

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 2

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	4
Mandatory Units Group A	2 credit must be achieved
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6	Minimum of 2 credits must be achieved from one or more of the groups
Sector Optional Unit Groups: C1;C2;C3;D1;D2;D3;E1;E2;E3;F1;F2;G1;G2;G3;H1;H2;I1;I2;I3;J1;J2;J3;K1;K2;L1;L2;L3;M1;M2;M3;N1;N2;O1;O2;O3;P1;P2;P3;Q1;Q2;Q3;R1;R2;R3;S1;S2	Minimum of 2 credits must be achieved from one or more of the groups

Units with the same title 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	9
Mandatory Units Group A	2 credit must be achieved
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6	Minimum of 7 credits must be achieved from one or more of the groups
Sector Optional Unit Groups: C1;C2;C3;D1;D2;D3;E1;E2;E3;F1;F2;G1;G2;G3;H1;H2;I1;I2;I3;J1;J2;J3;K1;K2;L1;L2;L3;M1;M2;M3;N1;N2;O1;O2;O3;P1;P2;P3;Q1;Q2;Q3;R1;R2;R3;S1;S2	Minimum of 4 credits must be achieved from one or more of the groups

Units with the same title at different levels are barred

Rules of Combination - Diploma	
Credit Value of the Qualification	37
Minimum Credits to be achieved at or above the level of the qualification	29
Mandatory Units Group A	2 credit must be achieved
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6	Minimum of 23 credits must be achieved from one or more of the groups
Sector Optional Unit Groups: C1;C2;C3;D1;D2;D3;E1;E2;E3;F1;F2;G1;G2;G3;H1;H2;I1;I2;I3;J1;J2;J3;K1;K2;L1;L2;L3;M1;M2;M3;N1;N2;O1;O2;O3;P1;P2;P3;Q1;Q2;Q3;R1;R2;R3;S1;S2	Minimum of 12 credits must be achieved from one or more of the groups

Units with the same title 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	
<i>TQT is a new requirement for qualifications regulated by Ofqual through the Regulatory Qualifications Framework (RQF) from September 2015.</i>	
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

Guided Learning (hours)	58
Certificate	
Total Qualification Time (hours)	130
Guided Learning (hours)	115
Diploma	
Total Qualification Time (hours)	370
Guided Learning (hours)	363

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
H/502/5461	Personal Action Planning	2	Entry Level Two

(B1) Employability

QAC Code	Unit Name	Credits	Level
M/600/6518	Volunteering	2	Entry Level Two
J/501/6641	Introduction to Customer Care	1	Entry Level Two
Y/504/1463	Using Number Skills in a Work Place	2	Entry Level Two
Y/504/5139	Customer Service	2	Entry Level Two
H/504/1465	Using Writing Skills in a Work Place	2	Entry Level Two
R/504/1476	Using Communication Skills in a Work Place	2	Entry Level Two
T/504/1468	Decision Making in the Work Place	2	Entry Level Two
D/504/1464	Using Reading Skills in a Work Place	2	Entry Level Two
D/504/1478	Using ICT Skills in a Work Place	2	Entry Level Two
M/504/1467	Dealing with Problems at Work	2	Entry Level Two

(B2) Seeking Employment

QAC Code	Unit Name	Credits	Level
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Y/502/4579	Making Informed Career Choices	2	Entry Level Two
F/505/7530	Writing a Curriculum Vitae	1	Entry Level Two
R/504/1297	Applying for Jobs and Courses	2	Entry Level Two
J/504/1295	Preparing for and Taking Part in an Interview	2	Entry Level Two
A/502/3019	Completing a Job Application Form	1	Entry Level Two
R/502/0451	Preparation for Work	2	Entry Level Two

(B3) Personal Development

QAC Code	Unit Name	Credits	Level
Y/600/6478	Developing Assertiveness	2	Entry Level Two
F/600/6491	Personal Awareness	2	Entry Level Two
T/505/4236	Personal Development	3	Entry Level Two
Y/504/1298	Building Confidence and Self Esteem	2	Entry Level Two
F/505/6104	Anger Management	1	Entry Level Two
H/506/4390	Listening and Responding	2	Entry Level Two
L/505/5781	Communicate to Give and Receive Information	1	Entry Level Two

(B4) Personal Learning

QAC Code	Unit Name	Credits	Level
F/506/2923	Effective Skills, Qualities and Attitudes for Learning and Work	3	Entry Level Two
Y/504/5481	Beginning to Study	3	Entry Level Two
R/505/6124	Engage in Discussion	2	Entry Level Two
A/506/3925	Learning Skills	8	Entry Level Two
L/504/3825	Following Instructions	2	Entry Level Two

(B5) English

QAC Code	Unit Name	Credits	Level
D/505/1699	Planning for Progress in English Skills	1	Entry Level Two

