ASDAN Level 2 Award in Employability

1. Title

The following qualification has been accredited by the regulatory bodies in England and Northern Ireland (Ofqual and CCEA) and appear in the Register of Regulated Qualifications.

ASDAN Level 2 Award in Employability
Accreditation Number 600/8060/7

2. Location of the qualification within the subject/sector classification system

14.2 Preparation for Work

3. Total Qualification Time (TQT)

This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a candidate will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

Number of Guided Learning Hours assigned: 48 hours
Total Qualification Time: 60 hours

4. Qualification Dates

Operational End Date: 31/08/2024

Certification End Date: 31/08/2026

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete, ASDAN will consider the most appropriate course of action, which might include applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification. Information relating to changes or extensions to qualifications will be posted on the ASDAN website www.asdan.org.uk.

5. Objective of the qualification

The ASDAN Level 2 Award in Employability is designed to help learners develop the skills needed to become successful employees. The primary purpose of this qualification is to support them in overcoming barriers to entering work. It is primarily intended for young people and adults who are not yet ready for employment but for whom a job is a realistic aim within a reasonable timescale. It may also suit those experiencing the workplace for the first time that need to develop employability skills.

6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

ASDAN Level 2 Award in Employability

Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified.

Examples of relevant qualifications: Assessor/Internal Verifier awards
Examples of work experience: Demonstrable experience of knowledge of the subject area.

The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

7. Units
The units listed below are available for the qualification.

Title	Level	Unit reference	Credit rating (if applicable)	Unit Group
Working to good practice standards	2	WGP2	3	Core
Career exploration	2	CE2	2	Core
Applying for a job	2	AJB2	2	Core
Learning through work experience	2	LWE2	3	Core
Enterprise skills	2	ES2	1	Core
Customer service	2	CS2	3	Additional
Exploring business and enterprise	2	EBE2	2	Additional
Health and safety in the workplace	2	HSW2	2	Additional
Managing personal finance as an employee	2	MPF2	2	Additional
Meetings in the workplace	2	MW2	3	Additional
Opportunities for learning and work	2	OLW2	2	Additional
Overcoming barriers to work	2	OBW2	2	Additional
Participating in an enterprise activity	2	PEA2	3	Additional
Planning and reviewing learning	2	PRL2	3	Additional
Research skills	2	RS2	2	Additional
Tackling problems	2	TP2	3	Additional

Team working	2	TW2	3	Additional
Using advice and guidance	2	UAG2	1	Additional
Using ICT in the workplace	2	ICTW2	2	Additional

8. Structure of the qualification

The qualification is credit-based and candidates must choose a combination of units from those listed above. The qualification comprises Core and Additional units. Candidates must complete 6 credits worth of units in total, and must include at least one unit from the Core units group. The remainder of the credits can be achieved through either Core or Additional units. Candidates normally complete all units at the same level; however there is the flexibility to choose units from the level above or below the qualification outcome, if appropriate. For a full Award qualification, the candidate must achieve a minimum of 4 credits at the level of the qualification outcome.

Credit transfer

Candidates who have achieved any of the Employability units in the context of another qualification can transfer the credit already achieved, provided the unit was achieved within 3 years of the Employability external moderation date. A Centre Claim form and guidance are provided on the website in order to manage credit claims.

Equivalent units are units within other qualifications that have been judged to be similar enough in content to be counted instead of certain units within the qualification.

Exemptions are generally non-credit based units that can allow a candidate to be exempt from certain identified units. Where such opportunities exist, these are noted in the specifications for the unit.

Some of the units have equivalent units or exemptions identified against them. A Centre Claim form and guidance are provided on the website in order to manage credit claims and exemptions.

Evidence to fully meet the Employability Standards is generated by completing activities to demonstrate skills, knowledge and understanding relevant to the units the candidate is working towards (approximately 60 hours of work).

Resource sheets have been developed to help candidates generate appropriate and focused evidence. These can be downloaded from the members area of the ASDAN website and their use is optional if equivalent evidence is provided in other ways.

Candidates who do not achieve the full qualification requirements will receive certification for those units which they have successfullly completed

The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for learners to show they have met the required standard.

The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit learners for certification.

9. Prior achievement and recognition of prior learning

There are no specific recommended prior learning requirements for this qualification. This qualification has been developed for use by schools, academies and colleges to accredit or contribute to work-related learning; careers education; enterprise education; work experience; PSHE and PLTS development. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

Recognition of Prior Learning (RPL)

RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

10. Progression opportunities

ASDAN Level 2 Certificate in Employability

Progression routes for candidates achieving the Employability qualifications include apprenticeships, traineeships, employment, further education and any other qualifications at a higher level.

11. Assessment and moderation

Candidates complete a **portfolio of evidence** which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard.

There is a mandatory **Assessment Checklist** provided for each unit (see example below). These can be downloaded from the ASDAN website and must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence.

Internal moderation is undertaken by the centre, following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

External moderation is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

12. Assessment language

ASDAN qualifications are published and assessed in English only.

