

# Specification and Entry Codes

## November 2024

Certificate of Personal Effectiveness (CoPE)

Occupational Studies

Performance Skills

Preparation for Adult Life

## March 2025

Entry Level Qualifications

Entry Level Occupational Studies

## June 2025

Certificate of Personal Effectiveness (CoPE)

Occupational Studies

Performance Skills

Preparation for Adult Life

Online Language Assessment (OLA)

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**The EDI Series Codes and Entry Periods are:**

Examination	EDI Series Code	Entry Periods
Certificate of Personal Effectiveness Occupational Studies Performance Skills Preparation for Adult Life	BA	<b>2 September 2024 – 4 October 2024</b>
Entry Level Qualifications Entry Level Occupational Studies	3A	<b>14 October 2024 – 31 January 2025</b>
Certificate of Personal Effectiveness Occupational Studies Performance Skills Preparation for Adult Life Online Language Assessment (OLA)	6A	<b>21 November 2024 – 21 February 2025</b>

Centres may submit entries once Basedata is posted on website.

**November 2024**

**Certificate of Personal Effectiveness (CoPE)  
Occupational Studies  
Performance Skills  
Preparation for Adult Life**

**Results will be issued to candidates on Thursday 20 February 2025**

**NB: All this information will be available as Basedata through the CCEA website: [www.ccea.org.uk](http://www.ccea.org.uk). Centres must download this data as certain essential parameters cannot be keyed into the C2k Exams module.**

### Certificate of Personal Effectiveness

Key:  Not Available  Available

Assessment Entry Code	Specification Title	BA November 2024
KKSE3	Certificate of Personal Effectiveness	

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### Performance Skills Level 1 Certificate

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	BA November 2024
FF1P2	Develop Performance Skills	M	
FF1P3	Working in the Performing Arts	M	
FF2P1	*Rehearse and Perform	M	
<b>Cash-in Code</b>	<b>Units required</b>		
F2815	To cash in a Level 1 Certificate, learners must achieve all 3 mandatory units for the level. *If a learner has already achieved unit FF2P1 from the level 2 certificate this unit will count towards the level 1 certificate and does not have to be repeated.		

### Performance Skills Level 2 Certificate

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	BA November 2024
FF2P1	*Rehearse and Perform	M	
FF2P2	Develop Technique for Performance	M	
FF2P3	Working in the Performing Arts Industry	M	
<b>Cash-in Code</b>	<b>Units required</b>		
F6834	To cash in a Level 2 Certificate, learners must achieve all 3 mandatory units for the level. *If a learner has already achieved unit FF2P1 from the level 1 certificate this unit will count towards the level 2 certificate and does not have to be repeated.		

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### Preparation for Adult Life Unit 1 Award

Key:  Not Available  Available

Assessment Unit Entry Code	Group	Assessment Unit Title	Unit Mandatory or Optional	BA November 2024
FF1LA	<b>Group A</b>  <i>Citizenship</i>	Diversity and Social Inclusion	O	
FF1LB		Democracy and Democratic Participation	O	
FF1LC		Human Rights and Social Responsibility	O	
FF1LD		Equality and Social Justice	O	
FF1LE	<b>Group B</b>  <i>Employability</i>	Preparation for Work	O	
FF1LF		Business in the Community	O	
FF1LG		Effective Work Practice	O	
FF1LH		Globalisation and the Labour Market	O	
FF1LJ	<b>Group C</b>  <i>Personal &amp; Social Development</i>	Self-Development	O	
FF1LK		Roles and Responsibilities of Parents	O	
FF1LL		Healthy Relationships	O	
FF1LM		Maintaining Personal Health and Well-Being	O	
FF1LN		Effective Financial Management	O	
<b>Cash-in Code</b>	<b>Units required</b>			
FF1JA	To cash in a Level 1 Award in Preparation for Adult Life, learners must complete a total of 6 units by achieving 2 optional units from Group A, 2 optional units from Group B and 2 optional units from Group C.			

