

Validity of Qualification – Feedback from Centres

About the Qualification:

Title (RQF)	Open Awards Level 1 Award/Certificate/Diploma in Skills for Further Learning and Employment
Sector	Preparation for Life and Work
Level	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	9
Minimum Credits to be achieved at or above the Level of the Qualification	6
Mandatory Units Group A	All 3 credits must be achieved
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6	Minimum of 3 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;F3;G1;G2;G3;H1;H2;H3;I1;J1;K1;K2;K3;L1;L2;L3;M1;M2;M3;N1;N2;N3;O1;O2;P1;P2;Q1;R1;R2;S1;S2;S3;T1;T2;T3;U1;U2;U3;V1;V2;W1;W2;W3	Minimum of 3 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	8
Mandatory Units Group A	All 3 credits must be achieved
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6	Minimum of 4 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;F3;G1;G2;G3;H1;H2;H3;I1;J1;K1;K2;K3;L1;L2;L3;M1;M2;M3;N1;N2;N3;O1;O2;P1;P2;Q1;R1;R2;S1;S2;S3;T1;T2;T3;U1;U2;U3;V1;V2;W1;W2;W3	Minimum of 6 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	25
Mandatory Units Group A	All 3 credits must be achieved
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6	Minimum of 14 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;F3;G1;G2;G3;H1;H2;H3;I1;J1;K1;K2;K3;L1;L2;L3;M1;M2;M3;N1;N2;N3;O1;O2;P1;P2;Q1;R1;R2;S1;S2;S3;T1;T2;T3;U1;U2;U3;V1;V2;W1;W2;W3	Minimum of 20 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; Child Care and Development; Conservation and Environment; Engineering; Hair and Beauty; Health and Social Care; Hospitality and Catering; Information Communication Technology; Logistics; Maritime; Media and Communication; Marketing and Sales; Performing Arts; Retail; Sport, Fitness and Leisure; Travel and Tourism; Vehicle Maintenance
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	90
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(hours)	
Guided Learning (hours)	72
Certificate	
Total Qualification Time (hours)	130
Guided Learning (hours)	102
Diploma	
Total Qualification Time (hours)	370
Guided Learning (hours)	289

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
Y/506/0661	Developing Own Interpersonal Skills	3	Level One

(B1) Employability

QAC Code	Unit Name	Credits	Level
L/500/5317	Undertaking an Enterprise Project	3	Level One
L/503/4896	Recognising and Respecting Diversity in the Workplace	1	Level One
R/503/4897	Responsible Work Practice	2	Level One
D/503/9228	Preparation for Work	3	Level One
J/504/8487	Health and Safety Awareness in a Working Environment	1	Level One
F/504/8858	Healthy, Safety and First Aid at Work	3	Level One
T/504/8727	Customer Service	3	Level One
J/506/3636	Understanding Employment Rights, Contracts and Pay	3	Level One
L/505/1780	Introduction to Self-Employment	3	Level One
F/505/1064	Being a Responsible Employee	6	Level One

A/504/8860	Volunteering	1	Level One
F/505/1775	Welcoming Visitors	2	Level One
H/504/3541	Work-Based Placement	3	Level One
T/506/3132	Numeracy for the Workplace	1	Level One
L/504/8815	Pay and Payslips	1	Level One
F/504/6317	Using ICT in the Workplace	3	Level One
M/504/6314	Using Numeracy Skills in the Workplace	3	Level One
Y/504/8669	Problem Solving in the Workplace	3	Level One
M/506/0083	Health And Safety in a Practical Environment	1	Level One

(B2) Seeking Employment

QAC Code	Unit Name	Credits	Level
R/501/5847	Interview Skills	1	Level One
Y/503/5209	Communication Skills in Preparing for Work	2	Level One
A/504/8440	Creating a Tailored Curriculum Vitae	3	Level One
J/506/0736	Job Seeking Skills	3	Level One
H/506/0730	Building A Personal Career Portfolio	3	Level One
R/506/0741	Recognising Employment Opportunities	1	Level One
L/504/8667	Preparation for a Recruitment Interview	1	Level One
M/504/8645	Career Planning	3	Level One

(B3) Personal Development

QAC Code	Unit Name	Credits	Level
M/503/9301	Time Management Skills	3	Level One
L/504/8281	Alcohol Awareness	3	Level One
L/505/2010	Anger Management	1	Level One
J/506/0560	Developing Skills For Independent Life	3	Level One
A/504/7689	Communication Skills for Group and Teamwork	3	Level One
R/504/7472	Community Involvement	1	Level One
J/506/0557	Aspects of Citizenship	3	Level One
K/504/8269	Assertiveness and Decision Making	3	Level One
F/504/8231	Health and Hygiene	3	Level One
L/504/7485	Coping Strategies	3	Level One
L/504/8264	Healthy Living	3	Level One
K/504/8837	Personal Awareness	3	Level One
K/505/1415	Diversity and Faith	2	Level One

