

Validity of Qualification – Feedback from Centres

About the Qualification:

Title (RQF)	Open Awards Level 2 Award/Certificate/Diploma in Skills for Further Learning and Employment
Sector	Preparation for Life and Work
Level	Level 2

Ofqual Purpose	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Ofqual Sub-Purpose	Develop knowledge and/or skills in a subject area

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;B7	Minimum of 3 credits must be achieved from one or more of the groups
Sector Optional Units Groups: C;D;E;F;G;H;I;J;K;L;M;N;O;P;Q;R;S;T;U;V	Minimum of 3 credits must be achieved from one group only

Units with the same titles at different levels are barred

Rules of Combination - Certificate	
Credit Value of the Qualification	15
Minimum Credits to be achieved at or above the Level of the Qualification	8
Mandatory Units Group A	6
Maximum credits which <i>may be achieved</i> below the level of the qualification	6
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6;B7	Minimum of 3 credits must be achieved from one or more of the groups
Sector Optional Units Groups: C;D;E;F;G;H;I;J;K;L;M;N;O;P;Q;R;S;T;U;V	Minimum of 9 credits must be achieved from one group only

Units with the 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 Level of the Qualification	19
Mandatory Units Group A	All 3 credits must be achieved

Maximum credits which <i>may be achieved</i> below the level of the qualification	12
Generic Optional Units Groups: B1;B2;B3;B4;B5;B6;B7	Minimum of 10 credits must be achieved from one or more of the groups
Sector Optional Units Groups: C;D;E;F;G;H;I;J;K;L;M;N;O;P;Q;R;S;T;U;V	Minimum of 24 credits must be achieved from one group only

Units with the 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; 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. 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.

Award

Total Qualification Time (hours)	90
Guided Learning (hours)	67

Certificate

Total Qualification Time (hours)	130
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Guided Learning (hours)	107
Diploma	
Total Qualification Time (hours)	370
Guided Learning (hours)	367

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
F/506/3442	Developing Own Interpersonal Skills	3	Level Two

(B1) Employability

QAC Code	Unit Name	Credits	Level
A/600/3718	Building and Managing Workplace Relationships	2	Level Two
F/600/3719	Communication in the Workplace	2	Level Two
A/600/3721	Developing Enterprise Skills	3	Level Two
F/600/3722	Developing Meeting Skills	2	Level Two
R/600/3725	Operating in a Work Environment	3	Level Two
K/600/3729	Personal Presentation in the Workplace	1	Level Two
D/600/3730	Recognising Leadership Skills	2	Level Two
M/600/3733	Responsible Work Practice	1	Level Two
T/600/3734	Rights and Responsibilities in the Workplace	2	Level Two
F/600/3736	Solving Problems in the Workplace	3	Level Two
L/600/3738	Understanding Change in the Workplace	2	Level Two
R/600/3739	Understanding Structures in the Workplace	3	Level Two
T/502/1690	Establish and Maintain Effective Working Relationships with Others	2	Level Two
F/501/6413	Building Working Relationships with Customers	2	Level Two

T/600/3572	Skills for Employment	1	Level Two
R/503/2874	Effectiveness at Work	1	Level Two
L/504/5168	Communication in Teamwork	1	Level Two
K/501/6146	Summarising Documents	1	Level Two
J/506/3443	Collection, Presentation and Interpretation of Discrete Data	2	Level Two
L/504/7695	Communication Skills for Group and Teamwork	3	Level Two
J/504/8859	Healthy, Safety and First Aid at Work	3	Level Two
F/504/8729	Customer Service	3	Level Two
H/506/3451	Understand Routine Spoken English in Familiar Everyday Work Situations	5	Level Two
H/506/3644	Understanding Data Handling and Probability	3	Level Two
D/504/9225	Undertaking Professional Development	3	Level Two
L/506/3542	Undertaking an Enterprise Project	3	Level Two
D/504/8799	Being a Responsible Employee	6	Level Two
F/506/3554	Speak English Using Routine Language in Familiar Everyday Work Situations	5	Level Two
K/506/0776	Volunteering	2	Level Two
T/506/3552	Read Routine English in Familiar Everyday Work Situations	5	Level Two
H/504/8884	Work Experience	3	Level Two
L/506/3556	Write English using Routine Language in Familiar Everyday Work Situations	5	Level Two
H/504/8657	Team Building Skills	3	Level Two
H/504/8853	Team Motivation	3	Level Two
L/504/8877	Teamwork Skills	3	Level Two
M/504/8659	Practical Presentation Skills	3	Level Two
J/504/6318	Using ICT in the Workplace	3	Level Two
T/504/6315	Using Numeracy Skills in the Workplace	3	Level Two
L/505/9345	Protection and Safeguarding	3	Level Two

