

Validity of Qualification – Feedback from Centres

About the Qualification:

Title (RQF)	Open Awards Entry Level Award/Certificate/Diploma in Skills for Further Learning and Employment
Sector	Preparation for Life and Work
Level	Entry Level 1

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

Rules of Combination - Award	
Credit Value of the Qualification	6
Minimum Credits to be achieved at or above the level of the qualification	6
Mandatory Units required	All 2 credit must be achieved
Generic Optional Units Groups: B1; B2: B3; B4: B5	Minimum of 2 credits must be achieved from one or more of the groups
Sector Optional Units Groups C1;C2;D1;D2;E1;E2;F1;F2;G1;G2;H1;I1;L2;J1;J2; K1;K2;L1;M1;M2;N1;N2;O1;O2;P1;P2:	Minimum of 2 credits must be achieved from one or more of the groups

Units with same titles at different levels are barred.

Rules of Combination - Certificate	
Credit Value of the Qualification	13
Minimum Credits to be achieved at or above the level of the qualification	12
Mandatory Units required	2 credits must be achieved
Generic Optional Units Groups: B1; B2: B3; B4: B5	Minimum of 7 credits must be achieved from one or more of the groups
Sector Optional Units Groups C1;C2;D1;D2;E1;E2;F1;F2;G1;G2;H1;I1;L2;J1;J2; K1;K2;L1;M1;M2;N1;N2;O1;O2;P1;P2:	Minimum of 4 credits must be achieved from one or more of the groups

Units with same titles at different levels are barred.

Rules of Combination - Diploma	
Credit Value of the Qualification	37
Minimum Credits to be achieved at or above the	37

level of the qualification	
Mandatory Units required	2 credits must be achieved
Generic Optional Units Groups: B1; B2: B3; B4: B5	Minimum of 23 credits must be achieved from one or more of the groups
Sector Optional Units Groups C1;C2;D1;D2;E1;E2;F1;F2;G1;G2;H1;I1;L2;J1;J2; K1;K2;L1;M1;M2;N1;N2;O1;O2;P1;P2:	Minimum of 12 credits must be achieved from one or more of the groups

Units with same titles at different levels are barred.

Pathways Available	English; Numeracy; Agriculture, Horticulture and Floristry; Animal Care; Art, Design and Crafts; Building and Construction; Business Administration and Office Skills; Conservation and Environment; Hair and Beauty; Healthy Living; Food, Drink and Hospitality; Information Communication Technology; Performing Arts; Retail; Sport, Fitness and Leisure; Travel and Tourism
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.

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.

Award

Total Qualification Time (hours)	60
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Guided Learning (hours)	60
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Certificate

Total Qualification Time (hours)	130
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Guided Learning (hours)	116
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Diploma

Total Qualification Time	370
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(hours)	
Guided Learning (hours)	366

Age Range and Restrictions:	
Pre-16	✓
16-18	✓
19+	✓
Any other restrictions specific to the qualification	N/A

Units

(A) Mandatory Unit Group

QAC Code	Unit Name	Credits	Level
L/502/5681	Personal Action Planning	2	Entry Level One

(B1) Employability

QAC Code	Unit Name	Credits	Level
H/600/6516	Volunteering	2	Entry Level One
M/504/3803	Developing Customer Service Skills	3	Entry Level One
A/504/9717	Taking Part in an Interview	2	Entry Level One
L/502/4885	Preparation for Work	2	Entry Level One
D/504/9662	Preparing for Work Placement	2	Entry Level One
R/504/1283	Using ICT Skills in a Work Place	2	Entry Level One
Y/504/1284	Using Number Skills in a Work Place	2	Entry Level One
R/504/1414	Using Reading Skills in a Work Place	2	Entry Level One
Y/504/1415	Using Writing Skills in a Work Place	2	Entry Level One

(B2) Personal Development

QAC Code	Unit Name	Credits	Level
J/600/6475	Developing Assertiveness	2	Entry Level One
A/600/6490	Personal Awareness	2	Entry Level One
R/506/2893	Developing Independent Communication Skills	3	Entry Level One
F/506/2906	First Steps in Communicating with Others	3	Entry Level One
L/504/1234	Action Planning to Improve Performance	2	Entry Level One
H/505/3356	Anger Management	1	Entry Level One
L/505/6185	Personal Development	3	Entry Level One
R/505/0579	Understanding Relationships	3	Entry Level One

J/506/4379	Listening and Responding	3	Entry Level One
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(B3) Personal Learning

QAC Code	Unit Name	Credits	Level
A/502/4154	Developing Learning Skills: Learning to Learn	5	Entry Level One
A/504/3805	Following Instructions	2	Entry Level One
R/504/5480	Beginning to Study	3	Entry Level One

