



Programme Overview

The **Level 4 Headstart for Employment Programme** supports individuals in developing job-related skills and workplace competence. Through training units, one-to-one coaching, and simulated work practice, participants gain essential employment skills and an understanding of workplace ethics.

The programme is designed for individuals, including those with disabilities, to enhance employability in roles such as office work, factory operations, or other suitable positions. It mirrors real work environments where quality and productivity are monitored to prepare learners for future employment.

This programme does **not** lead to a warranted or regulated profession.

Programme Objectives

Participants will:

- Improve communication and social skills
 - Perform work-related tasks effectively
 - Understand workplace procedures and ethics
 - Develop a professional attitude
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Learning Outcomes

Knowledge – Learners will be able to:

- a) Understand job search fundamentals
- b) Recognize occupational roles and career paths
- c) Identify key workplace skills
- d) Understand work procedures

Skills – Learners will be able to:

- a) Communicate effectively and work well with others
 - b) Apply problem-solving in work situations
 - c) Maintain accuracy and productivity
 - d) Collaborate as part of a team
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Module/Unit Description

Unit 1 – Job Search Skills

The Job Search Skills unit is designed for participants preparing to enter the workforce. It equips learners with the knowledge and practical skills to enhance employability through the creation of professional CVs, completion of job applications, and effective performance in interviews. Learners will gain an understanding of key aspects of the job application process and practice presenting information in appropriate formats. The unit also includes mock interviews, allowing learners to apply techniques discussed during lessons.

Learning Outcomes:**Knowledge**

By the end of the unit, learners will understand:

- The key requirements of a professional CV
- What employers look for in applications
- Different types of application forms and their formats
- Preparation methods for interviews
- Basic recruitment and selection principles

Skills

Learners will be able to:

- Create a competitive CV in Word or PDF format
- Complete job application forms accurately
- Respond effectively and professionally during interviews
- Adapt to various interview methods

Competences

Learners will demonstrate the ability to:

- Evaluate and present personal and professional information appropriately
- Apply correct syntax and concise language in applications
- Express skills and experience clearly and confidently
- Behave professionally before, during, and after interviews

Digital Skills

Learners will:

- Use Word and PDF formats effectively
- Use search engines to research job-related material

Unit 2 – Holistic Wellbeing

The aim of this unit is to develop learners' understanding of the various factors that influence health and wellbeing. It explores how lifestyle choices, physical activity, nutrition, and mental health contribute to overall wellbeing. Learners will gain the knowledge and skills to promote and maintain a healthy lifestyle and to make informed decisions that support personal wellbeing.

The unit also provides opportunities for learners to reflect on their own wellbeing through small-group discussions with a trainee psychotherapist, focusing on self-awareness, boundaries, and maintaining balance in daily life.

Learning Outcomes**Knowledge**

By the end of the unit, learners will be able to:

- Explain the concept of health and wellbeing.
- Describe the physical, psychological, and social aspects of wellbeing.
- Identify the relationship between lifestyle choices and overall health.
- Outline personal, social, and environmental factors influencing wellbeing.
- Discuss the implications of health and wellbeing for individuals.

Skills

Learners will be able to:

- Demonstrate understanding of the physical, mental, and social factors affecting wellbeing.
- Analyse how lifestyle choices influence overall health.
- Evaluate the effects of nutrition, exercise, and social factors on wellbeing.
- Develop and apply strategies that promote positive lifestyle habits.

Competences

Learners will have the autonomy and responsibility to:

- Evaluate the interconnected physical and psychological aspects of wellbeing.
- Understand the role of healthy eating, exercise, and lifestyle choices.
- Analyse the impact of personal and environmental influences on health.
- Apply approaches to promote and maintain holistic wellbeing.
- Develop practical methods for supporting positive lifestyle changes.

Module-Specific Learner Skills

At the end of the unit, learners will be able to:

- Apply practical lifestyle choices that enhance personal wellbeing.

Module-Specific Digital Skills and Competences

At the end of the unit, learners will be able to:

- Use search engines to research course-related wellbeing material.
- Use Microsoft Word and PowerPoint for assignments and presentations.

Unit 3 – Work Ethics

This unit equips learners with the knowledge and skills needed to understand and uphold ethical standards in the workplace and social settings. It introduces both formal and informal workplace etiquette, helping learners develop behaviours that promote professionalism, respect, and fairness.

Key topics include respect for colleagues, maintaining professionalism, understanding workplace dynamics, and recognising the impact of unspoken rules. The unit also encourages self-awareness and reflection on personal ethical standards, enabling learners to apply these principles confidently across different professional contexts.

Learning Outcomes

Knowledge

By the end of the unit, learners will be able to:

- Explain the principles of workplace ethics and their relevance in different contexts.
- Describe the importance of respecting colleagues and maintaining ethical conduct.
- Identify and explain formal and informal workplace etiquette.
- Analyse the influence of unspoken rules and behaviours in professional environments.