J/504/7789	Personal Confidence	3	Level One
H/504/8688	Issues of Substance Misuse	1	Level One
J/504/7792	Personal Development	3	Level One
R/504/8797	Eating Disorders	1	Level One
T/504/8274	Improving Own Confidence	3	Level One
R/504/8640	Personal Finances	3	Level One
J/504/8862	Criminal and Youth Justice	3	Level One
Y/505/6321	Engage in Discussion	2	Level One
T/504/8839	Personal Relationships	3	Level One
H/505/1297	Personal Risk	1	Level One
F/505/0822	Dealing with Bullying	2	Level One
Y/504/8705	Family Learning	3	Level One
M/504/8225	Family Relationships	3	Level One
T/504/8856	The Peer Mediation Process	3	Level One
A/506/3620	Developing Parenting Skills	3	Level One
T/506/0571	Developing Personal Development Skills	3	Level One
Y/504/8803	Understanding Discrimination	3	Level One
F/505/8807	Understanding Diversity Within Society	3	Level One
J/505/6105	Introduction to Safeguarding Children	3	Level One
Y/504/8851	Understanding Self in Conflict	3	Level One
A/506/3150	Behaviour Change: Understanding and Managing Anger and Aggression	3	Level One
A/506/3133	Behaviour Change: Understanding the Victim	3	Level One
R/504/8718	Behaviour in Conflict	3	Level One
F/504/8813	Body Image	2	Level One
J/504/9378	Lesbian, Gay, Bisexual and Trans Awareness	2	Level One
L/506/0575	Making Choices in Pursuit of Personal Goals	3	Level One
K/504/8627	Managing Personal Relationships	3	Level One
H/505/1431	Mobility and Orientation for Learners with Additional Needs	3	Level One
A/504/8812	Motivation	1	Level One
A/505/0821	Budgeting	1	Level One
A/505/1452	Recognising and Safeguarding Against Knife Crime	4	Level One
R/504/8816	Peer Mediation	3	Level One
J/504/8845	Rights and Responsibilities of Citizenship	3	Level One

A/504/8826	Personal and Interpersonal Conflict	3	Level One
L/505/8177	Safeguarding Procedures for Life and Work	1	Level One
K/505/2130	Safeguarding: Online and in Daily Life	6	Level One
R/504/7780	Skills for Lip Reading	6	Level One
R/504/7598	Self-Esteem and Confidence	1	Level One
D/506/1214	Sex and Relationship Education	3	Level One
Y/504/8817	Stress and Stress Management Techniques	3	Level One
Y/505/1300	Team Motivation	3	Level One
J/504/8876	Teamwork Skills	3	Level One
Y/504/8865	Pregnancy and Preparation for a Baby	3	Level One
T/504/8842	Prejudice and Discrimination	3	Level One
K/505/1303	Using ICT to Support Family Learning	2	Level One
M/505/1304	Using Public Transport	3	Level One
Y/501/6899	Candidate Project	3	Level One
H/504/8724	Changing Roles and Relationships in Adolescence	3	Level One
M/506/0634	Understanding Equal Opportunities	3	Level One
K/506/0745	Basic First Aid For The Workplace	1	Level One

(B4) Personal Learning

QAC Code	Unit Name	Credits	Level
F/503/4894	Oral Presentation Skills	1	Level One
H/503/3043	College Induction	3	Level One
M/504/3705	Improving Own Learning and Performance	3	Level One
K/504/7476	Approaches to Learning	2	Level One
T/504/8890	Personal Learning Goals	3	Level One
R/504/8279	Induction to Study	3	Level One
D/504/7796	Personal Learning Skills	6	Level One
A/504/8650	Personal Skills Audit	1	Level One
L/504/8653	Transferable Skills	3	Level One
Y/504/8980	Learner Representation Skills	3	Level One
H/506/3630	Developing Personal Learning Programme	3	Level One
H/506/3627	Developing Presentation Skills	2	Level One
A/504/1665	Carrying Out an Independent Research Project	3	Level One

(B5) English

QAC Code	Unit Name	Credits	Level
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R/503/9212	Demonstrating Speaking and Listening Skills	3	Level One
T/503/9235	Improving Spelling Skills	3	Level One
J/506/3135	Writing to Communicate Information	1	Level One
R/506/3140	Writing to Describe	1	Level One
Y/506/3138	Writing to Persuade	1	Level One

(B6) Numeracy

QAC Code	Unit Name	Credits	Level
M/503/9265	Understanding and Using Numbers	3	Level One
T/503/9218	Using Calculations: Whole Numbers	3	Level One

