



Excelon
Learning

Qualification

Level 1 Certificate in Employability Skills (601/4681/3)

NCFE





Course Description

The **Level 1 Certificate in Employability Skills** is designed to help learners develop the essential knowledge, confidence, and personal skills needed to prepare for employment. The qualification introduces key workplace topics such as mindset, communication, motivation, teamwork, and understanding workplace expectations.

This qualification is suitable for learners preparing to enter the world of work or those wishing to strengthen their employability skills. It supports the development of confidence, communication, problem-solving, and personal effectiveness within different work environments.

Course Structure

The **Level 1 Certificate in Employability Skills** consists of the following **11 units**:

UNIT 01 Understanding Mindset

UNIT 02 Understanding Your Customers

UNIT 03 Understanding Motivation

UNIT 04 Business and Customer Awareness

UNIT 05 Developing Assertiveness

UNIT 06 Introduction to Independence

UNIT 07 Coping with Change

UNIT 08 Understanding Conflict at Work

UNIT 09 Health and Well-Being in the Workplace

UNIT 10 Disclosing an Offence

UNIT 11 Dealing with Your First Days at Work



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.

Course Duration

The course offers **90 Guided Learning Hours (GLH)** and is delivered through flexible, self-paced learning. It can typically be completed within approximately **3–4 months**, 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
essential
workplace and
employability
skills

Flexible online,
self-paced
study

No exams or
placement
requirements

Supports
progression into
employment or
further study in
business or
customer service
sectors

Level 1 Certificate in Employability Skills

Apply Now