



Specification and Entry Codes

November 2021

Certificate of Personal Effectiveness (CoPE)

Performance Skills

Preparation for Adult Life

Occupational Studies

For subject specific queries please refer to the specification and addendums

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For subject specific queries please refer to the specification and addendums

The EDI Series Codes and Entry Periods are:

Examination	EDI Series Code	Entry Periods
Occupational Studies Certificate of Personal Effectiveness Performance Skills Preparation for Adult Life	} BA	1 September 2021 – 4 October 2021

Centres may submit entries once base data is posted on web.

For subject specific queries please refer to the specification and addendums

November 2021

Certificate of Personal Effectiveness (CoPE)

Performance Skills

Preparation for Adult Life

Occupational Studies

For subject specific queries please refer to the specification and addendums

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Centres must download this data as certain essential parameters cannot be keyed into the C2k Exams module and FEMIS.

CERTIFICATE OF PERSONAL EFFECTIVENESS

Key: Not Available Available

Assessment Entry Code	Specification Title	BA November 2021
KKSE3	Certificate of Personal Effectiveness	

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Key: Not Available Available

PERFORMANCE SKILLS LEVEL 1 CERTIFICATE

Assessment Unit Entry Code	Assessment Unit Title	BA November 2021
FF1P3	Working in the Performing Arts	
FF1P2	Develop performance skills	
FF2P1	*Rehearse and perform	
"Cash-in" Code	Units required	
F2815	For subject specific queries please refer to the specification and addendums	

PERFORMANCE SKILLS LEVEL 2 CERTIFICATE

Assessment Unit Entry Code	Assessment Unit Title	BA November 2021
FF2P3	Working in the Performing Arts Industry	
FF2P2	Develop technique for performance	
FF2P1	*Rehearse and perform	
"Cash-in" Code	Units required	
F6834	For subject specific queries please refer to the specification and addendums	

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PREPARATION FOR ADULT LIFE LEVEL 1 AWARD

Key: Not Available Available

Assessment Unit Entry Code	Group	Assessment Unit Title	BA November 2021
FF1LA	Group A Citizenship	Diversity and Social Inclusion	
FF1LB		Democracy and Democratic Participation	
FF1LC		Human Rights and Social Responsibility	
FF1LD		Equality and Social Justice	
FF1LE	Group B Employability	Preparation for Work	
FF1LF		Business in the Community	
FF1LG		Effective Work Practice	
FF1LH		Globalisation and the Labour Market	
FF1LJ	Group C Personal & Social Development	Self-Development	
FF1LK		Roles and Responsibilities of Parents	
FF1LL		Healthy Relationships	
FF1LM		Maintaining Personal Health and Well-Being	
FF1LN		Effective Financial Management	
"Cash-in" Code	Units required		
FF1JA	For subject specific queries please refer to the specification and addendums		

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PREPARATION FOR ADULT LIFE LEVEL 1 CERTIFICATE

Key: Not Available Available

Assessment Unit Entry Code	Assessment Unit Title	BA November 2021
FF1LA	Diversity and Social Inclusion	
FF1LB	Democracy and Democratic Participation	
FF1LC	Human Rights and Social Responsibility	
FF1LD	Equality and Social Justice	
FF1LE	Preparation for Work	
FF1LF	Business in the Community	
FF1LG	Effective Work Practice	
FF1LH	Globalisation and the Labour Market	
FF1LJ	Self-Development	
FF1LK	Roles and Responsibilities of Parents	
FF1LL	Healthy Relationships	
FF1LM	Maintaining Personal Health and Well-Being	
FF1LN	Effective Financial Management	
“Cash-in” Code	Units required	
FF1JC	For subject specific queries please refer to the specification and addendums	

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PREPARATION FOR ADULT LIFE LEVEL 2 AWARD

Key: Not Available Available

Assessment Unit Entry Code	Group	Assessment Unit Title	BA November 2021
FF2LA	Group A Citizenship	Diversity and Social Inclusion	
FF2LB		Democracy and Democratic Participation	
FF2LC		Human Rights and Social Responsibility	
FF2LD		Equality and Social Justice	
FF2LE	Group B Employability	Preparation for Work	
FF2LF		Business in the Community	
FF2LG		Effective Work Practice	
FF2LH		Globalisation and the Labour Market	
FF2LJ	Group C Personal & Social Development	Self-Development	
FF2LK		Roles and Responsibilities of Parents	
FF2LL		Healthy Relationships	
FF2LM		Maintaining Personal Health and Well-Being	
FF2LN		Effective Financial Management	
"Cash-in" Code	Units required		
FF2JA	For subject specific queries please refer to the specification and addendums		

