

LEVEL 1 Award in Workskills

A 100% online, knowledge-based introduction to the skills needed at work, with no prior experience required.

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CREDITS

30

TQT

30

GLH

2

UNITS

OVERVIEW

A knowledge-based qualification that gives a generic overview of the skills needed in today's workplace. You will learn about career progression, how to assess your own skills and plan short-term goals, and your rights and responsibilities at work. No previous qualification or experience needed. Delivered 100% online.

WHO IS IT FOR?

Ideal for young learners and adults who find it difficult to enter the workplace.

DURATION & DELIVERY

Study 100% online through BSA's Virtual Learning Environment with full tutor support. Take up to 4 months at your own pace, or fast-track in as little as 2 weeks.

ASSESSMENT & VERIFICATION

Every unit is internally assessed by BSA's qualified assessors and externally verified by Focus Awards.

- Written assignments marked by your tutor
- No work placement required

COURSE FACTS

Awarding body: **Focus Awards**

Qualification No.: [601/6280/6](#)

Level: **Level 1**

Regulator: **Ofqual**

Study mode: **100% online**

Minimum age: **14+**

UNIT STRUCTURE

1. Career Progression
2. Investigating Rights and Responsibilities at Work

ENTRY REQUIREMENTS

- Aged 14+
- No other specific entry requirements

PROGRESSION

On successful completion, learners can progress directly to:

→ [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 \(RQF\)](#)