(B6) Numeracy

QAC Code	Unit Name	Credits	Level
H/602/0061	Collecting and Presenting Numerical Information	2	Entry Level Two
K/506/4391	Planning to Improve Performance in Mathematics	1	Entry Level Two

(C1) E2 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
D/502/0517	Recognise Plants	1	Entry Level Two
A/502/0525	Recognise Use and Care for Tools Used in Horticulture	2	Entry Level Two
L/502/3994	Introduction to the Propagation of Plants	3	Entry Level Two
F/502/0526	Prepare and Plant an Area	2	Entry Level Two
J/502/0527	Weed a Planted Area	2	Entry Level Two
L/502/0528	Fill Plant Containers	1	Entry Level Two
L/504/1461	Working in Horticulture	2	Entry Level Two
Y/502/0516	Wrap flowers and Plants	1	Entry Level Two
H/505/7696	Floristry Hand Tools	1	Entry Level Two
M/505/7698	Floristry Plant Materials	1	Entry Level Two

(C2) 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
R/505/7693	Growing and Caring for Plants	2	Entry Level One

(C3) E3 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
F/506/1092	Recognise Parts of Plants	1	Entry Level Three
K/504/1659	Working in Horticulture	2	Entry Level Three
F/504/9279	Planting in a Container	3	Entry Level Three
T/504/9280	Practical Floristry Skills	3	Entry Level Three

(D1) 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
D/505/7809	Pet Care	3	Entry Level Two
F/505/4790	Exploring Working with Animals	1	Entry Level Two
T/502/0507	Assist with Cleaning Housing for Small	2	Entry Level Two

	Animals		
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(D2) E1 Animal Care Units

QAC Code	Unit Name	Credits	Level
R/504/1252	Working with Animals	2	Entry Level One
L/505/7739	Looking After and Caring for Animals	2	Entry Level One

(D3) E3 Animal Care Units

QAC Code	Unit Name	Credits	Level
A/505/6084	Recognising Small Animals	2	Entry Level Three
L/506/3038	Assist with Preparing Feed Stuff for Small Animals	2	Entry Level Three

(E1) E2 Art, Design and Creative Crafts Units

QAC Code	Unit Name	Credits	Level
A/600/6425	Exploring Art	3	Entry Level Two
D/506/2931	Produce a Piece of Art Work	2	Entry Level Two
H/503/4631	Art & Design - Painting & Drawing	4	Entry Level Two
D/504/1450	Making a Product	2	Entry Level Two
D/601/9832	Creating an Art or Craft Product	2	Entry Level Two
J/503/4637	Present an Art and Design Evaluation	2	Entry Level Two
A/503/4635	Plan, Advertise and Present an Art & Design Exhibition	2	Entry Level Two
K/601/9834	Displaying an Art or Craft Product	2	Entry Level Two

(E2) E1 Art, Design and Creative 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 of Design	2	Entry Level One
T/503/4343	Produce a Piece of Art Work	2	Entry Level One

(E3) E3 Art, Design and Creative Crafts Units

QAC Code	Unit Name	Credits	Level
A/504/1651	Making a Product	2	Entry Level Three
T/504/9781	Art and Design: Using Colour	3	Entry Level Three

(F1) 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
M/506/2934	Recognise, Use and Care for Basic Construction Hand Tools	2	Entry Level Two
H/505/8010	Using Construction Hand Tools	2	Entry Level Two

(F2) 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

(G1) 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
J/505/8050	Using Office Equipment	1	Entry Level Two
A/505/4772	Working in an Office	2	Entry Level Two

(G2) 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

(G3) E3 Business Administration and Office Skills Units

QAC Code	Unit Name	Credits	Level
M/506/3047	Exploring Business and Enterprise	1	Entry Level Three
M/504/8113	Using Office Equipment in a Business Environment	3	Entry Level Three

(H1) E2 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
J/505/7688	Working in Childcare	3	Entry Level Two
A/602/0941	An Introduction to Childcare	3	Entry Level Two

(H2) E3 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
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L/505/1567	Caring for Young Children and Babies	3	Entry Level Three
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(I1) E2 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
H/600/6550	Knowing Your Local Area	3	Entry Level Two
D/600/6448	Observing and Encouraging Birds	3	Entry Level Two
K/502/0827	Maintain a Fence	2	Entry Level Two
H/502/0826	Maintain a Footpath	3	Entry Level Two
L/502/0657	Environmental Awareness	2	Entry Level Two
A/503/3968	Chemical Products used in the Home and their Environmental Impact	2	Entry Level Two
R/502/0823	Recognise Trees and Plants	1	Entry Level Two
D/502/0825	Recognise, Use and Care for Tools used in Conservation	2	Entry Level Two
M/502/0828	Plant an Area to Attract Wildlife	2	Entry Level Two

(I2) E1 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
K/502/4912	Environmental Awareness	2	Entry Level One