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PREPARATION FOR ADULT LIFE LEVEL 2 CERTIFICATE

Key: Not Available Available

Assessment Unit Entry Code	Assessment Unit Title	BA November 2021
FF2LA	Diversity and Social Inclusion	
FF2LB	Democracy and Democratic Participation	
FF2LC	Human Rights and Social Responsibility	
FF2LD	Equality and Social Justice	
FF2LE	Preparation for Work	
FF2LF	Business in the Community	
FF2LG	Effective Work Practice	
FF2LH	Globalisation and the Labour Market	
FF2LJ	Self-Development	
FF2LK	Roles and Responsibilities of Parents	
FF2LL	Healthy Relationships	
FF2LM	Maintaining Personal Health and Well-Being	
FF2LN	Effective Financial Management	
“Cash-in” Code	Units required	
FF2JC	For subject specific queries please refer to the specification and addendums	

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OCCUPATIONAL STUDIES

Key:  Not Available  Available

Some titles appear in two subject areas to give greater flexibility, however a learner cannot choose to take the same unit twice in different qualifications. For example, it would be possible to choose *Bench Joinery with Digital Music* to achieve a qualification in Technology & Innovation; or *Bench Joinery with Plumbing* to achieve a qualification in Construction at Year 12.

The units marked with an asterisk (*) are available in more than one area. Learners can take more than one qualification in Occupational Studies, but they cannot choose the same unit to count towards more than one award.

Before entering candidates by EDI/Entry form, Administration Centres are required to register the units on-line which are being taught in-house and through link sites for both November and May assessment. Teaching Centres will have access to the on-line facility to check registrations, enabling them to contact Administration Centres and alert them of any amendments which need to be made prior to moderation.

Once actual entries have been submitted by **EDI/Entry form**, Administration Centres who have any units being taught at more than one Teaching Centre (split site) will need to migrate or link online those candidates individually to the second centre. Both Administration and Teaching Centres should have a member of staff responsible for registering/coordinating Occupational Studies candidates.

"Cash-in" Codes	Specification	BA November 2021
V4901	Business and Services	
V4902	Construction	
V4903	Design and Creativity	
V4904	Engineering and Engineering Services	
V4905	Environment and Society	
V4906	Technology and Innovation	

As with other qualifications, the administration centres may indicate that a learner has completed the relevant units for an award by using the appropriate 'cash-in' code. **The cash-in code should be included at the time of entry for the final unit.**

What are the Re sit rules?

- Once a learner has entered for a qualification (cash in) they cannot re-enter the same qualification, unless they were recorded as absent for both units within a qualification title.
- Learners who are absent for a unit **prior to cash in** may re-enter to complete the award.
- A learner who receives an award may not re-enter after cash in. If their mark is low due to illness or mitigating circumstances this would be dealt with through Special Consideration.
- Those learners who achieved a qualification based on a previous version of the Occupational Studies specification **cannot** take another qualification in the same occupational area.

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OCCUPATIONAL STUDIES

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	BA November 2021
VVYGA	Business and Services	Childcare: The Play Environment	
VVYGB		Communication within an Office or Business Environment	
VVYGC		Contemporary Cuisine*	
VVYGD		Creative Styling Using Blow Drying Techniques*	
VVYGE		Customer Services	
VVYGF		Facial Skin Care	
VVYGG		Logistic and Transport	
VVYGH		Manicure and Nail Art	
VVYGJ		Modern Office Procedures	
VVYGK		Modern Retailing	
VVYGL		Patisserie and Baking*	
VVYGM		Shampooing and Conditioning Treatments	
VVYGN		The Physical Care of Babies	
VVYGP		Using Office Technology	
VVYGQ		Vehicle Servicing and Valeting Operations*	
VVYFA		Construction	Bench Joinery*
VVYFB	Brick/Block Work		
VVYFC	Carpentry and Joinery*		
VVYFD	Hard Landscaping		
VVYFE	Painting and Decorating		
VVYFF	Plastering		
VVYFG	Plumbing*		
VVYFH	Tiling		
VVYHA	Design and Creativity	Contemporary Cuisine*	
VVYHB		Creating Hairstyling on Long Hair	
VVYHC		Creating Hair Styling Setting Techniques	
VVYHD		Creative Styling Using Blow Drying Techniques*	
VVYHE		Enterprise Crafts	
VVYHF		Graphic Design	
VVYHG		Interior Design	
VVYHH		Patisserie and Baking*	
VVYHJ		Specialised Crafts	
VVYHK		Textiles and Fashion Design	
VVYHL		Total Beauty	
VVYHM		Website Development	

