

Level 2 Employability Skills Training

(Emerging Employee)

Qualification facts



About this qualification

The Level 2 Employability Skills Training (Emerging Employee) prepares learners to stand out and excel in their career, enabling them to stand out in the crowd, become empowered and start work towards a successful career growth.

Upon achievement of this qualification it is intended that learners will be able to excel and advance their career as a highly talented employee.

We have surpassed the minimum requirements set out in the industry to develop a gold standard qualification which reflects the priorities of employees and employers to meet the needs of the industry.

Entry requirements

Learners must have atleast completed or will be completing a degree (undergraduate or graduate) and Level 1 Employability Skills by Novak. We do not set any other entry requirements but Trainers may have their own guidelines.

English Language

Learners will need to have basic reading and writing skills in the English language. We recommend basic communication skills in English language.

Employers in your field's entry requirements

The requirement for the technical, industry specific knowledge by each of the employers is assumed to be the individual learner's responsibility, this is gained by the degree or certificate courses completed by the learner's in the respective field of work.

Qualification structure

We have structured the units around the following two themes:

Theme 1: Self Development

Learners must achieve:

- 6 mandatory units

Theme 2: Workplace Success

- Total Guided Learning: 30 (hours)
- Total Qualified Time: 45 (hours)

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Theme 1: Self Development

Unit	Title	Goal	Recommended #of hours
1	Independent Learning Abilities	Understand independent learning and its connectivity to employment, learning style, preferences and understand some techniques that work for you.	5
2	Cognitive Flexibility (Mental Gymnastics)	Understand what is cognitive flexibility and its connectivity to employment, techniques to improve cognitive flexibility.	5
3	Creative Thinking (Logical and Reasoning and Problem Solving)	Understand what creative thinking skills mean, adopt techniques to improve problem solving techniques	5

Theme 2: Workplace Success

Unit	Title	Goal	Recommended #of hours
7	Social skills for Employment	Understand why social skills are important at the workplace, demonstrate key social skills to land and sustain in a job.	5
8	Decision making	Understand the science behind decision making and will be able to answer questions for decision making. Use this skill in your daily life and workplace to succeed.	5
9	Help at workplace (Service Orientation)	Understand when and how to ask for help in order to develop your skills and how to respond to questions smartly	5

Total Guided Learning Hours for the course: 30

Assessment

To gain this qualification the learner will need to achieve the following:

All Units in this qualification are mandatory. Each unit will be internally assessed.
Final auditing of completed work and an examination will qualify the learner for the certification

Full achievement of the qualification will not be possible until **all** units are complete.

Career opportunities

Upon achievement of this qualification it is intended that learners will be able to confidently approach interviews and stand out during their career as a highly successful employee.

Learners can progress into various job roles in the industry based on their academic orientation and interests.

For more information

Full details of this qualification can be found on our website www.novak.co.in in our training zone.

We continually invest in high quality qualifications for the employability, early years and education sectors. Written and developed by experts, helping millions of learners across the world to raise professional standards, earning us a reputation for excellence and leadership across the sector. Our continued dedication to industry means that our qualifications will continue to meet the needs of the current requirements.

