



# Open Awards Level 1 Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (RQF)

Award 601/3586/4

Certificate 601/3587/6

Extended Certificate 603/3555/5

Diploma 601/3588/8



QUALIFICATION GUIDE

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## About the Qualification

<b>Title</b>	Open Awards Level 1 Award, Certificate ,Diploma in Skills for Further Learning and Employment (RQF)
<b>QAN</b>	Award - 601/3586/4 Certificate - 601/3587/6 Extended Certificate - 600/3555/5 Diploma - 601/3588/8
<b>Sector</b>	14.1 Foundations for Learning and Life
<b>Level</b>	Level 1
<b>Funding</b>	<a href="#">Please click here for more information</a>
<b>Pricing Information</b>	<a href="#">Please click here for more information</a>
<b>Review Date</b>	31/08/2022

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

<b>Total Qualification Time/Guided Learning</b>	
<b>Award</b>	
Total Qualification Time (hours)	90
Guided Learning (hours)	72
<b>Certificate</b>	
Total Qualification Time (hours)	130
Guided Learning (hours)	102
<b>Extended Certificate</b>	
Total Qualification Time (hours)	240
Guided Learning (hours)	188
<b>Diploma</b>	
Total Qualification Time (hours)	370
Guided Learning (hours)	239

<b>Age Range and Restrictions:</b>	
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.

## Qualification Units

<b>Rules of Combination</b>	
<b>Award</b>	
Credit Value of the Qualification	9
Minimum Credits to be achieved at the Level of the Qualification	6
Pathway Mandatory Unit Group A	3
Generic Unit Group B	3
Pathway Unit Group C	3
<b>Certificate</b>	
Credit Value of the Qualification	13
Minimum Credits to be achieved at the Level of the Qualification	8
Pathway Mandatory Unit Group A	3
Generic Unit Group B	4
Pathway Unit Group C	6
<b>Extended Certificate</b>	
Credit Value of the Qualification	24
Minimum Credits to be achieved at the Level of the Qualification	15
Pathway Mandatory Unit Group A	3
Generic Unit Group B	8
Pathway Unit Group C	13
<b>Diploma</b>	
Credit Value of the Qualification	37
Minimum Credits to be achieved at the Level of the Qualification	25
Pathway Mandatory Unit Group A	3
Generic Unit Group B	14
Pathway Unit Group C	20

## Open Awards Level 1 in Skills for Further Learning and Employment (RQF)

### (A) Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
R/615/7058	<a href="#">Developing Own Interpersonal Skills</a>	3	Level One

### (B1) Employability

QAC Code	Unit Name	Credits	Level
Y/615/7059	<a href="#">Being a Responsible Employee</a>	6	Level One
F/615/7069	<a href="#">Building a Personal Career Portfolio</a>	3	Level One
T/615/7070	<a href="#">Career Planning</a>	3	Level One
A/615/7071	<a href="#">Creating a Tailored Curriculum Vitae</a>	3	Level One
L/615/7060	<a href="#">Health and Safety Awareness in a Working Environment</a>	1	Level One
R/615/7061	<a href="#">Health, Safety and First Aid at Work</a>	3	Level One
F/615/7072	<a href="#">Interview Skills</a>	1	Level One
Y/615/7062	<a href="#">Introduction to Self-Employment</a>	3	Level One
J/615/7073	<a href="#">Job Seeking Skills</a>	3	Level One
D/615/7063	<a href="#">Pay and Payslips</a>	1	Level One
L/615/7074	<a href="#">Preparation for a Recruitment Interview</a>	1	Level One
H/615/7064	<a href="#">Preparation for Work</a>	3	Level One
K/615/7065	<a href="#">Problem Solving in the Workplace</a>	3	Level One
M/615/7066	<a href="#">Recognising and Respecting Diversity in the Workplace</a>	1	Level One
R/615/7075	<a href="#">Recognising Employment Opportunities</a>	1	Level One
J/506/3636	<a href="#">Understanding Employment Rights, Contracts and Pay</a>	3	Level One
T/615/7067	<a href="#">Volunteering</a>	1	Level One
A/615/7068	<a href="#">Work-Based Placement</a>	3	Level One