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### Preparation for Adult Life Unit 1 Certificate

Key:  Not Available     Available

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	BA November 2024
FF1LA	Diversity and Social Inclusion	M	
FF1LB	Democracy and Democratic Participation	M	
FF1LC	Human Rights and Social Responsibility	M	
FF1LD	Equality and Social Justice	M	
FF1LE	Preparation for Work	M	
FF1LF	Business in the Community	M	
FF1LG	Effective Work Practice	M	
FF1LH	Globalisation and the Labour Market	M	
FF1LJ	Self-Development	M	
FF1LK	Roles and Responsibilities of Parents	M	
FF1LL	Healthy Relationships	M	
FF1LM	Maintaining Personal Health and Well-Being	M	
FF1LN	Effective Financial Management	M	
<b>Cash-in Code</b>	<b>Units required</b>		
FF1JC	To cash in a Level 1 Certificate in Preparation for Adult Life, learners must achieve all 13 mandatory units for the level.		



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### Preparation For Adult Life Level 2 Award

Key:  Not Available     Available

Assessment Unit Entry Code	Group	Assessment Unit Title	Unit Mandatory or Optional	BA November 2024
FF2LA	<b>Group A</b>  <i>Citizenship</i>	Diversity and Social Inclusion	O	
FF2LB		Democracy and Democratic Participation	O	
FF2LC		Human Rights and Social Responsibility	O	
FF2LD		Equality and Social Justice	O	
FF2LE	<b>Group B</b>  <i>Employability</i>	Preparation for Work	O	
FF2LF		Business in the Community	O	
FF2LG		Effective Work Practice	O	
FF2LH		Globalisation and the Labour Market	O	
FF2LJ	<b>Group C</b>  <i>Personal &amp; Social Development</i>	Self-Development	O	
FF2LK		Roles and Responsibilities of Parents	O	
FF2LL		Healthy Relationships	O	
FF2LM		Maintaining Personal Health and Well-Being	O	
FF2LN		Effective Financial Management	O	
<b>Cash-in Code</b>	<b>Units required</b>			
FF2JA	To cash in a Level 2 Award in Preparation for Adult Life, learners must complete a total of 6 units by achieving 2 optional units from Group A, 2 optional units from Group B and 2 optional units from Group C.			

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### Preparation For Adult Life Level 2 Certificate

Key:  Not Available  Available

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	BA November 2024
FF2LA	Diversity and Social Inclusion	M	
FF2LB	Democracy and Democratic Participation	M	
FF2LC	Human Rights and Social Responsibility	M	
FF2LD	Equality and Social Justice	M	
FF2LE	Preparation for Work	M	
FF2LF	Business in the Community	M	
FF2LG	Effective Work Practice	M	
FF2LH	Globalisation and the Labour Market	M	
FF2LJ	Self-Development	M	
FF2LK	Roles and Responsibilities of Parents	M	
FF2LL	Healthy Relationships	M	
FF2LM	Maintaining Personal Health and Well-Being	M	
FF2LN	Effective Financial Management	M	
<b>Cash-in Code</b>	<b>Units required</b>		
FF2JC	To cash in a Level 2 Certificate in Preparation for Adult Life, learners must achieve all 13 mandatory units for the level.		

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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 2024
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 2024
VVYGA	<b>Business and Services</b>	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	<b>Construction</b>	Bench Joinery*	
VVYFB		Brick/Block Work	
VVYFC		Carpentry and Joinery*	
VVYFD		Hard Landscaping	
VVYFE		Painting and Decorating	
VVYFF		Plastering	
VVYFG		Plumbing*	
VVYFH		Tiling	

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	BA November 2024
VVYHA	<b>Design and Creativity</b>	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 2024	
VVYMA	<b>Engineering and Engineering Services</b>	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		<b>Environment and Society</b>	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			

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	BA November 2024
VVYJA	<b>Technology and Innovation</b>	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	



<b>Occupational Studies Unit Table</b>					
<b>Business and Services V4901</b>	<b>Construction V4902</b>	<b>Design and Creativity V4903</b>	<b>Engineering and Engineering Services V4904</b>	<b>Environment and Society V4905</b>	<b>Technology and Innovation V4906</b>
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*					

**March 2025**

**Entry Level Qualifications  
Entry Level Occupational Studies**

**Results will be issued to candidates on Thursday 19 June 2025**

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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title		Unit Mandatory or Optional	3A March 2025
EAD1	Art and Design	Unit 1: Two-Dimensional Studies – Conception	M	
EAD2		Unit 2: Two-Dimensional Studies – Development	M	
EAD3		Unit 3: Two-Dimensional Studies – Outcome	M	
EAD4		Unit 4: Three-Dimensional and/or Mixed Media Studies – Conception	M	
EAD5		Unit 5: Three-Dimensional and/or Mixed Media Studies – Development	M	
EAD6		Unit 6: Three-Dimensional and/or Mixed Media Studies – Outcome	M	
Cash-in Code	Units required			
E1000	Learners must achieve all 6 mandatory units.			