Skills

Learners will be able to:

- Identify, assess, and apply ethical principles in various workplace situations.
- Demonstrate appropriate ethical behaviour in professional and social settings.
- Apply both formal and informal etiquette effectively.
- Demonstrate self-awareness and understanding of ethical standards.

Competences

Learners will demonstrate the ability to:

- Apply workplace ethics in diverse contexts.
- Show respect and professionalism when working with others.
- Uphold ethical standards and workplace etiquette.
- Reflect on personal values and adapt behaviour appropriately in professional situations.

Module-Specific Learner Skills

At the end of the unit, learners will be able to:

- Develop and apply an ethical, respectful, and professional approach to work.

Module-Specific Digital Skills and Competences

At the end of the unit, learners will be able to:

- Use search engines to research topics related to workplace ethics and etiquette.
- Create and present work using Microsoft PowerPoint.

Unit 4- Basic Computer Skills

This unit provides learners with the foundational knowledge and skills to use a computer confidently for everyday tasks such as sending emails, inputting data, and performing other basic operations.

Learners will gain an understanding of the main components of a computer, the fundamentals of digital communication, and the principles of safe and secure computer use.

The unit also introduces learners to the E-ID system, offering practical, hands-on experience to create an account, navigate the system, and use it to access personal data and public services.

Learning Outcomes

Knowledge

By the end of the unit, learners will:

- Identify the main components and functions of a computer system.
- Understand the fundamentals of digital communication, including email and data input.
- Recognise key concepts of computer safety, security, and responsible use.

Skills

Learners will be able to:

- Explain and identify basic computer hardware components.
- Use the internet effectively to browse, search, and download information.
- Create, manage, and store data using basic computer applications.
- Send, receive, and reply to emails professionally.
- Apply basic data protection, privacy, and cybersecurity practices.

Competences

Learners will demonstrate the ability to:

- Operate a computer confidently and perform basic digital tasks.
- Apply digital communication techniques appropriately.
- Use a computer safely and securely in different contexts.

Module-Specific Learner Skills

At the end of the unit, learners will be able to:

- Use Microsoft Office applications (Word, Excel, and PowerPoint).
- Use search engines effectively to find and evaluate online information.

Module-Specific Digital Skills and Competences

At the end of the unit, learners will be able to:

- Demonstrate basic proficiency in Microsoft Office tools.
- Access and use various search engines to research and retrieve information.
- Construct and send professional emails.

Unit 5 - Basic Finance

This unit is designed to equip students with the foundational knowledge and skills required for effective financial management, empowering them to lead more independent and financially responsible lives.

Through interactive activities, lectures, and assessments, students will gain a comprehensive understanding of budgeting principles, price comparison techniques, and saving strategies. The module encourages practical application to develop confidence in managing personal finances.

Learning Outcomes

At the end of the module/unit, the learner will have acquired the responsibility and autonomy to:

- Demonstrate an understanding of core financial management principles and tools
- Apply knowledge to create and manage a personal budget effectively
- Practice cross-checking prices to make informed financial decisions
- Develop responsible money management and saving strategies

Knowledge and Understanding

At the end of the module/unit, the learner will have been exposed to:

- The basic principles of financial management, including budgeting, comparing prices, and saving
- The impact of financial decisions on long-term financial stability
- The concepts of fiscal responsibility and financial independence

Applying Knowledge and Understanding

At the end of the module/unit, the learner will be able to:

- Create and monitor a personal budget
- Use financial management tools to compare prices and track spending
- Apply strategies to save money and enhance financial responsibility

Module-Specific Learner Skills

(Over and above those mentioned in Section B)

At the end of the module/unit, the learner will be able to:

- Handle and work with money effectively in personal budgeting and pricing contexts

Module-Specific Digital Skills and Competences

(Over and above those mentioned in Section B)

At the end of the module/unit, the learner will be able to:

- Use search engines to research topics related to financial management
- Collate and organise financial data using basic Excel tools

Unit 6 – Basic English for the workplace

This unit aims to equip students with the fundamental understanding, fluency, and skills required to communicate effectively in English within the workplace.

It focuses on the four key areas of language acquisition — reading, writing, listening, and speaking — while helping students develop confidence in using English independently and appropriately in professional contexts.

The unit also emphasises understanding and using suitable language for different workplace situations and audiences, improving pronunciation and clarity, and enhancing the ability to use English for various forms of professional communication.