(C1) L1 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
J/503/6405	Fish	2	Level One
R/503/6407	Fishing and the Environment	3	Level One
T/506/1896	Cultivate Land by Single Digging or Forking	2	Level One
M/506/1900	Plant Flower Bulbs for Naturalisation or Bedding	2	Level One
F/506/1903	Prepare and Plant a Hanging Basket	2	Level One
J/506/1904	Care for a Planted Area	2	Level One
R/506/1906	Prune Hedges by Hand	2	Level One
Y/506/2006	Prune Bush Roses	2	Level One
H/506/2008	Dead-head Rose Bushes, Rhododendrons or Other Shrubs	2	Level One
R/506/2022	Sow Seed Outdoors in Drills by Hand	2	Level One
D/506/2024	Sow Seed Indoors in Containers	2	Level One
A/506/2340	Identify Annuals and Herbaceous Perennials	2	Level One
F/506/2338	Identify Trees and Shrubs	2	Level One
J/506/2339	Identify Weeds	2	Level One
F/506/2341	Identify Indoor Plants	2	Level One
A/504/9233	Cultivating Compost and Soils	3	Level One
Y/504/9241	Cultivating Herbs	3	Level One
R/504/9934	Use a Lawn Mower	2	Level One
T/504/9313	Pruning Plants	1	Level One
A/504/9927	Pruning Trees and Shrubs	3	Level One
Y/506/1101	Water a Bed, Border or Area of Plants in Containers	2	Level One

M/504/9231	Soils and Crop Plants	3	Level One
A/504/9314	Sowing and Growing Techniques	3	Level One
T/506/2045	Sow Grass Seed by Hand	2	Level One
T/504/9926	Planting and Establishing Plants	3	Level One
A/504/9930	Planting and Staking a Tree	2	Level One
T/506/2028	Pot up Rooted Cuttings, Large Seedlings or Plugs by Hand	2	Level One
K/506/2026	Prick Out Seedlings Singly	2	Level One
M/506/2027	Propagate by Stem Cuttings	2	Level One
R/506/2067	Maintain Hand Tools	2	Level One
Y/506/2040	Edge Turf with Shears	2	Level One
A/504/9247	Practical Floristry Skills	3	Level One
D/504/9273	Garden Horticulture Skills	3	Level One
J/504/9316	Floristry Techniques	3	Level One
L/504/9933	Repairing Damaged Turf	2	Level One

(C2) E3 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
T/504/9280	Practical Floristry Skills	3	Entry Level Three
T/504/9277	Garden Horticulture Skills	3	Entry Level Three
L/504/9320	Floristry Techniques	1	Entry Level Three

(C3) L2 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
F/504/9315	Floristry Techniques	3	Level Two
H/504/9274	Garden Horticulture Skills	3	Level Two
A/504/9250	Practical Floristry Skills	3	Level Two

(D1) L1 Animal Care Units

QAC Code	Unit Name	Credits	Level
A/502/4588	Assist with the Care of Animals	2	Level One
A/505/0723	Assist with the Maintenance and Cleaning of Animal Accommodation	2	Level One
T/505/0767	Care of Animals	3	Level One
R/505/0789	Principles of Dealing with Feedstuffs for Small Animals	1	Level One

J/505/0725	Assist with Preparing and Storing Feedstuffs for Small Animals	2	Level One
L/505/0757	Building Confidence: Working with Animals	3	Level One
Y/505/4603	Introduction to Animal Care	3	Level One

(D2) E3 Animal Care Units

QAC Code	Unit Name	Credits	Level
L/506/3038	Assist with Preparing Feed Stuff for Small Animals	2	Entry Level Three
D/601/3528	Introduction to Animal Care	3	Entry Level Three

(D3) L2 Animal Care Units

QAC Code	Unit Name	Credits	Level
J/502/1466	Handle Animals	2	Level Two
Y/502/1522	Maintain Animal Accomodation	3	Level Two

(E1) L1 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
L/504/4635	Explore Craft Ideas	2	Level One
K/504/4643	Life Drawing	3	Level One
T/504/4791	Art and Design: Colour Theory and Design	3	Level One
M/504/4787	Basic Visual Language	3	Level One
D/504/4803	Textiles	3	Level One
H/504/4804	Textiles - Textile Decoration	4	Level One
A/504/4808	Creative Craft Skills	3	Level One
J/504/4794	Design Project	3	Level One
L/504/4795	Design Style	3	Level One
A/504/4629	Discovering Arts and Culture	3	Level One
Y/504/4797	Drawing	3	Level One
K/504/4447	Creative Embroidery	3	Level One
T/504/4743	Photography – Using a Camera and Accessories	2	Level One
K/504/9969	Hand Knitting Skills	3	Level One
T/504/4497	Painting in Water Based Media	3	Level One
L/504/9107	Painting with Oils	3	Level One
M/504/9973	Sewing Skills	3	Level One
M/504/4496	Painting	3	Level One

(E2) E3 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
T/504/9781	Art and Design: Using Colour	3	Entry Level Three
M/504/4594	Developing Painting and Drawing	3	Entry Level Three

(E3) L2 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
M/504/4773	Drawing Development Methods	3	Level Two
Y/504/4623	Design Project	3	Level Two
H/504/4625	Design Style	3	Level Two
F/504/4633	Drawing Application Methods	3	Level Two
H/504/4365	Art and Design: Colour Theory and Design	3	Level Two