<b>Assessment Unit Entry Code</b>	<b>Assessment Unit Title</b>		<b>Unit Mandatory or Optional</b>	<b>3A March 2025</b>
EEN1	<b>English</b>	<b>Unit 1:</b> English through the Media: Still Image	M	
EEN2		<b>Unit 2:</b> English through Poetry	M	
EEN3		<b>Unit 3:</b> English through Drama	M	
EEN4		<b>Unit 4:</b> English through the Media: Moving Image Genres	M	
EEN5		<b>Unit 5:</b> English through Prose	M	
EEN6		<b>Unit 6:</b> English through Experience	M	
<b>Cash-in Code</b>	<b>Units required</b>			
E1015	Learners must achieve all 6 mandatory units.			

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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title			Unit Mandatory or Optional	3A March 2025
EGY1	Geography	Physical Geography	Unit 1: Changeable Weather	M	
EGY2			Unit 2: Earthquakes and Volcanoes	M	
EGY3		Physical Geography	Unit 3: Rivers and Flooding	O	
EGY4			Unit 4: Coasts	O	
EGY5		Human Geography	Unit 5: Development Issues	M	
EGY6			Unit 6: Managing Resources	M	
EGY7		Human Geography	Unit 7: Population	O	
EGY8			Unit 8: Settlement	O	
Cash-in Code	Units required				
E1020	Learners must complete: three physical geography units and three human geography units.				

	Mandatory units	Optional units
	Learners <b>must</b> complete:	Learners must complete <b>one</b> unit from:
Physical Geography	Unit 1: Changeable Weather Unit 2: Earthquakes and Volcanoes	Unit 3: Rivers and Flooding Unit 4: Coasts
Human Geography	Unit 5: Development Issues Unit 6: Managing Resources	Unit 7: Population Unit 8: Settlement

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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title		Unit Mandatory or Optional	3A March 2025
EHY1	<b>History</b>	<b>Unit 1:</b> A Society Outside Britain in the Past	M	
EHY2		<b>Unit 2:</b> History in the Media	M	
EHY3		<b>Unit 3:</b> A Significant Event of the Twentieth Century	M	
EHY4		<b>Unit 4:</b> Northern Ireland – A Historical Investigation of Local History	M	
EHY5		<b>Unit 5:</b> A British Society in the Past	M	
EHY6		<b>Unit 6:</b> People and Protest in the Past	M	
Cash-in Code	Units required			
E1030	Learners must achieve all 6 mandatory units.			

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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title		Unit Mandatory or Optional	3A March 2025
EH01	<b>Home Economics</b>	Healthy Eating	<b>Unit 1:</b> Basic Food Preparation	M
EH02			<b>Unit 2:</b> Safety and Hygiene in the Kitchen	O
EH03			<b>Unit 3:</b> Using Cooking Equipment	O
EH04			<b>Unit 4:</b> Food Safety and Storage	O
EH05			<b>Unit 5:</b> Healthy Eating	O
EH06			<b>Unit 6:</b> Following a Recipe	O
EH07			<b>Unit 7:</b> Making a Simple Meal	O
EH08			<b>Unit 8:</b> Planning or Preparing Food for a Special Occasion or Event	O
EH09			<b>Unit 9:</b> Fast Food	O
EH10			<b>Unit 10:</b> Foods Around the World	O

Assessment Unit Entry Code	Assessment Unit Title		Unit Mandatory or Optional	3A March 2025	
EH11		Family Life	<b>Unit 11:</b> Learning through Play	M	
EH12			<b>Unit 12:</b> Child Development (0–5 years)	O	
EH13			<b>Unit 13:</b> Keeping a Young Child Safe	O	
EH14			<b>Unit 14:</b> Living in a Family	O	
EH15		Independent Living	<b>Unit 15:</b> Managing My Money	M	
EH16			<b>Unit 16:</b> What’s on a Label?	O	
EH17			<b>Unit 17:</b> Shopping Options	O	
EH18			<b>Unit 18:</b> Reduce, Reuse, Recycle	O	
<b>Cash-in Code</b>	<b>Units required</b>				
E1090	Learners must complete the mandatory units, 1, 11, 15 and any other six optional units.				



