

## **Princes Trust Award/Certificate in Personal Development and Employability Skills SCQF Level 3, Level 4, Level 5**

### **Why take this course?**

By taking the Princes Trust course, you will learn skills that will help you understand yourself and the world of work. It will develop your confidence in a range of different skills that employers are looking for including teamwork, digital skills and managing money. It is designed for students that find the traditional examination route challenging, enabling students to gain a qualification from a portfolio-based approach to learning. It is suitable for all students but will be of particular benefit to students with additional learning needs.

### **To succeed in this course, you need to:**

- Be motivated to work hard in every lesson.
- have a positive attitude to learning.

### **Course content and structure**

**To achieve the award:** You need to complete a minimum of 2 units at the level you are aiming for.

**To achieve the certificate:** You need to complete a minimum of 6 credits at the level you are aiming for.

**To achieve the extended certificate:** You need to complete a minimum of 9 credits at the level you are aiming for (at Level 4 or above).

**To achieve the diploma:** You need to complete a minimum of 9 credits at the level you are aiming for (at Level 4 or above).

The Units will include a selection (chosen by your teacher) from:

- Career planning
- Customer Service
- Digital Skills
- Interpersonal and Self-Management skills
- Managing Money
- Planning for Personal Development
- Personal Project
- Preparing for a Healthy Lifestyle
- Presentation Skills
- Teamwork Skills
- Undertaking an Enterprise Project
- Work Experience (\* - dependent on current guidelines)

### **Course assessment**

Both qualifications are assessed internally through a portfolio approach. There are no examinations to sit to achieve this qualification.

### **Where might this course take me?**

This course will give you the skills and attributes to become successful in your personal and professional life. It can be completed up to National 5 level. It sits well with all other qualifications and is widely regarded within the wider business world.