ASDAN Level 2 Award in Employability

13. Standards
The standards for each unit are as follows:

Title:	Working to good practice standards
Unique reference number	F/504/5250
Level:	L2
Credit Value (if any):	3

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand why legislation is needed to regulate what happens in the workplace	1.1 Explain why legislation is necessary in the workplace 1.2 Give examples of legislation that employers have to comply with
2.2 Know about policies/procedures in own organisation/workplace and understand how they impact on own situation	2.1 Identify policies that have been developed in own organisation/workplace to meet legislative requirements 2.2 Describe how the policies affect self and/or others in the organisation/workplace 2.3 Identify a procedure that has been developed to meet the needs of own organisation/workplace 2.4 Describe how the procedure affects self and/or others in the organisation/workplace
2.3 Be able to apply good practice standards in own organisation	3.1 Contribute to discussions to agree priorities for own work 3.2 Meet the standards set by own organisation when carrying out a range of routine tasks 3.3 Use appropriate communication methods to meet own responsibilities including informing others of progress 3.4 Reflect on the quality of own work and identify ways of working more effectively

Additional information about the unit	
Organisation reference code	WGP2
Unit aim/purpose	To enable learners to demonstrate an understanding of legislation that affects employers and how the legislation impacts on workplace procedures. To enable learners to show they can meet the good practice standards of their own organisation when carrying out their responsibilities.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Training agreement/contract of employment; information on legislation that is relevant in the workplace; codes of practice and/or procedures with relevant sections annotated/highlighted; witness testimony; review records; other relevant evidence

ASDAN Level 2 Award in Employability

Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 5 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Level 2 Award in Employability

Title:	Career exploration
Unique reference number	D/504/5028
Level:	L2
Credit Value (if any):	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Be able to compare career pathways in a chosen occupational sector	1.1 Define the concept of career 1.2 Identify and retrieve information from a variety of sources about career pathways in a chosen sector 1.3 Describe the benefits and disadvantages of different career pathways in the chosen sector
2.2 Understand the skills and qualities needed to be successful in a specific career	2.1 Identify a career goal appropriate to own situation 2.2 Describe the type of skills needed to function in a specific career 2.3 Identify own strengths and weaknesses related to these skills 2.4 Describe the personal qualities required to perform effectively in a specific career 2.5 Identify own strengths and weaknesses in relation to these qualities 2.6 Explain the suitability of career option for self
2.3 Be able to produce a plan to improve skills and qualities needed to be successful in a career	3.1 Produce a plan to acquire and/or improve the skills and qualities that are needed to achieve own career goals including: • targets • activities • timeline
Additional information about the unit	
Organisation reference code	CE2
Unit aim/purpose	To enable learners to show they can explore career opportunities and that they understand what is required to work towards the achievement of a career goal.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts of career opportunities with relevant sections highlighted/annotated; skills/qualities audit; records of discussion with a careers adviser/guidance worker or tutor; action plans, review records; plan of activities to develop skills and qualities; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 5 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Career exploration L2 (Employability 2010)

ASDAN Level 2 Award in Employability

	Career exploration L3 (Employability 2010)

Title:	Applying for a job
Unique reference number	J/504/5024
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Know how to locate job opportunities and why it is important to tailor applications to particular situations	1.1 Describe different ways of finding out about potential job opportunities 1.2 Identify documents that may need to be completed when applying for jobs 1.3 Explain why it is important to tailor the content of documents used for job applications to the particular situation
2.2 Be able to carry out activities to apply for a job	2.1 Identify a job that they would like to apply for and describe the key requirements of the job that would need to be addressed in an application 2.2 Plan steps towards making a successful job application including identifying: - an appropriate format for the application - relevant information to include in the application 2.3 Follow their plan and complete a job application 2.4 Check accuracy of completed documents and amend if needed
2.3 Be able to prepare for and take part in an interview and learn from the experience	3.1 Prepare to attend an interview including identifying: - questions that the interviewer might ask and appropriate answers - relevant experience, information and achievements that it would be useful to communicate to the interviewer - questions to ask the interviewer 3.2 Present information about themselves at an interview responding to questions with relevant information and using appropriate language 3.3 Ask questions appropriately 3.4 Use feedback to review their performance 3.5 Describe what they would do differently in the future and explain how this should improve their interview practice
Additional information about the unit	
Organisation reference code	AJB2
Unit aim/purpose	To enable learners to show they understand what is involved in searching for, and applying for a job, by working through the application process and preparing for and attending an interview
Requirements about the way the units must be assessed (if appropriate)	N/A

ASDAN Level 2 Award in Employability

Guidance on suitable types of supporting evidence	Printouts of job adverts with relevant sections highlighted/annotated; printouts showing research into job /person specifications with relevant sections highlighted/annotated; skills/qualities audit; application paperwork (drafts and final documents); records of a job interview/witness testimony/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 5 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Level 2 Award in Employability