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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title			Unit Mandatory or Optional	3A March 2025
EFL1	<b>Learning for Life and Work</b>	Local and Global Citizenship	<b>Unit 1:</b> Learning to Live Together	O	
EFL2			<b>Unit 2:</b> My Rights and Being Responsible	O	
EFL3		Personal Development	<b>Unit 3:</b> Developing My Self-Management Skills	O	
EFL4			<b>Unit 4:</b> Getting to Know Myself	O	
EFL5			<b>Unit 5:</b> Travelling in My Community	O	
EFL6		Employability	<b>Unit 6:</b> Workplace Learning	O	
EFL7			<b>Unit 7:</b> Applying for Jobs and Courses	O	
EFL8			<b>Unit 8:</b> Planning My Business	O	
EFL9			<b>Unit 9:</b> Making My Business Work	O	
<b>Cash-in Code</b>	<b>Units required</b>				
E1040	Learners must complete six of the nine units offered to complete the qualification; one unit from Local and Global Citizenship; two units from Personal Development; three units from Employability.				

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### Entry Level Life Skills

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment	Assessment Unit Title	Shared Unit	Shared Subject	Unit Mandatory or Optional	3A March 2025
EL01	<b>Life Skills</b> & <b>Extended Life Skills</b>	<b>Unit 1:</b> Home Management	No		O	
EL02		<b>Unit 2:</b> Using Shopping Facilities	No		O	
EH01		<b>Unit 3:</b> Basic Food Preparation	Yes	Home Economics	O	
EH15		<b>Unit 4:</b> Managing My Money	Yes	Home Economics	O	
EFL5		<b>Unit 5:</b> Travelling in My Community	Yes	Learning for Life & Work	O	
EL06		<b>Unit 6:</b> Representing Myself	No		O	
EPE1		<b>Unit 7:</b> Healthy Active Lifestyle	Yes	Physical Education	O	
EFL3		<b>Unit 8:</b> Developing My Self-Management Skills	Yes	Learning for Life & Work	O	
EL09		<b>Unit 9:</b> Relationships and Sexuality	No		O	
EL10		<b>Unit 10:</b> Looking After My Mental Health	No		O	
EL11		<b>Unit 11:</b> Personal Safety	No		O	
EL12		<b>Unit 12:</b> Participating in a Community Project	No		O	
EL13		<b>Unit 13:</b> Developing Communication Skills	No		O	

Assessment Unit Entry Code	Assessment	Assessment Unit Title	Shared Unit	Shared Subject	Unit Mandatory or Optional	3A March 2025
EEN6		<b>Unit 14:</b> English through Experience	Yes	English	O	
EL15		<b>Unit 15:</b> Digital Skills for Everyday Life	No		O	

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### Entry Level Life Skills

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment	Assessment Unit Title	Shared Unit	Shared Subject	Unit Mandatory or Optional	3A March 2025
EL16	Life Skills	Unit 16: Using Social Media Safely	No		O	
EMS1		Unit 17: Working with Whole Numbers	Yes	Mathematics	O	
EMS2	&  Extended Life Skills	Unit 18: Working with Time and Measures	Yes	Mathematics	O	
EMS3		Unit 19: Using Money	Yes	Mathematics	O	
EFL7		Unit 20: Applying for Jobs and Courses	Yes	Learning for Life & Work	O	
EL21		Unit 21: Appropriate Behaviour and Practices at Work	No		O	
EFL6		Unit 22: Workplace Learning	Yes	Learning for Life & Work	O	
EL23		Unit 23: Working on a Creative Group Project	No		O	
EL24		Unit 24: Performing Arts	No		O	
EPE3		Unit 25: Leisure for Pleasure	Yes	Physical Education	O	

Assessment Unit Entry Code	Assessment	Assessment Unit Title	Shared Unit	Shared Subject	Unit Mandatory or Optional	3A March 2025
EPE5		<b>Unit 26:</b> Adventurous Activities	Yes	Physical Education	O	
EPE9		<b>Unit 27:</b> Water Based Activities	Yes	Physical Education	O	