(B2) Seeking Employment

QAC Code	Unit Name	Credits	Level
T/600/3717	Applying for Work	2	Level Two
L/600/3724	Interview Skills	1	Level Two
K/600/3732	Researching Employment Opportunities	1	Level Two
M/505/1190	Creating a Tailored Curriculum Vitae	3	Level Two

L/504/8572	Investigating a Career	3	Level Two
T/504/7495	Building A Personal Career Portfolio	3	Level Two
F/504/8648	Career Planning	3	Level Two

(B3) Personal Development

QAC Code	Unit Name	Credits	Level
F/502/1689	Maintain and Develop Personal Performance	2	Level Two
H/600/0182	Leadership and Teamwork	5	Level Two
K/503/9247	Personal Budgeting and Money Management	3	Level Two
Y/504/2886	Sex and Relationships Education	3	Level Two
J/504/7484	Citizenship	3	Level Two
R/504/8282	Alcohol Awareness	3	Level Two
M/504/8726	Conflict Resolution	3	Level Two
M/504/8273	Assertiveness and Decision Making	3	Level Two
Y/504/8266	Healthy Living	3	Level Two
H/504/8836	Personal and Social Responsibility	3	Level Two
M/504/8810	Human Behaviour in Relationships	3	Level Two
F/504/7791	Personal Confidence	3	Level Two
L/504/8796	Diversity in Society	3	Level Two
L/504/7793	Personal Development	3	Level Two
K/504/8689	Issues of Substance Misuse	1	Level Two
Y/504/8798	Eating Disorders	1	Level Two
H/504/8643	Personal Finances	3	Level Two
L/504/8863	Criminal and Youth Justice	3	Level Two
H/505/1333	Personal Physical Fitness	3	Level Two
Y/506/3558	English, Mathematics and ICT Needs for Life, Learning and Work	2	Level Two
L/504/8684	Dealing with Bullying	2	Level Two
F/504/8794	Debt Management	2	Level Two
Y/504/7599	Decision Making Skills	1	Level Two
A/504/7594	Developing a Personal Exercise Programme	6	Level Two
H/504/8710	Family Learning	3	Level Two
R/506/3557	Developing Assertiveness	1	Level Two
F/506/0654	Developing Personal Confidence and Self Awareness	3	Level Two

J/505/1809	Travel Planning	3	Level Two
Y/504/7778	Leadership Skills	3	Level Two
K/504/8806	Understanding Discrimination	3	Level Two
F/506/0721	Understanding Family Relationships	3	Level Two
Y/505/8912	Understanding Young People, Law and Order	3	Level Two
Y/504/8719	Behaviour in Conflict	3	Level Two
J/504/8814	Body Image	2	Level Two
H/506/3756	Skills Check and Signposting for English, Mathematics and ICT Needs	1	Level Two
F/504/8634	Public Sector Boards	2	Level Two
D/504/8575	Learning from Volunteering	2	Level Two
L/504/9379	Lesbian, Gay, Bisexual and Trans Awareness	2	Level Two
J/505/5052	Making Choices in Pursuit of Personal Goals	3	Level Two
L/504/8443	Managing a Project	1	Level Two
H/504/8626	Managing Personal Relationships	3	Level Two
T/504/8811	Meditation	3	Level Two
T/504/8503	Mentoring	1	Level Two
T/504/8629	Mentoring Practice	2	Level Two
R/506/3574	Mentoring Skills	3	Level Two
Y/504/7781	Negotiation Skills	3	Level Two
A/504/7787	Parenting Skills	3	Level Two
R/505/8178	Safeguarding Procedures for Life and Work	2	Level Two
A/506/0572	Developing Personal Development Skills	3	Level Two
H/504/8819	Stress and Stress Management Techniques	3	Level Two
A/504/8843	Prejudice and Discrimination	3	Level Two
F/504/9721	Using the Media	6	Level Two
D/600/7793	Candidate Project for Learning and Work	3	Level Two
K/504/8725	Changing Roles and Relationships in Adolescence	3	Level Two
L/505/1729	Using the Internet	4	Level Two
H/506/5653	Understanding Equal Opportunities	3	Level Two