### (B2) Health and Wellbeing

QAC Code	Unit Name	Credits	Level
L/615/8080	<a href="#">Anger Management</a>	1	Level One
D/615/8083	<a href="#">Body Image</a>	2	Level One
R/615/8081	<a href="#">Coping Strategies</a>	3	Level One
H/615/8344	<a href="#">E-Safety</a>	3	Level One
H/615/8084	<a href="#">Health and Hygiene</a>	3	Level One
K/615/8085	<a href="#">Healthy Living</a>	3	Level One
M/615/8086	<a href="#">Safeguarding: Online and in Daily Life</a>	4	Level One
R/615/8078	<a href="#">Self-Esteem and Confidence</a>	1	Level One
Y/615/8079	<a href="#">Sex and Relationship Education</a>	3	Level One
T/615/8090	<a href="#">Stress and Stress Management Techniques</a>	3	Level One
Y/615/9670	<a href="#">Understanding Healthy and Unhealthy Relationships</a>	3	Level Two

(B3) Literacy, Numeracy and ICT

QAC Code	Unit Name	Credits	Level
R/503/9212	<a href="#">Demonstrating Speaking and Listening Skills</a>	3	Level One
T/503/9235	<a href="#">Improving Spelling Skills</a>	3	Level One
T/506/3132	<a href="#">Numeracy for the Workplace</a>	1	Level One
M/503/9265	<a href="#">Understanding and Using Numbers</a>	3	Level One
T/503/9218	<a href="#">Using Calculations: Whole Numbers</a>	3	Level One
F/615/8092	<a href="#">Using ICT in the Workplace</a>	3	Level One
J/615/8093	<a href="#">Using Numeracy Skills in the Workplace</a>	3	Level One
J/506/3135	<a href="#">Writing to Communicate Information</a>	1	Level One
R/506/3140	<a href="#">Writing to Describe</a>	1	Level One
Y/506/3138	<a href="#">Writing to Persuade</a>	1	Level One

(B4) Personal Learning and Development

QAC Code	Unit Name	Credits	Level
A/615/8074	<a href="#">Approaches to Learning</a>	2	Level One
D/615/7077	<a href="#">Aspects of Citizenship</a>	3	Level One
R/615/7027	<a href="#">Assertiveness and Decision Making</a>	3	Level One
A/506/3150	<a href="#">Behaviour Change: Understanding and Managing Anger and Aggression</a>	3	Level One
K/615/7079	<a href="#">Behaviour in Conflict</a>	3	Level One
D/615/7080	<a href="#">Budgeting</a>	1	Level One
F/615/8075	<a href="#">Carrying Out a Research Project</a>	3	Level One
H/615/7081	<a href="#">Changing Roles and Relationships in Adolescence</a>	3	Level One
K/615/7082	<a href="#">Communication Skills for Group and Teamwork</a>	3	Level One
R/615/8047	<a href="#">Community Involvement</a>	1	Level One
Y/615/8048	<a href="#">Dealing with Bullying</a>	2	Level One
A/506/3620	<a href="#">Developing Parenting Skills</a>	3	Level One
H/506/3627	<a href="#">Developing Presentation Skills</a>	2	Level One
A/616/2142	<a href="#">Developing Skills For Independent Life</a>	3	Level One
D/615/8049	<a href="#">Engaging in Discussion</a>	2	Level One
R/615/8050	<a href="#">Family Relationships</a>	3	Level One
Y/615/7076	<a href="#">Health and Safety in a Practical Environment</a>	1	Level One
Y/615/8051	<a href="#">Improving Own Confidence</a>	3	Level One
J/615/8076	<a href="#">Improving Own Learning and Performance</a>	3	Level One
D/615/8052	<a href="#">Lesbian, Gay, Bisexual and Trans Awareness</a>	2	Level One
K/615/8054	<a href="#">Managing Personal Relationships</a>	3	Level One
T/615/8056	<a href="#">Motivation</a>	1	Level One
A/615/8057	<a href="#">Peer Mediation</a>	3	Level One

F/615/8058	<a href="#">Personal Awareness</a>	3	Level One
J/615/8059	<a href="#">Personal Confidence</a>	3	Level One
A/615/8060	<a href="#">Personal Finances</a>	3	Level One
L/615/8077	<a href="#">Personal Learning Goals</a>	3	Level One
J/615/8062	<a href="#">Personal Relationships</a>	3	Level One
L/615/8063	<a href="#">Personal Risk</a>	1	Level One
Y/615/7028	<a href="#">Planning and Completing a Project</a>	3	Level One
R/615/8064	<a href="#">Pregnancy and Preparation for a Baby</a>	3	Level One
Y/615/8065	<a href="#">Prejudice and Discrimination</a>	3	Level One
K/615/7020	<a href="#">Presentation Skills</a>	3	Level One
D/615/8066	<a href="#">Rights and Responsibilities of Citizenship</a>	3	Level One
H/615/8067	<a href="#">Team Motivation</a>	2	Level One
K/615/8068	<a href="#">Teamwork Skills</a>	3	Level One
M/503/9301	<a href="#">Time Management Skills</a>	3	Level One
M/615/8069	<a href="#">Understanding Discrimination</a>	3	Level One
H/615/8070	<a href="#">Understanding Diversity Within Society</a>	3	Level One
K/615/8071	<a href="#">Understanding Equal Opportunities</a>	3	Level One
M/615/8072	<a href="#">Understanding Self in Conflict</a>	3	Level One
T/615/8073	<a href="#">Using Public Transport</a>	3	Level One

