

Validity of Qualification – Qualification Information

About the Qualification:

Title (RQF)	Certificate in Getting on at Work (Entry 3)
Sector	14 Preparation for Life and Work
Level	Entry Level (Entry 3)

Ofqual Purpose	A. Recognise personal growth and engagement in learning
Ofqual Sub-Purpose	A2. Recognise development of employability skills and/or knowledge

Rules of Combination	
Credit Value of the Qualification	13
Minimum Credits to be achieved at or above the level of the qualification	13 A maximum of 3 credits can be achieved at Level 1
Learners must achieve a minimum of 7 credits from one chosen pathway Unit with the same title at different levels are barred	
Pathway Mandatory Unit Group A	6
Pathway Optional Units Group B,C,D,E,F,G	7

Pathways Available	Adapting to change (B), Equality and Diversity (C), Financial Capability at Work (D), Working with Others (E), Writing at Work (F), Progressing at Work (G)
Recommended Assessment Methods	Portfolio of Evidence

Total Qualification Time/Guided Learning

TQT is a new requirement for qualifications regulated by Ofqual through the Regulatory Qualifications Framework (RQF) from September 2015. For more information on what this means and how it is worked [click here](#)

TQT is made up of:

(a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning,
And

(b) an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer,

supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (hours)	130
Guided Learning (hours)	127

Age Range and Restrictions:

Pre-16	
16-18	√
19+	√
Any other restrictions specific to the qualification	

Units

Mandatory Units A

QAC Code	Unit Name	Credits	Level
M/600/9869	Approaches to Learning	1	Entry 3
J/600/9876	Getting the Most out of Training	1	Entry 3
R/600/9878	Managing Study	3	Entry 3
A/600/9888	Planning for Progression	1	Entry 3

Optional Units B – Adapting to Change

QAC Code	Unit Name	Credits	Level
J/601/0025	CV Writing	1	Entry 3
L/600/9944	CV Writing	1	Level 1
F/600/9908	Dealing with Change	3	Level 1
M/600/9872	Dealing with Change	3	Entry 3
D/600/9916	Job Applications	1	Level 1
L/600/9877	Job Applications	1	Entry 3
Y/600/9946	Job Search	1	Level 1
Y/601/0028	Job Search	1	Entry 3

D/601/0029	Preparing for Interviews	1	Entry 3
K/601/0034	Preparing for Interviews	1	Level 1
J/600/9926	Reviewing Your Situation	1	Level 1
T/600/9890	Reviewing Your Situation	1	Entry 3

Optional Units C – Equality and Diversity

QAC Code	Unit Name	Credits	Level
H/600/9870	Bullying and Harassment	1	Entry 3
M/600/9905	Bullying and Harassment	1	Level 1
A/600/9874	Discrimination at Work	3	Entry 3
A/600/9910	Discrimination at Work	3	Level 1
F/600/9889	Recognising and Supporting Equality and Diversity at Work	3	Entry 3
F/600/9925	Recognising and Supporting Equality and Diversity at Work	3	Level 1
M/601/0035	Supporting Workers Whose First Language is not English	3	Level 1
R/601/0030	Supporting Workers Whose First Language is not English	3	Entry 3
A/601/0037	Understanding Cultural Differences	3	Level 1
Y/601/0031	Understanding Cultural Differences	3	Entry 3

Optional Units D – Financial Capability at Work

QAC Code	Unit Name	Credits	Level
J/600/9909	Dealing with Debt	3	Level 1
T/600/9873	Dealing with Debt	3	Entry 3
H/601/0033	Getting the Best from Banks and Credit Cards	2	Level 1
R/601/0027	Getting the Best from Banks and Credit Cards	2	Entry 3
K/600/9918	Managing Your Money	3	Level 1
Y/600/9879	Managing Your Money	3	Entry 3

H/600/9867	Understanding Financial Services	1	Entry 3
Y/600/9901	Understanding Financial Services	1	Level 1
J/600/9893	Understanding Pensions	1	Entry 3
R/600/9931	Understanding Pensions	1	Level 1
H/600/9934	Understanding Your Pay	3	Level 1
L/600/9894	Understanding Your Pay	3	Entry 3

Optional Units E – Working with Others

QAC Code	Unit Name	Credits	Level
L/601/0026	Dealing with Difficult Situations	1	Entry 3
R/600/9945	Dealing with Difficult Situations	1	Level 1
H/600/9920	Oral Presentation Skills	3	Level 1
L/600/9880	Oral Presentation Skills	3	Entry 3
A/600/9891	Speaking and Listening at Work	3	Entry 3
R/600/9928	Speaking and Listening at Work	3	Level 1
M/600/9936	Working as a Team	1	Level 1
Y/600/9896	Working as a Team	1	Entry 3
A/600/9938	Working with Others	1	Level 1
D/600/9897	Working with Others	1	Entry 3

Optional Units F – Writing with Work

QAC Code	Unit Name	Credits	Level
F/600/9875	Form Filling and Other Pre-set Formats	3	Entry 3
J/600/9912	Form Filling and Other Pre-set Formats	3	Level 1
K/600/9935	Using ICT to Support Writing	1	Level 1

R/600/9895	Using ICT to Support Writing	1	Entry 3
F/600/9939	Writing for Different Purposes	3	Level 1
H/600/9808	Writing for Different Purposes	3	Entry 3
K/600/9899	Writing Needs at Work	1	Entry 3
T/600/9940	Writing Needs at Work	1	Level 1
A/600/9941	Writing Notes and Memos	1	Level 1
R/600/9900	Writing Notes and Memos	1	Entry 3

Optional Units G – Progressing at Work

QAC Code	Unit Name	Credits	Level
D/600/9902	Appraisals and Setting Targets	3	<i>Level 1</i>
K/600/9868	Appraisals and Setting Targets	3	Entry 3
K/600/9871	Contribute to and Make Use of Information, Advice and Guidance	3	Entry 3
T/600/9906	Contribute to and Make Use of Information, Advice and Guidance	3	Level 1
F/600/9892	Transferable Skills and Training Needs	3	Entry 3
Y/600/9929	Transferable Skills and Training Needs	3	Level 1
D/601/0032	Understanding Progression Opportunities	1	Entry 3
F/601/0038	Understanding Progression Opportunities	1	Level 1