(B4) Personal Learning

QAC Code	Unit Name	Credits	Level
A/504/8275	Improving Own Learning and Performance	3	Level Two

M/504/7592	Critical Thinking	2	Level Two
J/505/1292	Personal Learning Goals	3	Level Two
H/504/7797	Personal Learning Skills	6	Level Two
F/504/8651	Personal Skills Audit	1	Level Two
M/504/8127	Personal Study Skills	6	Level Two
R/506/3560	Writing Persuasive Text	1	Level Two
J/506/3555	Writing to Convey Information	2	Level Two
K/505/8915	Managing Own Learning	3	Level Two
H/504/8447	Referencing Skills	1	Level Two
Y/504/8445	Report Writing	1	Level Two
L/504/8202	Research Skills	3	Level Two
T/504/9697	Research Skills and Practice	1	Level Two

(B5) English

QAC Code	Unit Name	Credits	Level
L/504/8488	Improving Punctuation and Grammar Skills	3	Level Two
D/504/8494	Improving Spelling Skills	3	Level Two
J/504/8764	Writing Standard English	3	Level Two
K/506/3578	Developing Reading Strategies	3	Level Two

(B6) Numeracy

QAC Code	Unit Name	Credits	Level
M/504/2439	Numeracy in Context	3	Level Two

(B7) Information, Advice or Guidance

QAC Code	Unit Name	Credits	Level
K/506/3581	Information, Advice or Guidance - Context	3	Level Two
H/506/3580	Information, Advice or Guidance in Practice	3	Level Two
M/506/3596	Developing Interaction Skills for Information, Advice or Guidance	3	Level Two
M/506/3579	Managing Information	3	Level Two
M/506/3582	Signposting and Referral - Information, Advice and Guidance	3	Level Two
Y/506/3575	Skills for Advice Providers	3	Level Two

(C1) L2 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
M/600/2663	Understanding Plant Nomenclature,	5	Level Two

	Terminology and Identification		
K/601/4911	Identify and Maintain the Condition of Plants and Planted Designs	5	Level Two
D/601/4923	Plan, Prepare and Construct Floral Arrangements	10	Level Two
L/501/7693	Package Floral Designs and Plants	4	Level Two
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
K/504/9244	Landscaping and Ornamental Planting	3	Level Two
K/504/9311	Organic Horticulture	3	Level Two
M/504/9309	Growing Fruit and Vegetables	3	Level Two
L/504/9317	Constructing Water Gardens	2	Level Two
H/504/9310	Selecting Plants	3	Level Two
T/504/9246	Plant Propagation Skills	3	Level Two
Y/504/9319	Growing Fruit	3	Level Two

(C2) L1 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
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

(C3) L3 Agriculture, Horticulture and Floristry Units

QAC Code	Unit Name	Credits	Level
Y/505/1930	Introduction to Horticulture	3	Level Three

(D1) L2 Animal Care Units

QAC Code	Unit Name	Credits	Level
J/502/1466	Handle Animals	2	Level Two
Y/502/1522	Maintain Animal Accommodation	3	Level Two
A/503/9009	Assist with the Provision of Basic Nursing Care to Animals	4	Level Two
Y/505/6562	Animal Husbandry	3	Level Two
L/502/1467	Prepare Feed for Animals	2	Level Two
L/502/1694	Prepare and Groom Animals	4	Level Two
M/506/4392	Contribute to the Nursing of Animals	10	Level Two
M/502/3731	Animals in Transit	3	Level Two

J/502/7624	Companion Animal Nutrition	2	Level Two
T/506/4393	Maintain Animal Health and Welfare	10	Level Two
Y/502/1505	Deliver Basic Treatments to Animals	5	Level Two
Y/502/1536	Control and Restrain Animals	2	Level Two
K/502/1850	Establish and Maintain Conditions appropriate to the Welfare of Animals	3	Level Two

(D2) L1 Animal Care Units

QAC Code	Unit Name	Credits	Level
A/505/0723	Assist with the Maintenance and Cleaning of Animal Accommodation	2	Level One
T/505/0767	Care of Animals	3	Level One