(C1) Agriculture, Environmental and Animal Care

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
K/507/8307	<a href="#">Assist with Preparing and Storing Feedstuffs for Small Animals</a>	2	Level One
M/507/8308	<a href="#">Assist with the Care of Animals</a>	2	Level One
K/507/8310	<a href="#">Assist with the Maintenance and Cleaning of Animal Accommodation</a>	2	Level One
J/506/1904	<a href="#">Care for a Planted Area</a>	2	Level One
L/615/8337	<a href="#">Care of Animals</a>	3	Level One
T/506/3177	<a href="#">Collect Recyclables and Other Materials</a>	5	Level One
T/506/1896	<a href="#">Cultivate Land by Single Digging or Forking</a>	2	Level One
L/615/8094	<a href="#">Cultivating Compost and Soils</a>	3	Level One
R/615/8095	<a href="#">Cultivating Herbs</a>	3	Level One
A/506/3178	<a href="#">Dispatch Recyclables and Other Materials</a>	5	Level One
Y/506/2040	<a href="#">Edge Turf with Shears</a>	2	Level One
H/615/6299	<a href="#">Energy Use</a>	3	Level One
F/615/8111	<a href="#">Environmental Study</a>	3	Level One
J/503/6405	<a href="#">Fish</a>	2	Level One
R/503/6407	<a href="#">Fishing and the Environment</a>	3	Level One
H/615/8327	<a href="#">Floristry Techniques</a>	3	Level One
K/615/8328	<a href="#">Garden Horticulture Skills</a>	3	Level Two
F/615/8335	<a href="#">Garden Horticulture Skills</a>	3	Level One



A/615/8110	<a href="#">Handling Animals</a>	3	Level Two
F/506/2341	<a href="#">Identify Indoor Plants</a>	2	Level One
F/506/2338	<a href="#">Identify Trees and Shrubs</a>	2	Level One
J/506/2339	<a href="#">Identify Weeds</a>	2	Level One
R/506/3137	<a href="#">Improving Energy Efficiency in the Home</a>	4	Level One
K/617/9065	<a href="#">Introduction to Captive Birds of Prey Management</a>	2	Level One
L/508/4472	<a href="#">Maintain Animal Accommodation</a>	3	Level Two
R/506/2067	<a href="#">Maintain Hand Tools</a>	2	Level One
M/506/1900	<a href="#">Plant Flower Bulbs for Naturalisation or Bedding</a>	2	Level One
M/615/8329	<a href="#">Planting and Establishing Plants</a>	3	Level One
T/506/2028	<a href="#">Pot up Rooted Cuttings, Large Seedlings or Plugs by Hand</a>	2	Level One
H/615/8330	<a href="#">Practical Floristry Skills</a>	3	Level One
F/506/1903	<a href="#">Prepare and Plant a Hanging Basket</a>	2	Level One
K/506/2026	<a href="#">Prick Out Seedlings Singly</a>	2	Level One
J/615/8109	<a href="#">Principles of Dealing with Feedstuffs for Small Animals</a>	1	Level One
D/506/4386	<a href="#">Principles of Renewable Energy</a>	1	Level One
J/505/2040	<a href="#">Project in Sustainability</a>	3	Level One
M/506/2027	<a href="#">Propagate by Stem Cuttings</a>	2	Level One
R/506/1906	<a href="#">Prune Hedges by Hand</a>	2	Level One
K/615/8331	<a href="#">Pruning Trees and Shrubs</a>	3	Level One
M/615/8332	<a href="#">Repairing Damaged Turf</a>	2	Level One
T/506/2045	<a href="#">Sow Grass Seed by Hand</a>	2	Level One
D/506/2024	<a href="#">Sow Seed Indoors in Containers</a>	2	Level One
T/615/8333	<a href="#">Sowing and Growing Techniques</a>	3	Level One
A/615/8334	<a href="#">Use a Lawn Mower</a>	2	Level One
Y/506/1101	<a href="#">Water a Bed, Border or Area of Plants in Containers</a>	2	Level One
J/615/8336	<a href="#">Working with Animals</a>	3	Level One

