

Qualifications Guide for Special Schools and Learning Support Centres

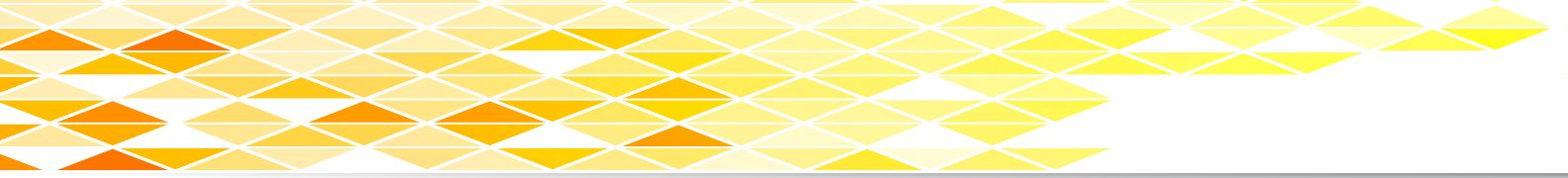
Introduction

The Department of Education (DE) is keen to ensure that all 14-19 pupils have an opportunity to engage with the [Entitlement Framework](#) CCEA in its advisory role undertook a two year project from 2011 to look at suitable qualification provision and recognition for pupils with special educational needs (SEN) aged 14-19. These qualifications give such pupils an opportunity to access a wide range of learning with clear progression pathways particular to individual needs and aspirations.

As part of that Project a resource document was published which provided an overview of those regulated qualifications at Entry Level and Level 1 which recognise and reward the progress and achievement of pupils within special schools and learning support centres. That document has now been superseded by this one - the Qualifications Guide for Special Schools and Learning Support Centres in N Ireland. It can be accessed here from the [CCEA Accreditation](#) section of the CCEA website. As well as a number of examples of regulated qualifications that may be suitable, the new Guide summarises the [DE Entitlement Framework Guidance for Special Schools and Learning Support Centres](#), information about regulated qualifications and where to source them.

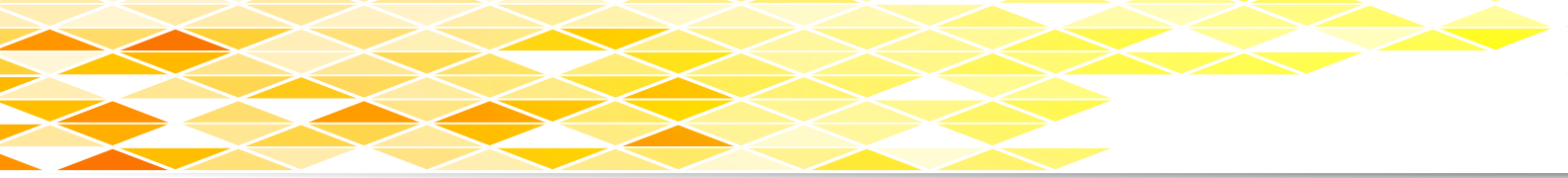
The list of qualifications contained in this updated Guide is not exhaustive and a full 'live' list of regulated qualifications from Entry Levels 1-3 and Level 1 can be found on the [Register of Regulated Qualifications](#). Further details are given in this Guide on how to use this Register to access all regulated qualifications. Detailed information on the content and assessment, progression opportunities and teacher guidance for all of the qualifications can be found on the relevant Awarding Organisation website.

Any updates or amendments to this Guide will only be made on the CCEA Accreditation website. Before commencing your teaching programme please check to ensure your information regarding regulated qualifications and Awarding Organisations is current and accurate.



Contents

Introduction	1
DE Entitlement Framework Guidance for Special Schools and Learning Support Centres	5
Content of Learning Programmes	5
Regulated Qualifications	6
The qualifications system	6
How to Search for Regulated Qualifications	7
Searching for a Unit	11
Searching for an Awarding Organisation	11
Qualifications per Awarding Organisation	12
Active IQ	15
AQA	16
Ascentis	18
Asdan	37
BSC	45
Cache	46
CCEA	49
CCEA, City and Guilds and OCNNI	54
City and Guilds	55
ESB	61
GQAL	63
OCNNI	64
OCR	71
Pearson	81
VTCT	96
Glossary of Terms	98



DE Entitlement Framework Guidance for Special Schools and Learning Support Centres

[This guidance](#) was developed as a result of the CCEA two year Project developing learning programmes for pupils in Special Schools and Learning Support Centres (LSCs). It sets out the context and the focus for curricular planning for pupils in such settings in order to meet the requirements of the Entitlement Framework. It should be used to inform the range of accredited courses offered to pupils at Key Stage 4 and post-16 to support their progression in life, education and employment.




The guidance advises that pupils should be offered a curriculum using accredited qualifications that covers the KS 4 statutory areas, with a consideration of appropriate progression for the pupil. It gives information on the content and level of a learning programme, the benefit of working with your local area learning community and what needs to be considered for progression for the pupil. It emphasises in particular the importance of offering the curriculum areas of literacy/numeracy, Learning for Life and Work and a vocational element. The key focus in the design of a learning programme should always take into account the particular needs and aspirations of each individual pupil.

Content of Learning Programmes

Learning programmes for pupils in special schools and learning support centres, where possible, should consist of regulated qualifications. Before choosing the qualifications that could be part of the learning programme, consideration should be given to the desired progression route, taking into account the opportunities available locally. Where pupils wish to gain entrance to an FE College or Training Organisation it is important that the qualifications chosen support the entry requirements set by the individual organisation. Early dialogue with possible further education or training providers will help.

The Individual Education Plan (IEP) which provides a learning framework for all pupils with special educational needs may be used as a source of information to identify a suitable learning programme.

As a result of the two year SEN Project a suitable learning programme has been identified as one consisting of regulated units and/or qualifications, encompassing the following elements:

- **Literacy and/or Numeracy;** 
- **Learning for Life and Work (LLW); and** 
- **Vocational subjects.** 

The weighting of each of these elements will depend on the learning needs of the pupil(s) for whom the programme is intended and the proposed progression route. There is no limit to the number of qualifications a pupil can take within a learning programme. Different levels of qualifications within a learning programme can also be taken depending on the ability and needs of the pupils. Pupils can undertake additional learning where appropriate.

Regulated Qualifications

Regulated qualifications, also known as accredited qualifications, are those that are reviewed, recognised and monitored by the qualifications regulators in N Ireland and England (CCEA and Ofqual), and Wales (Welsh Government). Regulated qualifications provide pupils and stakeholders with a guarantee of quality of both the qualification programme and the awarding organisation that offers accredited qualifications.

Once proposed qualifications meet the requirements set by the qualifications regulators, they are listed in the [Register of Regulated Qualifications](#). The Register also houses a list of recognised awarding organisations that award qualifications in England, Wales and N Ireland.

Regulated qualifications are designed over nine levels of challenge. The qualifications outlined in this guide are at Entry 1, 2, 3 and Level 1 as these are the most suitable for pupils in special schools and learning support centres.

The qualifications system

Currently, regulated qualifications can be referenced to either the National Qualifications Framework (NQF) or the Qualifications and Credit Framework (QCF). Both these frameworks provide a means to describe and compare the level of demand a qualification places on pupils. Both frameworks have the same nine levels of demand.

QCF additionally provides a means by which pupils' achievements can be recognised through the award of credit. This allows pupils to accumulate and transfer credit towards a regulated qualification. One credit represents 10 hours of learning time. Learning time includes all the time needed to achieve a unit, including, contact time, directed learning, assessment preparation time and assessment time.

The QCF also allows awarding organisations to share units that make up qualifications and incorporate them within their qualifications, thus achievement of the same unit in some cases can contribute to different qualifications. Pupils do not have to repeat learning to be able to use shared units across qualifications.

All qualifications that are referenced to the QCF follow the same titling conventions, designed to clearly show the size (award/certificate/diploma), level of difficulty (Entry to Level 8) and general content of the qualification. Figure 1 shows how the qualifications are titled within the QCF.

There are three different sizes of qualification:

- awards (1 to 12 credits)
- certificates (13 to 36 credits)
- diplomas (37 credits or more).

As the number of hours of learning required by qualifications in the same size category can vary quite widely, some further titling conventions have been introduced to help clarify the sizes of qualifications. These are:

- Subsidiary - this indicates that the qualification taken is at the smaller end of the size scale
- Extended - this indicates that the qualification taken is at the higher end of the size scale

QCF Qualification Structure

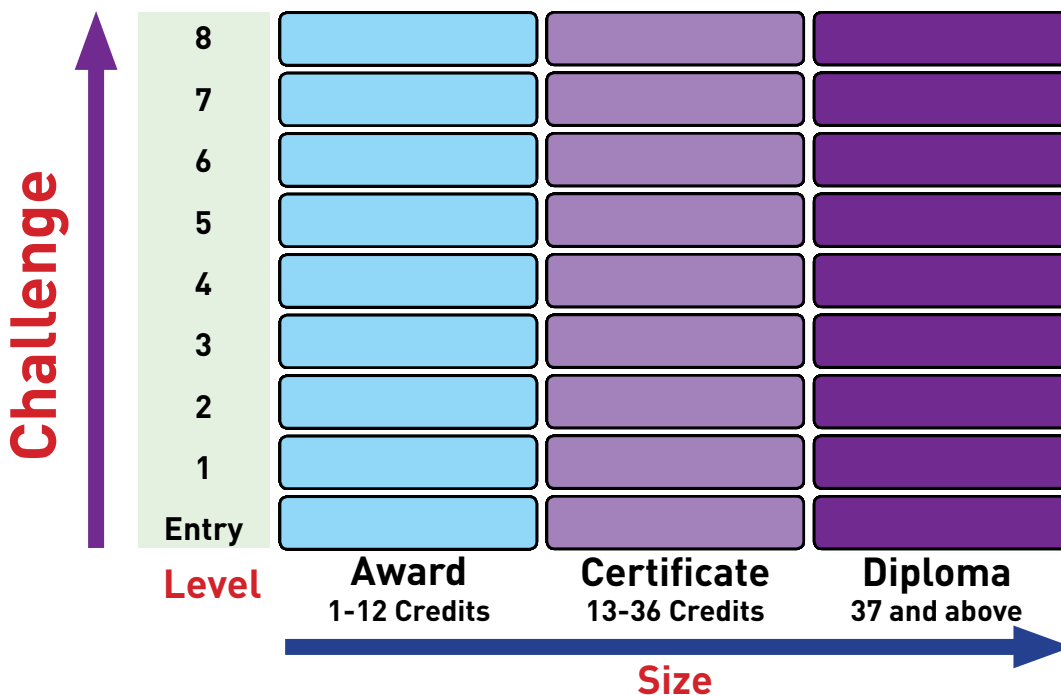


Figure 1

How to Search for Regulated Qualifications

All regulated qualifications are contained in the Register of Regulated Qualifications. Its main purpose is to provide the user with all the necessary information about accredited qualifications - <http://register.ofqual.gov.uk>.

Users can search by:

- Recognised Awarding Organisation
- Regulated Qualifications
- Units

by clicking on the appropriate link on the tab bar.

To search by qualification click on '**Search Qualifications**' and the following page will be displayed:

Users of the Register are able to search using the following features of a qualification or any combination of them:

- the qualification accreditation number (QAN)
- the awarding organisation that offers it
- the qualification title
- the qualification type
- the qualification level and
- qualification availability.

The more information you can provide the more specific will be the result.

The Register Search Organisations Search Qualifications Search Units Search Diplomas

Search for Qualifications

Search Qualification

Simple Search

Qualification Number

Organisation

Qualification Title

Qualification Type

Qualification Level

Qualification Availability

Sort By

Advanced Search
▶ Show/Hide

[Search](#) [Reset](#) [Export](#) [Export Performance Measures](#)

Throughout this Qualifications Guide the QAN number is listed for all of the example qualifications.

Once displayed the results can be exported into an Excel spreadsheet using the green “**Export**” button. Once in this format further searches such as details of the units that make up the qualifications, assessment methods and progression opportunities can be made. Always remember to click the green “**Reset**” button every time you want to carry out a new search.

Key in **Qualification Number (QAN)** or **Qualification Name/Title**. Then click “**Search**”.

The Register Search Organisations Search Qualifications Search Units Search Diplomas

Search for Qualifications

Search Qualification

▼ Search Criteria

Simple Search

Qualification Number

Organisation

Qualification Title

Qualification Type

Qualification Level

Qualification Availability

Sort By

Advanced Search
▶ Show/Hide

[Search](#) [Reset](#) [Export](#) [Export Performance Measures](#)

Page 1 of 1
(1 results) [Prev](#) **1** [Next](#) 50 Items/page [Update](#)

Qualification Number	Qualification Type	Title	Operational Start Date	Operational End Date	Certification End Date	SSAs
500/9009/4	QCF	CACHE Level 1 Certificate in Caring for Children (QCF)	01-Sep-2010	31-Dec-2015	31-Dec-2017	1.5 Child Development and Well-Being

Click on the **Qualification Title** and you will come to the '**View Qualification**' page. Scroll down for information including:

- Operational Start and End Date
- Total Credits
- GLH (Guided Learning Hours)
- Unit Titles

This information will help you decide which units and/or qualifications are most appropriate for your pupils.

View Qualification : CACHE Level 1 Certificate in Caring for Children (QCF)	
Qualification Number	500/9009/4
Title	CACHE Level 1 Certificate in Caring for Children (QCF)
Awarding Organisation	Council for Awards in Care, Health and Education
Fees Price List Url	
Qualification Type	QCF
Qualification Sub Type	None
Qualification Level	Level 1
Qualification Sub Level	None
EGF Level	Level 2
Regulation Start Date	01-Apr-2010
Operational Start Date	01-Sep-2010
Operational End Date	31-Dec-2015
Certification End Date	31-Dec-2017
Offered In England	Yes
Offered In Wales	Yes
Offered In Northern Ireland	Yes
Assessment Language In English	Yes
Assessment Language In Welsh	No
Assessment Language In Irish	No
SSA	1.5 Child Development and Well-Being
Purpose	B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Sub Purpose	B1. Prepare for further learning or training
Total Credits	26
Min Credits at/above Level	20
Minimum Guided Learning Hours	229
Maximum Guided Learning Hours	242
Diploma Guided Learning Hours	229
Barring Classification Code	PT21
Overall Grading Type	Pass
Assessment Methods	Coursework
Exemptions	No exemptions at this point in time.
Structure Requirements	Learners must achieve a minimum of 26 credits to complete the Certificate, 14 or more credits must be achieved from Group A. A further 12 credits must be achieved from either Group A and/or Group B.

By clicking on each **Unit Title** (see **View Unit** overleaf) you can access:

- Unit Reference Number
- Unit Title
- Unit Level
- GLH (Guided Learning Hours)
- Unit Credit Value

The Register Search Organisations Search Qualifications Search Units Search Courses

View Unit : Sharing learning experiences with children

Unit

Unit Reference Number	Y/001/0109
Qualification Framework	QCF
Title	Sharing learning experiences with children
Unit Level	Level 1
Unit Sub Level	None
Guided Learning Hours	35
Unit Credit Value	4
Date of Withdrawal	
SSAs	1.5 Child Development and Well-Being
Unit Grading Structure	Pass
Assessment Guidance	n/a

View Unit's Qualifications

Learning Outcomes and Assessment Criteria

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1. Know how children learn.	1.1 Identify ways that children can learn. 1.2 Outline ways that children use senses to find out about the world. 1.3 State the importance of investigation for children's learning.
2. Know how to use stories and rhymes with young children.	2.1 Identify stories and rhymes for children 0-5 years. 2.2 Identify sensory aids to support children's enjoyment of stories. 2.3 State ways to encourage children to take part in stories or rhymes.
3. Understand that the natural world can support children's learning.	3.1 Identify objects of interest from the natural world. 3.2 List natural environments which may be used to extend children's experiences. 3.3 Give an example of how outdoor experiences can develop children's curiosity.
4. Know how the local community can be used to broaden children's experiences.	4.1 List local organisations, services or people that can provide experiences for children. 4.2 State the benefits of finding out about the local community for children. 4.3 Give examples of ways that local organisations, services or people working in the community can broaden children's experiences.

By clicking on the **Unit Reference Number** you can access information on **Learning Outcomes and Assessment Criteria** for each unit. Also on this page, by clicking on the **“View Unit’s Qualifications”** you can search for all the qualifications that contain this particular unit.