(D3) L3 Animal Care Units

QAC Code	Unit Name	Credits	Level
F/502/1661	Manage the Care of Young Animals	3	Level Three

(E1) L2 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
M/504/4773	Drawing Development Methods	3	Level Two
M/504/4644	Life Drawing	3	Level Two
F/504/4647	Linear Drawing	3	Level Two
L/504/4652	Materials Exploration	3	Level Two
J/504/4620	Creative Craft Skills	3	Level Two
K/504/4769	Tonal Drawing 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
K/504/4738	Painting Methods - Mixed Media	3	Level Two
K/504/9714	Graphic Design Project	6	Level Two
F/504/9122	Art Design Style	3	Level Two
M/504/4921	Painting Methods and Appropriation	3	Level Two
F/506/3585	Drawings, Surfaces and Textures	6	Level Two
H/504/4916	Art History in Practice	6	Level Two
T/504/0000	Interior Design in Context	3	Level Two
T/504/9716	Design	3	Level Two
T/506/3583	Working in the Art and Design Industry	5	Level Two

J/506/3586	Produce Final Art and Design Work	6	Level Two
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(E2) L1 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
T/504/4791	Art and Design: Colour Theory and Design	3	Level One
J/504/4794	Design Project	3	Level One
L/504/4795	Design Style	3	Level One
Y/504/4797	Drawing	3	Level One

(E3) L3 Art, Design and Crafts Units

QAC Code	Unit Name	Credits	Level
J/504/4648	Linear Drawing	3	Level Three
D/504/4624	Design Project	3	Level Three
K/504/4626	Design Style	3	Level Three

(F1) L2 Building and Construction Units

QAC Code	Unit Name	Credits	Level
A/600/0088	Performing Joinery Operations	5	Level Two
F/600/0075	Performing Brickwork Operations	5	Level Two
L/505/2248	Assembling and Fitting Units for Interiors	3	Level Two
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
Y/504/9904	Introduction to Building and Construction	1	Level Two
D/505/4425	Health and Safety in Construction	3	Level Two
L/505/0483	Woodwork Jointing Skills	3	Level Two
L/505/0547	Timber in Construction	3	Level Two
L/505/0743	Carpentry and Joinery Tools	3	Level Two
F/505/0738	Domestic Plumbing Systems	3	Level Two
R/506/3588	Know How to Apply Plaster Materials to Internal Surfaces	7	Level Two
J/505/0322	Brickwork Bonding Skills	5	Level Two

(F2) L1 Building and Construction Units

QAC Code	Unit Name	Credits	Level
H/506/3269	Developing Brickwork Skills	4	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

(G1) L2 Business Administration 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
M/504/6281	Setting up a Business Online	8	Level Two
K/506/3466	Doing Business Online	10	Level Two
Y/506/3463	Understanding Environmental Sustainability within Business	3	Level Two
Y/506/3589	Assessing Your Capacity to Start and Run a Business	1	Level Two
Y/506/3592	Explore Your Business Motives	1	Level Two
L/506/3461	Understanding Social Enterprise	2	Level Two
L/506/3539	Business Online	10	Level Two
F/506/3540	Financial Considerations for a New Business	3	Level Two
H/506/3465	Understanding the Uses of Social Media for Business	2	Level Two
H/506/3563	Develop your Business Idea	1	Level Two
H/506/3594	Generating and Assessing a Business Idea	2	Level Two
T/505/1787	Supporting Sustainability in an Office Environment	2	Level Two
J/506/3541	Improve Your Business Skills	1	Level Two

(G2) L1 Business Administration Units

QAC Code	Unit Name	Credits	Level
Y/505/1667	Communication Skills for Business	3	Level One
F/506/3862	Exploring Business and Enterprise	1	Level One

(G3) L3 Business Administration Units

QAC Code	Unit Name	Credits	Level
M/506/3601	Improve Your Business Skills	1	Level Three
R/506/3607	Develop your Business Idea	1	Level Three

(H1) L2 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
H/505/1574	Children's Social and Emotional	3	Level Two

	Development		
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
A/505/1581	Meeting the Physical Needs of Children	3	Level Two
D/505/1606	The Importance of Play	3	Level Two
Y/505/1619	Understanding How Children Learn	3	Level Two
K/505/1575	Cognitive Development of Children	3	Level Two
M/505/1612	The Physical Development of Children	3	Level Two
R/505/1571	Child Protection	3	Level Two
F/505/1579	Food and Nutrition for Children	3	Level Two
L/506/3458	Understanding Children's Social and Emotional Development	3	Level Two
J/505/1566	Caring for Babies under Twelve Months	3	Level Two
J/506/3460	Contribute to the Support of Positive Environments for Children and Young People	3	Level Two