(F1) L1 Building and Construction Units

QAC Code	Unit Name	Credits	Level
F/505/0304	Apply Foundation and Plain Papers	5	Level One
J/505/0305	Apply Paint Systems by Brush and Roller	6	Level One
H/506/3157	Developing Skills in Fitted Interiors	4	Level One
F/505/0478	Construction Painting Skills	3	Level One
H/506/3269	Developing Brickwork Skills	4	Level One
D/505/0746	Floor and Wall Tiling Techniques	3	Level One
J/506/3149	Introduction to Plastering Techniques	3	Level One
F/505/0741	Bricklaying Tools, Equipment and Materials	3	Level One
Y/506/3267	Developing Plastering Skills	4	Level One
F/505/0481	Plumbing Skills	4	Level One
J/506/3247	Using and Maintaining Woodworking Tools	3	Level One
H/505/0621	Carpentry and Joinery Hand Tools	3	Level One
K/505/0667	Carpentry and Joinery Portable Power Tools	5	Level One
A/505/0737	Produce Basic Woodworking Joints	4	Level One
M/506/2075	Build a Sample Brick Wall	3	Level One
K/505/0541	Health and Safety in Construction	3	Level One
K/505/0751	Wallpapering Skills	3	Level One
F/505/1369	Painting Skills	3	Level One
F/506/4381	Carpentry and Joinery Skills	2	Level One

(F2) E3 Building and Construction Units

QAC Code	Unit Name	Credits	Level
M/506/3064	Applying Paint by Brush	2	Entry Level Three
F/505/0626	Cutting and Hanging Wall Coverings	3	Entry Level Three
R/506/4384	Health and Safety in Construction Trades	2	Entry Level Three
Y/506/4385	Carpentry and Joinery Skills	3	Entry Level Three

(F3) L2 Building and Construction Units

QAC Code	Unit Name	Credits	Level
J/506/3538	Expanding Brickwork Skills	1	Level Two
T/506/3440	Exploring Carpentry and Joinery	5	Level Two
A/506/3441	Exploring Painting and Decorating	5	Level Two
M/505/0752	Wallpapering Skills	3	Level Two

(G1) L1 Business Administration and Office Skills Units

QAC Code	Unit Name	Credits	Level
F/501/5942	Planning an Enterprise Activity	1	Level One
F/501/5939	Running an Enterprise Activity	1	Level One
J/600/3172	How and Why Businesses Operate	1	Level One
F/505/6359	Communicate in a Business Environment	3	Level One
Y/505/1667	Communication Skills for Business	3	Level One
Y/505/1782	Handling Mail	2	Level One
A/505/1788	Creating Business Documents	3	Level One
A/505/1984	Introduction to Business	3	Level One
R/505/0825	Filing Skills	3	Level One
D/505/1671	Understanding Business and Enterprise	3	Level One
T/504/9358	Budgetary Control within a Business Environment	3	Level One
L/505/1777	Working in an Office	2	Level One
J/505/1776	Making and Receiving Calls	2	Level One
H/505/1784	Supporting Business Meetings	3	Level One
A/505/1774	Careers in Business and Administration	3	Level One
A/504/9894	Introduction to Business and Administration	1	Level One
F/506/3862	Exploring Business and Enterprise	1	Level One

(G2) E3 Business Administration and Office Skills Units

QAC Code	Unit Name	Credits	Level
M/504/5146	Exploring business and Enterprise	1	Entry Level Three
K/504/9874	Introduction to Business Administration	1	Entry Level Three

(G3) L2 Business Administration and Office Skills Units

QAC Code	Unit Name	Credits	Level
M/504/9357	Communication Skills for Business	3	Level Two
D/504/5143	Exploring Business and Enterprise	2	Level Two

(H1) L1 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
K/602/6315	Introduction to the Development of Children and Young People Through Play	2	Level One
T/503/9249	Understanding the Importance of Play	3	Level One
L/505/1570	Child Development 0-3 Years	3	Level One
D/505/1573	Children's Social and Emotional Development	3	Level One
M/505/1576	Craft Activities with Children and Young People	3	Level One
M/506/3176	Encourage Children and Young People to Eat Healthily	2	Level One
J/506/3264	Introduction to Children and Young People's Development	3	Level One
K/505/1608	The Intellectual and Language Development of Children	3	Level One
T/505/1577	Developing Language and Communication Skills in Children	3	Level One
M/506/3159	Introduction to the Physical Care of Babies and Young Children	3	Level One
A/505/5212	Caring for Young Children and Babies	3	Level One
J/505/1616	The Principles of Listening to Children	3	Level One

(H2) E3 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
L/505/1567	Caring for Young Children and Babies	3	Entry Level Three

(H3) L2 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
H/505/1574	Children's Social and Emotional Development	3	Level Two
M/505/1609	The Intellectual and Language Development of Children	3	Level Two
R/505/1618	The Principles of Listening to Children	3	Level Two

