



**Employability
Practitioner
Level 4**

Seetec
OUTSOURCE



Employability Practitioner

Programme overview

Level: 4

Duration: Approximately 15 months
(+3 months for end-point assessment)

Who is the programme suited to?

This programme is designed for practitioners delivering employability support within a range of organisations. They are likely to work with individuals who are distanced furthest from the labour market to improve their job prospects and help them secure suitable and sustainable employment.

Learners will develop the specialist knowledge, skills and behaviours needed to effectively support service users, devising strategies to overcome multiple and often complex barriers to employment. This requires a broad appreciation of the types of public services, community offerings and funding streams available and an understanding of how these fit together so that they can put in place a bespoke plan of support.

This qualification can support internal staff operations with:

- Staff health, welfare, and wellbeing
- Resilience
- Behaviour management

TYPICAL JOB ROLES

- Job coach
- Employment adviser
- Careers adviser
- Case worker
- IAG adviser

Key learning outcomes

Knowledge

- Holistic assessments and diagnostics
- Holistic action plans and reviews
- Job search, job brokering and other interventions
- Integrated services
- Challenging and complex caseloads
- Coaching and mentoring
- Non-clinical behavioural change
- The employability industry
- Careers, employability and labour market information
- Legislation and company mission, vision, values
- Minimum service levels and contractual requirements
- IT Systems and record keeping

Skills

- Conducting holistic assessments and diagnostics
- Interviewing and effective questioning
- Designing, delivering and facilitating interventions
- Attention to detail and record keeping
- Effective communication, coaching and mentoring
- Problem solving and risk/crisis management
- Managing complex caseloads
- Behaviour and change management
- Stakeholder engagement and management
- Evaluation and critical analysis
- Research skills
- Delivering information, advice and guidance
- ICT and digital skills

Behaviours

- Pro-active and efficient
- Positive
- Professional
- Target driven
- Flexible and adaptable
- Resilient
- Emotional intelligence
- Supportive
- Analytical
- Innovative and creative
- Commercially aware

“You can see right from the start how what you’re studying can be put into practise in your job.”

Naomi Amoatin,
Employment Advisor at Hackney Council
2023

Learner journey

This is an example learner journey and the timeline for completion may vary. The apprenticeship development coach (ADC) and the employer will agree when the learner is ready to be submitted to gateway for end point assessment (EPA).





Programme delivery

Apprentices follow a personalised learning plan tailored to their organisation and role. Supported by an experienced development coach, they undertake a range of 'blended learning' activities that can usually be completed in the workplace.

Blended learning activities could include:

- Facilitated workshops
- E-learning
- 1-2-1 coaching
- Self-directed learning
- Collaborative learning
- Research
- Industry visits
- Work shadowing
- Mentoring
- Assignments

All apprentices need to demonstrate that they have achieved a level 2 or above in English and maths before they can proceed to end-point assessment.

Learners who have not yet achieved a level 2 (or equivalent) in English and maths will be supported by a functional skills tutor to ensure they meet the minimum requirements for certification.

Why Seetec Outsource?

Part of the employee-owned Seetec group, we're one of the UK's leading providers of employment and training. We have more than 35 years' experience helping businesses and individuals to unlock potential through high-quality apprenticeships, skills training and work-based learning programmes across a range of sectors and occupations.

Our approach is consultative and we aim to be partners in our clients' success. We work closely with employers to gain an understanding of organisational objectives and workforce learning and development needs, helping them to select the right training solutions for their business. We then design and deliver programmes tailored to the needs of the organisation and the learners we support, with a focus on ensuring programme outcomes can be evidenced through improved practice in the workplace.

We also bring an energy and positive attitude that stems from our employee-owned status. Every Seetec colleague is encouraged to innovate, strive for excellence and take responsibility for their overall contribution to the business. These are values that we instil throughout our work.

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