(H2) L1 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
D/505/1573	Children's Social and Emotional Development	3	Level One
K/505/1608	The Intellectual and Language Development of Children	3	Level One
J/505/1616	The Principles of Listening to Children	3	Level One

(H3) L3 Child Care and Development Units

QAC Code	Unit Name	Credits	Level
D/505/5753	Cognitive Development of Children	3	Level Three
T/505/1613	The Physical Development of Children	3	Level Three

(I1) L2 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
L/504/9169	Project in Sustainability	3	Level Two
A/504/9734	The Impact of Leisure and Tourism	6	Level Two
A/600/2164	Using Copestones	1	Level Two
K/504/9731	Environmental Conservation	3	Level Two
M/504/9729	Ecology	3	Level Two
M/504/9732	Environmental Pollution	6	Level Two

K/600/2161	Build and Pack Dry Stone Walls	6	Level Two
D/506/3450	Communicate with the Public and others on Recycling Activities	3	Level Two
M/600/2162	Prepare to Build a Dry Stone Wall	6	Level Two
H/504/9730	Economic Activity	3	Level Two
T/504/9733	Geographical Fieldwork	6	Level Two

(I2) L1 Conservation and the Environment Units

QAC Code	Unit Name	Credits	Level
J/505/2040	Project in Sustainability	3	Level One

(J1) L2 Engineering Units

QAC Code	Unit Name	Credits	Level
A/505/6067	Working Safely and Effectively in Engineering	3	Level Two
A/505/6070	Engineering Maintenance	4	Level Two
Y/505/1989	Introduction to Engineering	3	Level Two
K/506/4052	Engineering Technology	7	Level Two
D/505/6076	Communication Skills for Engineering	4	Level Two
D/506/3447	Engineering Assembly Methods and Techniques	5	Level Two
H/506/4051	Engineering Industry	7	Level Two
H/503/0174	Working in Engineering	7	Level Two
J/505/6072	Carrying Out an Engineering Project	6	Level Two

(K1) 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
M/506/4053	Style and Finish African Type Hair	5	Level Two
R/506/3445	Health and Safety in Hair and Beauty	1	Level Two
F/506/3439	The Art of Colouring Hair	7	Level Two
H/506/3420	The Art of Dressing Hair	5	Level Two
T/505/1921	Introduction to Working in a Hair and Beauty Salon	3	Level Two

(K2) L1 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
K/506/3144	Shampoo and Condition Hair	4	Level One

(K3) L3 Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
H/505/1929	<u>Introduction to Working in a Hair and Beauty Salon</u>	3	Level Three

(L1) L2 Health and Social Care Units

QAC Code	Unit Name	Credits	Level
R/602/2954	<u>Understand Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings</u>	3	Level Two
K/504/8966	<u>Care Planning Skills for the Care Worker</u>	6	Level Two
Y/504/9739	<u>Health Care Practice</u>	6	Level Two
M/504/8290	<u>Drug Awareness</u>	3	Level Two
M/504/8953	<u>Providing Personal Care to Support Individuals to Eat and Drink</u>	3	Level Two
K/506/3547	<u>Understand How to Handle Information in Social Care Settings</u>	1	Level Two
Y/506/3544	<u>Principles of Personal Development in Adult Social Care Settings</u>	2	Level Two
L/504/8958	<u>Disability, Society and the Law</u>	3	Level Two
L/504/9088	<u>Domestic Abuse Awareness</u>	2	Level Two
L/504/9737	<u>Barriers to Health</u>	1	Level Two
L/504/9740	<u>Regional and Local Health Needs Assessment</u>	3	Level Two
D/506/3545	<u>Understand the Safe, Sensible and Social Use of Alcohol</u>	3	Level Two
F/504/8956	<u>Ageing and the Older Person</u>	3	Level Two
F/504/9735	<u>Understand the Effects of a Medical Condition on a Patient</u>	3	Level Two
L/505/5909	<u>Understand Person-Centred Approaches in Adult Social Care Settings</u>	4	Level Two
R/506/3543	<u>Developing Skills to Provide Personal Care in Care Settings</u>	3	Level Two
J/505/1194	<u>Counselling Theories</u>	3	Level Two
H/505/3289	<u>Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings</u>	1	Level Two
H/506/3272	<u>Understand the Role of the Social Care Worker</u>	1	Level Two
H/506/3417	<u>Principles of Diversity, Equality and</u>	2	Level Two