(I1) L1 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
T/506/3177	Collect Recyclables and other Materials	5	Level One
A/506/3178	Dispatch Recyclables and other Materials	5	Level One
D/506/3187	Assist in the Maintenance of Plant and Equipment for Processing Recyclables and Other Materials	5	Level One
R/506/3137	Improving Energy Efficiency in the Home	4	Level One
J/505/4595	Energy Use	3	Level One
R/504/9335	Enviromental Study	3	Level One
D/506/4386	The Principles of Renewable Electricity	1	Level One
A/506/3259	Introduction to Waste and Recycling	7	Level One
A/600/1922	Build and Pack Dry Stone Walls	6	Level One
F/506/3179	Prepare Plant and Equipment for Processing Recyclables and Other Materials	3	Level One
L/600/1925	Prepare to Build a Dry Stone Wall	6	Level One
F/600/1923	Using Copestones	1	Level One
J/505/2040	Project in Sustainability	3	Level One
D/505/9494	Introduction to Working in the Renewable Energy Industry	4	Level One

(I2) L2 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
L/504/9169	Project in Sustainability	3	Level Two

(J1) L1 Engineering Units

QAC Code	Unit Name	Credits	Level
R/503/4155	Introduction to Using and Maintaining Engineering Tools	3	Level One
A/505/0706	Electronic Assembly Skills	3	Level One
M/505/0718	Planning and Making a Machined Product	6	Level One
L/505/0712	Welding Skills	3	Level One

K/505/0720	Wiring Electric Circuits and Components	3	Level One
K/505/0717	Making Engineering Components	3	Level One
Y/505/0700	Mechanical Component Assembling Skills	3	Level One

(K1) L1 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
T/505/1854	Assist with Hair Colouring	4	Level One
H/505/1851	Evening Make Up	3	Level One
F/506/3134	Follow Health and Safety in the Salon	3	Level One
F/506/3151	Themed Face Painting	3	Level One
F/505/1856	Providing Basic Pedicure Treatment	3	Level One
M/506/3145	Nail Art Application	3	Level One
M/505/1853	Setting up for Hair and Beauty Services	2	Level One
D/506/3139	Presenting a Professional Image in a Salon	3	Level One
J/505/1857	Providing Basic Manicure Treatment	3	Level One
K/506/3144	Shampoo and Condition Hair	4	Level One
L/505/1858	Create a Hair and Beauty Image	3	Level One

(K2) E3 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
D/505/1850	Shampoo and Conditioning	3	Entry Level Three
K/505/0586	Introduction to Hair and Beauty	3	Entry Level Three

(K3) L2 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
Y/506/3446	Exploring the Hair and Beauty Sector	2	Level Two
R/505/1859	Shampoo and Condition the Hair and Scalp	3	Level Two

(L1) L1 Health and Social Care Units

QAC Code	Unit Name	Credits	Level
K/602/6301	Understand the Importance of Engagement in Leisure and Social Activities in Health and Social Care	3	Level One
H/506/3174	Introductory Awareness of Equality and Inclusion in Health, Social Care and Children's and Young People's Settings	3	Level One
R/506/3252	Introductory Awareness of the Importance	3	Level One

	of Healthy Eating and Drinking for Adults		
J/506/3250	Human Growth and Development	2	Level One
K/506/3645	Introductory Awareness of Working with Others in Health, Social Care and and Children's and Young People's Settings	2	Level One
L/506/3251	Introduction to a Healthy Lifestyle	3	Level One
L/506/3864	Introduction to Communication in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	2	Level One
H/506/1215	Introduction to Drug Awareness for the Individual	3	Level One
H/506/3160	Develop an Awareness of Substance Misuse	2	Level One
A/504/9040	The Principles of Care, Organisational Policies and the Role of the Care Worker	3	Level One
A/504/9085	The Role of Young People as Peer Mentors	3	Level One
K/506/3175	Awareness of Communication in Adult Social Care	2	Level One
L/506/3640	Awareness of Protection and Safeguarding in Health and Social Care Adults and Children and Young People, Early Years and Childcare	3	Level One
T/506/3244	Awareness of the Role and Responsibilities of the Adult Social Care	1	Level One
D/506/3240	Awareness of the Skills and Attitudes Needed to Work in Adult Social Care	1	Level One
K/506/3161	Understand the Range of Service Provision and Roles within Health and Social Care (Adults and Children and Young People, Early Years and Child Care)	3	Level One
R/506/3249	Introduction to Learning Disability	3	Level One
L/506/3248	Introduction to Mental Health	3	Level One
M/505/8625	Introduction to Peer Support Skills	2	Level One
H/506/3238	Introduction to Physical Disability	3	Level One
Y/506/3236	Introduction to Sensory Loss	3	Level One
F/506/3246	Introduction to the Adult Social Care Sector	1	Level One
A/504/8969	Nutrition, Performance and Healthy Eating	3	Level One

(L2) E3 Health and Social Care Units

QAC Code	Unit Name	Credits	Level
F/504/9881	Introduction to Health and Social Care	1	Entry Level Three

K/504/7669	Effective Communication in Health and Social Care, Early Years and Childcare	3	Entry Level Three
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(L3) L2 Health and Social Care Units