Title:	Learning through work experience	
Unique reference number	M/504/5180	
Level:	L2	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
2.1 Be able to prepare for learning in the workplace	1.1 Identify a range of possible settings for own workplace learning 1.2 Agree when and where their workplace learning will take place 1.3 Plan how to get to workplace on time 1.4 Describe the type of tasks/activities they will carry out in the workplace 1.5 Agree what learning will be gained from the workplace experience including: - knowledge of how organisations operate - an understanding about people's motivation to work - an understanding of employers' expectations of their workforce - a view on the suitability of the specific work environment for self	
2.2 Be able to carry out activities in the workplace	2.1 Describe what they learnt from the workplace induction including health and safety requirements 2.2 Describe the role of self and other workers and explain how own responsibilities contribute to the work of the organisation 2.3 Carry out tasks and activities to the required standard 2.4 Ask for help and advice when necessary	
2.3 Be able to identify what has been learnt from the workplace experience	3.1 Review the workplace experience with an appropriate person 3.2 Describe what has been learnt from the workplace experience including: - the benefits and drawbacks of the work setting - the value of transferable skills 3.3 Explain how the experience has influenced ideas about own learning and work preferences in the future	
Additional information about the unit		
Organisation reference code	LWE2	
Unit aim/purpose	To enable learners to show they can prepare for, carry out and review their workplace learning. To help learners make decisions about their future work/career.	
Requirements about the way the units must be assessed (if appropriate)	N/A	

Guidance on suitable types of supporting evidence	Records of agreeing a placement; records of preparing for the placement; placement learning log/diary; induction documentation, such as hand-outs on policies/procedures; witness statement from placement supervisor; records of reviewing workplace experience; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 5 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Level 2 Award in Employability

Title:	Enterprise Skills
Unique reference number	T/504/5150
Level:	L2
Credit Value:	1

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand the characteristics of successful entrepreneurs and how these characteristics contribute to the success of a business	1.1 Describe what is meant by the term entrepreneur 1.2 Identify the skills that are needed to be a successful entrepreneur 1.3 Identify attitudes and qualities that are needed to be a successful entrepreneur 1.4 Explain how entrepreneurial skills, attitudes and qualities can enable a business/enterprise to maintain success
2.2 Be able to identify own strengths as an enterprising person and to assess their abilities in terms of developing and maintaining a successful business	2.1 Describe how an enterprising person behaves 2.2 Describe own strengths in terms of enterprising skills, attitudes and qualities 2.3 Assess self in terms of ability to set up a successful business/enterprise 2.4 Assess self in terms of ability to maintain and grow a business/enterprise 2.5 Assess self in terms of ability to adapt to external changes in the business environment
2.3 Understand ways to develop own enterprising characteristics	3.1 Agree activities to develop or strengthen own enterprise skills and knowledge 3.2 Identify changes in own behaviour that would help them to make the most of enterprise opportunities 3.3 Agree ways to change own behaviour that would help them make the most of enterprise opportunities
Additional information about the unit	
Organisation reference code	ES2
Unit aim/purpose	To enable learners to show they recognise the characteristics of successful entrepreneurs and how these contribute to successful businesses. To enable learners to show they can identify their strengths as an enterprising person and that they know how to develop them further.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate notes; internet printouts, articles etc. with relevant sections highlighted/annotated; project/assignment; presentation records; action plans; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 5 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Exploring entrepreneurship L2 (Employability 2010)

ASDAN Level 2 Award in Employability

Title:	Customer service
Unique reference number	F/504/5040
Level:	L2
Credit Value:	3
Learning outcomes The learner will:	Assessment criteria The learner can:

2.1 Understand why good customer service is important and how to maintain customer satisfaction	1.1 Describe what customers have a right to expect from organisations in terms of customer service
	1.2 Explain how receiving poor customer service could influence customers
	1.3 Explain how giving poor service to customers could affect:
	    • organisations
	    • staff
	1.4 Describe what organisations can do to provide good customer service
	1.5 Identify ways of monitoring and evaluating customer service in own organisation

2.2 Understand customer needs and how own organisation tries to meet them	2.1 Describe the customers who use the organisation 2.2 Describe the products and services provided to customers 2.3 Describe how the organisation provides products/services in ways that meet customer needs
2.3 Understand own organisation's customer service procedures and good practice standards	3.1 Describe customer service policies and procedures relevant to own role and responsibilities 3.2 Explain why it is important to maintain customer confidentiality 3.3 Describe procedures for resolving customer dissatisfaction
2.4 Be able to provide good customer service	4.1 Make a positive impression on customers 4.2 Interact with customers using appropriate verbal and non-verbal communication skills 4.3 Meet the customer care standards of the organisation 4.4 Follow procedures for resolving customer dissatisfaction
Additional information about the unit	
Organisation reference code	CS2
Unit aim/purpose	To enable learners to show that they understand the importance of good customer service and how their organisation tries to maintain customer satisfaction. To enable learners to show they can meet the customer service standards of their own organisation when carrying out their role.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; customer service policies/procedures/codes of practice with relevant sections highlighted/annotated; photographs with

ASDAN Level 2 Award in Employability

	explanatory statements; records of discussion; Observation record/witness testimony/video recording; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Volunteering and customer care L2 (CVQ)