(C2) Building and Construction

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
F/615/8125	<a href="#">Apply Paint Systems by Brush and Roller</a>	6	Level One
J/615/8126	<a href="#">Bricklaying Tools, Equipment and Materials</a>	3	Level One
M/506/2075	<a href="#">Build a Sample Brick Wall</a>	3	Level One
T/615/8638	<a href="#">Build and Pack Dry Stone Walls</a>	6	Level One
L/615/8127	<a href="#">Carpentry and Joinery Hand Tools</a>	3	Level One
R/615/8128	<a href="#">Carpentry and Joinery Skills</a>	2	Level One
F/615/1109	<a href="#">Cleaning and Maintaining Equipment and Tools</a>	2	Level One
Y/615/8129	<a href="#">Construction Painting Skills</a>	3	Level One
H/615/8604	<a href="#">Developing Brickwork Skills</a>	4	Level One
T/615/8607	<a href="#">Developing Plastering Skills</a>	4	Level One
A/615/8608	<a href="#">Developing Skills in Fitted Interiors</a>	4	Level One
F/615/8609	<a href="#">Floor and Wall Tiling Techniques</a>	3	Level One
A/615/8611	<a href="#">Health and Safety in Construction</a>	3	Level One
F/506/3120	<a href="#">Introduction to Carpentry and Joinery</a>	3	Entry Level Three
J/615/8613	<a href="#">Introduction to Plastering Techniques</a>	3	Level One
L/615/8614	<a href="#">Painting Skills</a>	3	Level One
F/615/8626	<a href="#">Plumbing Skills</a>	4	Level One
R/615/8629	<a href="#">Produce Basic Woodworking Joints</a>	4	Level One
L/615/8631	<a href="#">Using and Maintaining Woodworking Tools</a>	3	Level One
H/615/8635	<a href="#">Wallpapering Skills</a>	3	Level One

(C3) Business Administration and Office Skills

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
T/615/8140	<a href="#">Budgetary Control within a Business Environment</a>	3	Level One
A/615/8141	<a href="#">Careers in Business and Administration</a>	3	Level One
F/615/8142	<a href="#">Communicate in a Business Environment</a>	3	Level One
R/615/8145	<a href="#">Creating Business Documents</a>	2	Level One
H/615/8148	<a href="#">Filing Skills</a>	3	Level One
H/615/8151	<a href="#">Handling Mail</a>	2	Level One
M/615/8153	<a href="#">Introduction to Business</a>	3	Level One
M/617/8273	<a href="#">Library Skills</a>	3	Level One
Y/615/8437	<a href="#">Making and Receiving Calls</a>	2	Level One
D/615/8438	<a href="#">Supporting Business Meetings</a>	3	Level One
H/615/8439	<a href="#">Understanding Business and Enterprise</a>	3	Level One
Y/615/8440	<a href="#">Understanding the Office Environment</a>	2	Level One
J/615/8143	<a href="#">Written Communication Skills for Business and Marketing</a>	3	Level One

(C4) Catering and Hospitality

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
K/506/4388	<a href="#">Assisting at a Hospitality Event</a>	4	Level One
T/615/8512	<a href="#">Bookings, Orders and Payments</a>	2	Level One
A/615/9452	<a href="#">Cleaning and Maintaining Facilities</a>	3	Level One
A/615/8513	<a href="#">Customer Service in the Hospitality Industry</a>	3	Level One
F/615/8514	<a href="#">Event Planning</a>	3	Level One
J/615/8515	<a href="#">Food Commodities</a>	1	Level One
K/615/8510	<a href="#">Food Preparation and Cooking</a>	3	Level One
L/615/6524	<a href="#">Food Safety and Storage</a>	3	Entry Level Three
L/615/8516	<a href="#">Food Safety and Storage</a>	3	Level One
R/615/8517	<a href="#">Health and Safety Awareness for Catering and Hospitality</a>	3	Level One
A/615/8530	<a href="#">Introduction to Barista Skills</a>	2	Level One
Y/615/8518	<a href="#">Introduction to the Catering and Hospitality Industry</a>	3	Level One
D/615/8519	<a href="#">Kitchen Equipment</a>	1	Level One
R/615/8520	<a href="#">Meeting Special Dietary Needs</a>	2	Level One
Y/615/8521	<a href="#">Menu Planning</a>	2	Level One
D/615/8522	<a href="#">Sustainability in Hospitality</a>	2	Level One
M/615/8525	<a href="#">Using Cooking Skills in the Kitchen</a>	3	Level One
A/615/8527	<a href="#">Working Effectively as Part of a Hospitality Team</a>	4	Level One