QAC Code	Unit Name	Credits	Level
K/505/5884	Principles of Diversity, Equality and Inclusion in Adult Social Care Settings	2	Level Two
M/506/3419	Principles of Communication in Adult Social Care Settings	2	Level Two

(M1) L1 Hospitality and Catering Units

QAC Code	Unit Name	Credits	Level
K/502/5042	Basic Food Preparation and Cooking	3	Level One
T/502/5075	Using Kitchen Equipment	1	Level One
L/500/9044	Health and Safety Awareness for Catering and Hospitality	2	Level One
K/506/4388	Assisting at a Hospitality Event	4	Level One
M/505/5255	Customer Service in the Hospitality Industry	3	Level One
R/505/1845	Event Planning	3	Level One
M/504/9410	Food Commodities	1	Level One
F/504/9458	Kitchen Equipment	1	Level One
K/505/1821	Bookings, Orders and Payments	2	Level One
D/506/3156	Working Effectively as Part of a Hospitality Team	3	Level One
L/505/1844	Meeting Special Dietary Needs	2	Level One
A/505/1824	Menu Planning	2	Level One
L/504/7633	Sustainability in Hospitality	2	Level One
Y/506/0790	Using Cooking Skills in the Domestic Kitchen	3	Level One
T/505/4169	Introduction to the Catering and Hospitality Industry	3	Level One
R/504/8931	Food Safety and Storage	2	Level One

(M2) E3 Hospitality and Catering Units

QAC Code	Unit Name	Credits	Level
A/502/4834	Introduction to the Hospitality Industry	1	Entry Level Three
F/504/8228	Food Safety and Storage	3	Entry Level Three

(M3) L2 Hospitality and Catering Units

QAC Code	Unit Name	Credits	Level
T/505/4415	Principles of Customer Service in the Hospitality Sector	3	Level Two

(N1) L1 Information Communication Technology Units

QAC Code	Unit Name	Credits	Level
A/502/4395	Bespoke Software	2	Level One
F/502/4401	Computerised Accounting Software	2	Level One
Y/502/4615	Multimedia Software	3	Level One
K/502/4618	Project Management Software	3	Level One
J/502/4299	Using Email	2	Level One
T/502/4296	Using the Internet	3	Level One
F/502/4558	Data Management Software	2	Level One
K/502/4621	Presentation Software	3	Level One
L/502/4630	Website Software	3	Level One
H/502/4553	Database Software	3	Level One
A/502/4624	Spreadsheet Software	3	Level One
L/502/4627	Word Processing Software	3	Level One
J/505/1647	Artwork and Imaging Software Skills	3	Level One
A/506/3214	Audio Software	2	Level One
H/506/3210	Drawing and Planning Software	2	Level One
A/506/3200	IT Communication Fundamentals	2	Level One
M/506/3209	Imaging Software	3	Level One
Y/505/1748	IT Maintenance for Users	2	Level One
L/506/3198	IT Security for Users	1	Level One
K/506/3208	Personal Information Management Software	2	Level One
F/506/3232	Improving Productivity Using IT	3	Level One
F/506/3196	IT User Fundamentals	3	Level One
F/506/3201	Internet Safety for IT Users	3	Level One
M/506/3212	Design Software	3	Level One
K/506/3211	Desktop Publishing Software	3	Level One
A/506/3195	Using a Computer Keyboard	1	Level One
R/506/3204	Video Software	2	Level One
F/506/3215	Optimise IT System Performance	2	Level One
J/506/3216	Set Up an IT System	3	Level One
D/506/3206	Specialist Software	2	Level One

T/506/3194	Using Collaborative Technologies	3	Level One
M/506/3193	Using Mobile IT Devices	2	Level One
H/506/3188	IT Software Fundamentals	3	Level One

(N2) E3 Information Communication Technology Units

QAC Code	Unit Name	Credits	Level
K/505/1687	IT User Fundamentals	2	Entry Level Three
D/505/1721	Email Skills	1	Entry Level Three

(N3) L2 Information Communication Technology Units

QAC Code	Unit Name	Credits	Level
F/502/4396	Bespoke Software	3	Level Two
M/502/4555	Database Software	4	Level Two
M/502/4300	Using Email	3	Level Two
J/502/4559	Data Management Software	3	Level Two
M/502/4622	Presentation Software	4	Level Two
R/502/4631	Website Software	4	Level Two
T/506/3471	Computerised Accounting Software	3	Level Two
T/506/3468	Audio Software	3	Level Two
M/506/3422	Drawing and Planning Software	3	Level Two
T/506/3423	Imaging Software	4	Level Two
A/506/3455	Personal Information Management Software	2	Level Two
J/506/3474	Design Software	4	Level Two
D/506/3416	Desktop Publishing Software	4	Level Two
L/505/1732	Video Software Skills	3	Level Two
M/506/3372	Multimedia Software	4	Level Two
M/506/3386	Using Mobile IT Devices	2	Level Two
Y/506/3382	Using the Internet	4	Level Two
L/506/3377	Project Management Software	4	Level Two