ASDAN Level 2 Award in Employability

Title:	Exploring business and enterprise
Unique reference number	D/504/5143
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand how organisations differ in the way that they provide goods and/or services	1.1 Define the terms: • Market • Competition • Profit 1.2 Describe the differences between a social enterprise and a commercial enterprise 1.3 Identify differences between public, private and third sector organisations in terms of: • Their rationale • How they are financed • Their customers 1.4 Describe the key differences between running a business/enterprise as a: • Sole trader • Partnership • Co-operative
2.2 Understand how businesses/enterprises impact on society	2.1 Describe the ways that businesses/enterprises benefit individual workers and their communities 2.2 Describe the economic benefits that businesses/enterprises bring to society 2.3 Describe how businesses/enterprises can have a negative impact including effects on: • People's lives and values • The environment
2.3 Be able to describe the features of a successful business/enterprise	3.1 Identify a successful business/enterprise and the products and/or services it supplies 3.2 Explain how the process of business planning helps an enterprise to be successful 3.3 Describe the range of skills needed to run all aspects of a business/enterprise 3.4 Describe how organisational structures contribute to maintaining business success 3.5 Describe the attributes that those with management responsibilities need to help maintain business success
Additional information about the unit	
Organisation reference code	EBE2
Unit aim/purpose	To enable learners to show their understanding of different types of organisations that provide goods and/or services, the positive and negative impact organisations can have on society what makes businesses/enterprises successful.

ASDAN Level 2 Award in Employability

Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements/project/assignment work; internet printouts about businesses/enterprises with relevant sections highlighted/annotated; newspapers/magazine articles, reference material, with relevant sections highlighted/annotated; records of discussions; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Exploring business and enterprise L2 (Employability 2010)

ASDAN Level 2 Award in Employability

Title:	Health and safety in the workplace
Unique reference number	L/504/5171
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand the responsibilities organisations have for the health and safety of the people who work for them	1.1 Describe how Health and Safety legislation impacts on the workplace and working practices 1.2 Describe the Health and Safety responsibilities organisations have towards the people who work for them 1.3 Identify the Health and Safety information that should be provided to anyone working in an organisation
2.2 Understand individuals' responsibilities for Health and Safety when working in an organisation	2.1 Describe the Health and Safety responsibilities of individuals who work for organisations 2.2 Identify Health and Safety procedures in own organisation that are relevant to their responsibilities 2.3 Describe how they, themselves, help to maintain a healthy and safe workplace.
2.3 Understand health and safety arrangements in own workplace	3.1 Identify the personnel responsible for Health and Safety 3.2 Describe how individuals working for an organisation are given information about Health and Safety 3.3 Explain the role that good housekeeping plays in maintaining a safe working environment 3.4 Describe how to report a hazard in the workplace 3.5 Describe how an accident or near miss should be reported and recorded 3.6 Describe the organisation's procedure for evacuating the premises in an emergency
2.4 Be able to perform workplace tasks safely	4.1 Undertake a simple risk assessment for own activities 4.2 Organise own work in ways that minimise risks to Health and Safety
Additional information about the unit	
Organisation reference code	HSW2
Unit aim/purpose	To enable learners to show they understand workplace health and safety and are able to work safely
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; Printouts of health and safety information/legislation/regulations with relevant sections highlighted/annotated; risk assessment form; witness testimony; review records; other relevant evidence

ASDAN Level 2 Award in Employability

Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Level 2 Award in Employability

Title:	Managing personal finance as an employee
Unique reference number	L/504/5185
Level:	2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand financial terms associated with being an employee	1.1 Describe the information found on a wage slip 1.2 Explain the meaning of: • BACS • PAYE • Gross Pay • Net Pay 1.3 Explain how deductions are worked out for Income Tax, National Insurance and Pension/AVC
2.2 Understand the benefits of managing own income and expenditure effectively	2.1 Explain the terms 'income', 'expenditure' and 'disposable income' 2.2 Give examples of problems that may occur if expenditure is greater than income 2.3 Give examples of the benefits of the effective management of personal finances
2.3 Know about sources of information and advice to help with management of own finances	3.1 Identify sources of information for comparing products and services offered by banks and building societies including: • current accounts • savings accounts • credit cards 3.2 Identify sources of advice about: • Pensions • Borrowing money • Debt
2.4 Be able to monitor income and expenditure over time and manage income within means	4.1 Work out their weekly net income 4.2 Identify items of work-related and non-work-related expenditure 4.3 Keep an accurate record of their income and expenditure over an agreed period of time 4.4 Describe ways of minimising regular expenditure 4.5 Plan a personal budget to ensure that expenditure does not exceed income
Additional information about the unit	
Owner's Ref. No	MPF2
Unit aim(s)	To enable learners to show they understand financial issues related to being an employee, the benefits of managing their income and expenditure, and that they know about sources of financial information and advice. To enable learners to show they can monitor and manage their income and expenditure.

