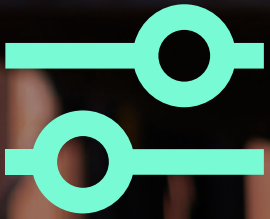


NCFE



**Multi-sector
Work Readiness
SWAPs Product
Information Guide**



Sector-based Work Academy Programmes (SWAPs) Overview

A SWAP is a short programme of training lasting up to six weeks and includes three components:

- Pre-employment training
- Work placement opportunity within business
- Guaranteed job interview or assistance with the job application process.

A key strength of SWAPs are their flexibility, enabling programmes to be tailored to local employer, sector and regional needs. In a short timeframe, learners build industry knowledge, practical skills and confidence and quickly progress towards work-readiness.

Multi-sector Work Readiness Pathway Overview

This SWAP provides a structured route into employment, building transferable skills, workplace insight and confidence across multiple sectors. Its purpose is to support entry into work where employability and workplace readiness are prioritised.

Sector and Job Roles: Multi-sector – Business Administration, Retail, Logistics, Hospitality, Digital and Public Services.



Example:

Level 1			
Multi -Sector Specific Training	NCFE CACHE Level 1 Certificate in Occupational Studies for the Workplace (601/1088/0)	Individuals can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area. The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education. This qualification is intended to give learners a solid base from which to further develop their skills and learning.	88 GLH
Transferable Skills	Working in a Team (F/502/3586/UNIT) – Level 1	Learners will be introduced to some of the basic skills needed to work in a team in a work context. The unit will cover how teams work, recognising own strengths in contributing to a team and the contributions of others and understanding team goals.	18 GLH
	Problem Solving at Work (A/502/3585/UNIT) – Level 1	The unit covers the different types of problem learners might encounter in the place of work, applying problem-solving techniques and identifying solutions.	12 GLH
	ICT for Employment (D/502/3563/UNIT) Level 2	This unit will look at a wider range of software and will explore the types of software used in different job roles and business functions. The unit will also look at the internet and issues of safety, data back-up and protection.	12 GLH
Total			130 GLH

130 GLH = 22 hours/week for 6 weeks

Level 2			
Multi -Sector Specific Training	NCFE CACHE Level 2 Certificate in Occupational Studies for the Workplace (601/1423/X)	This qualification is intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area. The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education. The qualification is intended to give learners a solid base from which to further develop their skills and learning.	92 GLH
Transferable Skills	Understanding mindset (J/506/7234/UNIT) Level 1	This unit aims to provide learners with an understanding of how employability can be affected by their mindset, focusing on the key qualities sought by employers.	12 GLH
	Problem solving in a place of work (A/502/3537) – Level 2	This learning will build on current levels of understanding of problem solving in a home, education or social situation taking them into a work environment. The unit covers the different types of problem learners might encounter in the place of work, applying problem - solving techniques and developing solutions.	12 GLH
	ICT for Employment (D/502/3563/UNIT) Level 2	This unit will look at a wider range of software and will explore the types of software used in different job roles and business functions. The unit will also look at the internet and issues of safety, data back-up and protection.	12 GLH
	Health, safety and security in the place of work (D/502/3580/UNIT) – Level 2	This unit introduces learners to working safely and being healthy at work. The unit covers keeping a place of work safe and healthy for employees, working in a safe manner and keeping healthy at work	6 GLH
Total			134 GLH

134 GLH = 23 hours/week for 6 weeks

These are selected examples from our portfolio.
Find out more about our full range of Multi sector qualifications on our [sector page](#).

Supporting Workforce Need

This SWAP supports DWP priority areas where skills needs overlap across sectors, enabling broad entry into employment before specialisation. Using the flexible workplace-relevant structure of the Occupational Studies qualifications offers a choice of 87 units at Level 1 and 57 at Level 2. Targeted combinations align regional demand with sector-specific skills for workforce priorities.

Progression

Participation in our SWAPs supports progression into employment by equipping learners with sector-specific skills, practical experience and direct access to recruitment opportunities.

Through pre-employment training, a structured work placement and a guaranteed interview or support with the employer's recruitment process, learners are well prepared to secure roles in the sector or progress into apprenticeships or further study, such as the [**NCFE Level 2 Certificate in Principles of Business Administration \(601/7071/2\)**](#).

Further Information

For further information on SWAP delivery please visit the government's [**Employer Guide**](#).

Get in touch:



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