(O1) L1 Logistics Units

QAC Code	Unit Name	Credits	Level
J/504/5170	Introduction to Warehouse Operations for Commercial Moving	1	Level One
K/504/5193	Wrap and Pack Goods in a Logistics Environment	1	Level One

F/506/0217	Keep Stock at Required Levels in a Logistics Environment	2	Level One
T/506/3258	Pick Goods in a Logistic Environment	2	Level One
K/506/3192	Keep Work Areas Clean in a Logistics Environment	2	Level One
Y/506/0224	Receive Goods in a Logistics Environment	3	Level One
D/506/0225	Maintain Hygiene Standards an Handling and Storing Goods in a Logistics Environments	2	Level One
L/506/0219	Moving or Handling Goods in Logistic Facilities	2	Level One

(O2) L2 Logistics Units

QAC Code	Unit Name	Credits	Level
M/506/0245	Pick Goods in Logistics Operations	3	Level Two
M/506/3436	Keep Stock at Required Levels in a Logistics Operations	3	Level Two
L/506/0253	Keep Work Areas Clean in Logistics Operations	3	Level Two
Y/506/0269	Receive Goods in Logistics Operations	3	Level Two
Y/506/0255	Maintain Hygiene Standards in Handling and Storing Goods in Logistics Operations	3	Level Two
D/506/0256	Moving and/or Handling Goods in Logistic Operations	4	Level Two

(P1) L1 Maritime Units

QAC Code	Unit Name	Credits	Level
Y/503/4142	Introduction to Careers in the Maritime Sector	3	Level One
A/503/4148	Introduction to Mooring and Securing a Vessel	3	Level One
H/503/4158	Introduction to Catering On Board a Vessel	3	Level One
J/503/4153	Introduction to Support Level Watch Keeping	3	Level One
D/503/4157	Introduction to Vessel Engineering	6	Level One
F/503/4166	Introduction to Vessel Stability and Construction	3	Level One
L/503/4154	Ropework and Knots Used On Board Vessels	3	Level One
J/503/4167	Introduction to Vessel Navigation	4	Level One

(P2) E3 Maritime Units

QAC Code	Unit Name	Credits	Level
A/503/4151	Introduction to Catering On Board a Vessel	3	Entry Level Three

(Q1) L1 Media and Communication Units

QAC Code	Unit Name	Credits	Level
H/505/2840	Advertising Techniques	3	Level One
M/506/4389	Appreciating Techniques used in the News Media Industry	3	Level One
M/505/4168	Introduction to Advertising	1	Level One
J/504/9381	Understanding the News	2	Level One
J/505/2846	News Media Techniques	3	Level One
R/505/0887	Social Media for Business Use	3	Level One
M/504/8175	Social Media for Personal Use	3	Level One
F/504/9380	Principles of Advertising	1	Level One

(R1) L1 Marketing and Sales Units

QAC Code	Unit Name	Credits	Level
Y/506/3155	Communication Skills in Sales	1	Level One
F/506/3148	Understanding Consumer Buying Behaviour	1	Level One
L/506/3153	Understanding Marketing	2	Level One
R/506/3154	Understanding the Sales Cycle	3	Level One

(R2) L2 Marketing and Sales Units

QAC Code	Unit Name	Credits	Level
R/506/3414	Understanding Marketing	4	Level Two

(S1) L1 Performing Art Units

QAC Code	Unit Name	Credits	Level
J/503/9207	Developing Performance Realisation Skills - Performer	9	Level One
A/504/4632	Discovering Music	3	Level One
A/505/0995	Composing Music	3	Level One
F/505/0903	DJ Skills	3	Level One
M/505/0881	Creative Writing Skills	3	Level One
K/504/4707	Improvisation and Performance Skills	3	Level One
H/504/7976	Dance Skills	4	Level One

J/506/3152	Plan, Lead and Review a Dance Activity	2	Level One
K/506/3158	Opportunities in Dance	3	Level One
D/505/0908	Oral Storytelling Skills	3	Level One
H/505/0909	Performance Improvisation Techniques	3	Level One
D/506/0841	Performing Physical Theatre	3	Level One
J/505/0904	Solo Performance	6	Level One
T/505/0994	Technical Skills for Performance	3	Level One
L/505/1004	Using Aural Skills in Music	3	Level One
F/505/1002	Using Sampling Techniques for Composing and Producing Music	3	Level One
R/505/1005	Using the Internet as a Musician	3	Level One
J/504/4701	Exploring Dance Skills	3	Level One
Y/505/0907	Musical Ensemble Performance	6	Level One

(S2) E3 Performing Art 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
F/505/0996	Physical Performance Skills	3	Entry Level Three

(S3) L2 Performing Art Units

QAC Code	Unit Name	Credits	Level
M/504/4630	Discovering Music	3	Level Two
M/505/0895	Creative Writing Skills	3	Level Two
T/505/8920	Performance Improvisation Techniques	3	Level Two
A/505/5047	Performing Physical Theatre	3	Level Two