ASDAN Level 2 Award in Employability

Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; Payslips/salary statement with relevant parts highlighted/annotated; leaflets, information sheets, internet printouts etc. with relevant parts highlighted/annotated; record or log of income and expenditure with calculations; personal budget plan; witness statement; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Level 2 Award in Employability

Title:	Meetings in the workplace
Unique reference number	F/504/5197
Level:	L2
Credit Value:	3
Learning outcomes The learner will:	Assessment criteria The learner can:

2.1 Understand the way meetings are planned and managed in their organisation	1.1 Describe the function of formal meetings
	1.2 Describe the types of meetings that are held in their organisation
	1.3 Describe the purpose of an agenda and minutes
	1.4 Describe the function of a chairperson and secretary (or note taker)
	1.5 Explain the meaning of the terms:
	   • Present
	   • Apologies
	   • Matters arising
	   • AOB

2.2 Be able to prepare for meetings	2.1 Check arrangements and agenda items for meetings they are attending 2.2 Plan own contribution to agenda items
2.3 Be able to participate in meetings	3.1 Make clear and relevant contributions at appropriate points in the meeting 3.2 Listen to others' contributions and check understanding if necessary 3.3 Use a communication style appropriate to the situation
2.4 Be able to fulfil commitments agreed at meetings	4.1 Check minutes or records of meetings and identify decisions that affect own work 4.2 Act on decisions and action points appropriately
Additional information about the unit	
Organisation reference code	MW2
Unit aim/purpose	To enable learners to show they understand how meetings are managed and show they can prepare for and participate in meetings and fulfil commitments agreed.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Information about meetings provided by the organisation with relevant parts highlighted/annotated; agendas and minutes with relevant parts highlighted/annotated; documents discussed with relevant parts highlighted/annotated; records of presentations given; witness statements/observation records/video evidence; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Volunteering and meetings L2 (CVQ) **2 credits only**

ASDAN Level 2 Award in Employability

Title:	Opportunities for learning and work	
Unique reference number	A/504/5201	
Level:	L2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
2.1 Understand ways to maximise lifelong learning opportunities	1.1 Describe what is meant by life long learning 1.2 Describe how a commitment to life long learning can contribute to success in working life 1.3 Describe the characteristics of individuals who are proactive in seeking out and using learning opportunities	
2.2 Understand a range of opportunities for learning	2.1 Describe learning opportunities available locally that are relevant to own interests 2.2 Identify learning opportunities available nationally that are relevant to own interests 2.3 Confirm if there are any learning opportunities available internationally that are relevant to own interests	
2.3 Understand a range of opportunities for working	3.1 Describe the main differences between being an employee, being self-employed and working as a volunteer 3.2 Describe the kinds of changes that happen in the world of work that could impact on career plans 3.3 Identify opportunities locally and nationally for working in a particular job 3.4 Identify European and global opportunities for working in a particular job	
2.4 Be able to explore options for learning and work	4.1 Describe the advantages and disadvantages of taking up learning or work opportunities in own area, in another area, in another country 4.2 State what would be the same and what would be different for a particular job in the local area and away from the local area 4.3 Identify the risks and benefits of being flexible in own career development	
2.5 Understand the factors that influence the achievement of career goals	5.1 Identify knowledge, qualities and attributes that help individuals make progress in a career 5.2 Identify factors that may hinder progress towards a preferred career 5.3 Describe the value of having a strategy for own career development	
Additional information about the unit		
Organisation reference code	OLW2	
Unit aim/purpose	To enable learners to show they have an understanding of the range of opportunities available for learning and work locally, and nationally/internationally, and that they recognise	

ASDAN Level 2 Award in Employability

	how to make the most of opportunities relevant to themselves
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts, newspaper/magazine articles, information leaflets, brochures., with relevant sections highlighted/annotated; notes from talks given by speakers; records of interviews/discussions with a careers adviser/guidance worker or tutor; self-development plan; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Opportunities for learning and work L2 (Employability 2010)

ASDAN Level 2 Award in Employability

Title:	Overcoming barriers to work
Unique reference number	J/504/5198
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand the factors that enable an individual to be successful in accessing and staying in work	1.1 Describe the key features that employers take into account when recruiting and retaining workers 1.2 Describe external factors that may impact on the range of work opportunities available 1.3 Explain how personal qualities may affect an individual's ability to access and stay in work
2.2 Be able to identify barriers to accessing work and identify how to get support to help overcome them	2.1 Describe a range of barriers that could prevent individuals accessing work opportunities 2.2 Identify potential barriers relevant to own situation 2.3 Identify where to access information and support to help overcome specific barriers 2.4 Identify legislation that is designed to prevent discrimination in the workplace based on - Disability - Gender - Race 2.5 Give an example of how an individual balances their commitment to work with commitments outside of work
2.3 Be able to plan to deal with money issues associated with becoming an employee	3.1 Identify items of expenditure associated with being an employee 3.2 Prepare an estimate of monthly expenditure for own situation including costs for: - Accommodation - Utilities - Food - Travel - Clothing 3.3 Identify benefits that are available to people in work 3.4 State the eligibility criteria for benefits for a range of circumstances
Additional information about the unit	
Organisation reference code	OBW2
Unit aim/purpose	To enable learners to show they have an understanding of potential barriers to accessing and maintaining employment and to identify sources of support to help overcome them
Requirements about the way the units must be assessed (if appropriate)	N/A

![ASDAN]

Guidance on suitable types of supporting evidence	Internet printouts, newspaper/magazine articles, information leaflets, brochures, with relevant sections highlighted; notes from talks given by speakers; records of interviews/discussions with a careers adviser/guidance worker or tutor; notes on estimated monthly expenditure; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Level 2 Award in Employability

