

Validity of Qualification – Qualification Information

About the Qualification:

Title (RQF)	Certificate in Getting on at Work
Sector	14 Preparation for Life and Work
Level	Level 1

Ofqual Purpose	A. Recognise personal growth and engagement in learning
Ofqual Sub-Purpose	A4. Recognise development of knowledge and/or skills to operate independently and effectively in life, learning and work

Rules of Combination	
Credit Value of the Qualification	13
Minimum Credits to be achieved at or above the level of the qualification	13
Learners must achieve a minimum of 7 credits from one chosen pathway	
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)	117

Age Range and Restrictions:	
Pre-16	
16-18	√
19+	√
Any other restrictions specific to the qualification	

Units

Mandatory Unit A

QAC Code	Unit Name	Credits	Level
H/600/9917	Managing Study	3	Level 1
K/600/9904	Approaches to Learning	1	Level 1
R/600/9914	Getting the Most out of Training	1	Level 1
T/600/9923	Planning for Progression	1	Level 1

Optional Units B - Adapting to Change

QAC Code	Unit Name	Credits	Level
D/600/9916	Job Applications	1	Level 1
F/600/9908	Dealing with Change	3	Level 1
J/600/9926	Reviewing Your Situation	1	Level 1
K/601/0034	Preparing for Interviews	1	Level 1
L/600/9944	CV Writing	1	Level 1
Y/600/9946	Job Search	1	Level 1

Optional Units C – Equality and Diversity

QAC Code	Unit Name	Credits	Level

A/600/9910	Discrimination at Work	3	Level 1
A/601/0037	Understanding Cultural Differences	3	Level 1
F/600/9925	Recognising and Supporting Equality and Diversity at Work	3	Level 1
M/600/9905	Bullying and Harassment	1	Level 1
M/601/0035	Supporting Workers Whose First Language is not English	3	Level 1

Optional Units D– Financial Capability at Work

QAC Code	Unit Name	Credits	Level
H/600/9934	Understanding Your Pay	3	Level 1
H/601/0033	Getting the Best from Banks and Credit Cards	2	Level 1
J/600/9909	Dealing with Debt	3	Level 1
K/600/9918	Managing Your Money	3	Level 1
R/600/9931	Understanding Pensions	1	Level 1
Y/600/9901	Understanding Financial Services	1	Level 1

Optional Units E – Working with Others

QAC Code	Unit Name	Credits	Level
A/600/9938	Working with Others	1	Level 1
H/600/9920	Oral Presentation Skills	3	Level 1
M/600/9936	Working as a Team	1	Level 1
R/600/9928	Speaking and Listening at Work	3	Level 1
R/600/9945	Dealing with Difficult Situations	1	Level 1

Optional Units F– Writing at Work

QAC Code	Unit Name	Credits	Level
A/600/9941	Writing Notes and Memos	1	Level 1
F/600/9939	Writing for Different Purposes	3	Level 1
J/600/9912	Form Filling and Other Pre-set Formats	3	Level 1

K/600/9935	Using ICT to Support Writing	1	Level 1
T/600/9940	Writing Needs at Work	1	Level 1

Optional Units G – Progressing at Work

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