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OCCUPATIONAL STUDIES

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	BA November 2021
VVYMA	Engineering and Engineering Services	Basic Fast-Fit Operations	
VVYMB		Basic Vehicle Body Components and Fitting	
VVYMC		CAD – Computer Aided Design *	
VVYMD		Electrical Wiring Installation	
VVYME		Electronic Circuit Construction	
VVYMF		Maintenance of Land Based Machinery	
VVYMG		Manufacturing Techniques - Hand Fitting*	
VVYMH		Manufacturing Techniques - Sheet Metal*	
VVYMJ		Plumbing*	
VVYMK		Vehicle Servicing and Valeting Operations*	
VVYML		Vehicle Technician Operations	
VVYLA	Environment and Society	Animal Care	
VVYLB		Horticulture: Caring for Plants and Flowers	
VVYLC		Horticulture: Growing Plants in a Sustainable Way	
VVYLD		Reminiscence with Individuals in a Care Environment	
VVYLE		Running a Leisure Event	
VVYLF		Sports Leadership	
VVYLG		Tour Guiding	
VVYLH		Working in a Care Environment	
VVYLJ		Working in Tourism	
VVYJA	Technology and Innovation	Bench Joinery*	
VVYJB		CAD – Computer Aided Design *	
VVYJC		Carpentry and Joinery*	
VVYJD		Digital Imaging	
VVYJE		Digital Music	
VVYJF		Manufacturing Techniques – Hand Fitting*	
VVYJG		Manufacturing Technique - Sheet Metal*	
VVYJH		Sound Production	
VVYJJ		TV and Film Production	

Occupational Studies Unit Table					
Business and Services V4901	Construction V4902	Design and Creativity V4903	Engineering and Engineering Services V4904	Environment and Society V4905	Technology and Innovation V4906
VVYGA Childcare: The Play Environment	VVYFA Bench Joinery*	VVYHA Contemporary Cuisine*	VVYMA Basic Fast-Fit Operations	VVYLA Animal Care	VVYJA Bench Joinery*
VVYGB Communication within an Office or Business Environment	VVYFB Brick/Block Work	VVYHB Creating Hairstyling on Long Hair	VVYMB Basic Vehicle Body Components and Fitting	VVYLB Horticulture: Caring for Plants and Flowers	VVYJB CAD – Computer Aided Design *
VVYGC Contemporary Cuisine*	VVYFC Carpentry and Joinery*	VVYHC Creating Hair Styling Setting Techniques	VVYMC CAD – Computer Aided Design *	VVYLC Horticulture: Growing Plants in a Sustainable Way	VVYJC Carpentry and Joinery*
VVYGD Creative Styling Using Blow Drying Techniques*	VVYFE Painting and Decorating	VVYHD Creative Styling Using Blow Drying Techniques*	VVYMD Electrical Wiring Installation	VVYLD Reminiscence with Individuals in a Care Environment	VVYJD Digital Imaging
VVYGE Customer Services	VVYFF Plastering	VVYHE Enterprise Crafts	VVYME Electronic Circuit Construction	VVYLE Running a Leisure Event	VVYJE Digital Music
VVYGF Facial Skin Care	VVYFG Plumbing*	VVYHF Graphic Design	VVYMF Maintenance of Land Based Machinery	VVYLF Sports Leadership	VVYJF Manufacturing Techniques – Hand Fitting*
VVYGG Logistic and Transport	VVYFH Tiling	VVYHG Interior Design	VVYMG Manufacturing Techniques – Hand Fitting*	VVYLG Tour Guiding	VVYJG Manufacturing Techniques – Sheet Metal*
VVYGH Manicure and Nail Art		VVYHH Patisserie and Baking*	VVYMH Manufacturing Techniques – Sheet Metal*	VVYLH Working in a Care Environment	VVYJH Sound Production
VVYGJ Modern Office Procedures		VVYHJ Specialised Crafts	VVYMJ Plumbing*	VVYLJ Working in Tourism	VVYJJ TV and Film Production
VVYGK Modern Retailing		VVYHK Textiles and Fashion Design	VVYMK Vehicle Servicing and Valeting Operations*		
VVYGL Patisserie and Baking*		VVYHL Total Beauty	VVYML Vehicle Technician Operations		
VVYGM Shampooing and Conditioning Treatments		VVYHM Website Development			
VVYGN The Physical Care of Babies					
VVYGP Using Office Technology					
VVYGQ Vehicle Servicing and Valeting Operations*					