(C5) Creative Industries

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
F/615/6469	<a href="#">Art and Design: Using Colour</a>	3	Entry Level Three
Y/615/5148	<a href="#">Colour Theory and Design</a>	3	Level One
A/504/4808	<a href="#">Creative Craft Skills</a>	3	Level One
M/615/8119	<a href="#">Creative Writing Skills</a>	3	Level One
J/504/4794	<a href="#">Design Project</a>	3	Level One
M/615/8122	<a href="#">Developing Music Skills for Solo Performance</a>	6	Level One
L/615/9259	<a href="#">Developing Musical Ensemble Skills</a>	4	Level One
Y/615/5179	<a href="#">Digital Images</a>	3	Level One
A/504/4629	<a href="#">Discovering Arts and Culture</a>	3	Level One
Y/504/4833	<a href="#">Discovering Music</a>	3	Level One
Y/504/4797	<a href="#">Drawing</a>	3	Level One
J/615/8112	<a href="#">Explore Craft Ideas</a>	2	Level One
J/615/5159	<a href="#">Exploring Dance Skills</a>	4	Level One
Y/615/6476	<a href="#">Exploring Music</a>	3	Entry Level Three
H/615/8117	<a href="#">Imaging Software</a>	3	Level One
T/504/4841	<a href="#">Improvisation and Performance Skills</a>	3	Level One
K/504/4643	<a href="#">Life Drawing</a>	3	Level One

H/615/8120	<a href="#">Oral Storytelling Skills</a>	3	Level One
R/615/5147	<a href="#">Painting in Watercolours</a>	3	Level One
L/615/8614	<a href="#">Painting Skills</a>	3	Level One
D/615/5152	<a href="#">Painting with Oils and Acrylics</a>	3	Level One
A/615/5160	<a href="#">Performing Physical Theatre</a>	3	Level One
D/615/5166	<a href="#">Photography - Using a Camera and Accessories</a>	3	Level One
Y/615/8115	<a href="#">Producing Textile Samples</a>	4	Level One
L/615/8113	<a href="#">Sewing Skills</a>	3	Level One
M/504/4837	<a href="#">Technical Skills for Performance</a>	3	Level One
K/615/5218	<a href="#">Understanding the Use of Digital Sampling Techniques</a>	3	Level One
K/615/5154	<a href="#">Using Disc Jockey Equipment</a>	3	Level One
R/615/8114	<a href="#">Working with Patterned Textiles</a>	3	Level One

(C6) Customer Service

QAC Code	Unit Name	Credits	Level
J/615/8644	<a href="#">Customer Service</a>	3	Level One
F/615/9453	<a href="#">Dealing with Customer Queries and Complaints</a>	3	Level One
Y/615/8650	<a href="#">Welcoming Visitors</a>	2	Level One

(C7) Digital Skills

QAC Code	Unit Name	Credits	Level
A/506/3214	<a href="#">Audio Software</a>	2	Level One
F/615/8531	<a href="#">Bespoke Software</a>	2	Level One
M/615/8640	<a href="#">Database Software</a>	3	Level One
K/506/3211	<a href="#">Desktop Publishing Software</a>	3	Level One
F/618/2926	<a href="#">Digital Media Project</a>	4	Level One
F/506/3232	<a href="#">Improving Productivity Using IT</a>	3	Level One
L/615/8645	<a href="#">Internet Safety for IT Users</a>	3	Level One
A/506/3200	<a href="#">IT Communication Fundamentals</a>	2	Level One
R/615/8646	<a href="#">IT Maintenance for Users</a>	2	Level One
M/615/6273	<a href="#">IT Software Fundamentals</a>	3	Level One
F/506/3215	<a href="#">Optimise IT System Performance</a>	2	Level One
H/615/8649	<a href="#">Presentation Software</a>	3	Level One
Y/615/8647	<a href="#">Reducing IT System Security Risks</a>	1	Level One
J/506/3216	<a href="#">Set Up an IT System</a>	3	Level One
F/615/8674	<a href="#">Spreadsheet Software</a>	3	Level One
A/506/3195	<a href="#">Using a Computer Keyboard</a>	1	Level One
L/615/8676	<a href="#">Using Email</a>	3	Level One
M/506/3193	<a href="#">Using Mobile IT Devices</a>	2	Level One
Y/615/8678	<a href="#">Using the Internet</a>	3	Level One
R/615/8680	<a href="#">Using Website Building Platforms</a>	3	Level One