(B4) English

QAC Code	Unit Name	Credits	Level
H/505/1686	Planning for Progress in English Skills	1	Entry Level One

(B5) Numeracy

QAC Code	Unit Name	Credits	Level
A/506/4377	Using Maths in Everyday Contexts	2	Entry Level One

(C1) E1 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
R/504/9254	Horticulture: Identify Parts of a Flowering Plant	1	Entry Level One
M/505/3831	Gardening	3	Entry Level One
R/505/7693	Growing and Caring for Plants	2	Entry Level One
L/504/1248	Working on a Farm	2	Entry Level One

(C2) E2 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
D/502/0517	Recognise Plants	1	Entry Level Two
J/502/0527	Weed a Planted Area	2	Entry Level Two
L/504/1461	Working in Horticulture	2	Entry Level Two

(D1) E1 Animal Care Units

QAC Code	Unit Name	Credits	Level
L/505/3836	Pet Care	3	Entry Level One
Y/505/4228	Exploring Working with Animals	1	Entry Level One
H/504/1238	Feeding Animals	2	Entry Level One
R/504/1252	Working with Animals	2	Entry Level One
L/505/7739	Looking After and Caring for Animals	2	Entry Level One

(D2) E2 Animal Care Units

QAC Code	Unit Name	Credits	Level
D/505/7759	Feed and Water Small Animals	2	Entry Level Two
M/505/4753	Working with Animals	2	Entry Level Two
H/505/7813	Recognise Small Animals	1	Entry Level Two

(E1) E1 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
M/600/6423	Exploring Art	3	Entry Level One
D/506/2914	Create a Piece of Craft or Design	2	Entry Level One
L/506/2908	Communicating with Art	3	Entry Level One
D/601/9796	Displaying Creative Work	3	Entry Level One
H/601/9797	Engaging in a Creative Group Project	3	Entry Level One
M/601/9799	Engaging in New Creative Activities	3	Entry Level One
K/504/1239	Making a Product	2	Entry Level One
K/602/0014	Using Creative Software	3	Entry Level One
T/503/4343	Produce a Piece of Art Work	2	Entry Level One

(E2) E2 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
A/600/6425	Exploring Art	3	Entry Level Two
H/503/4631	Art & Design - Painting & Drawing	4	Entry Level Two
D/504/1450	Making a Product	2	Entry Level Two
A/503/4344	Produce a Piece of Art Work	2	Entry Level Two

(F1) E1 Building and Construction Units

QAC Code	Unit Name	Credits	Level
T/505/3961	Exploring Working in Construction	1	Entry Level One
D/505/3839	Working in Construction	2	Entry Level One
F/506/4378	Building a Cavity Wall	4	Entry Level One

(F2) E2 Building and Construction Units

QAC Code	Unit Name	Credits	Level
D/505/4778	Exploring Working in Construction	1	Entry Level Two
R/505/4759	Working in Construction	2	Entry Level Two

(G1) E1 Business Administration and Office Skills Units

QAC Code	Unit Name	Credits	Level
H/505/2322	Exploring Business and Enterprise	1	Entry Level One
A/505/3959	Exploring Working in an Office	1	Entry Level One

(G2) E2 Business Administration and Office Skills Units

QAC Code	Unit Name	Credits	Level
K/505/2354	Exploring Business and Enterprise	1	Entry Level Two
R/505/4809	Exploring Working in an Office	1	Entry Level Two

(H1) E1 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
K/502/4912	Environmental Awareness	2	Entry Level One
H/505/6905	Environmental Awareness of the Local Area	2	Entry Level One

(H2) E2 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
H/600/6550	Knowing Your Local Area	3	Entry Level Two
L/502/0657	Environmental Awareness	2	Entry Level Two

(I1) E1 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
J/505/3964	Exploring Working in Hairdressing	1	Entry Level One
H/505/4619	Working in Hairdressing	2	Entry Level One

(I2) E2 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
D/505/4781	Exploring Working in Hairdressing	1	Entry Level Two
D/505/4800	Working in Hairdressing	2	Entry Level Two

(J1) E1 Healthy Living Units

QAC Code	Unit Name	Credits	Level
F/502/4883	Healthy Living	2	Entry Level One
A/502/5689	Emotional Wellbeing	2	Entry Level One

(J2) E2 Healthy Living Units

QAC Code	Unit Name	Credits	Level
K/502/4568	Emotional Wellbeing	2	Entry Level Two