The Register Search Organisations Search Qualifications Search Units Search Courses

View Unit Qualifications : Sharing learning experiences with children

Unit

Unit Reference Number: Y/001/0109
Title: Sharing learning experiences with children

Qualifications using this Unit

Qualification Number	Qualification Type	Title	Operational Start Date	Operational End Date	Certification Start Date	SSAs
6002823	QCF	Assente Entry Level Award in Supporting a Child's Learning and Development (Entry 1) (QCF)	01-Jan-2009			14.1 Foundations For Learning and Life
6002824	QCF	Assente Entry Level Award in Supporting a Child's Learning and Development (Entry 2) (QCF)	01-Aug-2004			14.1 Foundations For Learning and Life
6002846	QCF	Assente Level 1 Award in Supporting a Child's Learning and Development (QCF)	01-Aug-2004			14.1 Foundations For Learning and Life
6002834	QCF	Assente Level 1 Award in Supporting a Child's Learning and Development (QCF)	01-Jan-2009			14.1 Foundations For Learning and Life
6003230	QCF	Assente Level 1 Certificate in Supporting a Child's Learning and Development (QCF)	01-Mar-2012			14.1 Foundations For Learning and Life
6003160	QCF	CACHE Level 1 Award in Caring for Children (QCF)	01-Sep-2000	31-Dec-2013	21-Dec-2017	1.3 Child Development and Well-Being
6003024	QCF	CACHE Level 1 Certificate in Caring for Children (QCF)	01-Sep-2000	31-Dec-2013	21-Dec-2017	1.3 Child Development and Well-Being
6001047	QCF	CACHE Level 1 Diploma in Caring for Children (QCF)	01-Sep-2000	31-Dec-2013	21-Dec-2017	1.3 Child Development and Well-Being
6003230	QCF	CACHE Level 1 Certificate Introducing Caring for Children and Young People (QCF)	01-May-2011	28-Feb-2013	28-Feb-2017	1.3 Child Development and Well-Being
6003740	QCF	City & Guilds Level 1 Award in Caring for Children (QCF)	01-Apr-2013			1.3 Child Development and Well-Being
6003203	QCF	City & Guilds Level 1 Certificate in Caring for Children (QCF)	01-Apr-2013			1.3 Child Development and Well-Being
6003240	QCF	City & Guilds Level 1 Diploma in Caring for Children (QCF)	01-Apr-2013			1.3 Child Development and Well-Being

Searching for a unit

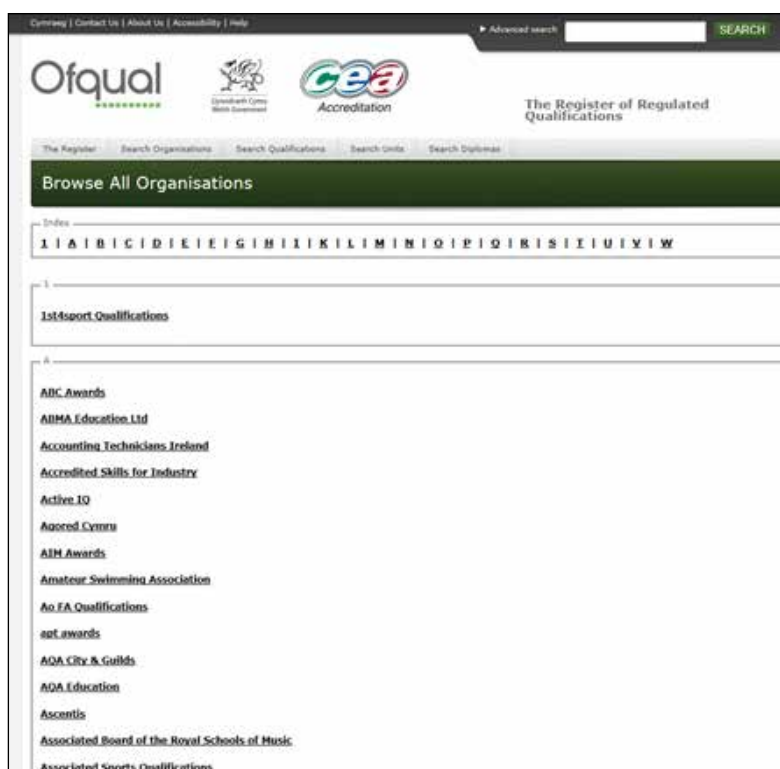
Key in **Unit Reference Number**.

Click "**Search**"

Click on "**Unit**"

This will allow you to access **Learning Outcomes and Assessment Criteria** and **View Unit's Qualifications**.

Searching for an Awarding Organisation



All Awarding Organisations that are currently recognised in the regulated system can be viewed by clicking on the top tab "**Search Organisations**" and then selecting "**Browse All Organisations**".

You can then click on any **Awarding Organisation** to get further details and link to its respective website.

By scrolling to the bottom of the '**View Organisation**' page you can '**View Organisation's Current Qualifications**'.




Qualifications per Awarding Organisation

A number of selected regulated qualifications are listed on pages 15 - 97. These qualifications are displayed by Awarding Organisation, in alphabetical order. The website address is included for each Awarding Organisation from where further detail can be obtained about the units and qualifications and the administrative arrangements for their delivery.

A brief introduction to some of the qualifications is given, reflecting the purpose and for whom they are suitable. Each qualification listed has a unique Qualification Accreditation Number (QAN) on the Register. Each QAN is included in this Guide. The electronic version of this Guide contains the hyperlink for each QAN – a simple click will give you access to all of the qualifications' details held on the Register.

The structure requirements to achieve the overall qualification are also outlined, showing the minimum credits needed and the level (where applicable) for each of the units. Further details about each unit can be viewed on the Register (see pages 7 - 11 for How to Search) and the appropriate Awarding Organisation website.

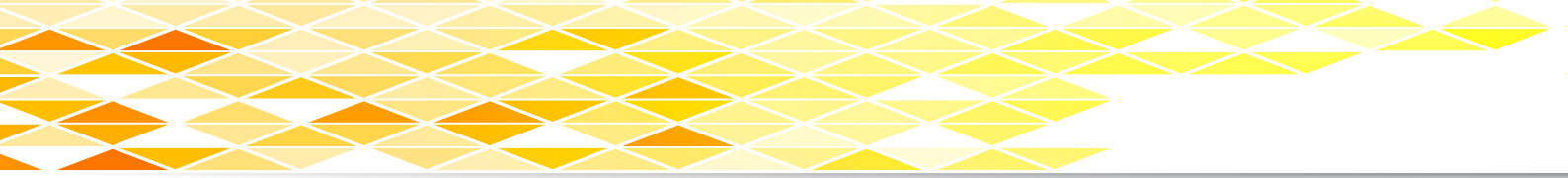
Each qualification has been colour coded to represent the different elements of the core learning programme and where there is overlap

- **Literacy and /or Numeracy** 
- **Learning for Life and Work (LLW)** 
- **Vocational subjects** 

e.g. Life and Living Skills comprises a wide range of units reflecting all three elements of core learning programme, and will thus be coded with all three colours

A brief indication of the Assessment Detail is indicated for each qualification in the Guide. (See each Awarding Organisation website for further details).

Qualifications per Awarding Organisation



Health, Active Living and Fitness



Level	Qualification Type	Qualification Name	Qualification Number	Number of Credits	Structure Requirements
Entry 3	Award	Principles of Health and Fitness	500/7332/1	6	2 Mandatory Units, 6 credits
Level 1	Award	Assisting Health related Activity Sessions	500/7245/6	3	2 Mandatory units, 3 credits
Level 1	Award	Active Healthy Living	500/7855/0	7	2 Mandatory Units, 7 credits

UNITS	Unit Title	Level	Credit Value	
	Entry 3 Award in Principles of Health and Fitness			
	Introduction to Health and Fitness	Entry 3	3	
	Improving Personal Health and Fitness	Entry 3	3	
	Level 1 Award in Assisting Health Related Activity Sessions			
	Planning an Activity Session	1	1	
	Assist in delivering an Activity Session	1	2	
	Level 1 Award in Active Healthy Living			
	How the Body Works	1	3	
	How to Adopt an Active, Healthy Lifestyle	1	4	

Assessment Detail: Portfolio of Evidence

Personal and Social Education



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Personal and Social Education	500/8146/9	The minimum credits needed for a candidate to achieve the overall qualification is 8. 6 credits must be achieved at or above the level being claimed.
Entry 1	Certificate	Personal and Social Education	500/8143/3	Candidates must achieve a minimum of 14 credits. 8 credits must be achieved at Entry Level 1
Entry 2	Award	Personal and Social Education	500/8120/2	The minimum credits needed for a candidate to achieve the overall qualification is 8. 6 credits must be achieved at or above the level being claimed.
Entry 2	Certificate	Personal and Social Education	500/8119/6	Candidates must achieve a minimum of 14 credits. 8 credits must be achieved at Entry Level 1
Entry 3	Award	Personal and Social Education	500/8122/6	The minimum credits needed for a candidate to achieve the overall qualification is 8. 6 credits must be achieved at or above the level being claimed.
Entry 3	Certificate	Personal and Social Education	500/8121/4	Candidates must achieve a minimum of 14 credits. 8 credits must be achieved at Entry Level 1
Level 1	Award	Personal and Social Education	500/3050/4	The minimum credits needed for a candidate to achieve the overall qualification is 8. 6 credits must be achieved at or above the level being claimed.
Level 1	Certificate	Personal and Social Education	500/9966/8	The minimum number of credits needed for a candidate to achieve the overall certificate is 14. 8 credits must be achieved at level 1 - a maximum of 6 can come from group E3 and/or L2

	Unit title	Credit Value	Unit Description
UNIT	Personal Action Planning	2	Each unit is available at: Entry Levels 1, 2 and 3, and Levels 1 and 2
	Drugs Education	2	
	Sex and Relationship Education	2	
	Personal Finance	2	
	Emotional Wellbeing	2	
	Healthy Lifestyles	2	
	Making Informed Career Choices	2	
	Applying for Jobs and Courses	2	
	Relationships, Behaviour and Practices in the Workplace	2	
	Personal Safety	2	
	Being a Critical Consumer	2	
	Introduction to Diversity, Prejudice and Discrimination	2	

Assessment Detail: Tasks or assignments set by teacher.

English



The Ascentis Awards in English (Level 1 and Entry Levels 1, 2 and 3) and the Certificate in English Skills (Level 1 and Entry Levels 1, 2 and 3) are ideal qualifications for adults and young people wishing to develop their English skills.

The Ascentis Awards are a range of small qualifications which have been designed to 'bridge the gap' in pupils' knowledge of English by focussing on developing confidence and ability.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	English – Spelling	601/2578/0	Unit titles and the Qualification titles are the same. Each Award consists of a single unit which has a credit value of either 2 or 3. The Certificate is achieved by completing all 14 credits available.
Entry 2			601/2567/6	
Entry 3			601/0869/1	
Level 1			600/7899/6	
Entry 1	Award	English – Grammar and Punctuation	601/2581/0	
Entry 2			601/2571/8	
Entry 3			601/0867/8	
Level 1			600/7792/X	
Entry 1	Award	English – Reading	601/2582/2	
Entry 2			601/2568/8	
Entry 3			601/0866/6	
Level 1			600/7688/4	
Entry 1	Award	English – Writing	601/2578/0	
Entry 2			601/2569/X	
Entry 3			601/0895/3	
Level 1			600/7703/7	

Entry 1	Award	English – Receiving and Responding to Information	601/2580/9	<p>Unit titles and the Qualification titles are the same.</p> <p>Each Award consists of a single unit which has a credit value of either 2 or 3.</p> <p>The Certificate is achieved by completing all 14 credits available.</p>
Entry 2			601/2570/6	
Entry 3			601/0868/X	
Level 1			600/7702/5	
Entry 1	Award	English – Speaking	601/2585/0	
Entry 2			601/2579/2	
Entry 3			601/0870/8	
Level 1			600/7687/2	
Entry 1	Certificate	English Skills	601/2572/X	
Entry 2			601/2540/8	
Entry 3			601/1031/4	
Level 1			600/8181/8	

Assessment Detail: Each award/unit is assessed under supervised conditions.

Mathematics

The Ascentis Level 1 and Entry Levels 1, 2 and 3 Awards in Mathematical Skills and the Level 1 and Entry Levels 1, 2 and 3 Certificate in Mathematical Skills are ideal qualifications for adults and young people wishing to develop their mathematical skills.

The Ascentis Awards in Mathematical Skills are a range of small qualifications which have been designed to 'bridge the gap' in pupils' mathematical knowledge thus focussing on developing confidence and ability.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Mathematical Skills Whole Numbers	601/2212/2	Unit titles and the Qualification titles are the same. Each Award consists of a single unit of either 1 or 2 credits. The Certificate is achieved by completing a minimum of 13 credits
Entry 1	Award	Mathematical Skills Addition Skills	601/2196/8	
Entry 1	Award	Mathematical Skills Subtraction Skills	601/2203/1	
Entry 1	Award	Mathematical Skills Understanding Money and Time	601/2208/0	
Entry 1	Award	Mathematical Skills Understanding Measures	601/2207/9	
Entry 1	Award	Mathematical Skills Understanding Shape and Space	601/2209/2	
Entry 1	Award	Mathematical Skills Data Handling	601/2197/X	
Entry 1	Certificate	Mathematical Skills	601/2146/4	

Assessment Detail: Each award/unit is assessed under supervised conditions.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 2	Award	Mathematical Skills Whole Numbers	601/2213/4	Unit titles and the Qualification titles are the same. Each Award consists of a single unit of either 1 or 2 credits. The Certificate is achieved by completing a minimum of 13 credits
Entry 2	Award	Mathematical Skills Addition of Whole Numbers	601/2195/6	
Entry 2	Award	Mathematical Skills Subtraction of Whole Numbers	601/2202/X	
Entry 2	Award	Mathematical Skills Multiplication of Whole Numbers	601/2201/8	
Entry 2	Award	Mathematical Skills Developing and Applying Fraction Skills	601/2200/6	
Entry 2	Award	Mathematical Skills Understanding and Using Money	601/2204/3	
Entry 2	Award	Mathematical Skills Understanding Time	601/2211/0	
Entry 2	Award	Mathematical Skills Understanding Measure: Length	601/2205/5	
Entry 2	Award	Mathematical Skills Understanding Measure: Weight, Capacity and Temperature	601/2206/7	
Entry 2	Award	Mathematical Skills Understanding Shape and Space	601/2210/9	

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 2	Award	Mathematical Skills Data Handling: Extracting and Sorting Data	601/2199/3	
Entry 2	Award	Mathematical Skills Data Handling: Extracting and Sorting Data	601/2199/3	
Entry 2	Certificate	Mathematical Skills	601/2146/4	

Assessment Detail: Each award/unit is assessed under supervised conditions.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Mathematical Skills Developing and Applying Number Skills	601/0982/8	Unit titles and the Qualification titles are the same. Each Award consists of a single unit of either 1 or 2 credits. The Certificate is achieved by completing a minimum of 13 credits
Entry 3	Award	Mathematical Skills Multiplication of Whole Numbers	601/1033/8	
Entry 3	Award	Mathematical Skills Subtraction of Whole Numbers	601/0983/X	
Entry 3	Award	Mathematical Skills Division of Whole Numbers	601/0980/4	
Entry 3	Award	Mathematical Skills Developing and Applying Fraction Skills	601/0976/2	
Entry 3	Award	Mathematical Skills Developing and Applying Decimal Skills	601/1034/X	
Entry 3	Award	Mathematical Skills Money: Adding and Subtracting	601/0981/6	
Entry 3	Award	Mathematical Skills Time	601/0984/1	
Entry 3	Award	Mathematical Skills Measure: Distance and Length	01/0979/8	
Entry 3	Award	Mathematical Skills Measure: Capacity and Temperature	601/0978/6	

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Mathematical Skills Developing and Applying Shape and Space Skills	601/0977/4	
Entry 3	Award	Mathematical Skills Data Handling: Recording and Representing Data	601/0975/0	
Entry 3	Award	Mathematical Skills Data Handling: Extracting and Interpreting Data	601/0974/9	
Entry 3	Certificate	Mathematical Skills	601/1030/2	

Assessment Detail: Each award/unit is assessed under supervised conditions.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Mathematical Skills Understanding Numbers	600/7786/4	Unit titles and the Qualification titles are the same. Each Award consists of a single unit of either 1 or 2 credits. The Certificate is achieved by completing a minimum of 13 credits from the range of units.
Level 1	Award	Mathematical Skills Using Calculations (Addition and Subtraction of Whole Numbers)	600/7787/6	
Level 1	Award	Mathematical Skills Using Calculations (Multiplication and Division of Whole Numbers)	600/7788/8	
Level 1	Award	Mathematical Skills Understanding and Using Fractions	600/7789/X	
Level 1	Award	Mathematical Skills Understanding and Using Decimals	600/7790/6	
Level 1	Award	Mathematical Skills Understanding and Using Percentages	600/7791/8	
Level 1	Award	Mathematical Skills Measure: Time and Temperature	600/7901/0	
Level 1	Award	Mathematical Skills Understanding Length, Weight and Capacity	600/7903/4	
Level 1	Award	Mathematical Skills Understanding Perimeter and Area	600/7905/8	
Level 1	Award	Mathematical Skills Understanding Volume	600/7915/0	

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Mathematical Skills Understanding and Using 2D Shapes	600/7904/6	
Level 1	Award	Mathematical Skills Handling Data	600/7900/9	
Level 1	Award	Mathematical Skills Data Calculations	600/7914/9	
Level 1	Award	Mathematical Skills Probability	600/7902/2	
Level 1	Certificate	Mathematical Skills	600/7916/2	

Assessment Detail: Each award/unit is assessed under supervised conditions.

