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| Unit Title: Support individuals to access education, training or employment | | |
| URN: H/601/3546 |  |  |
| Credit Value: 4 |  |  |
| Level: 4 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Understand the value of engagement in training, education or employment for individuals** | | | |
| 1.1 Explain why engagement in education, training or employment opportunities can have a positive impact on the well being and quality of life of individuals |  |  |  |
| **2 Understand how legislation, guidance and codes of practice support an individual to access training, education or employment** | | | |
| 2.1 Outline the legislation, guidance and codes of practice that support an individual to access training, education or employment |  |  |  |
| 2.2 Explain how the duty to make reasonable adjustments by learning providers or employers impacts on support for individuals to access training, education or employment |  |  |  |
| 2.3 Identify the assistance that is available to learning providers or employers to support individuals to access education, training or employment opportunities |  |  |  |
| **3 Understand the support available to individuals accessing education, training or employment** | | | |
| 3.1 Identify the range of agencies that provide support to individuals accessing education, training or employment |  |  |  |
| 3.2 Clarify the support provided by the various agencies |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **4 Be able to support an individual to identify and access education, training or employment that meet needs and preferences** | | | |
| 4.1 Work with individuals to identify the education, training or employment opportunities taking account of their:  • Aspirations  • Skills and abilities  • Interests  • Experience  • Qualifications  • Support needs  • Preferred career pathway  • Personal circumstances  • Language / communication needs |  |  |  |
| 4.2 Work with the individual and / or others to source accessible information on education, training or employment opportunities |  |  |  |
| 4.3 Support the individual to select preferred education, training or employment |  |  |  |
| 4.4 Support the individual to complete applications to access education, training or employment |  |  |  |
| 4.5 Support the individual to prepare for interview or selection for education, training or employment |  |  |  |
| **5 Be able to support individuals to undertake education, training or employment** | | | |
| 5.1 Outline own role and role of others in providing support to an individual to undertake education, training or employment |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| 5.2 Work with the individual and / or others to identify assistive technology; resources and support that may be needed to undertake education, training or employment |  |  |  |
| **6 Be able to evaluate engagement in education, training or employment** | | | |
| 6.1 Review with the individual and / or others how well the education, training or employment opportunity has met expectations and identified outcomes |  |  |  |
| 6.2 Review with the individual and / or others the continued support required to undertake education, training or employment |  |  |  |
| 6.3 Agree with the individual and / or others adjustments to be made to education, training or employment arrangements to meet individual needs and preferences |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: