

Qualification and Credit Framework (QCF): Unit Delivery to Support the Unemployed

Date: July 2011

The Skills Funding Agency's Support for the Unemployed 2011/12: Qualification and Credit Framework (QCF) Unit Delivery.

In November 2010, the Department of Business Innovation and Skills published *Investing in Skills for Sustainable Growth* which set out the main priorities for 2011/12. Following this the Agency published [Guidance Note 7](#) where we advised that we would be identifying a wide range of units from the QCF which will support individuals looking for work. We have now confirmed these QCF units which will be a central part of the offer to support the unemployed.

The unit offer to support the unemployed is part of the new flexibilities under the single Adult Skills Budget. All colleges and training organisations that are registered on the Skills Funding Agency's Approved College and Training Organisation Register (ACTOR) and therefore an approved provider, will be able to offer fully funded, identified QCF units to support the unemployed as part of the flexibilities within the new single adult skills budget. Alongside Awards, Certificates and Diplomas in the QCF, providers will be able to deliver QCF units to the unemployed who are on 'active benefits'. Active benefits are those unemployed who are in receipt of Jobseeker's Allowance or Employment and Support Allowance (Work-Related Activity Group).

Nearly 11,300 units on the QCF and within the rules of combination of qualifications confirmed for funding have been identified as being in scope for the offer. It is intended that the units will support these learners who are seeking to gain initial skills and knowledge to enter employment, or to enable them to up-skill, cross-skill or retrain to end a period of unemployment.

Further information on work the Agency is doing to support the unemployed and the publicly fundable, approved units can be found on the [Agency's web page](#). The most up to date policy changes can be found in the [Skills Funding Agency's Guidance notes](#).

The [list of units](#) forming the offer to Support the Unemployed have been shared with awarding organisations (AOs) via the Federation of Awarding Bodies (FAB). A number of units are shared across a range of awarding organisations and providers are advised to contact the AOs they are currently working with to confirm both the unit's operational availability with those AOs and also registration, assessment and certification arrangements. As part of the list we have included a limited number of restricted units.

The primary purpose of the unit offer to support the unemployed is to facilitate individuals move into employment. Through achieving units individuals will be awarded credit and will be able to accumulate that credit towards a qualification either in the immediate future, or possibly as part of supporting training and up-skilling in the job role they move into. Some learners may also wish to transfer credit gained in the context of one qualification and awarding organisation to another qualification and awarding organisation.

Which units individuals wish to undertake and how individuals wish to use the credit they achieve from the units are important, and it will be important to understand individual

needs and aspiration and offer informed information, advice and guidance. In terms of 'packaging' units into a coherent and meaningful programme which may lead to qualification achievement, providers can use the Personal Learner Record as an aid.

The Personal Learning Record (PLR) is a free service that helps providers and advisers support learners to both understand what particular combinations of QCF units can lead to and also to access and interpret their QCF achievement data via the PLR, online and in one place.

- The 'find a QCF qualification' feature allows the user to select a qualification and identify what additional units a learner requires for it, or select some or all of the units a learner has and identify which achievements they can build towards with those.
- The PLR displays the achievements gathered from multiple sources.
- The PLR enables the learner through a provider or an adviser to view and review their learning and support them in making the right learning choices.
- More information on how to view the PLR and use the 'find a QCF qualification' function can be found in the [User Guide](#).

Learners do not have direct access; this is done in collaboration with the Learning Registration Body (LRB) so the learner's identity can be verified. An LRB is a provider that has registered to use the Learning Records Service and then has requested access to view the PLR which is automatic unless the learner 'opts' out via the Privacy Notice within the enrolment form.

If you have not requested access to view the PLR and wish to do so, please contact the Learning Records Service Customer Helpdesk either by telephone on 0845 602 2589 or by email at lrsupport@learningrecordsservice.org.uk who will be more than happy to help.

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Skills Funding Agency – P –110058

Skills Funding Agency

Cheylesmore House

Quinton Road

Coventry CV1 2WT

T 0845 377 5000

F 024 7682 3675

www.bis.gov.uk/skillsfundingagency