Personal Progress



The Ascentis Award, Certificate and Diploma in Personal Progress (Entry 1) are designed for pupils operating at the earliest communication levels.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Personal Progress	500/6479/4	To achieve the Award the Candidate must achieve a minimum of 8 credits from the optional units, including up to 2 credits from Entry 2 units (See Register for details)
Entry 1	Certificate	Personal Progress	500/6480/0	To achieve the Award the Candidate must achieve a minimum of 8 credits from the optional units, including up to 2 credits from Entry 2 units (See Register for details)
Entry 1	Diploma	Personal Progress	500/6481/2	To achieve the Award the Candidate must achieve a minimum of 8 credits from the optional units, including up to 2 credits from Entry 2 units (See Register for details)

UNITS	Unit Title	Level	Credit Value
	Developing communication skills	E1	3
	Developing reading skills	E1	3
	Developing writing skills	E1	3
	Developing ICT skills	E1	4
	Early mathematics: developing number skills	E1	2
	Early mathematics: position	E1	2
	Early mathematics: shape	E1	2
	Early mathematics: measure	E1	3
	Early mathematics: sequence and sorting	E1	3
	Understanding what money is used for	E1	3
	Developing independent living skills: having your say	E1	3
	Developing independent living skills: keeping safe	E1	2
	Developing independent living skills: looking after your own home	E1	2
	Developing independent living skill: being healthy	E1	2
	Developing skills for the workplace: getting things done	E1	4
	Developing skills for the workplace: following instructions	E1	2
	Developing skills for the workplace: health and safety	E1	2
	Developing skills for the workplace: looking and acting the part	E1	2
	Developing community participation skills: getting out and about	E1	5
Travel within community: going places	E1	3	
Using local health services	E1	2	

UNITS	Developing learning skills: learning to learn	E1	5
	Dealing with problems	E1	4
	Getting on with other people	E1	4
	Rights and responsibilities: everybody matters	E1	3
	Encountering experiences: being a part of things	E1	3
	Engaging with the world around you: people	E1	3
	Engaging with the world around you: events	E1	3
	Engaging with the world around you: objects	E1	3
	Developing self-awareness: all about me	E1	3
	Produce a piece of art work	E1	2
	Create a piece of craft or design	E1	2
	Developing skills in drama	E1	2
	Develop skills to play a musical instrument	E1	2
	Develop dance and movement skills	E1	2
	Produce a piece of art work	E2	2
	Create a piece of craft or design	E2	2
	Developing skills in drama	E2	2
	Develop skills to play a musical instrument	E2	2
	Develop dance and movement skills	E2	2

Assessment Detail: Portfolio of Evidence

Personal Development



The Ascentis Award in Personal Development at Level 1 and Entry Levels 2 and 3 is designed to give candidates the skills to live independently and provide them with the knowledge to make informed decisions on issues that affect their lives.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 2	Award	Personal Development	500/4138/1	To achieve the Award in Personal Development the candidate must obtain a minimum of 4 credits from the Group A or Group B optional units. The candidate may achieve up to a maximum of 12 credits. (See Register for details)
Entry 3	Award	Personal Development	500/4139/3	To achieve the Award in Personal Development the candidate must obtain a minimum of 4 credits from the Group A optional units. Units from this qualification may also be combined with Entry 2 and Level 1 equivalent units. Units from a lower or higher level must make up no more than 40% of the total credits claimed for the award. (See Register for details)
Level 1	Award	Personal Development	500/4141/1	To achieve the Award in Personal Development the candidate must obtain a minimum of 4 credits from the Group A optional units (See Register for details)

UNITS	Unit Title	Level	Credit Value
	Entry 2 Award in Personal Development		
	Community Action	E2	2
	Dealing with Problems in Daily Life	E2	2
	Developing Self	E2	2
	Healthy Living	E2	2
	Individual Rights and Responsibilities	E2	1
	Managing own Money	E2	2
	Managing Social Relationships	E2	1
	Preparation for Work	E2	2
	Working as part of a Group	E2	2
	Working towards Goals	E2	2
Entry 3 Award in Personal Development			
	Community Action	E3	2
	Dealing with Problems in Daily Life	E3	2
	Developing Self	E3	2
	Healthy Living	E3	2
	Individual Rights and Responsibilities	E3	1
	Managing own Money	E3	2
	Managing Social Relationships	E3	2
	Personal Advancement	E3	4
	Preparation for Work	E3	2
	Study Skills	E3	2
	Working as part of a Group	E3	2
	Working towards Goals	E3	2
	Equality and Diversity	E3	2
	Health and Safety Awareness	E3	1
Level 1 Award in Personal Development			
	Career Development	L1	3
	Community Action	L1	2
	Dealing with Problems in Daily Life	L1	2
	Developing Self	L1	2
	Healthy Living	L1	2
	Individual Rights and Responsibilities	L1	1
	Managing Own Money	L1	2
	Managing Social Relationships	L1	2
	Personal Advancement	L1	4
	Preparation for Work	L1	2
	Study Skills	L1	2
	Working as Part of a Group	L1	2
	Working Towards Goals	L1	2

UNITS	Unit Title	Level	Credit Value
	Identity and Cultural Diversity	L1	2
	Carrying out own volunteering role	L1	1
	Work Experience	L1	3
	Time management skills	L1	3
	Demonstrating speaking and listening skills	L1	3
	Improving assertiveness and decision making	L1	3
	Managing personal risk	L1	1
	Understanding Personal Identity	L1	1
	Counselling Skills and Personal Development	L1	4

Assessment Detail: Portfolio of Evidence

Personal and Vocational Development



The Ascentis Entry 3 Certificate and Level 1 Award and Certificate in Personal and Vocational Development are designed to help candidates make an informed choice about the different career paths available to them.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Certificate	Personal and Vocational Development	500/4140/X	<p>To achieve the full certificate candidates must achieve a minimum of 4 credits from Group B and at least 2 credits from Group C.</p> <p>(See Register for details)</p> <p>A minimum of 13 credits must be obtained overall to achieve the certificate. Units from this qualification may also be combined with Entry 2 and Level 1 equivalent units. Units from a lower or higher level must make up no more than 40% of the total credits claimed for the certificate.</p>
Level 1	Award	Personal Development	500/4141/1	<p>To achieve the Award in Personal Development the candidate must obtain a minimum of 4 credits from the Group A optional units.</p> <p>(See Register for details)</p>

Level 1	Certificate	Personal and Vocational Development	500/4142/3	To achieve the full certificate candidates must achieve a minimum of 4 credits from Group B and at least 2 credits from Group C. A minimum of 13 credits must be obtained overall to achieve the certificate. Units from this qualification may also be combined with Entry 3 equivalent units. Units from the lower level must make up no more than 40% of the total credits claimed for the certificate. (See Register for details)
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UNITS	Unit Title	Level	Credit Value
	Entry 3 Certificate in Personal and Vocational Development		
	Community Action	E3	2
	Dealing with Problems in Daily Life	E3	2
	Developing Self	E3	2
	Healthy Living	E3	2
	Individual Rights and Responsibilities	E3	1
	Managing own Money	E3	2
	Managing Social Relationships	E3	2
	Personal Advancement	E3	4
	Preparation for Work	E3	2
	Study Skills	E3	2
	Working as part of a Group	E3	2
	Working towards Goals	E3	2
	Equality and Diversity	E3	2
	Health and Safety Awareness	E3	1
	Introduction to Business and Business Administration	E3	2
	Introduction to Care Work	E3	2
	Introduction to Catering	E3	2
	Introduction to Construction Work	E3	2
	Introduction to Contact Centre Operations	E3	2
	Introduction to Customer Service	E3	3
	Introduction to Retail	E3	2
	Introduction to Salon Work	E3	2
Level 1 Award in Personal and Vocational Development			
	Career Development	L1	3
	Community Action	L1	2
	Dealing with Problems in Daily Life	L1	2
	Developing Self	L1	2
	Healthy Living	L1	2
	Individual Rights and Responsibilities	L1	1
	Managing Own Money	L1	2
	Managing Social Relationships	L1	2

UNITS	Personal Advancement	L1	4
	Preparation for Work	L1	2
	Study Skills	L1	2
	Working as Part of a Group	L1	2
	Working Towards Goals	L1	2
	Identity and Cultural Diversity	L1	2
	Carrying out own volunteering role/	L1	1
	Work Experience	L1	3
	Time management skills	L1	3
	Demonstrating speaking and listening skills	L1	3
	Improving assertiveness and decision making	L1	3
	Managing personal risk	L1	1
	Understanding Personal Identity	L1	1
	Introduction to Business and Business Administration	L1	2
	Introduction to Care Work	L1	2
	Introduction to Catering	L1	2
	Introduction to Child Care	L1	2
	Introduction to Construction Work	L1	2
	Introduction to Contact Centre Operations	L1	2
	Introduction to Customer Service	L1	3
	Introduction to Retail	L1	2
	Introduction to Salon Work	L1	2
	The Role of Family Learning	L1	2
	Understanding rights and responsibilities of citizenship	L1	3
	Understanding young people, law and order	L1	3
	Developing early Literacy, Language and Numeracy Skills	L1	1
	Supporting a child's learning in school	L1	2
	Keeping a child healthy and safe	L1	1
	Understanding the range of service provision and roles within health and social care (adults and young people), early years and childcare	L1	3
	Awareness of protection and safeguarding in health and social care (adults and children people), early years and childcare	L1	3
	Understand the principles and values in health and social care (adults and children and young people), early years and childcare	L1	3
	Introduction to values and principles of adult social care	L1	1
	Awareness of skills and attitudes needed to work in adult social care	L1	1
	Introduction to communication in health and social care (adults and children and young people), early years and childcare	L1	2
	Introductory awareness of equality and inclusion in health, social care and children's and young people's settings	L1	3
	Introductory awareness of health and safety in health, social care and children's and young people's settings	L1	4
	Introductory awareness of person-centred support in health, social care and children's and young people's settings	L1	2
	Introductory awareness of working with others in health, social care and children's and young people's settings	L1	2

UNITS	Introductory awareness of the importance of healthy eating and drinking for adults	L1	3
	Human growth and development	L1	2
	Introduction to disability awareness	L1	1
	Introduction to children and young people's development	L1	3
	Understand the importance of engagement in leisure and social activities in health and social care	L1	3
	Introduction to creative activities for children's development	L1	3
	Introduction to the physical care of babies and young children	L1	3
	Introduction to the development of children and young people through play	L1	2
	Encourage children and young people to eat healthily	L1	2
	Introduction to a healthy lifestyle	L1	3
	Introduction to autistic spectrum condition	L1	3
	Introduction to learning disability	L1	3
	Introduction to physical disability	L1	3
	Introduction to sensory loss	L1	3
	Introduction to mental health	L1	3
	Introduction to dementia	L1	3
	Introduction to the History of Industrialisation 1760 - 1830	L1	4
	Human Physiology for Health Care	L1	4
	Introduction to Criminology	L1	4
	Introduction to Sociology	L1	4
Introduction to Psychology	L1	4	

Assessment Detail: Portfolio of Evidence

Life Skills 

The Ascentis Entry 1 and Entry 2 Award and Certificate provides an introduction to the essential skills needed to establish an independent lifestyle.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Life Skills	600/8235/5	In order to achieve the qualification candidates must gain a maximum of 8 credits from the Optional Units. (See Register for details)
Entry 1	Certificate	Life Skills	500/5851/4	Candidates must achieve a minimum of 32 credits to qualify for the full certificate. Candidates should achieve a minimum of 16 credits at Entry 1. (See Register for details)
Entry 2	Award	Life Skills	600/8304/9	In order to achieve the qualification candidates must gain a total of 8 credits from the Optional Units. (See Register for details)
Entry 2	Certificate	Life Skills	501/1661/7	Candidates must achieve a minimum of 32 credits to qualify for the full certificate. Candidates should achieve a minimum of 17 credits at Entry 2. (See Register for details)

UNITS	Unit Title	Level	Credit Value	
	Yourself and Others	E1	8	
	Yourself and Others	E2	8	
	Learning Skills	E1	8	
	Learning Skills	E2	8	
	Keeping Healthy and Safe	E1	8	
	Keeping Healthy and Safe	E2	8	
	Community and Leisure	E1	8	
	Community and Leisure	E2	8	
	Time and Money	E1	8	
	Time and Money	E2	8	
	Carrying out a Practical Activity	E1	8	
	Carrying out a Practical Activity	E2	8	
	Understanding Relationships	E1	8	
	Understanding Relationships	E2	8	
	Units for Certificate ONLY			
	Understanding Sexual Relationships	E1	5	
	Understanding Sexual Relationships	E2	5	
	Sexual and Personal Health	E1	5	
	Sexual and Personal Health	E2	5	
Managing Social Relationships	E3	2		

Assessment Detail: Portfolio of Evidence

Personal Progress


Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Personal Progress	500/6357/1	Candidates must complete a minimum of 8 credits using the most appropriate combination of the units suitable to the candidates' individual needs and wants
Entry 1	Certificate	Personal Progress	500/6354/6	Candidates must complete a minimum of 14 credits using the most appropriate combination of the units suitable to the candidates' individual needs and wants
Entry 1	Diploma	Personal Progress	500/6543/9	Candidates must complete a minimum of 37 credits using the most appropriate combination of the units suitable to the candidates' individual needs and wants

UNITS	Unit title	Level	Credit Value
	Developing communication skills	E1	3
	Developing reading skills	E1	3
	Developing writing skills	E1	3
	Developing ICT skills	E1	4
	Early mathematics: developing number skills	E1	2
	Early mathematics: position	E1	2
	Early mathematics: shape	E1	2
	Early mathematics: measure	E1	2
	Early mathematics: sequencing and sorting	E1	3
	Developing independent living skills: having your say	E1	3
	Developing independent living skills: keeping safe	E1	2
	Developing independent living skills: looking after your own home	E1	2
	Developing independent living skills: being healthy	E1	2
	Travel within the community: going places	E1	3
	Using Local Health Services	E1	2
	Developing skills for the workplace: following instructions	E1	2
	Developing skills for the workplace: getting things done	E1	4
	Developing skills for the workplace: health and safety	E1	2
	Developing skills for the workplace: looking and acting the part	E1	2
Rights and responsibilities: everybody matters	E1	3	

UNITS	Developing community participation skills: getting out and about	E1	5
	Developing learning skills: learning to learn	E1	5
	Dealing with problems	E1	4
	Getting on with other people	E1	4
	Encountering experiences: being a part of things	E1	3
	Engaging with the world around you: events	E1	3
	Engaging with the world around you: objects	E1	3
	Engaging with the world around you: people	E1	3
	Understanding what money is used for	E1	3
	Developing Independent Living Skills: Looking after yourself	E1	2
	Developing community participation skills: personal enrichment	E1	2
	Developing self-awareness: all about me	E1	3
	Making Requests and asking questions in familiar situations	E1	2
	Planning and Preparing food for an event	E1	3
	Providing Personal Information	E1	2
	Using a Community facility over a period of time	E1	3
	Recognising time through regular events	E1	3
	Participating in a mini-enterprise	E1	4
	Engaging in new creative activities	E1	3
	Taking part in daily routine	E1	3
	Using interpersonal skills to contribute to positive relationships	E1	2
	Preparing drinks and snacks	E1	3
	Engaging with the world around you: technology	E1	2
	Engaging with the world around you: therapies	E1	2
	Developing independent living skills: personal presentation	E1	2
	Developing skills for the workplace: looking after and caring for animals	E1	2
	Developing skills for the workplace: growing and caring for plants	E1	2
	Developing community participation skills: caring for the environment	E1	3
Developing community participation skills: participating in sporting activities	E1	3	

Assessment Detail: Portfolio of Evidence

Personal and Social Development



ASDAN

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Personal and Social Development	500/6881/7	<p>The Award in Personal and Social Development requires the achievement of a minimum of 6 credits from the full range of units available. At least four credits must be achieved at Entry 1. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>
Entry 1	Certificate	Personal and Social Development	500/7297/3	<p>The Certificate in Personal and Social Development requires the achievement of a minimum of 13 credits from the full range of units available. At least seven credits must be achieved at Entry 1 or above. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>
Entry 2	Award	Personal and Social Development	500/5558/6	<p>The Award in Personal and Social Development requires the achievement of a minimum of 6 credits from the full range of units available. At least four credits must be achieved at Entry 1. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>
Entry 2	Certificate	Personal and Social Development	500/5459/4	<p>The Certificate in Personal and Social Development requires the achievement of a minimum of 13 credits from the full range of units available. At least seven credits must be achieved at Entry 1 or above. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>