Cash-in Codes		Units required
E2055	<b>Life Skills</b>	Learners must have a level in any 6 units for a Life Skills Award
E2060	<b>Extended Life Skills</b>	Learners must have a level in any 6 units for a Life Skills Award and a level in any 6 additional units for an Extended Life Skills Award

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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title		Unit Mandatory or Optional	3A March 2025
EMS1	<b>Mathematics</b>	<b>Unit 1:</b> Working with Whole Numbers	M	
EMS2		<b>Unit 2:</b> Working with Time and Measures	M	
EMS3		<b>Unit 3:</b> Using Money	M	
EMS4		<b>Unit 4:</b> Working with Shape	M	
EMS5		<b>Unit 5:</b> Working with Position and Space	M	
EMS6		<b>Unit 6:</b> Data Handling	M	
<b>Cash-in Code</b>	<b>Units required</b>			
E1050	Learners must achieve all 6 mandatory units.			

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### Entry Level Certificate

Key:  Not Available  Available

Assessment Unit Entry Code	Assessment Unit Title		Unit Mandatory or Optional	3A March 2025
EPE1	<b>Physical Education</b>	<b>Unit 1:</b> Healthy, Active Lifestyle	M	
EPE2		<b>Unit 2:</b> Creative Activities	O	
EPE3		<b>Unit 3:</b> Leisure for Pleasure	O	
EPE4		<b>Unit 4:</b> Net Games and Wall Games	O	
EPE5		<b>Unit 5:</b> Adventurous Activities	O	
EPE6		<b>Unit 6:</b> Striking Games	O	
EPE7		<b>Unit 7:</b> Invasion Games	O	
EPE8		<b>Unit 8:</b> Fitness and Athletic Activities	O	
EPE9		<b>Unit 9:</b> Water Based Activities	O	
<b>Cash-in Code</b>	<b>Units required</b>			
E1060	Learners must complete six units from the nine available. Unit 1 is mandatory.			

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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	3A March 2025
ER01	<b>Religious Studies</b>	<b>Unit 1:</b> The Parables of Jesus	O
ER02		<b>Unit 2:</b> The Easter Story	O
ER03		<b>Unit 3:</b> Places of Worship	O
ER04		<b>Unit 4:</b> Religious Festivals	O
ER05		<b>Unit 5:</b> Christian Sacraments or Ordinances	O
ER06		<b>Unit 6:</b> Famous Followers of Religion	O
ER07		<b>Unit 7:</b> Religious Charities	O
ER08		<b>Unit 8:</b> Addiction	O
ER09		<b>Unit 9:</b> Christian Marriage	O
ER10		<b>Unit 10:</b> Issues of Life and Death	O
<b>Cash-in Code</b>	<b>Units required</b>		
E1070	Learners must complete any six units from this specification.		



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### Entry Level Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment Unit Title		Unit Mandatory or Optional	3A March 2025
ESC1	Science	Unit 1: Human Biology and Keeping Healthy	O	
ESC2		Unit 2: Plants and Ecology	M	
ESC3		Unit 3: Chemical Products and Working Safely	M	
ESC4		Unit 4: Materials and Recycling	M	
ESC5		Unit 5: Electricity and Renewable Energy	M	
ESC6		Unit 6: Light and Sound	O	
ESC7		Unit 7: Space Science	O	
Cash-in Code	Units required			
E1080	Learners must complete six units: all 4 mandatory units and two out of the three optional units			

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### Entry Level Occupational Studies Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment	Unit Title		Unit Mandatory or Optional	3A March 2025
ES01	<b>Occupational Studies &amp; Extended Occupational Studies</b>	<b>Bench Joinery</b>	<b>Unit 1:</b> Making a Pot Stand	O	
ES02			<b>Unit 2:</b> Making a Shelving Unit	O	
ES03			<b>Unit 3:</b> Making a Storage Unit	O	
ES04		<b>Catering</b>	<b>Unit 4:</b> Baking Skills	O	
ES05			<b>Unit 5:</b> Contemporary Cuisine	O	
ES06			<b>Unit 6:</b> Cake Decorating	O	
ES07		<b>Construction</b>	<b>Unit 7:</b> Brick Work	O	
ES08			<b>Unit 8:</b> Painting & Decorating	O	
ES09			<b>Unit 9:</b> Plumbing	O	
ES10		<b>Creative Crafts</b>	<b>Unit 10:</b> Card Making	O	
ES11			<b>Unit 11:</b> Making a Gift	O	
ES12			<b>Unit 12:</b> Making a Decoration	O	
ES13		<b>Drama</b>	<b>Unit 13:</b> Developing a Character	O	
ES14			<b>Unit 14:</b> Group Performance	O	
ES15			<b>Unit 15:</b> Stage Management	O	

