



Excelon
Learning

Qualification

Level 1 Award in Interpersonal Skills (603/3307/8)

NCFE





Course Description

The **Level 1 Award in Interpersonal Skills** is an introductory qualification designed to provide learners with essential knowledge and understanding of interpersonal skills for use in work, learning, and personal situations. It introduces a range of communication and relationship-building skills and helps learners understand how these skills support effective interaction with others.

This qualification is ideal for learners who wish to develop confidence, self-awareness, and positive communication skills. It supports personal development by increasing awareness of ethics, values, boundaries, assertiveness, and self-esteem. It prepares learners for progression into further education, training, or employment sectors where effective interpersonal skills are essential.

Course Structure

The **Level 1 Award in Interpersonal Skills** consists of **three mandatory units**:

**UNIT
01**

**Understanding the
Use of
Interpersonal
Skills**

**UNIT
02**

**Demonstrating
Interpersonal
Skills**

**UNIT
03**

**Understanding
Assertiveness
and Self-Esteem**



How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

Assessment Process

Assessment is completed through:

Written assignments

Practical demonstration with observation form

There are **no formal examinations**. Assessment focuses on demonstrating understanding, awareness, and the ability to apply knowledge appropriately at Level 1 standard.

Course Duration

The course offers **45 Guided Learning Hours (GLH)** and is delivered through flexible, self-paced learning. It can typically be completed within approximately **1 month**, depending on the learner's own pace. Course access expires after one year, and a re-enrolment charge is applicable.



Our Process

01.

Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

02.

Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding organisation.

03.

Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

04.

Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

05.

Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

06.

Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



Course Brochure Takeaways

A nationally
recognised
Level 1
qualification

Develops
communication,
assertiveness,
and
self-awareness

Flexible online,
self-paced
study

No exams or
practical placement
requirements

Suitable for
learners
aged pre-16
and above

Strong foundation
for progression into
Level 2 qualifications
or employment
pathways

Level 1 Award in Interpersonal Skills

Apply Now