Entry 3	Award	Personal and Social Development	500/55574	<p>The Award in Personal and Social Development requires the achievement of a minimum of 6 credits from the full range of units available. At least four credits must be achieved at Entry 1. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>
Entry 3	Certificate	Personal and Social Development	500/5326/7	<p>The Certificate in Personal and Social Development requires the achievement of a minimum of 13 credits from the full range of units available. At least seven credits must be achieved at Entry 1 or above. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>
Level 1	Award	Personal and Social Development	500/5560/4	<p>The Award in Personal and Social Development requires the achievement of a minimum of 8 credits from the full range of units available. At least five credits must be achieved from Level 1 units. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>
Level 1	Certificate	Personal and Social Development	500/5559/8	<p>The Certificate in Personal and Social Development requires the achievement of a minimum of 13 credits from the full range of units available. At least seven credits must be achieved from Level 1 units. Units with the same title can only be counted once. There are no mandatory units.</p> <p>(See Register for details)</p>

Unit Title	Credit Value at each Level				
	E1	E2	E3	L1	L2
Working towards goals		2	2	2	
Dealing with problems in daily life		2	2	2	
Working as part of a group		2	2	2	
Developing self		2	2	2	
Managing social relationships		1	2	2	2
Individual rights and responsibilities		1	1	1	1
Community action	2	2	2	2	2
Healthy living	2	2	2	2	3
Preparation for work	2	2	2	2	2
Managing own money	2	2	2	2	
Parenting awareness	2	2	2	2	3
Making the most of leisure time	2	2	2	2	
Environmental awareness	2	2	2	2	2
Using technology in the home and community	2	2	2		
Personal safety in the home and community	2	2	2		
Identity and Cultural Diversity				2	2
Healthy Eating				2	
Food safety in the Home and Community				2	
Your money in the future				2	2
Healthy Eating and Personal Development					2
Handling Food Safely in Personal Development					2
Managing Money in Personal Development					2
Recreational Involvement in Personal Development					2
Making Money Decisions				2	2
Keeping track of your money				2	2

Assessment Detail: Portfolio of Evidence



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 2	Award	Employability	600/7772/4	<p>The qualification comprises Core and Additional units. To achieve the qualification a minimum of 6 credits must be completed in total, and include at least one unit from the Core units group (Group A). The remainder of the credits can be achieved through either Core or Additional units. A minimum of 4 credits must be achieved at the level of the qualification. Achievement of any additional units will be recognised and recorded on the certificate.</p> <p>(See Register for unit and group details)</p>
Entry 2	Certificate	Employability	600/8014/0	<p>The qualification comprises Core and Additional units. To achieve the qualification a minimum of 15 credits must be completed in total, and include at least two units from the Core units group (Group A). A minimum of 8 credits must be achieved at the level of the qualification. Achievement of any additional units will be recognised and recorded on the certificate.</p> <p>(See Register for unit and group details)</p>
Entry 3	Award	Employability	600/8012/7	<p>The qualification comprises Core and Additional units. To achieve the qualification a minimum of 6 credits must be completed in total, and include at least one unit from the Core units group (Group A). The remainder of the credits can be achieved through either Core or Additional units. A minimum of 4 credits must be achieved at the level of the qualification. Achievement of any additional units will be recognised and recorded on the certificate.</p> <p>(See Register for unit and group details)</p>

Entry 3	Certificate	Employability	600/8015/2	<p>The qualification comprises Core and Additional units. To achieve the qualification a minimum of 15 credits must be completed in total, and include at least two units from the Core units group (Group A). A minimum of 8 credits must be achieved at the level of the qualification. Achievement of any additional units will be recognised and recorded on the certificate.</p> <p>(See Register for unit and group details)</p>
Level 1	Award	Employability	600/8016/4	<p>The qualification comprises Core and Additional units. To achieve the qualification a minimum of 6 credits must be completed in total, and include at least one unit from the Core units group (Group A). The remainder of the credits can be achieved through either Core or Additional units. A minimum of 4 credits must be achieved at the level of the qualification. Achievement of any additional units will be recognised and recorded on the certificate.</p> <p>(See Register for unit and group details)</p>
Level 1	Certificate	Employability	600/8005/X	<p>The qualification comprises Core and Additional units. To achieve the qualification a minimum of 15 credits must be completed in total, and include at least two units from the Core units group (Group A). A minimum of 8 credits must be achieved at the level of the qualification. Achievement of any additional units will be recognised and recorded on the certificate.</p> <p>(See Register for unit and group details)</p>

	Unit Title	Credit Value at each Level			
		E2	E3	L1	L2
UNITS	Maintaining Work Standards	2	3	3	
	Exploring Job Opportunities	2	1	1	3
	Learning through Work Experience	2	3	3	3
	Career Exploration		2	2	2
	Applying for a Job		2	2	2
	Enterprise Skills		1	1	1
	Communicating with others at work	1	1	1	
	Customer Service	2	2	2	3
	Exploring Business and Enterprise		1	2	2
	Health and Safety in the Workplace	2	2	2	2
	Introduction to Health and Safety for people at work			1	
	Managing Personal Finance as an Employee			2	2
	Opportunities for Learning and Work		2	2	2
	Overcoming barriers to work		1	1	2
	Participating in an Enterprise Activity		2	3	3
	Planning and Reviewing learning	2	2	2	3
	Rights and Responsibilities in the Workplace	1	1	1	
	Tackling Problems			2	3
	Using advice and guidance		1	1	1
	Working with numbers	2	2	2	
	Team working			2	3
	Travelling to work	2			
	Working to Good Practice standards				3
	Working with others	2	2		
	Using ICT in the workplace				2
	Tackling problems at work	1	1		
	Research Skills				2
Meetings in the Workplace				3	
Workplace Hazard Awareness		1			

Assessment Detail: Portfolio of Evidence

Workplace Hazard Awareness

The Entry 3 Award is aimed at 14-19 year olds before they embark on work experience, or their first job.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Workplace Hazard Awareness	500/9912/7	This qualification has one mandatory unit that is worth one credit.

UNITS	Unit title	Level	Credit Value
	Workplace Hazard Awareness	E3	1

Assessment Detail: Portfolio of Evidence

Health and Safety at Work

The Level 1 Award is aimed at those new to the workplace.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Health and Safety at Work	500/9831/7	This qualification contains one unit that candidates must complete, worth one credit.

UNITS	Unit title	Level	Credit Value
	Health and Safety at Work	L1	1

Assessment Detail: 20 Question Multiple Choice Examination

Caring for Children

These qualifications are designed to stimulate interest and encourage the candidates' understanding of the skills and knowledge needed to care for young children. They build on the knowledge covered in the Award and Certificate in Caring for Children. In addition the qualifications allow centres flexibility in offering a mix of vocational and personal and social development (PSD) units.

These qualifications are aimed at a range of candidates, including young people needing to develop life skills as well as those who are thinking of working in childcare. They are also suitable for parents who wish to develop parenting skills, mature candidates with special educational needs, or where English is an additional language.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Caring for a child/ children	500/9354/X	Candidates must achieve a minimum of 9 credits for the Award. 5 or more credits must be achieved at Entry Level 3 or Level 1 (Group A). A further 4 credits must be achieved from either Group A or Group B. (See Register for details)
Level 1	Award	Caring for Children	500/9010/0	Candidates must achieve a minimum of 10 credits to complete the Award. A maximum of 4 credits can be achieved from Group B. (See Register for details)
Level 1	Certificate	Caring for Children	500/9009/4	Candidates must achieve a minimum of 26 credits to complete the Certificate. 14 or more credits must be achieved from Group A. A further 12 credits must be achieved from either Group A and/or Group B. (See Register for details)
Level 1	Diploma	Caring for Children	501/1015/9	Candidates must achieve a minimum of 37 credits to complete the Diploma. 25 or more credits must be achieved from Group A. A further 12 credits must be achieved from either Group A and/or Group B. (See Register for details)

UNITS	Unit Title	Level	Credit Value
	Sharing learning experiences with children	L1	4
	Growth and development of young children	L1	2
	Human growth and development	L1	2
	Respecting and valuing children	L1	2
	Children's play and leisure activities in the community	L1	3
	Preparing for your next steps	L1	4
	Supporting babies to play	L1	3
	Science activities for young children	L1	3
	Technology activities for young children	L1	2
	Musical activities for young children	L1	2
	Practical health and safety when with young children	L1	3
	Finding out about Forest Schools	L1	3
	Craft activities for young children	L1	3
	Understanding learning and development through play	L1	3
	Safeguarding the welfare of children and young people	L2	3
	Investigating a vocational area	L2	2
	Self development	L2	3
	Healthy living	L1	2
	Healthy eating for families	L1	4
	Confidence building for the young child through play	E3	3
	Listening to and talking with a young child	E3	3
	Providing a safe and hygienic environment for a young child	E3	3
	Routines for a young child	E3	4
	Play and learning in the home	E3	3
	Responsibilities of new parent(s)	E3	3
	Eating healthily	E3	3
Contraception information	E3	1	
Individual rights and responsibilities	E3	1	
Healthy lifestyle	E2	2	
Peer mentoring	E2	1	

Assessment Detail: Portfolio of Evidence

Personal and Social Development

These qualifications are suitable for a variety of candidates including: young people in schools and colleges needing to develop life skills and mature candidates with special educational needs or where English is an additional language

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Personal and Social Development	500/9571/7	Candidates must achieve a minimum of 6 credits. 4 of these credits must be achieved at Level 1 or above. A minimum of 2 credits must be achieved from Group A. The remaining 4 credits can be achieved from either Group A or Group B. (See Register for details)
Level 1	Certificate	Personal and Social Development	500/9570/5	Candidates must achieve a minimum of 15 credits, 8 of which must be achieved at Level 1 or above. A minimum of 11 credits must be achieved from Group A. The remaining 4 credits are to be achieved from any of the units included in Group A or Group B. (See Register for details)

UNITS	Unit Title	Level	Credit Value
	Interview skills	L2	1
	Dealing with challenges	L2	2
	Developing self	L1	2
	Planning an enterprise activity	L1	1
	Running an enterprise activity	L1	1
	Managing own money	L1	2
	The changing nature of society in the UK	L1	1
	Personal and social relationships	L1	1
	Supporting others	L1	3
	Understanding personal identity	L1	1
	Contributing to a team	L1	3
	Investigating a vocational area	L2	2
	Healthy living	L1	2
	Preparing for your next steps	L1	4
	Healthy eating for families	L1	4
	Supporting babies to play	L1	3
Contraception information	E3	1	
Individual rights and responsibilities	E3	1	

Creative Crafts **VOC**

This qualification can be used for a range of candidates with differing abilities and age range. A course of study allows the candidate to develop and extend basic craft skills and provides candidates with the underpinning knowledge of the creative craft processes

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Creative Crafts	500/8304/1	The qualification comprises three mandatory units reflecting a series of craft pathways with a total value of 7 credits. The candidate is only permitted to take one of the following pathways: Pathway 1: Ceramics Skills Pathway 2: Digital Imaging Skills Pathway 3: Drawing and Painting Skills Pathway 4: Fashion Skills Pathway 5: Floral Craft Skills Pathway 6: Interior Design Skills Pathway 7: Jewellery Skills Pathway 8: Metalwork Skills Pathway 9: Mixed Craft Skills Pathway 10: Photography Skills Pathway 11: Pottery Skills Pathway 12: Textiles Skills

UNITS	Unit Title	Level	Credit Value
	Ceramic Skills		
	Explore available resources to develop basic ceramics skills	L1	2
	Explore and develop ceramics ideas creatively	L1	3
	Create, present and evaluate final ceramics items	L1	2
Digital Imaging Skills			
	Explore available resources to develop basic digital imaging skills	L1	2
	Explore and develop digital imaging ideas creatively	L1	3
	Create, present and evaluate final digital imaging items	L1	2
Drawing and Painting Skills			
	Explore available resources to develop basic drawing and painting skills	L1	2
	Explore and develop drawing and painting ideas creatively	L1	3
	Create, present and evaluate final drawing and painting items	L1	2
Fashion Skills			
	Explore available resources to develop basic fashion skills	L1	2
	Explore and develop fashion ideas creatively	L1	3
	Create, present and evaluate final fashion items	L1	2
Floral Craft Skills			
	Explore available resources to develop basic floral craft skills	L1	2
	Explore and develop floral craft ideas creatively	L1	3
	Create, present and evaluate final floral craft items	L1	2

Interior Design			
Explore available resources to develop basic interior design skills	L1	2	
Explore and develop interior design ideas creatively	L1	3	
Create, present and evaluate final interior design items	L1	2	
Jewellery Skills			
Explore available resources to develop basic jewellery skills	L1	2	
Explore and develop jewellery ideas creatively	L1	3	
Create, present and evaluate final jewellery items	L1	2	
Metal Work Skills			
Explore available resources to develop basic metal work skills	L1	2	
Explore and develop metal work ideas creatively	L1	3	
Create, present and evaluate final metal work items	L1	2	
Mixed Craft Skills			
Explore available resources to develop basic mixed craft skills	L1	2	
Explore and develop mixed craft ideas creatively	L1	3	
Create, present and evaluate final mixed craft items	L1	2	
Photography Skills			
Explore available resources to develop basic photography skills	L1	2	
Explore and develop photography ideas creatively	L1	3	
Create, present and evaluate final photography items	L1	2	
Pottery Skills			
Explore available resources to develop basic pottery skills	L1	2	
Explore and develop pottery ideas creatively	L1	3	
Create, present and evaluate final pottery items	L1	2	
Textiles Skills			
Explore available resources to develop basic textiles skills	L1	2	
Explore and develop textiles ideas creatively	L1	3	
Create, present and evaluate final textiles items	L1	2	

Assessment Detail: Portfolio of Evidence

Employability Skills

This qualification can be used for a range of candidates with differing abilities and age range. A course of study allows the candidate to develop and explore a broad range of essential skills that include job search skills, personal preparation for employment and improve skills required for the working environment. It also allows candidates to progress to Employability Level 2 (QCF).

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Employability Skills	500/8157/3	6 credits from 4 units required for Award – 2 Units to be chosen from Group A and Group B (See Register for details)

UNITS	Unit Title	Level	Credit Value
	Business and Customer Awareness	1	2
	Problem Solving in a place of work	1	2
	Working in a Team	1	2
	Working with Colleagues	1	1
	Job Search Skills	1	1
	Job Application Skills	1	1
	Job Interview Skills	1	1

Assessment Detail: Portfolio of Evidence

Performance Skills

This qualification can be used for a range of candidates with differing abilities and age range. A course of study allows the candidate to develop basic skills within the entertainment industry and gives the candidate the opportunity to perform in front of a small or large audience.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Certificate	Performance Skills	501/0086/5	All three mandatory units with a total credit value of 14 must be achieved to attain the Level 1 Certificate.

UNITS	Unit Title	Level	Credit Value
	Working in the Performing Arts	1	4
	Develop Performance Skills	1	4
Rehearse and Perform	2	6	

Assessment Detail: Portfolio of Evidence

Substance Misuse Awareness

LLW

This qualification can be used for a range of candidates with differing abilities and age ranges. The purpose and the aim of this qualification is to provide the candidate with an awareness of the use and misuse of a range of drugs available. The qualification will allow the candidate to research and identify the personal and social effects of drugs use as well as society's perceptions of the drugs culture.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Substance Misuse Awareness	600/0007/7	One Mandatory Unit Qualification

UNITS	Unit Title	Level	Credit Value
	Develop an Awareness of Substance Abuse	1	2

Assessment Detail: Portfolio of Evidence

Occupational Studies

VOC

CCEA offers 6 single award qualifications under the general title of Occupational Studies. Each of the qualifications relates to a general occupational area and includes a range of optional units:

- Business and Services
- Construction
- Design and Creativity
- Engineering and Engineering Services
- Environment and Society
- Technology and Innovation

*Units in bold are available in more than one occupational area.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1/2	Occupational Studies	Business and Services	600/8774/2	Candidates must achieve two units from their chosen occupational area to achieve award Candidates can take more than one qualification in Occupational Studies. However, they cannot take the same unit to count towards more than one award.
Level 1/2	Occupational Studies	Construction	600/8652/X	
Level 1/2	Occupational Studies	Design and Creativity	600/8186/7	
Level 1/2	Occupational Studies	Engineering and Engineering Services	600/8655/5	
Level 1/2	Occupational Studies	Environment and Society	600/8653/1	
Level 1/2	Occupational Studies	Technology and Innovation	600/8775/4	

Business and Services	Construction	Design and Creativity
<p><i>Any 2 of the following 15 units:</i></p> <ul style="list-style-type: none"> • Childcare: the Play Environment • Communication in an Office or Business Environment • Contemporary Cuisine • Creative Styling Using Blow-Drying Techniques • Customer Service • Facial Skincare • Logistics and Transport • Manicure and Nail Art • Modern Office Procedures • Modern Retailing • Patisserie and Baking • Shampooing and Conditioning Treatments • The Physical Care of Babies • Using Office Technology • Vehicle Servicing and Valeting Operations 	<p><i>Any 2 of the following 8 units:</i></p> <ul style="list-style-type: none"> • Bench Joinery • Brick and Block Work • Carpentry and Joinery • Hard Landscaping • Painting and Decorating • Plastering • Plumbing • Tiling 	<p><i>Any 2 of the following 12 units:</i></p> <ul style="list-style-type: none"> • Contemporary Cuisine • Creative Hair Styling on Long Hair • Creative Hair Styling Setting Techniques • Creative Styling Using Blow-Drying Techniques • Enterprise Crafts • Graphic Design • Interior Design • Patisserie and Baking • Specialised Crafts • Textile and Fashion Design • Total Beauty • Website Development

Engineering & Engineering Services	Environment and Society	Technology & Innovation
<p><i>Any 2 of the following 15 units:</i></p> <ul style="list-style-type: none"> • Basic Fast-Fit Operations • Basic Vehicle Body Components and Fitting • Computer Aided Design • Electronic Circuit Construction • Electrical Wiring Installation • Maintenance of Land-Based Machinery • Manufacturing Techniques – Hand Fitting • Manufacturing Techniques – Sheet Metal • Plumbing • Vehicle Servicing and Valeting Operations • Vehicle Technician Operations 	<p><i>Any 2 of the following 8 units:</i></p> <ul style="list-style-type: none"> • Animal Care • Horticulture: Caring for Plants and Flowers • Horticulture: Growing Plants in a Sustainable Way • Reminiscence with Individuals in a Care Environment • Running a Leisure Event • Sports Leadership • Tour Guiding • Working in a Care Environment • Working in Tourism 	<p><i>Any 2 of the following 12 units:</i></p> <ul style="list-style-type: none"> • Bench Joinery • Carpentry and Joinery • Computer Aided Design • Digital Imaging • Digital Music • Manufacturing Techniques – Hand Fitting • Manufacturing Techniques – Sheet Metal • Sound Production • TV and Film Production

Assessment Detail: Portfolio of Evidence

CCEA, City & Guilds and OCNNI Essential Skills



Level	Qualification Type	Qualification Name	CCEA Qualification Number	City and Guilds Qualification Number	OCNNI Qualification Number
Entry Levels 1 - 3	Certificate	Essential Skills – Adult Literacy	600/6578/3	600/7131/X	600/6468/7
Entry Levels 1 - 3	Certificate	Essential Skills – Adult Numeracy	600/6579/5	600/7132/1	600/6469/9

The above 2 sets of qualifications are made up of 3 components at each level. Each component must be achieved at the level of the qualification.

