



# OTHM Level 3 Foundation Diploma in Employability and Workplace Skills

Qualification Number: 603/7031/2

## Course Overview

The OTHM Level 3 Foundation Diploma in Employability and Workplace Skills has been developed to provide learners with a range of knowledge, understanding, personal skills and attributes essential for successful performance in working life.

The learners will:

- Develop a body of knowledge about workplace employment and employability in range of sectors.
- Develop a range of knowledge, facts, theories, ideas, skills, materials, terminology, practices and techniques associated with workplace skills, employment and employability.
- Develop self-confidence and interpersonal skills required for the working environment and employment.
- Be able to improve communication skills and promote personal effectiveness.

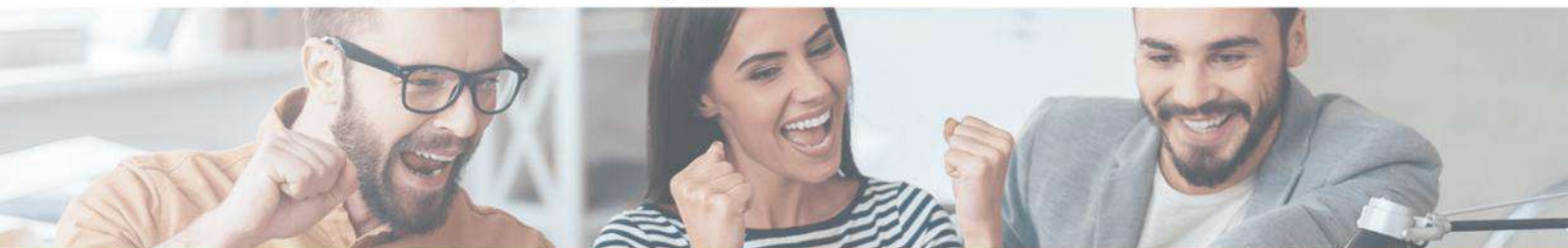
Successful completion of this qualification will equip learners with the underpinning knowledge and skills required to succeed in employment or further studies

## Mandatory Units

- Career Planning and Development (10 credits)
- Managing own Performance (10 credits)
- Personal and Professional Development (10 credits)
- Employment Skills (10 credits)
- Working in a Business Environment (10 credits)
- Managing Resources (10 credits)

## Entry Requirements

- equivalent to GCE AS/A Levels.
- May also have relevant work experience
- Over the age of 16 years
- IELTS 4.5 or equivalent if English is not your native language



### Assessment and Verification

All units within this qualification are internally assessed via assignments and externally verified by awarding organisation. There are no examinations in this course.

### Course Material

Course material, including presentations; handouts, assignment briefs and e-books are made available to enrolled learners. In addition to this, the learners also get the course handbook and tutorial via emails to support the learning.

### Online learning

The learner sets the pace for learning and the courses are offered across an academic year basis. Although our tutors encourage the learners to make progress monthly, but this approach is flexible.

### Progressions

- Learners who achieve this qualification could progress into Level 4 courses or take admission into or bachelor's degree courses at the University.

### Certification

- The Diploma is issued by the OTHM - Awarding Organisation. UK Versity (DC1506132) is an accredited and approved delivery Centre for Qualification qualifications.

### Fees – £950 + VAT for online learning

The fees include registration, assessment, teaching, and certification. There are no other hidden costs.

### Key Facts

Awarding Body: OTHM Qualification  
Course Duration: 4-6 months  
Method of study: Distance Learning / Full Time  
Qualification Level: 3

### Disclaimer

We do everything we can to ensure that information on our website is correct, however details may change, and we cannot accept responsibility for errors or omissions. For more detailed information about the course visit - <https://www.othm.org.uk/othm-level-3-diploma-in-employability-workplace-skills.html>



Suite 2, universal square,  
Devonshire St N,  
Manchester, M12 6JH  
[admin@ukversity.co.uk](mailto:admin@ukversity.co.uk)  
[www.ukversity.co.uk](http://www.ukversity.co.uk)  
+44 161 2734 745



Main Market, Mayur Vihar Phase 1,  
New Delhi -110091  
[admin@courses4u.in](mailto:admin@courses4u.in)  
[www.courses4u.in](http://www.courses4u.in)  
+91 96730 82945