R/506/3204	<a href="#">Video Software</a>	2	Level One
K/615/8684	<a href="#">Word Processing Software</a>	3	Level One

(C8) Engineering

QAC Code	Unit Name	Credits	Level
K/615/9365	<a href="#">Electronic Assembly Skills</a>	3	Level One
R/503/4155	<a href="#">Introduction to Using and Maintaining Engineering Tools</a>	3	Level One
T/615/9367	<a href="#">Making Engineering Components</a>	3	Level One
F/615/9369	<a href="#">Mechanical Component Assembling Skills</a>	3	Level One
A/615/9371	<a href="#">Planning and Making a Machined Product</a>	6	Level One
L/615/9374	<a href="#">Welding Skills</a>	3	Level One
Y/615/9376	<a href="#">Wiring Electric Circuits and Components</a>	3	Level One

(C9) Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
D/615/8472	<a href="#">Blow-drying Hair</a>	3	Level One
H/615/8442	<a href="#">Create a Hair and Beauty Image</a>	3	Level One
K/615/8443	<a href="#">Evening Make Up</a>	3	Level One
Y/506/3446	<a href="#">Exploring the Hair and Beauty Sector</a>	2	Level Two
F/615/8447	<a href="#">Follow Health and Safety in the Salon</a>	2	Level One
J/615/9891	<a href="#">Introduction to Barbering</a>	4	Level Two
D/615/6513	<a href="#">Introduction to Hair and Beauty</a>	3	Entry Level Three
M/506/3145	<a href="#">Nail Art Application</a>	3	Level One
J/615/8448	<a href="#">Professional Conduct in a Salon</a>	2	Level One
L/615/8449	<a href="#">Providing Manicure Treatment</a>	3	Level One
L/615/8452	<a href="#">Providing Pedicure Treatment</a>	3	Level One
R/615/8470	<a href="#">Setting up for Hair and Beauty Services</a>	2	Level One
Y/615/8471	<a href="#">Shampoo and Condition Hair</a>	4	Level One
A/617/8275	<a href="#">Skin Care</a>	3	Level One
D/615/8441	<a href="#">Understanding Hair Colouring</a>	4	Level One

(C10) Health, Care and Science

QAC Code	Unit Name	Credits	Level
J/615/8658	<a href="#">Alcohol Awareness</a>	3	Level One
K/506/3175	<a href="#">Awareness of Communication in Adult Social Care</a>	2	Level One
L/506/3640	<a href="#">Awareness of Protection and Safeguarding in Health and Social Care Adults and Children and Young People, Early Years and Childcare</a>	3	Level One

T/506/3244	<a href="#">Awareness of the Role and Responsibilities in the Adult Social Care Worker</a>	1	Level One
D/506/3240	<a href="#">Awareness of the Skills and Attitudes Needed to Work in Adult Social Care</a>	1	Level One
Y/615/8664	<a href="#">Caring for Young Children and Babies</a>	3	Level One
D/615/8665	<a href="#">Child Development 0-3 Years</a>	3	Level One
H/615/8666	<a href="#">Children's Social and Emotional Development</a>	3	Level One
K/615/8667	<a href="#">Craft Activities with Children and Young People</a>	3	Level One
L/615/8659	<a href="#">Criminal and Youth Justice</a>	3	Level One
H/506/3160	<a href="#">Develop an Awareness of Substance Misuse</a>	2	Level One
M/615/8668	<a href="#">Developing Language and Communication Skills in Children</a>	3	Level One
M/506/3176	<a href="#">Encourage Children and Young People to Eat Healthily</a>	2	Level One
F/615/8660	<a href="#">Family Learning</a>	3	Level One
J/506/3250	<a href="#">Human Growth and Development</a>	2	Level One
L/506/3251	<a href="#">Introduction to a Healthy Lifestyle</a>	3	Level One
J/506/3264	<a href="#">Introduction to Children and Young People's Development</a>	3	Level One
H/506/1215	<a href="#">Introduction to Drug Awareness for the Individual</a>	3	Level One
D/615/6382	<a href="#">Introduction to Health and Social Care</a>	1	Entry Level Three
R/506/3249	<a href="#">Introduction to Learning Disability</a>	3	Level One
L/506/3248	<a href="#">Introduction to Mental Health</a>	3	Level One
J/615/9390	<a href="#">Introduction to Peer Support Skills</a>	2	Level One
H/506/3238	<a href="#">Introduction to Physical Disability</a>	3	Level One
J/615/8661	<a href="#">Introduction to Safeguarding Children</a>	3	Level One
Y/506/3236	<a href="#">Introduction to Sensory Loss</a>	3	Level One
F/506/3246	<a href="#">Introduction to the Adult Social Care Sector</a>	1	Level One
T/615/8669	<a href="#">Introduction to the Development of Children and Young People through Play</a>	2	Level One
M/506/3159	<a href="#">Introduction to the Physical Care of Babies and Young Children</a>	3	Level One
H/506/3174	<a href="#">Introductory Awareness of Equality and Inclusion in Health, Social Care and Children's and Young People's Settings</a>	3	Level One
R/506/3252	<a href="#">Introductory Awareness of the Importance of Healthy Eating and Drinking for Adults</a>	3	Level One