Structure

Literacy		
Speaking and Listening	Reading	Writing
Numeracy		
Number	Measures, Shape and Space	Handling Data

Assessment Detail

Common written tasks set by the Awarding Organisations. The written tasks are set by the three Awarding Organisations and are the same from each Awarding Organisation

Level	Qualification Type	Qualification Name	CCEA Qualification Number	City and Guilds Qualification Number	OCNNI Qualification Number
Level 1	Certificate	Essential Skills – Communication	600/6528/X	600/7136/9	500/7667/X
Level 1	Certificate	Essential Skills – Application of Number	600/6527/8	600/7134/5	500/7668/1
Level 2	Certificate	Essential Skills – Communication	600/6577/1	600/7133/3	500/7666/8
Level 2	Certificate	Essential Skills – Application of Number	600/6525/4	600/7137/0	500/7661/9

Assessment Detail: External desktop task and Portfolio of Evidence

Personal Progress



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Personal Progress	500/6824/6	To achieve this qualification a candidate must achieve a minimum of 8 credits to obtain an Award.
Entry 1	Certificate	Personal Progress	500/6769/2	To achieve this qualification a candidate must achieve a minimum of 14 credits to obtain a Certificate.
Entry 1	Diploma	Personal Progress	500/6792/8	To achieve this qualification a candidate must achieve a minimum of 37 credits to obtain a Diploma.

	Unit title	Level	Credit Value
	UNITS	Developing communication skills	E1
Developing reading skills		E1	3
Developing writing skills		E1	3
Developing ICT skills		E1	4
Early mathematics: developing number skills		E1	2
Early mathematics: position		E1	2
Early mathematics: shape		E1	2
Early mathematics: measure		E1	2
Early mathematics: sequencing and sorting		E1	3
Developing independent living skills: having your say		E1	3
Developing independent living skills: keeping safe		E1	2
Developing independent living skills: looking after your own home		E1	2
Developing independent living skills: being healthy		E1	2
Travel within the community: going places		E1	3
Using Local Health Services		E1	2
Developing skills for the workplace: following instructions		E1	2
Developing skills for the workplace: getting things done		E1	4
Developing skills for the workplace: health and safety		E1	2
Developing skills for the workplace: looking and acting the part		E1	2
Rights and responsibilities: everybody matters		E1	3
Developing community participation skills: getting out and about		E1	5
Developing learning skills: learning to learn		E1	5
Dealing with problems		E1	4
Getting on with other people		E1	4
Encountering experiences: being a part of things	E1	3	
Engaging with the world around you: events	E1	3	

UNITS	Engaging with the world around you: objects	E1	3
	Engaging with the world around you: people	E1	3
	Understanding what money is used for	E1	3
	Developing Independent Living Skills: Looking after yourself	E1	2
	Developing community participation skills: personal enrichment	E1	2
	Developing self-awareness: all about me	E1	3

Assessment Detail: Portfolio of Evidence

Retail Skills

This qualification will provide candidates with an introduction to handling stock, looking after customers, discovering the retail workplace and keeping the workplace clean and tidy.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Introduction to Retail Skills	500/6836/2	To complete this qualification, candidates must achieve 9 credits.

UNITS	Unit title	Level	Credit Value
	Discovering the retail workplace	E3	3
	Introduction to handling stock in a retail environment	E3	3
	Introduction to keeping the work area clean, tidy & safe in a retail environment	E3	3
	Introduction to looking after customers in a retail environment.	E3	3

Assessment Detail: Portfolio of Evidence

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Retail Skills	600/3947/4	To complete this qualification, candidates must achieve a minimum of 7 credits. All 7 credits must be achieved at level 1.
Level 1	Certificate	Retail Skills	600/3948/6	To complete this qualification, candidates must achieve a minimum of 19 credits. (For unit requirements see Register for details)
Level 1	Diploma	Retail Skills	600/3949/8	To complete this qualification, candidates must achieve a minimum of 37 credits. (For unit requirements see Register for details)

UNITS	Unit title	Level	Credit Value
	Load orders for dispatch from a retail store to customers	L1	3
	Provide a counter take-away service	L1	3
	Move goods and materials manually in a retail environment	L1	3
	Sort donated goods for resale or recycling in a retail environment	L1	3
	Maintain food safety while working with food in a retail environment	L1	5
	Contribute to monitoring and maintaining ease of shopping in a retail sales area	L1	2
	Keep stock at required levels in a retail environment	L1	3
	Wrap and pack goods for customers in a retail environment	L1	3
	Recognise and report security risks in a retail environment	L1	4
	Comply with workplace health and safety requirements in a retail environment	L1	5
	Keep the retail environment clean and hygienic (non-food)	L1	3
	Units for Certificate and Diploma only		
	Work effectively in a retail team	L1	7
	Receive goods and materials into storage in a retail environment	L2	4
	Place goods and materials into storage in a retail environment	L2	4
	Keep stock on sale at required levels in a retail environment	L2	3
	Process customer orders for goods in a retail environment	L2	3
	Process returned goods in a retail environment	L2	3
	Assemble products for display in a retail environment	L2	2
	Hand-process fish in a retail environment	L2	6
	Process green grocery for sale in a retail environment	L2	7
	Select, weigh and measure bakery ingredients	L2	3
	Hand-divide, mould and shape fermented dough	L2	4
	Maintain food safety while working with food in a retail environment	L2	6
	Pick products in a retail environment to fulfil customer orders	L2	4
Check stock levels and sort out problems with stock levels in a retail environment	L2	2	
Maintain moisture levels for crops and plants	L2	2	
Provide nutrients to crops or plants	L2	2	
Remove unwanted plant growth to maintain development	L2	5	
Identify and report the presence of pests, diseases and disorders	L2	3	
Finish bake-off food products in a retail environment	L2	3	
Glaze, coat or decorate bake-off products for sale in a retail environment	L2	3	
Display stock to promote sales to customers in a retail environment	L2	5	
Help customers to choose products in a retail environment	L2	6	
Carry out promotional campaigns in a retail environment	L2	4	
Deal with customer queries and complaints in a retail environment	L2	4	
Demonstrate products to customers in a retail environment	L2	3	
Process payments for purchases in a retail environment	L2	4	
Process applications for credit agreements offered in a retail environment	L2	5	
Promote loyalty schemes to customers in a retail environment	L2	3	
Follow guidelines for planning and preparing visual merchandising displays	L2	5	

UNITS	Dress visual merchandising displays to attract customers	L2	7
	Order and position signage and graphics for visual merchandising displays	L2	3
	Dismantle and store props and graphics from visual merchandising displays	L2	3
	Assemble visual merchandising displays	L2	4
	Follow point-of-sale procedures for age-restricted products in a retail environment	L2	2
	Provide National Lottery products to customers	L2	4
	Advise customers on the fixing and care of tiles	L2	6
	Cash up in a retail environment	L2	2
	Promote a retail store's credit card to customers in a retail environment	L2	3
	Provide service to customers in a dressing room in a retail environment	L2	3
	Promote food or drink products by offering samples to customers	L2	2
	Deliver goods from a retail environment to the customer's delivery address	L2	3
	Help customers to apply for a retail store's credit card and associated insurance products	L2	4
	Help customers to choose delicatessen products in a retail environment	L2	3
	Portion delicatessen products to meet customer requirements in a retail environment	L2	2
	Merchandise plants and other relevant products	L2	6
	Demonstrate make-up and skincare products to customers at a beauty counter in a retail environment	L2	4
	Operate a customer record card system on a beauty counter in a retail environment	L2	2
	Give customers a positive impression of yourself and your organisation	L2	5
	Protect own and others' health and safety when working in a retail environment	L2	5
	Reduce security risks in a retail environment	L2	5
	Prepare newspapers and magazines for return to merchandisers	L2	2
	Check the accuracy of records of hours worked by staff in a retail environment	L2	4
	Units for Diploma only		
	Finish meat products by hand in a retail environment	L2	9
	Organise own work to meet a dough production schedule in a retail environment	L2	10
	Provide a bra fitting service in a retail environment	L2	10
Make props and decorate fixtures and panels for visual merchandising displays	L2	10	

Assessment Detail: Portfolio of Evidence and Task-based Controlled Assessment

Basic Construction Skills 

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Basic Construction Skills	501/1097/4	To achieve the qualification, 8 credits are required. (See Register for details)
Entry 3	Certificate	Basic Construction Skills	600/3005/7	Candidates must achieve 14 credits to achieve this qualification. (See Register for details)
Level 1	Award	Basic Construction Skills	501/0840/2	To achieve the L1 Award in Basic Construction Skills, a total of 8 credits are required. (See Register for details)
Level 1	Certificate	Basic Construction Skills	501/0799/9	To achieve the L1 Certificate in Basic Construction Skills, 8 units must be selected from a range of optional units. (See Register for details)
Level 1	Diploma	Basic Construction Skills	501/0798/7	To achieve the Diploma in Basic Construction Skills, 37 credits must be gained. (See Register for details)

UNITS	Unit title	Level	Credit Value
	Introducing site carpentry skills	E3	2
	Introducing bench joinery skills	E3	2
	Introducing cabinet making skills	E3	2
	Introducing rain water goods	E3	2
	Introducing finishing skills	E3	2
	Introducing levelling in construction	E3	2
	Introducing pipework skills	E3	2
	Introducing paint finishing skills	E3	2
	Introducing brickwork skills	E3	2
	Developing site carpentry skills	L1	4
	Developing bench joinery skills	L1	4
	Developing cabinet making skills	L1	4
	Developing flooring skills	L1	4
	Developing Partitioning Skills	L1	4
Developing Hand Tool Maintenance Skills	L1	4	

UNITS	Developing Hand Plane Skills	L1	4
	Developing Pipework Skills (plumbing)	L1	4
	Developing Skills in Fitted Interiors (plumbing)	L1	4
	Developing brickwork skills	L1	4
	Developing Quoin Skills	L1	4
	Developing paint finishing skills	L1	4
	Developing Surface Preparation Skills (papering)	L1	4
	Developing papering skills	L1	4
	Developing Hardwood Finishing Skills	L1	4
	Developing Blockwork Skills	L1	4
	Developing Rendering Skills	L1	4
	Developing plastering skills	L1	4
	Developing tiling skills	L1	4
	Units for Level 1 Certificate and Diploma only		
	Expanding cabinet making skills	L2	1
	Expanding Plastering Skills	L2	1
	Expanding paint finishing skills	L2	1
	Expanding site carpentry skills	L2	1
	Expanding Rendering Skills	L2	1
	Expanding brickwork skills	L2	1
Expanding pipework skills	L2	1	
Expanding bench joinery skills	L2	1	

Assessment Detail: Portfolio of Evidence

Entry Level Foundation Awards



The Entry Level Foundation Awards in Communication are specifically designed to take account of candidates with learning and/or physical difficulties. For this suite of qualifications, special arrangements already apply and it is not necessary to apply for Reasonable Adjustments to be made.

These qualifications are intended for students who are working at Entry Level in other areas of the curriculum, whether in mainstream or specialist units, including those with more severe learning or behavioural difficulties. This suite of qualifications also provides carefully graded progression in communication skills and developing oral skills within a group, offering opportunities for both vertical and lateral progression.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Communicating with Art	600/3618/7	These qualifications consist of one mandatory unit only. The unit title is the same as the qualification title. To achieve these qualifications the learner must gain 3 credits. Each unit has a credit value of 3.
Entry 1	Award	Communicating with Dance	600/3619/9	
Entry 1	Award	Communicating with Others	501/0140/7	
Entry 1	Award	Communication Skills within a Group	501/0141/9	
Entry 1	Award	Developing Independent Communication Skills	501/0186/9	
Entry 1	Award	First steps in Communicating with Others	501/0143/2	
Entry 1	Award	Independent Communication Skills	501/0142/0	
Entry 1	Award	Oral Communication with Music	600/3620/5	
Entry 1	Award	Oral Communication with Others	501/0138/9	
Entry 1	Award	Oral Communication with Drama	600/3596/1	
Entry 2	Award	Communicating within a team in the Community	501/0137/7	
Entry 2	Award	Developing Oral Interview Skills	501/0136/5	
Entry 2	Award	Getting ready for a Journey	600/2767/8	
Entry 2	Award	Oral Communication in the Community	501/0187/0	

Entry 2	Award	Preparing for Performing within a team	600/2968/7	<p>These qualifications consist of one mandatory unit only.</p> <p>The unit title is the same as the qualification title.</p> <p>To achieve these qualifications the learner must gain 3 credits.</p> <p>Each unit has a credit value of 3.</p>
Entry 3	Award	Communicating in the Workplace	501/0139/0	
Entry 3	Award	Communicating with others in the Workplace	501/0144/4	
Entry 3	Award	Oral Interview Skills	501/0188/2	
Entry 3	Award	Planning a Journey	600/2768/X	
Entry 3	Award	Preparation for a Performance	600/2969/9	
Entry 3	Award	Reading to a Child	600/8164/8	

Assessment Detail: External Assessment, Aural Examination, Oral Examination, Practical Demonstration/Assignment

Personal Employability, Achievement and Reflection for Learning (PEARL)

This award is aimed at a wide range of people, regardless of age. It includes candidates in formal education and training establishments (such as schools, colleges and training providers) and candidates in community settings. The Award is intended for anyone who needs to develop and/or have recognised their social, personal and employability skills. No prior learning or specific ability is required.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Personal Employability, Achievement and Reflection for Learning (PEARL)	600/2110/X	At Level 1 there are three grades: Grade 1, 2 and 3. This is a single unit qualification. Candidates choose one unit to achieve a qualification in that grade.

UNITS	Unit Title	Level	Credit Value
	Social and Personal Development: Grade 1	1	6
	Social and Personal Development: Grade 2	1	6
	Social and Personal Development: Grade 3	1	6

Assessment Detail: Observation of a candidate's performance.