Assessment Unit Entry Code	Assessment	Unit Title		Unit Mandatory or Optional	3A March 2025
ES16		<b>Digital Imaging</b>	<b>Unit 16:</b> Using a Camera	O	
ES17			<b>Unit 17:</b> Import Photos to a PC/MAC	O	
ES18			<b>Unit 18:</b> Photo Editing	O	

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### Entry Level Occupational Studies Certificate

Key:  Not Available     Available

Assessment Unit Entry Code	Assessment	Unit Title		Unit Mandatory or Optional	3A March 2025
ES19	<b>Occupational Studies &amp; Extended Occupational Studies</b>	<b>Haircare</b>	<b>Unit 19:</b> Blow-drying Hair	O	
ES20			<b>Unit 20:</b> Setting Hair	O	
ES21			<b>Unit 21:</b> Customer Care for Hair & Beauty	O	
ES22		<b>Horticulture</b>	<b>Unit 22:</b> Growing Food from Seeds	O	
ES23			<b>Unit 23:</b> Growing Bulbs for Gifts	O	
ES24			<b>Unit 24:</b> Hanging Baskets and Containers	O	
ES25		<b>Hospitality</b>	<b>Unit 25:</b> Customer Service for Hospitality	O	
ES26			<b>Unit 26:</b> Planning: Food and Drink Service	O	
ES27			<b>Unit 27:</b> Practical: Food and Drink Service	O	
ES28		<b>ICT</b>	<b>Unit 28:</b> Electronic Communication	O	
ES29			<b>Unit 29:</b> Using the Web	O	
ES30			<b>Unit 30:</b> Computer Safety	O	
ES31		<b>Looking after Children</b>	<b>Unit 31:</b> Keeping Children Safe	O	
ES32			<b>Unit 32:</b> Keeping Children Healthy	O	
ES33			<b>Unit 33:</b> Healthy Eating for Children	O	

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### Entry Level Occupational Studies Certificate

Key:  Not Available     Available

Assessment Unit Entry Code	Assessment	Unit Title		Unit Mandatory or Optional	3A March 2025
ES34	<b>Occupational Studies</b> & <b>Extended Occupational Studies</b>	<b>Music</b>	<b>Unit 34:</b> Organising an Event (Music or Other)	O	
ES35			<b>Unit 35:</b> Creating and Producing Music using Production Software	O	
ES36			<b>Unit 36:</b> Composing and Performing a Piece of Music as a Group	O	
ES37		<b>Office Procedures</b>	<b>Unit 37:</b> Office Equipment	O	
ES38			<b>Unit 38:</b> Word Processing	O	
ES39			<b>Unit 39:</b> Using Spreadsheets	O	
ES40		<b>Technology &amp; Design</b>	<b>Unit 40:</b> Model Making	O	
ES41			<b>Unit 41:</b> Manufacturing a Product	O	
ES42			<b>Unit 42:</b> Designing a Product	O	
ES43		<b>Total Beauty</b>	<b>Unit 43:</b> Skincare	O	
ES44			<b>Unit 44:</b> Nail Art	O	
ES45			<b>Unit 45:</b> Washing and Conditioning Hair	O	
ES46		<b>Vehicle</b>	<b>Unit 46:</b> Vehicle Servicing	O	
ES47			<b>Unit 47:</b> Valeting	O	
ES48			<b>Unit 48:</b> Basic Fast Fit	O	

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### Entry Level Occupational Studies Certificate

Key:  Not Available       Available

Assessment Unit Entry Code	Assessment	Unit Title		Unit Mandatory or Optional	3A March 2025
ES49	Occupational Studies & Extended Occupational Studies	Working with Children	Unit 49: The Play Environment	O	
ES50			Unit 50: Making a Game for Children	O	
ES51			Unit 51: Playing a Game with Children	O	

