

# Focus Awards Level 1 Award in Workskills (RQF)

## Overview

The Focus Awards Level 1 Award in Workskills (RQF) is a UK OFQUAL accredited 100% online, knowledge-based qualification that aims at assisting learners with improving their knowledge, understanding and application of current work-based skills, relevant to themselves and potential employers. This qualification offers a generic overview of the skills required in today's work environment. You are not required to have any prior qualification or experience to start this course, just an appetite for learning.

## Scope of this qualification

Level 1 Award in Workskills (RQF) qualification is ideal for all those young learners and adults who find difficulty in entering the workplace. Regardless of your expertise in a specific subject, this qualification equips you with the skills that will enable you to nail your dream job.

## Duration and Delivery

The Level 1 Award in Workskills (RQF) is designed to be completed online at the pace that suits you the best. This Level 1 Award in Workskills qualification can take as little as 2 weeks up to 4 months for you to get awareness of the generic workskills. But you have a great opportunity of fast-track completion earlier at the pace and time of your choice. This qualification is delivered through our virtual learning environment (VLE). Our online tutor support is there to facilitate you to achieve your success rate accordingly.

## Assessment and Verification

All units within this course are internally assessed by our qualified assessors and externally verified by the awarding organisation. The assessment takes the form of written assignments, detailed guidance for which will be provided by the tutor. You will receive tutor support once you are enrolled on our online VLE to assist you in reaching your goals.

## Practical Requirements

There is no practical requirement for this course.

## Progression

This is a thorough qualification of Level 1 Award in WorkSkills, which helps learners enhance their career profile. Successful completion of this 100% accredited online course enables learners to proceed to the following qualifications:

- [Focus Awards Level 2 Award in Workskills \(RQF\)](#)
- [Focus Awards Level 2 Award in Employment Rights and Responsibilities \(RQF\)](#)
- [Focus Awards Level 2 Diploma in Business Administration \(RQF\)](#)
- [Focus Awards Level 3 Diploma in Business Administration \(RQF\)](#)

Apply Now

3	Course Credits
30	Total Qualification Time
30	Guided Learning Hours

## Duration

Fast Track	2 Weeks
Full Time	Up to 4 Months

## Entry Requirements

There is no entry requirement for the Level 1 Award in Work Skills. However, the learners should be aged 14 and above to get enrolled on this course.

## Unit Structure

**Unit 1:** Career Progression

**Unit 2:** Investigating Rights and Responsibilities at Work

