

Getting on at Work

A new framework for learning for work and personal effectiveness



As a learning provider I want to offer real learning opportunities and fundable qualifications. Something flexible, relevant, realistic, achievable ...

As a learner I want to learn things that are relevant to my everyday life and work. Qualifications are a bonus. They give you more confidence. They help you to get on.

As an employer I can only afford to release staff for training that is cost effective and beneficial to the business such as improved team work, record keeping or customer service.

As a union learning rep I need to be able to offer choices. People come to you with all sorts of worries and ambitions. You want to be able to suggest something realistic and useful.

Who is it for?

Getting on at Work qualifications are for adults who wish to progress in the workplace or are seeking new employment.

I never did any qualifications at school. Never saw the need for it. Now things are different. Everyone seems to have a qualification. I don't know where to start.



My redundancy has been a real shock. Who will take me on with no qualifications?

Short time is putting a bit of a strain on the finances. I've never been very good at Maths. Got any ideas?



I have worked here for years but things are changing now. There are new procedures and all this form filling does my head in!

My staff are fully committed but they need training to bring them up to speed with new legislation and professional standards

I can train staff to do the job but what about the basics? Communication? Writing? Attitudes and behaviour? These things are really important to a business.

I've been out of work for ages now. I need to do something to improve my chances of employment.



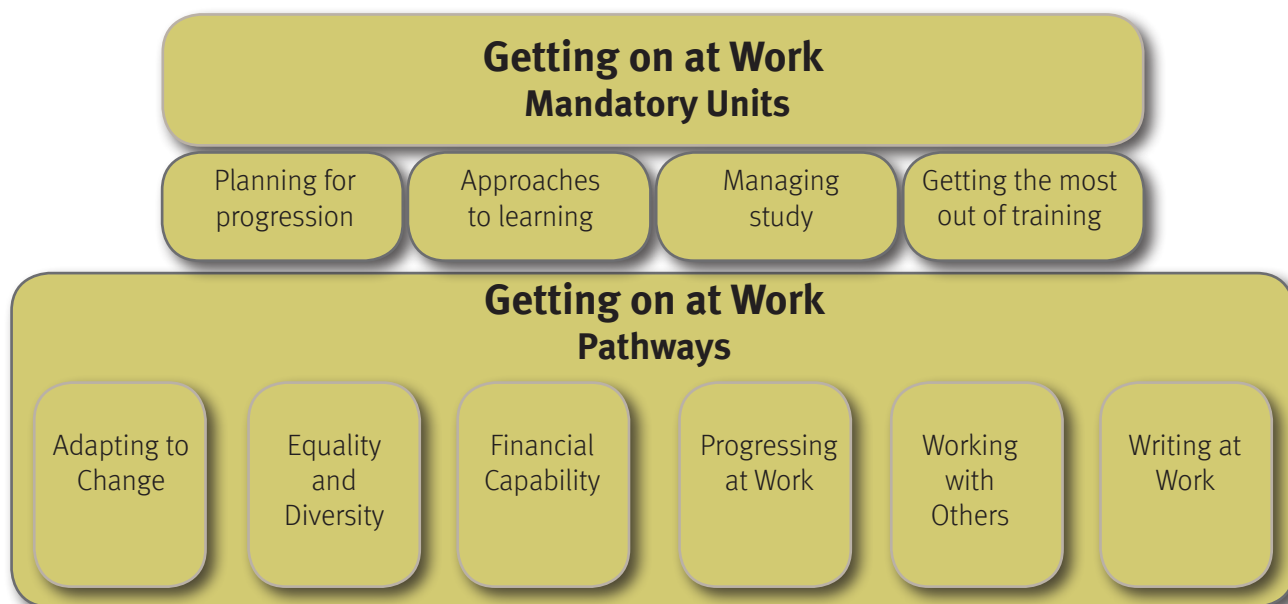
They say I will have to do my NVQ if I want to keep my job. I haven't done any learning for years. I was never any good at it anyway. I could do with a sort of refresher to get me started.

What is Getting on at Work?

Getting on at Work (GoaW) is a new framework for learning and accreditation

There are 35 stand-alone Units at Entry 3 and Level 1

These can be taken as stand-alone Awards or clustered into learning pathways to provide learners with a Certificate.



Getting on at Work

- offers learners a flexible range of units for learning and accreditation.
- provides a good starting point for adults who lack confidence
- provides an opportunity for embedded Literacy, Language and Numeracy in a workplace context
- provides bite sized chunks of learning to encourage early success.
- is a nationally recognised qualification
- provides a stepping stone to further qualifications and training
- develops the skills most valued by employers – most needed by individuals

'We need people who can read, write and add up. But beyond that, in a business like ours, what we really need are the personal skills – the skills of team working and communicating with others'
Tesco's CEO 2007

GoaW gives individuals the chance to learn about:

- How to study
- How to get the most out of training
- How to plan for further study
- How to communicate with others
- How to get on in the work place
- How to cope with change at work
- How to work effectively with others

Interested?

Where to go next:

Unionlearn
Union Development Team
2nd Floor
Orleans House
Edmund Street
LIVERPOOL
L3 9NG

Telephone: 0151 236 7678
e-mail: goaw@tuc.org.uk
www.unionlearn.org.uk/goaw

NOCN
Business Development Team
National Open College Network
The Quadrant
Parkway Business Park
99 Parkway Avenue
Sheffield
S9 4WG

Telephone: 0114 2270500
E-mail: nocn@nocn.org.uk

Asset Skills
Phone Asset Skills on
0845 678 2888
or email pssf@assetskills.org
or visit www.assetskills.org