Cash-in Codes		Units required
E2015	Occupational Studies	Learners must have a level in any 6 units for an Occupational Studies Award.
E2020	Extended Occupational Studies	Learners must have a level in any 6 units for an Occupational Studies Award and a level in any 6 additional units for an Extended Occupational Studies Award

**June 2025**

**Certificate of Personal Effectiveness  
Occupational Studies  
Performance Skills  
Preparation for Adult Life  
Online Language Assessment (OLA)**

**Results will be issued to candidates on Thursday 21 August 2025**

NB: All this information will be available as Basedata through the CCEA website: [www.ccea.org.uk](http://www.ccea.org.uk). Centres must download this data as certain essential parameters cannot be keyed into the C2k Exams module.

### Certificate of Personal Effectiveness

Key:  Not Available  Available

Assessment Entry Code	Specification Title	6A June 2025
KKSE3	Certificate of Personal Effectiveness	



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### Performance Skills Level 1 Certificate

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	6A June 2025
FF1P2	Develop Performance Skills	M	
FF1P3	Working in the Performing Arts	M	
FF2P1	*Rehearse and Perform	M	
<b>Cash-in Code</b>	<b>Units required</b>		
F2815	To cash in a Level 1 Certificate, learners must achieve all 3 mandatory units for the level. *If a learner has already achieved unit FF2P1 from the level 2 certificate this unit will count towards the level 1 certificate and does not have to be repeated.		

### Performance Skills Level 2 Certificate

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	6A June 2025
FF2P1	*Rehearse and Perform	M	
FF2P2	Develop Technique for Performance	M	
FF2P3	Working in the Performing Arts Industry	M	
<b>Cash-in Code</b>	<b>Units required</b>		
F6834	To cash in a Level 2 Certificate, learners must achieve all 3 mandatory units for the level. *If a learner has already achieved unit FF2P1 from the level 1 certificate this unit will count towards the level 2 certificate and does not have to be repeated.		

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### Preparation for Adult Life Level 1 Award

Key:  Available  Available

Assessment Unit Entry Code	Group	Assessment Unit Title	Unit Mandatory or Optional	6A June 2025
FF1LA	<b>Group A</b>  <i>Citizenship</i>	Diversity and Social Inclusion	O	
FF1LB		Democracy and Democratic Participation	O	
FF1LC		Human Rights and Social Responsibility	O	
FF1LD		Equality and Social Justice	O	
FF1LE	<b>Group B</b>  <i>Employability</i>	Preparation for Work	O	
FF1LF		Business in the Community	O	
FF1LG		Effective Work Practice	O	
FF1LH		Globalisation and the Labour Market	O	
FF1LJ	<b>Group C</b>  <i>Personal &amp; Social Development</i>	Self-Development	O	
FF1LK		Roles and Responsibilities of Parents	O	
FF1LL		Healthy Relationships	O	
FF1LM		Maintaining Personal Health and Well-Being	O	
FF1LN		Effective Financial Management	O	
<b>Cash-in Code</b>	<b>Units required</b>			
FF1JA	To cash in a Level 1 Award in Preparation for Adult Life, learners must complete a total of 6 units by achieving 2 optional units from Group A, 2 optional units from Group B and 2 optional units from Group C.			

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### Preparation for Adult Life Level 1 Certificate

Key:  Available  Available

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	6A June 2025
FF1LA	Diversity and Social Inclusion	M	
FF1LB	Democracy and Democratic Participation	M	
FF1LC	Human Rights and Social Responsibility	M	
FF1LD	Equality and Social Justice	M	
FF1LE	Preparation for Work	M	
FF1LF	Business in the Community	M	
FF1LG	Effective Work Practice	M	
FF1LH	Globalisation and the Labour Market	M	
FF1LJ	Self-Development	M	
FF1LK	Roles and Responsibilities of Parents	M	
FF1LL	Healthy Relationships	M	
FF1LM	Maintaining Personal Health and Well-Being	M	
FF1LN	Effective Financial Management	M	
<b>Cash-in Code</b>	<b>Units required</b>		
FF1JC	To cash in a Level 1 Certificate in Preparation for Adult Life, learners must achieve all 13 mandatory units for the level.		

