibility for completing tasks and procedures.</p> <p>Exercise autonomy and judgement subject to overall direction or guidance.</p>

[← Back to contents](#)

## Appendix 2: Unit List

Please click below for the Unit Lists:

LASER Level 1 Award for Enhancing Employability

OFQUAL CODE: 600/7483/8



LASER Level 2 Award for Enhancing Employability

OFQUAL CODE: 600/7484/X



LASER Level 1 Certificate for Enhancing Employability

OFQUAL CODE: 600/7744/X



**LASER Level 2 Certificate for Enhancing Employability**

OFQUAL CODE: 600/7951/4