K/506/3645	<a href="#">Introductory Awareness of Working with Others in Health, Social Care and and Children's and Young People's Settings</a>	2	Level One
M/615/9383	<a href="#">Issues of Substance Misuse</a>	1	Level One
M/506/3419	<a href="#">Principles of Communication in Adult Social Care Settings</a>	2	Level Two
L/615/8662	<a href="#">Recognising and Safeguarding Against Knife Crime</a>	4	Level One
R/615/8663	<a href="#">Safeguarding Procedures for Life and Work</a>	1	Level One
M/615/8671	<a href="#">The Principles of Care, Organisational Policies and the Role of the Care Worker</a>	4	Level One
K/615/8670	<a href="#">The Principles of Listening to Children</a>	3	Level One
T/615/8672	<a href="#">The Role of Young People as Peer Mentors</a>	3	Level One
A/615/8673	<a href="#">Understand the Importance of Engagement in Leisure and Social Activities in Health and Social Care</a>	3	Level One
K/506/3161	<a href="#">Understand the Range of Service Provision and Roles within Health and Social Care (Adults and Children and Young People, Early Years and Child Care)</a>	3	Level One
J/615/9387	<a href="#">Understand the Stages of Intellectual Development in Children</a>	3	Level Two
T/503/9249	<a href="#">Understanding the Importance of Play</a>	3	Level One

(C11) Logistics

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
D/615/9377	<a href="#">Introduction to Warehouse Operations for Commercial Moving</a>	3	Level One
F/506/0217	<a href="#">Keep Stock at Required Levels in a Logistics Environment</a>	2	Level One
K/506/3192	<a href="#">Keep Work Areas Clean in a Logistics Environment</a>	2	Level One
D/506/0225	<a href="#">Maintain Hygiene Standards an Handling and Storing Goods in a Logistics Environments</a>	2	Level One
L/506/0219	<a href="#">Moving or Handling Goods in Logistic Facilities</a>	2	Level One
T/506/3258	<a href="#">Pick Goods in a Logistic Environment</a>	2	Level One
Y/506/0224	<a href="#">Receive Goods in a Logistics Environment</a>	3	Level One
H/615/9381	<a href="#">Wrap and Pack Goods in a Logistics Environment</a>	2	Level One

(C12) Retail

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
F/615/8657	<a href="#">Assist in the Assembly and Presentation of Visual Merchandising Displays</a>	4	Level One
K/615/8622	<a href="#">Introduction to Retail</a>	2	Level One
R/506/3039	<a href="#">Introduction to Retail Skills</a>	3	Entry Level Three
M/615/8623	<a href="#">Keep Stock at Required Levels in a Retail Environment</a>	3	Level One
F/615/6293	<a href="#">Understanding Customer Service in the Retail Sector</a>	2	Level One
A/615/8625	<a href="#">Understanding the Business of Retail</a>	2	Level One
J/615/8627	<a href="#">Understanding the Retail Selling Process</a>	2	Level One
D/615/9461	<a href="#">Understanding the Retail Selling Process</a>	2	Level Two
L/615/8628	<a href="#">Wrap and Pack Goods for Customers in a Retail Environment</a>	3	Level One

