

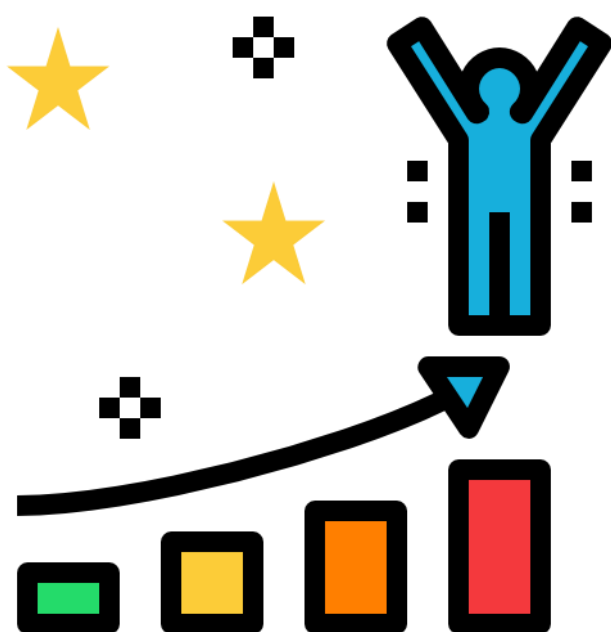


openawards

Open Awards Entry Level 1 Award and Certificate in Personal Progress (RQF)

Award 600/5004/4

Certificate 600/5009/3



QUALIFICATION GUIDE

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Version Control	
Date	Changes
February 2022	This qualification will be <u>withdrawn</u> . Learners can register up to and including 31st August 2022 and be certificated thereafter. However, you will not be able to register learners from 1st September 2022 . If you have any questions or concerns, please contact enquiries@openawards.org.uk .

About the Qualification

Title	Open Awards Entry Level 1 Award and Certificate in Personal Progress (RQF)
QAN	Award – 600/5004/4 Certificate – 600/5009/3
Sector	14.1 Foundations for Learning and Life
Level	Entry Level 1
Funding	Please click here for more information
Pricing Information	Please click here for more information
Expiry Date	31/08/2022

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.

Total Qualification Time/Guided Learning	
Award	
Total Qualification Time (hours)	80
Guided Learning (hours)	80
Certificate	
Total Qualification Time (hours)	140
Guided Learning (hours)	140

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
There are no age restrictions for working towards this qualification and no specific prior achievements required.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education Provider and externally quality assured by Open Awards.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- a) Observation of Performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or Videos
- e) Personal Statements
- f) Project Work
- g) Witness Testimonies
- h) Group Discussion
- i) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

The Achievement Continuum

Assessment of Entry 1 units must make use of this Entry 1 Achievement Continuum. Assessors are required to record their assessment judgements on the Entry 1 Unit Transcript, indicating the stage on the continuum at which the learner has achieved the assessment criteria. Where possible, the assessor statement should use the terminology of the Achievement Continuum to reflect what the learner has achieved.

Qualification Units

Rules of Combination	
Award	
Credit Value of the Qualification	8
Minimum Credits to be achieved at the Level of the Qualification	8
Optional Units Groups A	8
Certificate	
Credit Value of the Qualification	14
Minimum Credits to be achieved at the Level of the Qualification	14
Optional Units Groups A	14

Optional Units Group (A)

Unit Reference Number	Unit Name	Credits	Level
J/615/5596	Dealing with Problems	2	Entry Level One
D/616/1601	Developing Communication Skills	3	Entry Level One
H/616/1602	Developing Community Participation Skills: Getting Out and About	4	Entry Level One
D/615/5720	Developing ICT Skills	4	Entry Level One
M/616/1604	Developing Independent Living Skills: Being Healthy	2	Entry Level One
T/616/1605	Developing Independent Living Skills: Having Your Say	3	Entry Level One
A/616/1606	Developing Independent Living Skills: Keeping Safe	2	Entry Level One
F/616/1607	Developing Independent Living Skills: Looking After Your Own Home	2	Entry Level One
J/616/1608	Developing Learning Skills: Learning to Learn	5	Entry Level One
L/616/1609	Developing Reading Skills	3	Entry Level One
L/616/1612	Developing Self Awareness: All About Me	3	Entry Level One
R/616/1613	Developing Skills for the Workplace: Following Instructions	2	Entry Level One
Y/616/1614	Developing Skills for the Workplace: Getting Things Done	4	Entry Level One
D/616/1615	Developing Skills for the Workplace: Health and Safety	2	Entry Level One
H/616/1616	Developing Skills for the Workplace: Looking and Acting the Part	2	Entry Level One

K/616/1617	Developing Writing Skills	3	Entry Level One
M/616/1618	Early Mathematics: Developing Number Skills	2	Entry Level One
T/616/1619	Early mathematics: Measure	2	Entry Level One
K/616/1620	Early mathematics: Position	2	Entry Level One
M/616/1621	Early mathematics: Sequencing and Sorting	3	Entry Level One
T/616/1622	Early mathematics: Shape	2	Entry Level One
A/616/1623	Encountering Experiences: Being a Part of Things	3	Entry Level One
F/616/1624	Engaging with the World Around You: Events	3	Entry Level One
J/616/1625	Engaging with the World Around you: Objects	3	Entry Level One
L/616/1626	Engaging with the World Around you: People	3	Entry Level One
R/616/1627	Getting on with Other People	4	Entry Level One
Y/616/1628	Rights and Responsibilities : Everybody Matters	3	Entry Level One
D/616/1629	Travel within the Community: Going Places	3	Entry Level One
R/616/1630	Understanding What Money is Used For	3	Entry Level One
Y/616/1631	Using Local Health Services	2	Entry Level One

Delivering this Qualification

Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our website or contact the team on 0151 494 2072.

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Provider Handbook or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full, year-long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please see our website for more information.

Provider Staff Requirements

It is expected that Providers will have occupationally competent staff with relevant subject knowledge and/or sector experience for their role in the delivery of the units/qualifications being offered.

Providers are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time. Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should clearly demonstrate the knowledge or skills that are set out in the assessment criteria. It should also clearly be the work of the learner.

Reliable: it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the Provider which are made available and used by the Provider's Internal Quality Assurer and Open Awards' Quality Assurance Team.

Training and support

Open Awards offers online training and support in Delivery and Assessment and Quality Assurance. These can be accessed, free of charge from the Open Awards [e-shop](#). An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to our online Provider training courses.

Internal Quality Assurance (IQA)

All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Provider approval compliance monitoring and external quality assurance is carried out by the Open Awards Quality Assurance Team / External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please note, as this is a higher-level Open Awards qualification that requires specialist external quality assurance, AIV status does not apply to this qualification.

Standardisation

Providers are required to contribute to national standardisation as requested by Open Awards. Open Awards offers standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

For further guidance on Quality Assurance and Standardisation, please refer to the [Provider Handbook](#).

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the Provider to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external quality assurance by the Open Awards Quality Assurance Team.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Health and Safety

Due to the practical requirements of some of the units within this qualification, Providers must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure learner and staff safety throughout the course. As part of this, Providers must ensure that learners and staff have access to suitable clothing and personal protective equipment (PPE) where appropriate.

Appendices and Links

Appendix Name
Provider Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

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