(K1) E1 Food, Drink and Hospitality Units

QAC Code	Unit Name	Credits	Level
T/600/6262	Eating a Balanced Diet	3	Entry Level One
J/600/6198	Basic Cooking Techniques	3	Entry Level One
L/600/6204	Everyday Food and Drink Preparation	3	Entry Level One
A/600/6201	Kitchen Hygiene	1	Entry Level One
R/600/6222	Make a Simple Meal	3	Entry Level One
D/505/3890	Working in Hospitality	2	Entry Level One
M/602/0015	Selecting and using cooking equipment	3	Entry Level One
T/602/0016	Preparing Drinks and Snacks	3	Entry Level One

(K2) E2 Food, Drink and Hospitality Units

QAC Code	Unit Name	Credits	Level
A/600/6263	Eating a Balanced Diet	3	Entry Level Two
L/600/6199	Basic Cooking Techniques	3	Entry Level Two
R/600/6205	Everyday Food and Drink Preparation	3	Entry Level Two
F/600/6202	Kitchen Hygiene	1	Entry Level Two
Y/600/6223	Make a Simple Meal	3	Entry Level Two
M/505/4767	Working in Hospitality	2	Entry Level Two

(L1) E1 Information Communication Technology Units

QAC Code	Unit Name	Credits	Level
Y/502/4324	Developing ICT skills	4	Entry Level One
L/506/2911	Following Safe and Healthy Working Practices When Using ICT	1	Entry Level One
R/506/2912	Developing and Presenting Information Using ICT	2	Entry Level One
Y/506/2913	Finding, Selecting and Exchanging Information Using ICT	2	Entry Level One
R/602/0010	Identifying and Using ICT equipment	3	Entry Level One
Y/601/9814	Responding to ICT Enabled Equipment	3	Entry Level One

(L2) E2 Information Communication Technology Units

QAC Code	Unit Name	Credits	Level
H/506/2915	Finding, Selecting and Exchanging Information Using ICT	2	Entry Level Two
K/506/2916	Following Safe and Healthy Working Practices When Using ICT	1	Entry Level Two
T/506/2921	Developing and Presenting Information	2	Entry Level Two

	Using ICT		
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(M1) E1 Performing Arts Units

QAC Code	Unit Name	Credits	Level
L/600/6428	Exploring Dance	3	Entry Level One
R/600/6432	Exploring Music	3	Entry Level One
J/506/2891	Communicating with Dance	3	Entry Level One
H/506/2896	Developing Skills in Drama	2	Entry Level One
T/506/2899	Develop Skills to Play a Musical Instrument	2	Entry Level One
K/506/2902	Communicating with Music	3	Entry Level One
T/503/4360	Develop Dance and Movement Skills	2	Entry Level One

(M2) E2 Performing Arts Units

QAC Code	Unit Name	Credits	Level
J/600/6430	Exploring Dance	3	Entry Level Two
Y/600/6433	Exploring Music	3	Entry Level Two
T/506/2918	Develop Skills to Play a Musical Instrument	2	Entry Level Two

(N1) E1 Retail Units

QAC Code	Unit Name	Credits	Level
M/505/4221	Exploring Working in Retail	1	Entry Level One
D/505/3923	Introduction to Retail Skills	3	Entry Level One
Y/505/3841	Working in Retail	2	Entry Level One

(N2) E2 Retail Units

QAC Code	Unit Name	Credits	Level
A/505/4786	Exploring Working in Retail	1	Entry Level Two
A/506/2922	Introduction to Retail Skills	3	Entry Level Two
M/504/1453	Working in Retail	2	Entry Level Two

(O1) E1 Sport, Fitness and Leisure Units

QAC Code	Unit Name	Credits	Level
K/600/6534	Accessing Leisure Services	3	Entry Level One
T/505/3894	Health and Fitness	3	Entry Level One
A/505/3895	Personal Attributes for Sport	1	Entry Level One
K/505/3892	Doing Sport	3	Entry Level One
T/503/9932	Developing Community Participation Skills: Participating in Sporting Activities	3	Entry Level One

A/505/3900	Working in Sport	2	Entry Level One
D/502/4910	Making the Most of Leisure Time	2	Entry Level One

(O2) E2 Sport, Fitness and Leisure Units

QAC Code	Unit Name	Credits	Level
T/600/6536	Accessing Leisure Services	3	Entry Level Two
K/505/8039	Health and Fitness	3	Entry Level Two
A/505/4769	Working in Sport	2	Entry Level Two

(P1) E1 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
R/505/4227	Exploring Working in Travel and Tourism	1	Entry Level One
F/505/3901	Working in Travel and Tourism	2	Entry Level One

(P2) E2 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
L/505/4789	Exploring Working in Travel and Tourism	1	Entry Level Two
T/505/4771	Working in Travel and Tourism	2	Entry Level Two