Title:	Participating in an enterprise activity
Unique reference number	D/504/5207
Level:	L2
Credit Value:	3

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Be able to explore options and ideas for an enterprise activity	1.1 Identify a range of products or services that could be developed 1.2 Agree which products and/or services to explore further 1.3 Get feedback from potential customers on products/services 1.4 Agree which product/service will be the focus for an enterprise activity
2.2 Be able to plan an enterprise activity with others	2.1 Agree an enterprise activity and describe its intended outcome/s 2.2 Contribute information and ideas when the enterprise activity is being planned 2.3 Describe what needs to be done to achieve the intended outcomes of the enterprise activity and identify timescales 2.4 Agree own roles and responsibilities 2.5 Agree arrangements for reviewing progress
2.3 Be able to meet own responsibilities for an enterprise activity	3.1 Identify and organise resources needed to meet own responsibilities 3.2 Carry out own tasks to the standard required 3.3 Keep team members informed of progress 3.4 Respond to any difficulties in appropriate ways 3.5 Offer support to other team members
2.4 Be able to review the enterprise activity	4.1 Share information on the extent to which the intended outcome was achieved 4.2 Describe what the team did well and less well in carrying out the enterprise activity 4.3 Agree changes that the team could make to improve future enterprise activities
2.5 Be able to review own contribution to the enterprise activity	5.1 Describe own contribution towards achieving the intended outcome of the enterprise activity 5.2 Describe the enterprise skills, attitudes and qualities they used in carrying out their activities 5.3 Agree next steps for continuing to improve own enterprise skills
Additional information about the unit	
Organisation reference code	PEA2
Unit aim/purpose	To enable learners to demonstrate enterprise skills through their contribution to planning, carrying out and reviewing an enterprise activity
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of exploring options and ideas; enterprise/business plan; activity log or diary; documentation/records from the enterprise activity;

ASDAN Level 2 Award in Employability

	photographic evidence with explanatory statements; witness statements from tutor/placement supervisor; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Participate in an enterprise activity L2 (Employability 2010)

ASDAN Level 2 Award in Employability

Title:	Planning and reviewing learning
Unique reference number	R/504/5298
Level:	L2
Credit Value:	3

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand ways to improve how they learn and improve their performance	1.1 Explain how their learning and performance can be improved by: • setting clear targets • reflecting on how they learn • planning their learning • managing time effectively • improving the ways of learning they already use • trying unfamiliar ways of learning • reflecting on and reviewing progress
2.2 Be able to develop a plan to improve their learning and performance	2.1 Describe the information needed to help decide on targets 2.2 Agree realistic targets 2.3 Identify clear steps for each target 2.4 Explain how they will manage their time 2.5 Agree how to get the support they need and the arrangements for checking their progress
2.3 Be able to carry out their plan	3.1 Work through the steps in their plan making effective use of time management skills 3.2 Choose and use different ways of learning 3.3 Revise plan when necessary 3.4 Reflect on progress as they work through their plan 3.5 Identify when support is needed and use support to help meet targets
2.4 Be able to review how they have improved their learning and performance	4.1 Identify targets they have met and describe how they have improved their performance 4.2 Identify what they learned and the different ways they learned 4.3 Describe ways that work best for them in different contexts 4.4 Describe how they might use these ways of learning in another context 4.5 Identify what action they will take to continue to improve how they learn
Additional information about the unit	
Organisation reference code	PRL2
Unit aim/purpose	To enable learners to improve how they learn, and improve their performance, by actively engaging in the processes of planning their learning, working towards targets, and reviewing their progress and achievements
Requirements about the way the units must be assessed (if appropriate)	N/A

ASDAN Level 2 Award in Employability

Guidance on suitable types of supporting evidence	Internet printouts/other materials with relevant information highlighted and/or annotated; test results; skills/qualities audit; records of target setting discussions; learning styles questionnaire; action plan; learning log/reflective diary; review records; observation records/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Planning and reviewing learning L3 (AoPE) Planning and reviewing learning L3 (Employability 2010) Improving own learning and performance L3 (Wider Key Skill)

ASDAN Level 2 Award in Employability

Title:	Research skills
Unique reference number	J/504/5217
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Be able to plan research	1.2 Identify and agree an issue to investigate relevant to own situation 1.2 Identify and agree the question/s that the research activities will try to address 1.3 Plan how to carry out research into the identified issue including sources of information and/or ideas, and research methods 1.4 Produce their research plan in a suitable format
2.2 Be able to carry out research	2.1 Gather information from more than one source and using more than one method 2.2 Select relevant information/data and work with it to answer their research question/s 2.3 Identify the outcomes of the research and explain conclusions 2.4 Record how information and/or data was used to arrive at results
2.3 Be able to present the findings of the research and review research skills	3.1 Present findings clearly and in an appropriate format 3.2 Acknowledge sources in an appropriate manner 3.3 Seek feedback and agree ways to improve own research skills
Additional information about the unit	
Organisation reference code	RS2
Unit aim/purpose	To enable learners to show they can use research skills including identifying research questions, planning and carrying out research activities, presenting findings and reviewing their own skills.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Research plan; a log of activity; printouts/copies of source material with relevant sections highlighted/annotated; records of data collected and processed; presentation of the research e.g. PowerPoint, written report; tutor/supervisor statements; review of research activities; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Research skills L2 (CVQ) Planning and carrying out research L2 (AoPE) Research skills L2 (Employability 2010) Research skills L3 (Employability 2010) Research skills L3 (AoPE) Planning and carrying out a piece of research L3 (CoPE)