	Inclusion in Adult Social Care		
Y/504/8963	Health Promotion in Care Settings	3	Level Two
M/506/3419	Principles of Communication in Adult Social Care Settings	2	Level Two

(L2) L1 Health and Social Care Units

QAC Code	Unit Name	Credits	Level
H/506/3174	Introductory Awareness of Equality and Inclusion in Health, Social Care and Children's and Young People's Settings	3	Level One
K/506/3175	Awareness of Communication in Adult Social Care	2	Level One
M/505/8625	Introduction to Peer Support Skills	2	Level One

(L3) L3 Health and Social Care Units

QAC Code	Unit Name	Credits	Level
L/506/3606	Principles of Communication in Adult Social Care Settings	2	Level Three
F/506/3604	Principles of Personal Development in Adult Social Care Settings	2	Level Three

(M1) 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
D/500/8934	Investigate the Catering and Hospitality Industry	4	Level Two
Y/504/9403	Cooking with Rice, Grains and Pulses	3	Level Two
Y/504/9448	Reception, Billing and Cashier Procedures for Front Office Staff	3	Level Two
Y/504/9451	Housekeeping in Hospitality	3	Level Two
M/504/9388	Baking Bread, Pastry, Cakes and Biscuits	4	Level Two
K/506/3550	Planning and Running a Hospitality Event	10	Level Two
L/504/9446	Hotel Reservations	3	Level Two
H/500/8935	Health and Safety in Catering and Hospitality	3	Level Two
J/504/9395	Cooking Skills	3	Level Two
J/504/9719	Planning and Promoting an Event	3	Level Two
T/504/9392	Cooking with Meat, Fish and Vegetables	4	Level Two
T/504/9408	Cooking with Dairy Products and Eggs	1	Level Two

T/504/9909	Introduction to Hospitality	1	Level Two
T/506/3549	Developing Skills for Employment in the Catering and Hospitality Industry	3	Level Two
Y/504/9398	Kitchen Skills	3	Level Two
T/600/0638	Prepare, Cook and Finish Food	4	Level Two

(M2) L1 Hospitality and Catering Units

QAC Code	Unit Name	Credits	Level
M/505/5255	Customer Service in the Hospitality Industry	3	Level One

(N1) 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
D/505/1735	Creating and Publishing Websites	4	Level Two
Y/506/3379	Understanding the Potential of IT	8	Level Two
Y/506/3429	IT Software Fundamentals	3	Level Two
Y/506/3480	Developing Personal and Team Effectiveness Using IT	4	Level Two
L/504/9723	Use E-Sources to Select Information	1	Level Two
R/506/3378	Set Up an IT System	4	Level Two

L/506/3380	Using Collaborative Technologies	4	Level Two
L/506/3427	IT Security for Users	2	Level Two
F/505/1744	Word Processing Software Skills	4	Level Two
F/506/3375	Optimise IT System Performance	4	Level Two
F/506/3425	Improving Productivity Using IT	4	Level Two
H/505/2286	Creating an Online Profile	2	Level Two
H/506/3370	IT User Fundamentals	3	Level Two
J/506/3426	IT Communication Fundamentals	2	Level Two

(N2) 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
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/506/3214	Audio Software	2	Level One
H/506/3210	Drawing and Planning Software	2	Level One
M/506/3209	Imaging Software	3	Level One
K/506/3208	Personal Information Management Software	2	Level One
M/506/3212	Design Software	3	Level One
K/506/3211	Desktop Publishing Software	3	Level One
R/506/3204	Video Software	2	Level One

(O1) L2 Logistics Units

QAC Code	Unit Name	Credits	Level
T/504/5195	Regulations in Commercial Moving	2	Level Two
M/504/5194	Warehouse Operations for Commercial Moving	2	Level Two
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
K/506/3435	Keep Work Areas Clean in Logistics	3	Level Two