Preparation for Employability

This qualification has been designed to provide candidates with foundation skills in the areas of Communication, Numeracy and ICT, combined with a range of units to choose from that will assist with developing life and work skills and encourage candidates to be more independent.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Certificate	Preparation for Employability	601/3150/0	The candidate must achieve 21 credits. 3 credits must be achieved from each of the groups A, B and C and a minimum of 12 from group D. (See Register for unit and grouping details)

UNITS	Unit Title	Level	Credit Value
	Effective Communication Skills in a workplace	E3	2
	Effective Reading Skills in a workplace	E3	2
	Effective Writing Skills in a workplace	E3	2
	Listen and Respond to Information	E3	1
	Take part in a discussion	E3	1
	Number and money skills	E3	3
	Calculations and budgeting with money	E3	2
	Using numeracy skills in the workplace	E3	1
	Presenting information using ICT	E3	2
	Using email	E3	1
	ICT skills in a workplace	E3	2
	Individual Rights and Responsibilities	E3	3
	Interview skills	E3	2
	Contribute to team activities	E3	3
	Skills for the workplace	E3	3
	Understanding the importance of appropriate workplace behaviour	E3	2
	Using transport to and from the workplace	E3	2
	Using and maintaining tools and equipment	E3	2
	Working with others in a group activity	E3	2
	Applying assertiveness and decision making skills	E3	3
	Carrying out instructions in the workplace	E3	2
	Citizenship for the Individual	E3	3
	Completing a Curriculum Vitae	E3	1
Exhibiting an art or craft product	E3	2	
Design and create an art or craft product	E3	2	

UNITS	Skills for Employment	E3	3
	Time: Reading and Recording	E3	1
	Understanding food safety and storage	E3	3
	Induction to College	E3	3
	Healthy Eating and Drinking	E3	3
	Basic retail skills	E3	3
	Keeping the retail work area clean and tidy	E3	2
	Exploring Personal Development	E3	3
	Exploring Enterprise	E3	3
	Skills for learning in work	E3	3
	Exploring diversity within society	L1	3
	Exploring Equal Opportunities	L1	3

Assessment Detail: Portfolio of Evidence

Preparation for Work

This qualification has been designed to provide candidates with foundation skills in the areas of Communication, Numeracy and ICT, combined with a range of units to choose from that will assist with developing life and work skills.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Certificate	Preparation for Work	601/3131/7	The candidate must achieve 21 credits. 3 credits must be achieved from each of the groups A, B and C and a minimum of 12 from group D. (See Register for unit and grouping details)

UNITS	Unit Title	Level	Credit Value
	Communicating with Others	E3	2
	Take part in a discussion	E3	1
	Literacy and Communication skills for the workplace	E3	1
	Writing and Proofreading Skills	E3	1
	Using Grammar Skills	E3	3
	Practical use of grammar and punctuation	E3	1
	Using numeracy in the workplace	E1	1
	Individual budgeting and managing money	E3	3
	Handling and calculating payments	E3	2
	Household Income	E3	3
	Using Numeracy skills in the workplace	E3	1
	IT user essentials	E3	2
	Exploring Computers	E3	3
	Accessing online information and using emails	E3	1

UNITS	Presenting information using ICT	E3	2
	Safe working practices when using ICT	E3	2
	Searching, selecting and saving information using ICT	E3	3
	Using digital photography software	E3	1
	Create and format a document using ICT	E3	3
	Exploring hobbies	E1	2
	Basic cooking methods and equipment	E3	3
	Community Responsibilities	E3	3
	Contribute to Team activities	E3	3
	Create and present artwork	E3	3
	Customer service in a retail environment	E3	3
	Developing good customer service skills	E3	3
	Exhibiting an art or craft product	E3	2
	Exploring and creating artwork	E3	3
	Exploring local history	E3	3
	Exploring performance skills	E3	3
	Food and nutrition for children and Young People	E3	3
	Garden Horticulture skills	E3	3
	Improving Fitness	E3	3
	Improving Personal Appearance	E3	3
	Keeping your kitchen clean	E3	1
	Maintaining good personal health	E3	3
	Office skills	E3	3
	Plan a trip to a place of interest	E3	2
	Planning and taking part in a shopping trip	E3	3
	Recognising basic external and internal car parts	E3	1
	Simple food preparation	E3	3
	Skills for Employment	E3	3
	Take part in a vocational taster	E3	2
	Taking part in an Enterprise project	E3	4
	Understanding a balanced diet and preparing a meal	E3	3
	Understanding food safety and storage	E3	3
Understanding self and relationships	E3	3	
Understanding the role of the media	E3	2	
Using and maintaining tools and equipment	E3	2	

Assessment Detail: Portfolio of Evidence

Preparation for Independent Life  

This qualification has been designed to provide candidates with foundation skills in the areas of Communication, Numeracy and ICT, combined with a range of units to choose from that will assist with developing life skills and encourage candidates to be more independent.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Certificate	Preparation for Independent Life	601/3130/5	The candidate must achieve 21 credits. 3 credits must be achieved from each of the groups A, B and C and a minimum of 12 from group D. (See Register for unit and grouping details)

UNITS	Unit Title	Level	Credit Value
	Communicating own views	E1	3
	Communication skills	E1	3
	Communicating with others	E3	2
	Literacy and Communication skills for the workplace	E3	1
	Skills for spelling, reading and written work	E3	3
	Speaking and Listening – Taking part in a discussion	E3	2
	Take part in a discussion	E3	1
	Using grammar skills	E3	3
	Basic cash handling	E1	2
	Using money	E1	1
	Using numeracy in the workplace	E1	1
	Managing your own money	E3	1
	Using and applying number skills	E3	3
	Using numeracy skills in the workplace	E3	1
	Communicating using ICT	E1	3
	Recognising and using ICT equipment	E1	3
	Using email	E3	1
	Exploring the use of ICT systems	E3	3
	Searching, selecting and saving information using ICT	E3	3
	Decisions and Informed choices	E1	1
	Healthy Living	E1	2
	Keeping safe	E1	2
	Knowing your rights and responsibilities	E1	3
Participate in an activity	E1	4	
Participating in the community	E1	4	
Personal self-awareness	E1	2	
Preparing for and using local transport	E1	3	
Exploring hobbies	E1	2	
Understanding money and time	E3	3	

UNITS	Accessing the local community and facilities	E3	3
	Exploring local history	E3	3
	Food and nutrition for children and young people	E3	3
	Induction to College	E3	3
	Participating in teamwork	E3	3
	Personal Hygiene	E3	1
	Simple food preparation	E3	3
	Understanding self and relationships	E3	3
	Working with others in a group activity	E3	2
	Using public transport	E3	3
	Understanding community responsibilities	E3	3
	Understanding the role of the media	E3	2
	Garden horticulture skills	E3	3
	Using kitchen equipment to make a simple meal	E3	3
	Using domestic appliances safety	E3	2
Table setting for the home	E3	1	
Curtain making for windows	E3	3	

Assessment Detail: Portfolio of Evidence.

Independent Travel Training

This qualification is intended for individuals with low literacy skills who have limited independent travel skills and road safety awareness. Candidates who are successful in this programme will be able to access and participate more actively in employment, training, social and leisure opportunities.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Certificate	Independent Travel Training	601/0815/0	There are three mandatory units - a total of 13 credits

UNITS	Unit Title	Level	Credit Value
	Travel Independently	E3	4
	Safe Travel	E3	6
	Awareness for Pedestrians	E3	3

Assessment Detail: Portfolio of Evidence

Community Independence  

This qualification has been designed to provide candidates with foundation skills in the areas of Communication, Numeracy and ICT, combined with a range of units to choose from that will assist with developing life skills and encourage candidates to be more independent.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Certificate	Community Independence	601/3153/6	The candidate must achieve 21 credits. 3 credits must be achieved from each of the groups A, B and C and a minimum of 12 from group D. A minimum of 15 credits must be at Level 1. (See Register for unit details and information)

UNITS	Unit Title	Level	Credit Value
	Skills for Effective Written communication	L1	2
	Using Oral Communication skills	L1	2
	Reading for meaning	L1	3
	Understanding key personal words	E3	1
	Exploring money skills	E3	1
	Managing your finances	L1	3
	Working with numbers	L1	2
	Exploring computers	E3	3
	Accessing online information and using emails	E3	1
	Using video software	L1	2
	Understanding how to use mobile IT devices	L1	2
	Exploring the use of collaborative technologies	L1	3
	Mobile communication technologies	L1	2
	Outdoor activities	L1	3
	Contribute to team activities	E3	3
	Create and present artwork	E3	3
	Food and nutrition for children and young people	E3	3
	Applying assertiveness and decision making skills	E3	3
	Accessing local leisure activities	L1	3
Decision making	L1	1	
Effective teamwork skills	L1	3	
Exploring feelings and emotions	L1	1	
Exploring personal relationships	L1	3	
Exploring volunteering	L1	2	
Human Rights and responsibilities within society	L1	3	
Maintaining health and hygiene	L1	3	

UNITS	Media influences on own body image	L1	2
	Personal health and wellbeing	L1	3
	Safe handling and storage of food	L1	2
	Safe use of household appliances	L1	3
	Time management skills	L1	3
	Understand equality, diversity and discrimination	L1	2
	Healthy living	L1	2
	Producing craftwork	L1	3
	Cooking in a domestic kitchen	L1	3
	Creative local history project	L1	3

Assessment Detail: Portfolio of Evidence

Life and Living Skills



Level	Qualification Type	Qualification Name	Qualification Number	Credit Value	Minimum Number of Credits
Entry 1	Introductory Award	Life and Living Skills	501/0958/3	2	2
Entry 2			501/1031/7		
Entry 3			501/1032/9		
Entry 1	Award	Life and Living Skills	501/0974/1	6	4
Entry 2			501/1030/5		
Entry 3			501/1143/7		
Entry 1	Extended Award	Life and Living Skills	501/1093/7	9	5
Entry 1	Certificate	Life and Living Skills	501/0976/5	13	7
Entry 2			501/1145/0		
Entry 3			501/1033/0		
Entry 1	Extended Certificate	Life and Living Skills	501/1700/2	25	13
Entry 2			501/1702/6		
Entry 3			501/1492/X		
Entry 1	Diploma	Life and Living Skills	501/1202/8	37	19
Entry 2			501/1203/X		
Entry 3			501/1204/1		

UNITS	Unit title	Level	Credit Value
	Skill area: Arts & Crafts		
	Engaging in a creative group project	E1	3
	Engaging in new creative activities	E1	3
	Displaying creative work	E1	3
	Selecting and planning an art or craft product	E2	2
	Creating an art or craft product	E2	2
	Displaying an art or craft product	E2	2
	Designing an art or craft product	E3	2
	Making an art or craft product	E3	2
	Exhibiting an art or craft product	E3	2
Skill area: Communication			
	Making requests and asking questions in familiar situations	E1	2
	Providing personal information	E1	2
	Engaging in early reading activities	E1	3
	Interacting in a group situation	E1	2
	Engaging with the world around you: people	E1	3
	Encountering experiences: being a part of things	E1	3
	Developing communication skills	E1	3

UNITS	Developing reading skills	E1	3
	Developing writing skills	E1	3
	Presenting written information in different styles and formats	E2	2
	Understanding short texts and simple instructions	E2	2
	Asking questions and making requests in everyday situations	E2	1
	Providing personal information in writing	E2	2
	Managing social relationships	E2	1
	Contributing to discussions	E3	2
	Writing in short paragraphs	E3	2
	Using different reading methods	E3	2
	Making requests and asking questions in a variety of situations	E3	2
	Completing forms with personal information	E3	2
	Skill area: Environment and Community		
	Responding to your local natural environment	E1	3
	Identifying your local community and facilities	E1	3
	Using a community facility over a period of time	E1	3
	Responding to community facilities	E1	3
	Finding out about and using community facilities	E1	3
	Travel within the community: going places	E1	3
	Individual responsibilities in the community	E2	2
	Community action	E2	2
	Introduction to the local community	E3	1
	Increasing community involvement	E3	3
	Community action	E3	2
	Skill area: Home Management		
	Planning and preparing a simple meal	E1	3
	Planning and preparing food for an event	E1	3
	Using shopping facilities	E1	3
	Selecting and using cooking equipment	E1	3
	Participating in carrying out household tasks	E1	3
	Preparing drinks and snacks	E1	3
	Developing independent living skills: looking after your own home	E1	2
	Food safety and storage	E2	3
	Recycling, managing waste	E2	2
	Following a simple recipe	E2	3
	Understanding how to clean the home	E2	2
	Shopping for daily living	E2	3
	Cleaning, washing, drying and storing laundry	E2	2
	Household cleaning	E3	3
	Food hygiene and safety	E3	2
	Basic food preparation	E3	2
	Skill area: Horticulture		
Insert plant material	E3	1	
Caring for plant material	E3	2	
Preparing and planting a site	E3	2	

UNITS	Skill area: ICT		
	Using ICT to record and edit information	E1	3
	Interacting purposefully with ICT	E1	3
	Obtaining information from an ICT-based source	E1	3
	Using creative software	E1	3
	Identifying and using ICT equipment	E1	3
	Responding to ICT enabled equipment	E1	3
	Using ICT to find information	E2	2
	Using ICT to change a creative composition	E2	2
	Using ICT to enter and edit text	E2	2
	Using ICT to communicate	E2	2
	Know how to use ICT safely	E2	2
	Introduction to using ICT systems	E3	3
	Using ICT to produce a creative composition	E3	3
	Using ICT to produce a text document	E3	2
	Using ICT to find information	E3	3
	Communicating information using ICT	E3	3
	Skill area: Manufacturing		
	Contributing to the manufacture of a product	E3	2
	Producing a product	E3	1
	Skill area: Media		
	Producing and editing images for a media product	E3	2
	Recording and modifying material for a media product	E3	2
	Writing and editing material for a media product	E3	2
	Skill area: Motor Vehicles		
	Identification of basic external and internal car parts	E3	1
	Carrying out basic vehicle maintenance	E3	2
	Skill area: Numeracy		
	Recognising time through regular events	E1	3
	Early mathematics: measure	E1	2
	Early mathematics: developing number skills	E1	2
	Early mathematics: sequencing and sorting	E1	3
	Understanding what money is used for	E1	3
	Working with whole numbers up to 100	E2	2
	Reading and recording time	E2	2
	Collecting and presenting numerical information	E2	2
	Using coins and notes	E2	2
	Estimating and measuring	E2	2
	Working with time	E3	2
	Working with money	E3	2
	Working with whole numbers up to 1000	E3	2
	Presenting information in a chart	E3	2
	Working with measurements	E3	2
	Skill area: Office Practice		
	Working in business and administration	E3	2
	Using office equipment in a business environment	E3	3

UNITS	Skill area: Performing Arts		
	Taking part in a performance	E3	3
	Skill area: Personal Skills		
	Rights and responsibilities: everybody matters	E1	3
	Developing self awareness: all about me	E1	3
	Taking part in daily routine activities	E1	3
	Using interpersonal skills to contribute to positive relationships	E1	2
	Developing independent living skills: having your say	E1	3
	Developing independent living skills: keeping safe	E1	2
	Dealing with problems	E1	4
	Emotional wellbeing	E1	2
	Healthy living	E1	2
	Understanding routines	E2	2
	Understanding interpersonal skills	E2	2
	Finding your way around an unfamiliar area	E2	2
	Developing self	E2	2
	Dealing with problems in daily life	E2	2
	Emotional wellbeing	E2	2
	Healthy living	E2	2
	Individual rights and responsibilities	E2	1
	Making the most of leisure time	E2	2
	Managing own money	E2	2
	Working as part of a group	E2	2
	Introduction to issues of substance misuse	E3	1
	Personal body hygiene awareness	E3	1
	Developing self	E3	2
	Dealing with problems in daily life	E3	2
	Emotional wellbeing	E3	2
	Introduction to diversity, prejudice and discrimination	E3	2
	Healthy living	E3	2
	Individual rights and responsibilities	E3	1
	Making the most of leisure time	E3	2
	Managing own money	E3	2
	Managing social relationships	E3	2
	Personal safety in the home and community	E3	2
	Getting to a destination safely and on time	E3	1
	Working as part of a group	E3	2
	Skill area: World of Work		
	Developing skills for the workplace: following instructions	E1	2
	Recognising work areas in the wider community	E1	2
	Participating in a mini-enterprise project	E1	4
	Recognising centre staff and the jobs they do	E1	3
Preparation for work	E1	2	
Carrying out routine tasks at work	E2	2	
Getting ready for starting work	E2	2	
Introduction to health and safety at work	E2	2	

UNITS	Preparation for work	E2	2
	Rights and responsibilities at work	E2	1
	Developing job search skills	E2	1
	Health and safety procedures at work	E3	3
	Carrying out tasks at work	E3	2
	Completing a job application form	E3	2
	Effective communication for work	E3	2
	Preparation for work	E3	2
	Behaving appropriately at work	E3	1
	Investigating Rights and Responsibilities at work	E3	1

Assessment Detail: Portfolio of Evidence

Bookkeeping Skills

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Bookkeeping Skills (Manual)	501/0050/6	Candidates must achieve the mandatory units in Group A, 5 credits.

UNITS	Unit title	Level	Credit Value
	Recording Credit transactions	L1	1
	Making and receiving payments	L1	1
	Recording receipts and payments	L1	1
	Preparing and processing bookkeeping documents	L1	1
	Maintaining petty cash records	L1	1

Assessment Detail
Written Examination

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Bookkeeping Skills (Computerised)	501/0035/X	Candidates must achieve the 2 mandatory units, 4 credits.

UNITS	Unit title	Level	Credit Value
	Prepare and record sales and purchase documents using a computerised system	L1	2
Record routine bookkeeping transactions using a computerised system	L1	2	

Assessment Detail: Task based Controlled Assessment

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Extended Award	Bookkeeping Skills	501/0051/8	Candidates must achieve the mandatory units - 9 credits.