ASDAN Level 2 Award in Employability

Title:	Tackling problems
Unique reference number	L/504/5218
Level:	L2
Credit Value:	3
Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Be able to explore a problem and its main features	1.1 Describe the main features of a problem and the reasons for tackling it 1.2 Identify how they will know if the problem has been solved 1.3 Compare different ways of tackling the problem by exploring: • how similar problems have been addressed • risks and other factors that may have an effect on how the problem might be tackled • others' views on how the problem might be tackled • the strengths and weaknesses of different approaches
2.2 Be able to develop and follow a plan to tackle the problem	2.1 Agree with an appropriate person which approach they will choose to tackle the problem 2.2 Develop a plan for what they need to do identifying: • any resources needed • methods, steps and time-line for working through the problem • health and safety procedures • the points at which something might go wrong and how they will respond 2.3 Carry out their plan taking responsibility for: • health and safety • getting support when it is needed • revising the plan to deal with unexpected events or difficulties 2.4 Reflect on the progress of their work
2.3 Be able to review the effectiveness of how they tackled the problem	3.1 Check whether the problem has been solved and assess to what extent the action taken addressed the problem 3.2 Describe the strengths and weaknesses of each stage of their work in tackling the problem including how they responded to difficulties 3.3 Identify and agree ways of improving their skills in tackling problems in the future
Additional information about the unit	
Organisation reference code	TP2
Unit aim/purpose	To enable learners to develop the skills and understanding to tackle problems systematically by actively engaging in the processes of exploring a

	problem, planning how to tackle it and reviewing the effectiveness of their problem solving skills
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; activity log/diary/learning log; photographic evidence with explanatory statements; observation records/witness testimony/video recording; product evidence arising from the candidate's particular activities; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Tackling problems L3 (AoPE) Tackling problems L3 (Employability 2010) Problem solving L3 (Wider key skills)

ASDAN Level 2 Award in Employability

Title:	Team Working
Unique reference number	M/504/5244
Level:	L2
Credit Value:	3

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand what helps teams to work effectively	1.1 Describe what makes groups or teams effective 1.2 Give an example from own experience of how individual behaviour has: • had a positive effect on a team achieving its objectives • had a negative effect on a team achieving its objectives
2.2 Be able to plan to work in a team	2.1 Agree the objectives the team is planning to work towards 2.2 Agree the ground rules for working in the team 2.3 Share relevant information to agree what needs to be done including: • the tasks the team has to carry out • the resources needed • timescales and deadlines 2.4 Suggest ways they could contribute to the work of the team and agree each individual's responsibilities 2.5 Agree the arrangements for working together as a team relating to: • who they will be working with, where and when • health and safety procedures • the appropriate people to go to for advice and support when it is needed
2.3 Be able to work co-operatively with others to achieve team objectives	3.1 Organise and carry out tasks safely to meet own responsibilities 3.2 Make effective use of resources including support 3.3 Pace work to meet deadlines 3.4 Use appropriate methods to produce the quality of work required 3.5 Help to resolve disagreements or other problems with the work 3.6 Reflect on progress of own work and that of the team 3.7 Seek advice, and support others, when needed
2.4 Be able to review the work of the team and own contribution, and agree how to improve own skills	4.1 Exchange information on what went well and less well in the work of the team, including ground rules, working relationships and whether the team achieved its objectives 4.2 Explain how they personally helped the team to achieve its objectives

	4.3 Suggest and agree ways of improving how they work as a member of a team in the future, including their interpersonal skills
Additional information about the unit	
Organisation reference code	TW2
Unit aim/purpose	To enable learners to show they understand how they can contribute to successful teamwork and to improve their team working skills by actively engaging in the processes of planning the work of the team, working with other team members towards agreed objectives, and reviewing the work of the team and their own contributions.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of planning the activity – group plan and own plans; activity log/diary/learning log; minutes of team meetings; photographic evidence with explanatory statements; witness statements from tutors/peers; review records; product evidence arising from the candidate's particular task/s; observation records/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Working with others L3 (Wider Key Skills)

ASDAN Level 2 Award in Employability

Title:	Using advice and guidance
Unique reference number	J/504/5248
Level:	L2
Credit Value:	1