Learning Outcomes

Autonomy and Responsibility

At the end of the module/unit, the learner will have acquired the responsibility and autonomy to:

- Demonstrate an understanding of English grammar and its role in workplace communication
- Communicate effectively in English through reading, writing, listening, and speaking
- Use appropriate and professional language tailored to different audiences and contexts
- Apply correct pronunciation and work on improving spoken fluency
- Use English effectively for professional and workplace communication

Knowledge and Understanding

At the end of the module/unit, the learner will have been exposed to:

- The fundamentals of English grammar and forms of communication
- The importance of using appropriate and professional language
- The role of pronunciation and correct articulation in effective communication
- The relevance of English for professional and workplace interactions

Skills

At the end of the module/unit, the learner will have acquired the ability to:

- Read, write, listen, and speak effectively in English
- Use appropriate and context-sensitive language in workplace communication
- Improve and apply correct pronunciation of English words
- Communicate confidently and professionally in English

Module-Specific Learner Skills

(Over and above those mentioned in Section B)

At the end of the module/unit, the learner will be able to:

- Use appropriate and professional language to communicate effectively in English in workplace settings

Module-Specific Digital Skills and Competences

(Over and above those mentioned in Section B)

At the end of the module/unit, the learner will be able to:

- Use search engines and online resources to research and access English language materials related to the unit

Unit 7 - Independent Living

This unit provides learners with the essential skills and knowledge required to develop independence in daily living and successfully transition into the workplace. Learners will explore common challenges they may encounter in both personal and professional settings and develop practical strategies to address them effectively.

The unit focuses on key areas such as kitchen skills, the use of public transport, goal-setting, and problem-solving. Learners will gain hands-on experience in using public transport and performing basic kitchen tasks, including meal preparation and safe food handling. The unit also introduces techniques for setting realistic goals, making informed decisions, and building confidence in managing everyday responsibilities.

Learning Outcomes

Autonomy and Responsibility

At the end of the module/unit, the learner will have acquired the responsibility and autonomy to:

- Demonstrate an understanding of the importance of independent living skills in everyday and workplace contexts
- Use public transport safely and effectively
- Prepare meals independently and safely
- Set and achieve personal and professional goals within given timeframes
- Apply effective decision-making skills to make informed and responsible choices

Knowledge and Understanding

At the end of the module/unit, the learner will have been exposed to:

- The importance of independent living skills in supporting workplace readiness
- The practical steps required to use public transport safely and efficiently
- The procedures and safety measures involved in meal preparation
- The principles and benefits of setting and achieving goals
- The key elements of effective decision-making and problem-solving

Skills

At the end of the module/unit, the learner will have acquired the ability to:

- Use public transport safely and independently
- Prepare and cook simple meals using safe and hygienic practices
- Set and manage achievable goals
- Apply decision-making and problem-solving techniques in daily life and workplace situations

Module-Specific Learner Skills

(Over and above those mentioned in Section B)

At the end of the module/unit, the learner will be able to:

- Demonstrate independence in completing a range of daily tasks
- Apply decision-making and problem-solving skills to make informed choices

Module-Specific Digital Skills and Competences

(Over and above those mentioned in Section B)

At the end of the module/unit, the learner will be able to:

- Use a range of mobile phone applications to support independent living
- Use search engines to gather and evaluate information
- Use Microsoft Word and PowerPoint to present information effectively

Unit 8 – Workplace Practice

This unit introduces students to the fundamentals of workplace practice. It focuses on developing professional and ethical behaviour, productivity, and efficiency within a work environment. Learners will gain an understanding of workplace structures, including organisational hierarchies, roles, and responsibilities.

The unit also highlights the importance of effective communication, teamwork, and adherence to workplace health and safety regulations. Through practical tasks and applied learning, students will develop the skills required to function responsibly and efficiently in a professional setting.

Learning Outcomes

At the end of the module/unit, the learner will have acquired the responsibility and autonomy to:

- Demonstrate an understanding of organisational structures, including hierarchies, roles, and responsibilities
- Exhibit strong work ethics by being punctual, productive, and respectful towards colleagues
- Recognise the importance of clear and effective communication in the workplace
- Manage workloads and meet deadlines responsibly
- Demonstrate awareness of health and safety principles to ensure personal and collective well-being

Knowledge

At the end of the module/unit, the learner will have been exposed to the following:

- Define the legal, ethical, and professional standards expected in the workplace
- Identify the implications and consequences of poor workplace practices
- Describe the impact of individual and collective behaviour on workplace productivity and organisational culture
- Outline key occupational health and safety regulations and their relevance to daily work

Skills

At the end of the module/unit, the learner will have acquired the following skills:

- Apply workplace practices and comply with health and safety requirements effectively
- Complete assigned tasks according to specified standards and procedures
- Manage workloads efficiently and meet set deadlines

Module-Specific Learner Skills

(Over and above those mentioned in Section B)

At the end of the module/unit, the learner will be able to:

- Follow instructions accurately and carry out work-based tasks as required