UNITS	Unit title	Level	Credit Value
	Recording Credit transactions	L1	1
	Making and receiving payments	L1	1
	Recording receipts and payments	L1	1
	Preparing and processing bookkeeping documents	L1	1
	Maintaining petty cash records	L1	1
	Prepare and record sales and purchase documents using a computerised system	L1	2
	Record routine bookkeeping transactions using a computerised system	L1	2

Assessment Detail: Written Examination

Administration

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Administration (Business Professional)	500/6218/9	This level 1 award requires a minimum of 8 credits. 6 credits must come from Group 1 (mandatory units). A minimum of 2 further credits should come from optional units in Group 2 (level 1 and level 2 units). (See Register for details)
Level 1	Certificate	Administration (Business Professional)	500/6122/7	This Level 1 Certificate requires a minimum of 13 credits. 6 credits must come from Group 1 (mandatory units). The remaining 7 credits must come from Group 2 (Optional units). Of these 4 credits must be from Sub Group A. (See Register for details)
Level 1	Diploma	Administration (Business Professional)	500/6123/9	Candidates must achieve a minimum of 37 credits. 6 credits must come from Group 1 and a minimum of 31 credits from Group 2 of which 13 credits must come from optional Group A (administration units). The remaining credits can be from any of the optional units with Group 2.

UNITS	Unit title	Level	Credit Value	
	Creating business documents	L1	3	
	Working in Business administration	L1	3	
	Welcome visitors	L1	2	
	Making and receiving calls	L1	2	
	Handling mail	L1	2	
	Handling diary systems	L2	3	
	Organise meetings	L2	3	
	Career planning in administration	L2	5	
	Communicate with customers	L2	3	
	Financial transactions	L2	3	
	Organise business travel and accommodation	L2	4	
	Teamwork in Administration	L2	3	
	Additional units for Certificate and Diploma			
	Computer keyboard skills	L1	3	
	Business Presentations	L1	4	
	Legal Text Processing	L1	4	
	Audio Transcription	L1	4	
	Speed keying	L1	4	
	Shorthand Speed skills	L1	4	
Mail merge	L1	4		
Text production	L1	4		
Word processing	L1	4		
Medical audio transcription	L2	5		
Business presentations	L2	5		
Shorthand speed skills	L2	5		
Audio transcription	L2	4		
Mail merge	L2	5		
Medical word-processing	L2	5		
Document presentation	L2	5		
Text production – Screen reader	L2	5		
Legal audio transcription	L2	5		
Word processing	L2	5		
Speed keying	L2	4		
Text production	L2	5		
Additional Unit for Diploma only				
Text production – Screen reader	L1	4		

Assessment Detail: Portfolio of Evidence

Business and Administration

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Business and Administration	500/9425/7	Candidates must achieve 9 credits. 7 credits from the mandatory units and a minimum of 2 from Optional units. (See Register for details)
Level 1	Certificate	Business and Administration	500/9426/9	Candidates must achieve 15 credits. 7 credits from the Mandatory units and a minimum of 4 credits from Optional group B, the remaining 4 credits can be from Optional group B or C. (See Register for details)

UNITS	Unit title	Level	Credit Value	
	Work in a business environment	L1	3	
	Communicate in a business environment	L1	4	
	Work with other people in a business environment	L1	2	
	Make and receive telephone calls	L1	3	
	Assist in handling mail	L1	2	
	Meet and welcome visitors	L2	3	
	Use a filing system	L1	2	
	Archive information	L1	2	
	Use office equipment	L2	4	
	Additional units for Certificate			
	Manage own performance in a business environment	L1	2	
	Improve own performance in a business environment	L1	1	
	Solve business problems	L1	3	
	Prepare text and notes using touch typing (20 wpm)	L1	2	
	Support the organisation of business travel or accommodation	L2	3	
	Using email	L1	2	
	Word processing software	L1	3	
	Use occupational health and safety guidelines when using keyboards	L1	2	

Assessment Detail: Portfolio of Evidence

Using ICT 

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Using ICT	500/5694/3	Candidates are required to achieve 9 credits to obtain the full qualification.

* Please note there are a number of exemptions – achievement of previous version of units. Please see Register for further details.

UNITS	Unit title	Level	Credit Value
	Displaying information using ICT	E3	3
	Using ICT to Find Information	E3	3
	Communicating Information Using ICT	E3	3
	Producing Charts Using ICT	E3	3

Assessment Detail: Portfolio of Evidence

 Creative iMedia 

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Creative iMedia	500/8532/3	In order to achieve this qualification, candidates must achieve a total of 9 credits; 6 credits from level 1, and 3 credits from level 1 or level 2.
Level 1	Certificate	Creative iMedia	500/8533/5	In order to achieve this qualification, candidates must achieve a total of 20 credits made up of 14 credits from level 1, and 6 credits from level 1 or level 2.
Level 1	Diploma	Creative iMedia	500/8534/7	In order to achieve this qualification, candidates must achieve a total of 37 credits made up of 22 from level 1, and 15 credits from level 1 or level 2.

* Please note there are a number of exemptions – achievement of previous version of units. Please see Register for further details.

UNITS	Unit title	Level	Credit Value
	Pre-production skills	L1	4
	Digital media skills for asset production	L1	4
	Special video effects	L1	5
	Character modelling	L1	4
	Sound effects	L1	4
	Storytelling with a comic strip	L1	4
	Exploring the digital world of media	L1	4
	Interactive multimedia presentations	L1	4
	Introduction to web page production	L1	4
	Creating an animated object	L1	6
	Digital graphics editing	L1	4
	Creating a digital audio-visual sequence	L1	6
	Design and test computer games	L1	5
	Digital photography	L1	4
	Pre-production skills*	L2	4
	Digital media skills for asset production*	L2	5
	Character modelling	L2	6
	Sound effects	L2	5
	Storytelling with a comic strip	L2	6
	Digital graphics editing	L2	5
	Digital photography	L2	5
	Virtual Performance	L2	6
	Digital Performance	L2	6
	Interactive Multimedia concept	L2	5
	Creating a multi-page website	L2	5
	Creating a digital animation	L2	7
	Creating a digital sound sequence	L2	5
	Creating a digital video sequence	L2	5
	Game design concepts	L2	4
	Developing digital games using game creation software	L2	5
	Adobe Web communication using Dreamweaver	L2	3
Adobe visual communication using Photoshop	L2	3	
Adobe rich media communication using Flash Professional	L2	3	
Adobe Video communication using Adobe Premier Pro	L2	3	
Video composite effects	L2	6	
*Please note Level 2 Preproduction Skills and Level 2 Digital media skills for asset production do not apply to Level 1 Certificate or Diploma qualifications			

Assessment Detail: E-assessment, Portfolio of Evidence

Personal Progress



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Personal Progress	500/6493/9	To achieve this qualification, a candidate must achieve a minimum of 8 credits.
Entry 1	Certificate	Personal Progress	500/6492/7	To achieve this qualification, a candidate must achieve a minimum of 14 credits.
Entry 1	Diploma	Personal Progress	500/6498/8	To achieve this qualification, a candidate must achieve a minimum of 37 credits.

UNITS	Unit title	Level	Credit Value
	Developing communication skills	E1	3
	Developing reading skills	E1	3
	Developing writing skills	E1	3
	Developing ICT skills	E1	4
	Early mathematics: developing number skills	E1	2
	Early mathematics: position	E1	2
	Early mathematics: shape	E1	2
	Early mathematics: measure	E1	2
	Early mathematics: sequencing and sorting	E1	3
	Developing independent living skills: having your say	E1	3
	Developing independent living skills: keeping safe	E1	2
	Developing independent living skills: looking after your own home	E1	2
	Developing independent living skills: being healthy	E1	2
	Travel within the community: going places	E1	3
	Using Local Health Services	E1	2
	Developing skills for the workplace: following instructions	E1	2
	Developing skills for the workplace: getting things done	E1	4
	Developing skills for the workplace: health and safety	E1	2
	Developing skills for the workplace: looking and acting the part	E1	2
	Rights and responsibilities: everybody matters	E1	3
	Developing community participation skills: getting out and about	E1	5
	Developing learning skills: learning to learn	E1	5
	Dealing with problems	E1	4
Getting on with other people	E1	4	
Encountering experiences: being a part of things	E1	3	
Engaging with the world around you: events	E1	3	
Engaging with the world around you: objects	E1	3	

	Engaging with the world around you: people	E1	3
	Understanding what money is used for	E1	3
	Developing self-awareness: all about me	E1	3

Assessment Detail: Portfolio of Evidence

Communication Skills

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Communication Skills	500/6641/9	To achieve this qualification, a candidate must achieve a minimum of 6 credits.
Entry 1	Certificate	Communication Skills	500/6640/7	To achieve this qualification, a candidate must achieve a minimum of 14 credits.

UNITS	Unit title			Level	Credit Value
	Developing Communication Skills			E1	3
	Developing Reading Skills			E1	3
	Developing Writing Skills			E1	3
	Developing Learning Skills: Learning to Learn			E1	5

Assessment Detail: Portfolio of Evidence

Mathematical Skills

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Mathematical Skills	500/6610/9	To achieve this qualification, a candidate must achieve a minimum of 6 credits.

UNITS	Unit title			Level	Credit Value
	Early mathematics: developing number skills			E1	2
	Early mathematics: position			E1	2
	Early mathematics: shape			E1	2
	Early mathematics: measure			E1	2
	Early mathematics: sequencing and sorting			E1	3
	Understanding what money is used for			E1	3

Assessment Detail: Portfolio of Evidence

ICT Skills 

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	ICT Skills	500/6722/9	To achieve this qualification, a candidate must achieve 4 credits

UNITS	Unit title	Level	Credit Value
	Developing ICT Skills	E1	4

Assessment Detail: Portfolio of Evidence

 Independent Living  

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Independent Living	500/6494/0	To achieve this qualification, a candidate must achieve a minimum of 6 credits.
Entry 1	Certificate	Independent Living	500/6491/5	To achieve this qualification, a candidate must achieve a minimum of 13 credits.

UNITS	Unit title	Level	Credit Value
	Understanding What Money is Used For	E1	3
	Developing Independent Living Skills: Having Your Say	E1	3
	Developing Independent Living Skills: Keeping Safe	E1	2
	Developing Independent Living Skills: Looking After your Own Home	E1	2
	Developing Independent Living Skills: Being Healthy	E1	2
	Developing Community Participation Skills: Getting Out and About	E1	5
	Travel Within the Community: Going Places	E1	3
	Using Local Health Services	E1	2
	Dealing with Problems	E1	4
	Getting on with Other People	E1	4
	Developing Self-awareness: All About Me	E1	3
	Rights and Responsibilities: Everybody Matters	E1	3
	Encountering Experiences: Being a Part of Things	E1	3
	Engaging with the World Around You: People	E1	3
	Engaging with the World Around You: Events	E1	3
	Engaging with the World Around You: Objects	E1	3
Units for Certificate Only			
Developing Learning Skills: Learning to Learn	E1	5	

UNITS	Exploring Dance	E1	3
	Exploring Art	E1	3
	Exploring Music	E1	3
	Basic Cooking Techniques	E1	3
	Engaging in a creative group project	E1	3
	Everyday food and drink preparation	E1	3
	Health and Fitness	E1	3
	Make a simple meal	E1	3
	Recycling: Managing Waste	E1	2
	Kitchen Hygiene	E1	1
	Horticulture: sowing seeds in trays	E1	3
	Horticulture: identify parts of a flowering plant	E1	1

Assessment Detail: Portfolio of Evidence

Skills for Supported Employment



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 1	Award	Skills for Supported Employment	500/6542/7	To achieve this qualification, a candidate must achieve a minimum of 6 credits.

UNITS	Unit title	Level	Credit Value
	Developing skills for the workplace: following instructions	E1	2
	Developing skills for the workplace: getting things done	E1	4
	Developing skills for the workplace: health and safety	E1	2
	Developing skills for the workplace: looking and acting the part	E1	2

Assessment Detail: Portfolio of Evidence

Personal and Social Development



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 2	Award	Personal and Social Development	500/5771/6	To achieve this qualification, the candidate will need to achieve six credits. Four credits should be at Entry Level 2. Units for Award may be chosen from the list below with the exception of: Project Sustainability at L1 and E3
Entry 2	Certificate	Personal and Social Development	500/6350/9	To achieve this qualification, the candidate will need to achieve a total of 13 credits. The candidate must achieve a minimum of 7 credits at Entry 2.
Entry 3	Award	Personal and Social Development	500/5860/5	To achieve this qualification, the candidate will need to achieve six credits. Four credits should be at Entry 3.
Entry 3	Certificate	Personal and Social Development	500/6349/2	To achieve this qualification, the candidate will need to achieve a total of 13 credits. The candidate must achieve a minimum of 7 credits at Entry 3.
Level 1	Award	Personal and Social Development	500/5859/9	Candidates must achieve 6 credits. At least four credits must come from units in Group A (Level 1 units). The remaining two credits may be made up from either Group A or Group B. (See Register for details and groupings) Project in Sustainability Units at E3, L1 and L2 do not apply
Level 1	Certificate	Personal and Social Development	500/6829/5	Candidates must achieve 13 credits. At least seven credits must come from units in Group A (Level 1 units). The remaining six credits may be made up from either Group A or Group B. (See Register for details and groupings)
Level 1	Diploma	Personal and Social Development	600/1845/8	Candidates must complete a minimum of 37 credits. This must include at least 19 credits at Level 1.

Unit Title	Level and Credit Value			
	E2	E3	L1	L2
Working towards goals	2	2	2	
Dealing with problems in daily life	2	2	2	
Working as part of a group	2	2	2	
Developing self	2	2	2	
Managing social relationships	1	2	2	2
Individual rights and responsibilities	1	1	1	1
Community action	2	2	2	2
Healthy living	2	2	2	3
Preparation for work	2	2	2	2
Managing own money	2	2	2	
Understanding Personal Identity			1	1
Healthy Lifestyles			1	1
Managing Personal Risk			1	1
Personal and Social Relationships			1	1
Exploring the impact of diversity in our communities			1	1
Career Progression			2	2
Financial Capability			1	1
Managing Financial and career risk			1	1
Economic and business understanding			1	1
Role of individual in a democratic society			1	1
Government and justice in the UK			1	1
Rights and Responsibility of a citizen in a democracy			1	1
The changing nature of a society in the UK			1	1
The role of the UK in worldwide organisations			1	
Skills for employment			1	1
Managing informed career and progression choices			2	2
Opportunities in learning and work			1	1
Understanding careers and employment through experiences of work			1	1
Learning from more experienced people			2	2
How and why businesses operate			1	1
Working practices and environments			1	1
Self-development for your career			1	1
Exploring career choices			1	1
Career management			1	2
Planning an enterprise activity			1	1
Running an enterprise activity			1	1
Developing personal skills for leadership			2	
Practising leadership skills with others			2	2
Sustainable buildings			1	
Purchasing and waste management			1	
Sustainability and our environment		1		
Project in sustainability		3	3	3

Unit Title	Level and Credit Value			
	E2	E3	L1	L2
Units for use in Level 1 Qualification only				
Worldwide citizenship				1

Assessment Detail: Portfolio of Evidence

Introduction to Hair and Beauty



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Introduction to Hair and Beauty	500/6609/2	<p>To achieve this qualification, the candidate must achieve a minimum of seven credits. The candidate must take the two mandatory units (four credits) and a minimum of one option unit.</p> <p>Candidates may only take either Hair Plaiting and Plaiting or Twisting Hair - they must not take both units.</p>
Entry 3	Certificate	Introduction to Hair and Beauty	500/6608/0	<p>To achieve this qualification, the candidate must achieve a minimum of 13 credits. Candidates must achieve the two mandatory units, plus a minimum of three optional units.</p> <p>Candidates may only take either Hair Plaiting and Plaiting or Twisting Hair - they must not take both units.</p>
Level 1	Award	Introduction to Hair and Beauty	500/6700/X	<p>To achieve this qualification, the candidate must achieve a minimum of nine credits. Candidates must achieve the two mandatory units and a further three credits.</p> <p>Candidates may only take either Hair Plaiting and Plaiting or Twisting Hair - they must not take both units.</p>
Level 1	Certificate	Introduction to Hair and Beauty	500/6734/5	<p>To achieve this qualification, the candidate must achieve a minimum of 15 credits.</p> <p>Candidates must take two mandatory units (6 credits) and three optional units. At least 9 credits must be at Level 1 or above.</p> <p>Candidates may only take either Hair Plaiting and Plaiting or Twisting Hair - they must not take both units.</p>

Level 1	Diploma	Introduction to Hair and Beauty	500/8770/8	<p>To achieve this qualification, the candidate must achieve a minimum of 37 credits.</p> <p>Candidates must take both mandatory units (6 credits) and a minimum of 31 credits from the optional units.</p> <p>Candidates may only take either Hair Plaiting and Plaiting or Twisting Hair - they must not take both units.</p>
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UNITS	Unit title	Level	Credit Value	
	Mandatory Units for Entry 3 Qualification			
	Introduction to the Hair and Beauty Sector	E3	2	
	Presenting a Professional Image in a Salon	E3	2	
	Mandatory Units for Level 1 Qualification			
	Introduction to the Hair and Beauty Sector	L1	3	
	Presenting a Professional Image in a Salon	L1	3	
	Optional Units for Entry 3 and Level 1 Qualifications			
	Skin Care	E3	3	
	Hand Care	E3	3	
	Shampoo and Conditioning	E3	3	
	Hair Plaiting	E3	3	
	Create an Image Using Colour for the Hair and Beauty	E3	3	
	Basic Make-up Application	L1	3	
	Nail Art Application	L1	3	
	Themed Face Painting	L1	3	
	Styling Women's Hair	L1	3	
	Styling Men's Hair	L1	3	
	Plaiting and Twisting Hair	L1	3	
	Optional Units for Level 1 Qualification only			
The Art of Photographic Make-up	L2	5		
The Art of Dressing Hair	L2	5		

Assessment Detail: Portfolio of Evidence

Health and Social Care

VOC

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Health and Social Care	500/5601/3	To achieve this qualification, candidates must achieve a minimum of six credits. (See Register for details)
Level 1	Award	Health and Social Care	500/5487/9	To achieve this qualification, candidates must achieve a minimum of 7 credits. (See Register for details)
Level 1	Certificate	Health and Social Care	500/5458/2	To achieve this qualification, candidates must achieve a minimum of 13 credits. (See Register for details)
Level 1	Diploma	Health and Social Care	500/6642/0	To achieve this qualification, candidates must achieve a minimum of 37 credits. (See Register for details)

* Please note there are a number of exemptions – achievement of previous version of units. Please see Register for further details.