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### Preparation for Adult Life Level 2 Award

Key:  Available  Available

Assessment Unit Entry Code	Group	Assessment Unit Title	Unit Mandatory or Optional	6A June 2025
FF2LA	<b>Group A</b>  <i>Citizenship</i>	Diversity and Social Inclusion	O	
FF2LB		Democracy and Democratic Participation	O	
FF2LC		Human Rights and Social Responsibility	O	
FF2LD		Equality and Social Justice	O	
FF2LE	<b>Group B</b>  <i>Employability</i>	Preparation for Work	O	
FF2LF		Business in the Community	O	
FF2LG		Effective Work Practice	O	
FF2LH		Globalisation and the Labour Market	O	
FF2LJ	<b>Group C</b>  <i>Personal &amp; Social Development</i>	Self-Development	O	
FF2LK		Roles and Responsibilities of Parents	O	
FF2LL		Healthy Relationships	O	
FF2LM		Maintaining Personal Health and Well-Being	O	
FF2LN		Effective Financial Management	O	
<b>Cash-in Code</b>	<b>Units required</b>			
FF2JA	To cash in a Level 2 Award in Preparation for Adult Life, learners must complete a total of 6 units by achieving 2 optional units from Group A, 2 optional units from Group B and 2 optional units from Group C			

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### Preparation for Adult Life Level 2 Certificate

Key:  Not Available  Available

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	6A June 2025
FF2LA	Diversity and Social Inclusion	M	
FF2LB	Democracy and Democratic Participation	M	
FF2LC	Human Rights and Social Responsibility	M	
FF2LD	Equality and Social Justice	M	
FF2LE	Preparation for Work	M	
FF2LF	Business in the Community	M	
FF2LG	Effective Work Practice	M	
FF2LH	Globalisation and the Labour Market	M	
FF2LJ	Self-Development	M	
FF2LK	Roles and Responsibilities of Parents	M	
FF2LL	Healthy Relationships	M	
FF2LM	Maintaining Personal Health and Well-Being	M	
FF2LN	Effective Financial Management	M	
<b>Cash-in Code</b>	<b>Units required</b>		
FF2JC	To cash in a Level 2 Certificate in Preparation for Adult Life, learners must achieve all 13 mandatory units for the level.		

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## Occupational Studies

**Key:**  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	6A June 2025
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	6A June 2025
VVYGA	<b>Business and Services</b>	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	<b>Construction</b>	Bench Joinery*	
VVYFB		Brick/Block Work	
VVYFC		Carpentry and Joinery*	
VVYFD		Hard Landscaping	
VVYFE		Painting and Decorating	
VVYFF		Plastering	
VVYFG		Plumbing*	
VVYFH		Tiling	



Assessment Unit Entry Code	Specification Title	Assessment Unit Title	6A June 2025
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	6A June 2025
VVYMA	<b>Engineering and Engineering Services</b>	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		<b>Environment and Society</b>	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		

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	6A June 2025
VVYJA	<b>Technology and Innovation</b>	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	

<b>Occupational Studies Unit Table</b>					
<b>Business and Services V4901</b>	<b>Construction V4902</b>	<b>Design and Creativity V4903</b>	<b>Engineering and Engineering Services V4904</b>	<b>Environment and Society V4905</b>	<b>Technology and Innovation V4906</b>
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*					

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### Online Language Assessment (OLA)

Key:  Not Available  Available

Option P: Paper Assessment

Specification Title	Assessment Unit Entry Code	Option Code	Level	6A June 2025
<b>French</b>	LLFHB	P	Entry Level 2	
	LLFHC	P	Entry Level 3	
	LLFH1	P	Level 1	
	LLFH2	P	Level 2	
<b>German</b>	LLGNB	P	Entry Level 2	
	LLGNC	P	Entry Level 3	
	LLGN1	P	Level 1	
	LLGN2	P	Level 2	

Specification Title	Assessment Unit Entry Code	Option Code	Level	6A June 2025
Irish	LLIHB	P	Entry Level 2	
	LLIHC	P	Entry Level 3	
	LLIH1	P	Level 1	
	LLIH2	P	Level 2	
Spanish	LLSHB	P	Entry Level 2	
	LLSHC	P	Entry Level 3	
	LLSH1	P	Level 1	
	LLSH2	P	Level 2	