(I3) E3 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
A/600/6554	Knowing Your Local Area	3	Entry Level Three
R/502/0658	Environmental Awareness	2	Entry Level Three
T/503/3967	Chemical Products used in the Home and their Environmental Impact	2	Entry Level Three

(J1) 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
J/505/8016	Maintaining Healthy Hair	3	Entry Level Two
A/601/2192	Personal Skin Care	2	Entry Level Two

(J2) E1 Hair and Beauty Units

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

(J3) E3 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
L/504/9348	Careers in the Hair and Beauty Sector	2	Entry Level Three
D/505/1850	Shampoo and Conditioning	3	Entry Level Three

(K1) E2 Healthy Living Units

QAC Code	Unit Name	Credits	Level
K/502/4568	Emotional Wellbeing	2	Entry Level Two
L/502/4577	Healthy Lifestyles	2	Entry Level Two

(K2) 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

(L1) 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
R/505/4776	Exploring Working in Catering	1	Entry Level Two
K/505/4783	Exploring Working in Hospitality	1	Entry Level Two
D/505/4764	Working in Catering	2	Entry Level Two

(L2) 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
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(L3) E3 Food, Drink and Hospitality Units

QAC Code	Unit Name	Credits	Level
F/600/6264	Eating a Balanced Diet	3	Entry Level Three
T/600/6200	Basic Cooking Techniques	3	Entry Level Three
J/600/6203	Kitchen Hygiene	1	Entry Level Three
D/600/6224	Make a Simple Meal	3	Entry Level Three

(M1) 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 Using ICT	2	Entry Level Two
Y/602/0106	Know How to Use ICT Safely	2	Entry Level Two
F/602/0066	Using ICT to find information	2	Entry Level Two
R/602/0105	Using ICT to Communicate	2	Entry Level Two

(M2) E1 Information Communication Technology Units

QAC Code	Unit Name	Credits	Level
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

(M3) E3 Information Communication Technology Units

QAC Code	Unit Name	Credits	Level
L/506/3055	Developing and Presenting Information Using ICT	2	Entry Level Three
T/506/3034	Following Safe and Healthy Working Practices when Using ICT	1	Entry Level Three

(N1) E2 Marketing and Sales Units

QAC Code	Unit Name	Credits	Level
D/504/9404	Marketing Products and Services	3	Entry Level Two

(N2) E3 Marketing and Sales Units

QAC Code	Unit Name	Credits	Level
J/504/9414	Marketing Products and Services	3	Entry Level Three

(O1) 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
M/506/2917	Develop Dance and Movement Skills	2	Entry Level Two
T/506/2918	Develop Skills to Play a Musical Instrument	2	Entry Level Two
A/506/2919	Developing Skills in Drama	2	Entry Level Two
K/503/4002	Solo Music Performance	4	Entry Level Two
D/503/3977	Using the Body in a Dramatic Context	3	Entry Level Two
R/503/3975	Using the Voice in a Dramatic Context	3	Entry Level Two
H/503/3981	Contribute to the Creation of a Group Drama Presentation	5	Entry Level Two

(O2) 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
H/506/2896	Developing Skills in Drama	2	Entry Level One

(O3) E3 Performing Arts Units

QAC Code	Unit Name	Credits	Level
L/600/6431	Exploring Dance	3	Entry Level Three
K/600/6436	Exploring Music	3	Entry Level Three
H/503/4001	Solo Music Performance	4	Entry Level Three
H/503/3978	Using the Body in a Dramatic Context	3	Entry Level Three
Y/503/3976	Using the Voice in a Dramatic Context	3	Entry Level

			Three
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(P1) E2 Retail Units

QAC Code	Unit Name	Credits	Level
M/506/2920	Discovering the Retail Workplace	3	Entry Level Two
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
A/505/8014	Introduction to Handling Stock in a Retail Environment	2	Entry Level Two

(P2) 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

(P3) E3 Retail Units

QAC Code	Unit Name	Credits	Level
R/506/3039	Introduction to Retail Skills	3	Entry Level Three

(Q1) 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
J/505/4788	Exploring Working in Sport	1	Entry Level Two

(Q2) 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/505/3900	Working in Sport	2	Entry Level One

(Q3) E3 Sport, Fitness and Leisure Units

QAC Code	Unit Name	Credits	Level
A/501/5194	Health and Fitness	3	Entry Level Three

(R1) E2 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
M/505/8043	Displaying Travel and Tourism Information	2	Entry Level Two
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

(R2) 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

(R3) E3 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
J/505/1812	Displaying Travel and Tourism Information	3	Entry Level Three

(S1) E2 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
D/505/7874	Motor Vehicles: External Parts	1	Entry Level Two
F/505/7883	Motor Vehicles: Internal Parts	1	Entry Level Two
D/505/7843	Motor Vehicle Maintenance	2	Entry Level Two

(S2) E3 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
M/506/0987	Identification Of Basic External And Internal Car Parts	1	Entry Level Three