(T1) L1 Retail Units

QAC Code	Unit Name	Credits	Level
A/502/5756	Understanding the Business of Retail	1	Level One
T/502/5819	Understanding Customer Service in the Retail Sector	2	Level One
F/505/2781	Keep Stock at Required Levels in a Retail Environment	3	Level One
K/503/5716	Contribute to Monitoring and Maintaining ease of Shopping in a Retail Sales Area	2	Level One

F/504/7600	Assist in the Assembly and Presentation of Visual Merchandising Displays	4	Level One
K/503/5683	Wrap and Pack Goods for Customers in a Retail Environment	3	Level One
L/504/6529	Introduction to Retail	2	Level One
J/505/4208	Understanding the Retail Selling Process	2	Level One

(T2) E3 Retail Units

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

(T3) L2 Retail Units

QAC Code	Unit Name	Credits	Level
A/502/5806	Understanding the Retail Selling Process	2	Level Two
J/504/9901	Introduction to Retail	1	Level Two

(U1) L1 Sports, Fitness and Leisure Units

QAC Code	Unit Name	Credits	Level
J/505/1874	Assisting a Leader of Sports or Active Leisure Activities to Plan and Deliver an Activity	4	Level One
J/505/1325	Planning own Fitness Programme	2	Level One
Y/505/1863	Risks and Hazards in Sport and Active Leisure	4	Level One
K/506/3256	Taking Part in Exercise and Fitness	4	Level One
R/505/1330	Taking Part in Sport	3	Level One
J/505/1860	Careers in Sport and Active Leisure	3	Level One
M/505/1870	Working with Customers and Clients in Sports and Active Leisure Settings	3	Level One
T/505/1868	Planning a Healthy Diet	3	Level One

(U2) E3 Sports, Fitness and Leisure Units

QAC Code	Unit Name	Credits	Level
J/505/1311	Assist at a Sport Event	2	Entry Level Three
K/505/1866	Planning a Healthy Diet	2	Entry Level Three

(U3) L2 Sports, Fitness and Leisure Units

QAC Code	Unit Name	Credits	Level
T/506/3454	Assist in the Delivery of a Sports Activity Session	4	Level Two

(V1) L1 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
Y/505/1815	Airline Services	3	Level One
M/505/1805	Health and Safety for Travel and Tourism	4	Level One
H/505/1798	Customer Service in Travel and Tourism	4	Level One
H/505/1817	The Role of Overseas Resort Representatives	2	Level One
D/505/1802	The UK Tourism Industry	3	Level One
Y/505/1801	The UK Travel Industry	4	Level One
A/505/1810	Travel and Tourism Itineraries	3	Level One
K/505/1804	UK Travel and Tourism Destinations	3	Level One
K/505/1799	Working in Travel and Tourism	3	Level One
H/505/1803	Worldwide Travel and Tourism Destinations	3	Level One
F/505/1811	Recommending Holidays to Suit Customers' Needs	3	Level One
A/505/1807	Package Travel and Tourism Products and Services	3	Level One
L/505/1813	Promotional Materials for Travel and Tourism	4	Level One
D/505/1816	Tourist Destinations: UK and Worldwide	3	Level One

(V2) E3 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
A/504/9877	Introduction to Travel and Tourism	1	Entry Level Three

(W1) L1 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
M/501/7024	Introduction to Vehicle Exhaust Systems	2	Level One
R/501/7016	Introduction to Steering and Suspension	4	Level One
L/501/7015	Introduction to Battery and Lighting Systems	4	Level One
J/501/7014	Introduction to Vehicle Transmission Systems	4	Level One
F/501/7013	Introduction to Spark Ignition and Compression Ignition Fuel Systems	4	Level One

D/501/7018	Introduction to Vehicle Inspection	4	Level One
Y/602/0011	Introduction to Low Carbon Technologies in the Automotive Industry	3	Level One
L/501/7029	Introduction to Motorcycle Maintenance	4	Level One
J/501/7028	Introduction to Vehicle Valeting	4	Level One
D/506/3254	Introduction to Compression Ignition Fuel Systems	3	Level One
H/506/3255	Automotive Foundation Skills	3	Level One
K/505/0605	Introduction to Motor Vehicle Maintenance and Repair	3	Level One
M/504/8578	Maintaining a Wheeled Vehicle for Personal Use	2	Level One
R/505/0145	Replacing Cycle Brake Assemblies	2	Level One
Y/506/3253	Simple Paint Spraying Processes	2	Level One
D/506/3190	Health and Safety Practices in Vehicle Maintenance	4	Level One
F/505/0092	Checking and Maintaining Car Wheels and Tyres	1	Level One

(W2) E3 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
T/505/4401	Checking and Maintaining Car Tyre Pressures and Tread	1	Entry Level Three

(W3) L2 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
F/505/1923	Introduction to Motor Vehicle Maintenance and Repair	3	Level Two