	Operations		
Y/506/3432	Moving and/or Handling Goods in Logistics Operations	4	Level Two
R/506/3431	Receive Goods in Logistics Operations	3	Level Two
L/506/3430	The Structure of the Commercial Moving Industry	2	Level Two
H/506/3434	Maintain Hygiene Standards in Handling and Storing Goods in Logistics Operations	3	Level Two
T/506/3437	Make an Effective Contribution to a Business in the Logistics Sector	3	Level Two

(O2) L1 Logistics Units

QAC Code	Unit Name	Credits	Level
F/506/0217	Keep Stock at Required Levels in a Logistics 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 in Handling and Storing Goods in a Logistics Environment	2	Level One
L/506/0219	Moving or Handling Goods in Logistic Facilities	2	Level One
Y/506/3821	Pick Goods in a Logistics Environment	2	Level One

(P1) L2 Marketing and Sales Units

QAC Code	Unit Name	Credits	Level
R/506/3414	Understanding Marketing	4	Level Two
A/504/8115	The Marketing Environment	3	Level Two
A/505/6733	Marketing Research	3	Level Two
D/502/9928	Principles of Marketing Theory	4	Level Two
D/502/9931	Principles of Digital Marketing	5	Level Two
K/505/6730	Marketing	3	Level Two
Y/506/3396	Telesales	5	Level Two
D/506/3397	Understanding Sales Targets	2	Level Two
D/506/3402	Principles of Presentations and Demonstrations in Sales	2	Level Two
L/506/3413	Understanding How to Sell a Product or Service	2	Level Two
F/506/3411	Understanding Sales Techniques and	5	Level Two

	Processes		
H/504/5354	Marketing and Sales for a New Business	3	Level Two
H/506/3398	Sales Targets	2	Level Two
J/506/3412	Understanding Laws and Ethics of Selling	3	Level Two

(P2) L1 Marketing and Sales Units

QAC Code	Unit Name	Credits	Level
L/506/3153	Understanding Marketing	2	Level One

(P3) L3 Marketing and Sales Units

QAC Code	Unit Name	Credits	Level
R/501/5167	Research Skills	3	Level Three
M/505/9757	Understanding the Relationship between Sales and Marketing	3	Level Three

(Q1) L2 Media and Communication Units

QAC Code	Unit Name	Credits	Level
Y/600/8506	Awareness of Converging Digital Technology in the Creative Media Sector	5	Level Two
L/600/8504	Awareness of Employment in the Creative Media Sector	5	Level Two
R/600/8505	Communicating and Presenting Ideas in the Creative Media Sector	4	Level Two
H/600/8508	Creative Media Industry Awareness	4	Level Two
D/600/8507	Professional Behaviour in the Creative Media Sector	4	Level Two
F/504/9721	Using the Media	6	Level Two

(Q2) L3 Media and Communication Units

QAC Code	Unit Name	Credits	Level
K/600/8509	Creative Media Industry Awareness	4	Level Three

(R1) L2 Performing Arts Units

QAC Code	Unit Name	Credits	Level
F/504/4650	Making Dance	3	Level Two
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

A/505/0916	Rehearsal Process Skills	3	Level Two
A/505/1001	Social Psychology of Music	6	Level Two
A/506/3391	How The Music Industry Works	8	Level Two
D/505/0911	Performance Realisation Skills	3	Level Two
M/505/0993	Audio Production Skills	3	Level Two
R/506/3395	Working in the Performing Arts Industry	5	Level Two
L/506/3394	Opportunities in Dance	1	Level Two
F/506/3392	Working in the Music Industry	5	Level Two
J/505/0921	Composing Lyrics	4	Level Two
H/505/3499	Plan, Lead and Evaluate a Series of Dance Sessions	3	Level Two
J/505/5049	Preparation for Employment in the Performing Arts Industry	3	Level Two
J/506/3393	Careers in Music	8	Level Two

(R2) L1 Performing Arts Units

QAC Code	Unit Name	Credits	Level
A/504/4632	Discovering Music	3	Level One
M/505/0881	Creative Writing Skills	3	Level One
H/505/0909	Performance Improvisation Techniques	3	Level One
D/506/0841	Performing Physical Theatre	3	Level One

