QUALIFICATIONS IN PERSONAL PROGRESS (3803-01) CENTRES' INFORMATION

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The qualifications in Personal Progress have been designed to enable learners working at entry level 1 or below, to develop their skills in a number of different areas such as communication, reading and writing, mathematics or developing skills for the workplace.

These qualifications support learners in participating within their own community and are predominantly aimed at young people and adults who have learning difficulties.

QUALIFICATION STRUCTURE

The qualification structure for these qualifications is as follows (recommended guided learning hours are indicated alongside each qualification):

- **To achieve the Entry Level 1 Award in Personal Progress, learners must achieve a minimum of 8 to 13 credits (80 GLHs).**
- **To achieve the Entry Level 1 Certificate in Personal Progress, learners must achieve a minimum of 14 to 36 credits (140 GLHs).**
- **To achieve the Entry Level 1 Diploma in Personal Progress, learners must achieve a minimum of 37 or more credits (370 GLHs).**

There are no formal entry requirements or age limits for these qualifications.

HOW IS THE QUALIFICATION DELIVERED AND ASSESSED?

You will need to make an initial assessment of your learners prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

At the initial assessment, you will identify specific training needs as well as the support and guidance needed by the learner. It will also help you identify any units the learner has completed or credits accumulated which are relevant to the qualification.

You may design the course programmes that best meet the needs of your learners and that satisfy the requirements of the specific qualification.

You will assess your learners mainly through observation which cover practical activities for all outcomes of the units.

DOES THE QUALIFICATION REPLACE ANY EXISTING QUALIFICATIONS?

These qualifications replace the Entry Levels 1 and 2 Certificate in Personal Progression through Practical Life Skills (3802-01 and 3802-02).

IS FUNDING AVAILABLE?

In order to seek funding, you will need to obtain the Learning and Aims Database number from the Learning and Skills Council website: **http://providers.lsc.gov.uk/lad.**

PROGRESSION

On completion of these qualifications, learners can pursue higher level qualifications such as:

- **Award and Certificate in Personal and Social Development (Entry 2, 3 or level 1 - 7577)**

APPROVAL ARRANGEMENTS

If you already deliver the following qualifications, then you can gain fast track approval to offer the new qualifications:

- **Entry Levels 1 and 2 Certificate in Personal Progression through Practical Life Skills (3802-01 and -02)**
- **Award and Certificate in Personal and Social Development (7577-01).**

If you wish to offer the new Qualifications in Personal Progress and the Award and Certificate in Personal and Social Development, then you will need to seek full qualification approval. You can find out how by visiting our centres' web pages on **www.cityandguilds.com.**

WHAT IS MY NEXT STEP?

You can find out more by contacting your City & Guilds office.
Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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IF YOU'RE ASKED FOR A QUALIFICATION NUMBER, PLEASE QUOTE 3803-01.

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