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand the benefits of advice and guidance in achieving learning or work related goals	1.1 Give examples of how advice and guidance can help achieve learning and work related goals 1.2 Explain at what stages of learning and work it would be beneficial for an individual to seek advice and guidance
2.2 Understand how to access advice and guidance relevant to learning and work related goals	2.1 Describe the range of sources of advice and guidance relevant to achieving different learning and work related goals 2.2 Describe the advantages and disadvantages of using particular sources of advice and guidance 2.3 Identify the information needed to help make decisions about achieving own learning or work goals including: • options for education/training • location • costs 2.4 Choose and agree source/s of advice and guidance which would be helpful in own situation
2.3 Be able to use advice and guidance to help make decisions about achieving own learning or work related goals	3.1 Agree when and how to access advice and guidance 3.2 Use the chosen source/s to find relevant information 3.3 Describe why specific information was selected 3.4 Explain how the information selected will help make decisions about achieving learning or work related goals 3.5 Identify the next steps towards achieving a learning or work related goal
Additional information about the unit	
Organisation reference code	UAG2
Unit aim/purpose	To enable learners to show they understand the benefits of using advice and guidance to help achieve learning and work related goals and to be able to use that advice and guidance effectively
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of discussion with a careers adviser/guidance worker or tutor; internet printouts of education/training/employment opportunities, with relevant sections highlighted/annotated; action plans, review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Using advice and guidance L2 (Employability 2010)

ASDAN Level 2 Award in Employability

Title:	Using ICT in the workplace
Unique reference number	A/504/5179
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand policies, procedures and practices that are relevant to the use of ICT in own role within the organisation	1.1 Describe own organisation's policies, procedures and practices that are relevant to the use of ICT in own role 1.2 Explain the importance of confidentiality and data protection when accessing information and handling data
2.2 Be able to use ICT systems to locate and select information for a work based task	2.1 Identify the purpose, and the desired outcomes, of a work based task 2.2 Select potential sources of relevant ICT based information 2.3 Use appropriate search criteria to select and retrieve the information required 2.4 Describe how the information selected helps meet the desired outcome
2.3 Be able to use ICT systems to develop and present information for a work based task	3.1 Select and use layouts appropriate to the type of information being presented 3.2 Enter, develop and combine different types of information 3.3 Check that final output is accurate and fit for purpose 3.4 Explain how final output fulfils the desired outcomes of the task

Additional information about the unit	
Organisation reference code	ICTW2
Unit aim/purpose	To enable learners to show their understanding of workplace policies, procedures and practices and be able to use ICT to carry out work based tasks effectively.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate's statements, diary, log of activities; printouts of sources of information with relevant parts highlighted/annotated; annotated drafts and final versions of ICT product e.g. report, presentation, leaflet, film; observation records or witness testimony; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Using ICT in the workplace L2 (Employability 2010)

ASDAN Level 2 Award in Employability

Sample Assessment Checklist:

<table>
<tr>
<td colspan="6">Assessment Checklist - Employability Level 2</td>
</tr>
<tr>
<td colspan="4">Working to good practice standards (WPS2) 2013</td>
<td colspan="2">Credits: 3</td>
</tr>
<tr>
<td>Learning outcome</td>
<td colspan="2">You will:</td>
<td></td>
<td>You can:</td>
<td>Evidence
Page No.</td>
</tr>
<tr>
<td rowspan="2">WPS2.1</td>
<td colspan="2" rowspan="2">Understand why legislation is needed to regulate what happens in the workplace</td>
<td>2.1.1</td>
<td>Explain why legislation is necessary in the workplace</td>
<td></td>
</tr>
<tr>
<td>2.1.2</td>
<td>Give examples of legislation that employers have to comply with</td>
<td></td>
</tr>
<tr>
<td rowspan="4">WPS2.2</td>
<td colspan="2" rowspan="4">Know about policies/ procedures in your own workplace and understand how they impact on your own situation</td>
<td>2.2.1</td>
<td>Identify policies that have been developed in your own organisation/workplace to meet legislative requirements</td>
<td></td>
</tr>
<tr>
<td>2.2.2</td>
<td>Describe how the policies affect yourself and/or others in the organisation/workplace</td>
<td></td>
</tr>
<tr>
<td>2.2.3</td>
<td>Identify a procedure that has been developed to meet the needs of your own organisation/workplace</td>
<td></td>
</tr>
<tr>
<td>2.2.4</td>
<td>Describe how the procedure affects yourself and/or others in the organisation/workplace</td>
<td></td>
</tr>
<tr>
<td rowspan="4">WPS2.3</td>
<td colspan="2" rowspan="4">Be able to apply good practice standards in your own organisation</td>
<td>2.3.1</td>
<td>Contribute to discussions to agree priorities for your own work</td>
<td></td>
</tr>
<tr>
<td>2.3.2</td>
<td>Meet the standards set by your own organisation when carrying out a range of routine tasks</td>
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<tr>
<td>2.3.3</td>
<td>Use appropriate communication methods to meet your own responsibilities including informing others of progress</td>
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</tr>
<tr>
<td>2.3.4</td>
<td>Reflect on the quality of your own work and identify ways of working more effectively</td>
<td></td>
</tr>
<tr>
<td colspan="6">Assessor Declaration: 'I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this unit.'

Candidate Declaration: 'I confirm that the evidence in this portfolio is all my own work.'</td>
</tr>
<tr>
<td colspan="3">Candidate name:</td>
<td colspan="2">Candidate signature</td>
<td>Date:</td>
</tr>
<tr>
<td colspan="3">Assessor name:</td>
<td colspan="2">Assessor signature:</td>
<td>Date:</td>
</tr>
<tr>
<td colspan="3">Internal Moderator name:</td>
<td colspan="2">Internal Moderator signature:</td>
<td>Date:</td>
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