(S1) L2 Retail Units

QAC Code	Unit Name	Credits	Level
D/502/5801	Understanding Retail Consumer Law	2	Level Two
H/502/5797	Understanding the Handling of Customer Payments in a Retail Business	2	Level Two
M/502/5821	Understanding Customer Service in the Retail Sector	3	Level Two
A/502/5806	Understanding the Retail Selling Process	2	Level Two
J/502/5789	Understanding How Individuals and Teams Contribute to the Effectiveness of a Retail Business	3	Level Two
K/502/5817	Understanding Security and Loss Prevention in Retail Business	2	Level Two
F/502/5810	Understanding the Control, Receipt and Storage of Stock in a Retail Business	2	Level Two
J/504/9901	Introduction to Retail	1	Level Two
F/503/5687	Deal with Customer Queries and Complaints in a Retail Environment	4	Level Two

M/503/5684	Display Stock to Promote Sales to Customers in a Retail Environment	5	Level Two
J/503/5688	Demonstrate Products to Customers in a Retail Environment	3	Level Two
T/503/5685	Help Customers to Choose Products in a Retail Environment	6	Level Two

(S2) L1 Retail Units

QAC Code	Unit Name	Credits	Level
L/504/6529	Introduction to Retail	2	Level One
J/505/4208	Understanding the Retail Selling Process	2	Level One

(S3) L3 Retail Units

QAC Code	Unit Name	Credits	Level
F/502/5807	Understanding the Retail Selling Process	2	Level Three

(T1) L2 Sport, 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
H/505/1333	Personal Physical Fitness	3	Level Two
A/505/1872	Safeguarding and Protecting Children and Young People in Sport and Active Leisure	3	Level Two
A/506/3388	Health, Safety and Welfare in Sport and Active Leisure	3	Level Two
M/505/1335	The Environmental Impact of Leisure and Tourism in the UK	3	Level Two
L/505/1925	Introduction to Sport and Leisure	3	Level Two
F/506/3389	Business Skills in Sport	10	Level Two
F/506/3568	Injuries in Sport	3	Level Two
T/505/1336	Understanding Leisure Provision	3	Level Two
T/506/3390	Assist in Organising and Delivering a Sports Event or Competition	2	Level Two
T/506/3566	Nutrition for Sports Performance	10	Level Two
D/505/1332	Careers in Leisure and Tourism	3	Level Two

(T2) L1 Sport, 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	4	Level One

	Activity		
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(T3) L3 Sport, Fitness and Leisure Units

QAC Code	Unit Name	Credits	Level
H/505/1932	Introduction to Sport and Leisure	3	Level Three

(U1) L2 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
J/505/1809	Travel Planning	3	Level Two
A/506/3570	Introduction to Passenger Transport Services	5	Level Two
D/504/9385	The Role of a Resort Representative	3	Level Two
M/504/9908	Introduction to Travel and Tourism	1	Level Two
K/602/5990	Provide Professional Customer Service in the Road Passenger Transport Industries	6	Level Two
L/505/2508	Planning for Work in Travel and Tourism	3	Level Two
L/602/5934	Employment Rights and Responsibilities in the Passenger Transport Sector	3	Level Two
J/506/3569	Introduction to Planning and Operating Passenger Transport	5	Level Two
K/502/5994	Develop and Maintain Work Skills and Knowledge in the Passenger Transport Industry	2	Level Two
D/505/1332	Careers in Leisure and Tourism	3	Level Two

(U2) L1 Travel and Tourism Units

QAC Code	Unit Name	Credits	Level
K/505/1799	Working in Travel and Tourism	3	Level One

(V1) L2 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
F/505/1923	Introduction to Motor Vehicle Maintenance and Repair	3	Level Two
D/506/3576	Undertake Basic Maintenance and Servicing of Vehicles	2	Level Two
L/506/3573	Assist in Motor Vehicle Maintenance	5	Level Two
F/506/3571	Knowledge of Routine Light Vehicle Maintenance	3	Level Two
H/506/3577	Knowledge of Light Vehicle Engine Mechanical, Lubrication and Cooling	3	Level Two

	System Units and Components		
J/506/3572	Skills in Routine Light Vehicle Maintenance	2	Level Two
J/506/3829	Routine Vehicle Maintenance Techniques	10	Level Two

(V2) L1 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
K/505/0605	Introduction to Motor Vehicle Maintenance and Repair	3	Level One

(V3) L3 Vehicle Maintenance Units

QAC Code	Unit Name	Credits	Level
D/505/1931	Introduction to Motor Vehicle Maintenance and Repair	3	Level Three