UNITS	Unit title	Level	Credit Value	
	Investigating Rights and Responsibilities at Work	E3	1	
	Managing Your Health at Work	E3	1	
	Preparing for Work Placement	E3	1	
	Learning from Work Placement	E3	2	
	Health Needs	E3	3	
	Introduction to Creative and Leisure Activities for Children and Adults	E3	3	
	The Role of the Carer at Mealtimes	E3	3	
	Units for Level 1 Qualifications only			
	Investigating Rights and Responsibilities at Work	L1	1	
	Managing Your Health at Work	L1	1	
	Preparing for Work Placement	L1	1	
	Learning from Work Placement	L1	2	
	Health and Social Care Needs	L1	4	
	Personal Care in Health and Social Care	L1	4	
	Creative Activities for Children	L1	4	
	Learning Experiences for Children and Young People	L1	4	
	Creative and Leisure Activities for Adults in Health and Social Care	L1	4	
	Promoting Healthy Eating in Care	L1	4	
	Communication with Adults and Children in Health and Social Care	L1	4	
Job Opportunities in Health and Social Care	L1	4		

UNITS	Carrying out an individual project	L1	3
	Investigating Rights and Responsibilities at Work	L2	1
	Managing your Health at Work	L2	1
	Preparing for Work Placement	L2	1
	Learning from Work Placement	L2	2
	Working in a team	L1	3

Assessment Detail: Portfolio of Evidence

Hospitality Industry

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Introduction to the Hospitality Industry	500/7431/3	For this qualification 8 credits are required. Candidates must achieve both mandatory units (a total of two credits) plus optional units to take the total to 8 credits. A minimum of 6 credits is required at Entry 3.
Entry 3	Certificate	Introduction to the Hospitality Industry	500/7525/1	For this qualification 13 credits are required. Candidates must complete both mandatory units (a total of 2) plus optional units to take the total to 13 credits. A minimum of 8 credits is required at Entry 3.
Level 1	Award	Introduction to the Hospitality Industry	500/7468/4	For this qualification 10 credits are required. Candidates must achieve both mandatory units plus optional units to take the total to 10 credits. A minimum of 6 credits is required at level 1.
Level 1	Certificate	Introduction to the Hospitality Industry	500/7521/4	For this qualification 14 credits are required. Candidates must achieve both mandatory units plus optional units to take the total to 14 units. A minimum of 8 credits is required at level 1.

UNITS	Unit title	Level	Credit Value	
	Mandatory Units for Entry 3 Qualification			
	Introduction to the Hospitality Industry	E3	1	
	Customer Service in the Hospitality Industry	E3	1	
	Mandatory Units for Level 1 Qualification			
	Introduction to the Hospitality Industry	L1	2	
	Customer Service in the Hospitality Industry	L1	3	
	Optional Units			
	Serving Food and Drink	E3	2	
	Basic Food Preparation	E3	2	

UNITS	Basic Cooking	E3	2
	Guest Services in the Hospitality Industry	E3	2
	Food Service	L1	3
	Preparing and Serving Drinks	L1	3
	Basic Food Preparation and Cooking	L1	3
	Using Kitchen Equipment	L1	1
	Introduction to Food Commodities	L1	1
	Introduction to Healthy Eating	L1	3
	Housekeeping and Guest Services	L1	3
	Front Office Operations	L1	3
	Food Safety in Catering	L2	1

Assessment Detail: Portfolio of Evidence

Applied Science

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Applied Science	501/0074/9	To achieve this qualification, the candidate needs to achieve a minimum of six credits.
Level 1	Certificate	Applied Science	501/0075/0	To achieve this qualification, the candidate needs to achieve a minimum of 13 credits. (See Register for details)
Level 1	Diploma	Applied Science	501/0073/7	To achieve this qualification, the candidate needs to achieve a minimum of 37 credits (See Register for details)

* Please note there are a number of exemptions – achievement of previous version of units. Please see Register for further details.

UNITS	Unit title	Level	Credit Value
	Starting Work in the Science Sector	L1	2
	Using Equipment to Make Scientific Observations and Measurements	L1	4
	Skills and Techniques for Chemistry Investigations	L1	4
	The Study of Living Systems	L1	4
	Growing Plants for Commercial Use	L1	4
	Causes of Disease and Maintaining Health	L1	4
	Forensic Detection	L1	4
	Healthier Living	L1	2
	Making and Testing Cosmetic Products	L1	4
	Making Useful Scientific Devices	L1	2
	Physics and our universe	L1	4

UNITS	Units for Certificate and Diploma only		
	Using Mathematical Tools in Science	L2	5
	Science in the World	L2	5
	Practical Scientific Project	L2	5

Assessment Detail: Coursework.

Land-based Studies



Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Land-based Studies	500/6595/6	To achieve this qualification, candidates must achieve a minimum of 6 credits. (See Register for details)
Level 1	Award	Land based Studies	500/6594/4	To achieve this qualification, candidates must achieve a minimum of 7 credits. (See Register for details)
Level 1	Certificate	Land based Studies	500/6593/2	To achieve this qualification, a candidate must achieve a minimum of 13 credits. (See Register for details)
Level 1	Diploma	Land based Studies	500/6701/1	To achieve this qualification, candidates must achieve a minimum of 37 credits. (See Register for details)

* Please note there are a number of exemptions – achievement of previous version of units. Please see Register for further details.

UNITS	Unit title	Level	Credit Value	
	Units for Entry 3 Qualification only			
	Preparing for an Interview	E3	1	
	Interview Skills	E3	1	
	Managing your Health at Work	E3	1	
	Shopping and waste management	E3	1	
	Project in sustainability	E3	3	
	Working Towards Goals	L1	2	
	Working as Part of a Group	L1	2	
	Units for Entry 3 and Level 1 Qualifications			

UNITS	Developing Practical Skills for Maintaining Plants	E3	3	
	Horticulture: Plant Flower Bulbs for Naturalisation or Bedding	E3	3	
	Understanding Soils	E3	3	
	Horticulture: Introduction to Pruning Trees and Shrubs	E3	3	
	Horticulture: Introduction to Ground Preparation	E3	3	
	Check that a Small Animal is Healthy	E3	3	
	Assist with Catching and Restraining a Small Animal	E3	2	
	Groom a Small Animal	E3	2	
	Units for Level 1 Qualifications only			
	Maintain the Safety of Self and Others in the Workplace	L1	4	
	Assist with the Maintenance of Equipment	L1	3	
	Assist with the Care of Animal	L1	2	
	Assist with the Movement of Animal	L1	2	
	Assist with Preparing and Maintaining Livestock Accommodation	L1	2	
	Assist with Preparation and the Monitoring of Livestock Outdoors	L1	2	
	Farm Animal Health	L1	4	
	Assist with Feedstuffs for Small Animals	L1	2	
	Assist with Animal Accommodation	L1	2	
	Assist with the Movement and Handling of Small Animal	L1	1	
	Assist with the Maintenance of Grass Surface	L1	3	
	Soil Identification and Testing	L1	4	
	Assist with Planting and Establishing Plant	L1	3	
	Assist with Maintaining Plants	L1	4	
	Assist with the Vegetative Propagation of Plant	L1	3	
	Assist with the Propagation of Plants from Seed	L1	2	
	Assist with Identifying the Presence of, and Controlling Common Pests and Diseases	L1	2	
	Prepare and Plant a Container for Display	L1	3	
	Planting and Staking a Tree	L1	2	
	Assist with Feeding and Watering Horses	L1	2	
	Assist with the Preparation for Exercise and Aftercare of Horses	L1	6	
	Maintain the Health of Horses	L1	6	
	Working in a Team	L2	3	
	Self-Management Skills	L2	2	
	Preparing for an Interview	L2	1	
	Interview Skills	L2	1	
	Sport Fisheries	L1	7	
	Fish and Aquatic Environment	L1	7	
	Purchasing and waste management	L1	1	
	Project in Sustainability	L1	3	
	Units for Level 1 Certificate and Diploma only			
Assist with the basic preparation and operation of a tractor	L1	7		
Care of farm animals	E3	6		

Care of Farm Animals

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 3	Award	Care of Farm Animals	500/6338/8	To achieve this qualification, a candidate must achieve 6 credits at Entry 3, through the single mandatory unit that comprises this qualification

UNITS	Unit title	Level	Credit Value
	Care of farm animals	E3	6

Assessment Detail: Portfolio of Evidence

Engineering

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Level 1	Award	Engineering	500/8859/2	To achieve this qualification, candidates must complete the Mandatory unit and a minimum of 4 credits from Optional Groups A and B. A minimum of 3 credits must be taken from Group A.
Level 1	Certificate	Engineering	501/0305/2	To achieve this qualification, candidates must complete the Mandatory unit and a minimum of 10 credits from Optional Groups A and B. A minimum of 7 credits must be taken from Group A.
Level 1	Diploma	Engineering	500/9859/7	To achieve this qualification, candidates must complete the Mandatory unit and a minimum of 34 credits from Optional Groups A, B and C. A minimum of 21 credits must be taken from Group A, a maximum of 3 credits may be chosen from Group B and a maximum of 10 credits may be chosen from Group C.

UNITS	Unit title	Level	Credit Value
	Mandatory		
	Working Safely in Engineering	L1	3
	Group A		
	Developing Skills in Making Engineering Components Using Hand Tools	L1	4
	Developing Skills in Using a Bench/Pedestal Drilling Machine	L1	4
	Developing Skills in Planning and Making a Machined Product	L1	6
	Developing Skills in Assembling Mechanical Components	L1	3
	Developing Skills in Joining Materials Using Welding	L1	3
	Developing Skills in Electronic Assembly	L1	3
	Developing Skills in Wiring Electrical Circuits and Components	L1	3
	Developing Skills in Routine Servicing of Mechanical Equipment	L1	3
	Developing Skills in Routine Servicing of an Electrical/Electronic System	L1	3
	Starting Work in Engineering	L1	4
	Group B		
	Searching for a Job	L1	1
	Applying for a Job	L1	1
	Preparing for an Interview	L1	1
	Interview Skills	L1	1
	Positive Attitudes and Behaviours at Work	L1	1
Working in a Team	L1	3	
Investigating Rights and Responsibilities at Work	L1	1	
Planning an Enterprise Activity	L1	1	
Group C			
Interpreting and Using Engineering Information	L2	5	
Engineering Marking Out	L2	5	

Assessment Detail: Portfolio of Evidence

Personal and Social Development

VTCT Awards in Personal and Social Development (PSD) are suitable for those aged 14 and over and aim to improve candidates' personal and social skills and build confidence and self-esteem to help prepare them for life and the world of work.

These qualifications draw from 13 optional units, each of which is offered at entry Level 3, Entry Level 2 and Level 1. Units cover a diverse range of topics to enable the awards to be tailored to the needs of individual young people with learning difficulties.

Level	Qualification Type	Qualification Name	Qualification Number	Structure Requirements
Entry 2	Award	Personal and Social Development	600/0391/1	A minimum of 4 credits (all at or above the level of the qualification) is required to achieve an Award.
Entry 3	Award	Personal and Social Development	600/0388/1	A minimum of 4 credits (all at or above the level of the qualification) is required to achieve an Award.
Entry 3	Certificate	Personal and Social Development	600/0386/8	A minimum of 13 credits (at least 8 of which must be at or or above the level of the qualification) is required to achieve a Certificate.
Level 1	Award	Personal and Social Development	600/0387/X	A minimum of 4 credits (all at or above the level of the qualification) is required to achieve an Award.
Level 1	Certificate	Personal and Social Development	600/0384/4	A minimum of 13 credits (at least 8 of which must be at or or above the level of the qualification) is required to achieve a Certificate.

UNITS	Unit Title	Level	Credit Value
	Community Action	E2	2
		E3	
		L1	
	Developing Self	E2	2
		E3	
L1			
Healthy Living	E2	2	
	E3		
	L1		
Individual Rights and Responsibilities	E2	1	
	E3		
	L1		
Managing Own Money	E2	2	
	E3		
	L1		

UNITS	Managing Social Relationships	E2 E3 L1	1 2 2
	Preparation For Work	E2 E3 L1	2
	Working as Part of a Group	E2 E3 L1	2
	Working Towards Goals	E2 E3 L1	2
	Dealing with Problems in Daily Life	E2 E3 L1	2
	Environmental Awareness	E2 E3 L1	2
	Making the most of Leisure Time	E2 E3 L1	2
	Parenting Awareness	E2 E3 L1	2

Assessment Detail: Portfolio of Evidence

GLOSSARY OF TERMS

Term	Description
Assessment criteria	Statements developed by the awarding organisation to provide the detail of what a learner must demonstrate in order to meet the learning outcomes of a unit.
Award	The title of the smallest sized qualification in the QCF. The total number of credits required for an Award is between 1 and 12.
Awarding Organisation	A body recognised by the qualifications regulators to award qualifications.
Certificate	A qualification with a credit value between 13 and 36.
Controlled Assessments	Controlled assessments are taken under supervised conditions and will either be set by the awarding organisation and marked by teachers or set by teachers and marked by the awarding organisation. Controlled assessments may differ from traditional written examinations, for example allowing access to the internet under supervision.
Credit Value	<p>The number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit.</p> <p>The credit value is based on the notional learning time it would take for the average learner to complete the unit or qualification with 1 credit requiring 10 hours of learning time.</p>
Diploma	A qualification with a credit value of 37.
Entry Level qualifications	These are qualifications available at Entry Levels 1-3. They are designed to motivate and reward the achievement of learners as they progress Level 1 qualifications.
Guided Learning Hours (GLHs)	The number of hours of teacher-supervised or directed study time assigned to complete the qualification or a unit of a qualification.
Learning Outcome	A statement of what the learner can be expected to know, understand or do as a result of a process of learning.
National Qualifications Framework (NQF)	The NQF exists in parallel with the QCF and includes general qualifications – principally the General Certificate of Secondary Education (GCSE) and the General Certificate of Education at Advanced level (A Levels). As both frameworks use the same system of levels (Entry 1–3 and Levels 1-8) they are entirely comparable.
Portfolio of Evidence	A portfolio is a collection of sufficient evidence to demonstrate competence.
Qualification Accreditation Number	Each qualification has a specific Qualification Accreditation Number (QAN). This number can be used to search the Register - http://register.ofqual.gov.uk for additional details.

Term	Description
Qualification Type	Qualifications range in size and type, can be academic, vocational or skills-related, and are grouped together into different levels of difficulty.
Qualifications and Credit Framework (QCF)	The QCF is a unit-based credit framework that includes vocational qualifications. It comprises eight levels and an Entry Level that is further sub-divided into three sub-levels. It presents information on qualifications in a way that makes them easy to understand, measure and compare.
Rules of Combination	A description of the credit accumulation requirements for the achievement of a named qualification.
The Register of Regulated Qualifications	The Register of Regulated Qualifications contains details of Recognised Awarding Organisations and Regulated Qualifications in England, Wales and Northern Ireland. Users can use the link http://register.ofqual.gov.uk to access such qualifications.
Unit	A coherent and explicit set of learning outcomes and assessment criteria, with a title, credit value and level.
Unit Number	Each unit within the qualification has a specific unit number. This number can be used to search the Register - http://register.ofqual.gov.uk for additional details.