(C13) Sales, Marketing and Enterprise

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
H/615/8652	<a href="#">Advertising Techniques</a>	3	Level One
K/615/8653	<a href="#">Appreciating Techniques used in the News Media Industry</a>	4	Level One
Y/506/3155	<a href="#">Communication Skills in Sales</a>	1	Level One
M/615/8654	<a href="#">Introduction to Advertising</a>	1	Level One
T/617/8274	<a href="#">Planning &amp; Delivering a Community Event</a>	4	Level One
T/615/8655	<a href="#">Principles of Advertising</a>	1	Level One
R/615/8534	<a href="#">Running an Enterprise Activity</a>	1	Level One
A/615/8656	<a href="#">Social Media for Business Use</a>	3	Level One
F/506/3148	<a href="#">Understanding Consumer Buying Behaviour</a>	1	Level One
L/506/3153	<a href="#">Understanding Marketing</a>	2	Level One
R/506/3154	<a href="#">Understanding the Sales Cycle</a>	3	Level One
D/615/8651	<a href="#">Undertaking an Enterprise Project</a>	3	Level One

(C14) Sport, Fitness and Leisure

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
Y/615/8633	<a href="#">Assisting in Planning and Delivering a Sports or Leisure Activity</a>	4	Level One
D/615/8634	<a href="#">Careers in the Sport and Active Leisure Sector</a>	3	Level One
R/615/8632	<a href="#">Nutrition, Performance and Healthy Eating</a>	3	Level One
M/615/8637	<a href="#">Planning a Fitness Programme</a>	2	Level One
K/615/8636	<a href="#">Planning a Healthy Diet</a>	3	Level One



A/615/8639	<a href="#">Risks and Hazards in Sport and Active Leisure</a>	3	Level One
K/506/3256	<a href="#">Taking Part in Exercise and Fitness</a>	4	Level One
T/615/8641	<a href="#">Taking Part in Sport</a>	3	Level One
F/615/8643	<a href="#">Working with Customers and Clients in Sports and Active Leisure Settings</a>	3	Level One

(C15) Travel and Tourism

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
J/615/8675	<a href="#">Airline Services</a>	3	Level One
M/615/8685	<a href="#">Customer Service in Travel and Tourism</a>	4	Level One
T/615/8686	<a href="#">Health and Safety for Travel and Tourism</a>	3	Level One
F/615/8688	<a href="#">Promotional Materials for Travel and Tourism</a>	4	Level One
J/615/8689	<a href="#">Recommending Holidays to Suit Customers' Needs</a>	3	Level One
A/615/8687	<a href="#">Selling Package Holidays</a>	3	Level One
A/615/8690	<a href="#">The Role of Overseas Resort and Representatives</a>	2	Level One
F/615/8691	<a href="#">The UK Tourism Industry</a>	2	Level One
J/615/8692	<a href="#">The UK Travel Industry</a>	3	Level One
R/615/6394	<a href="#">Tourist Destinations: UK and Worldwide</a>	3	Level One
Y/615/9345	<a href="#">Travel and Tourism Itineraries</a>	3	Level One
D/615/9346	<a href="#">Working in Travel and Tourism</a>	3	Level One

(C16) Vehicle Maintenance

<b>QAC Code</b>	<b>Unit Name</b>	<b>Credits</b>	<b>Level</b>
H/506/3255	<a href="#">Automotive Foundation Skills</a>	3	Level One
D/615/6821	<a href="#">Checking and Maintaining Car Tyre Pressures and Tread</a>	1	Entry Level Three
H/615/9347	<a href="#">Checking and Maintaining Car Wheels and Tyres</a>	1	Level One
D/506/3190	<a href="#">Health and Safety Practices in Vehicle Maintenance</a>	4	Level One
M/615/9349	<a href="#">Introduction to Battery and Lighting Systems</a>	4	Level One
D/506/3254	<a href="#">Introduction to Compression Ignition Fuel Systems</a>	3	Level One
K/615/9351	<a href="#">Introduction to Low Carbon Technologies in the Automotive Industry</a>	3	Level One
M/615/9352	<a href="#">Introduction to Motor Vehicle Maintenance and Repair</a>	3	Level One
T/615/9353	<a href="#">Introduction to Motorcycle Maintenance</a>	4	Level One
F/615/9355	<a href="#">Introduction to Steering and Suspension</a>	4	Level One
L/615/9357	<a href="#">Introduction to Vehicle Exhaust System</a>	2	Level One
Y/615/9359	<a href="#">Introduction to Vehicle Inspection</a>	4	Level One

L/615/9360	<a href="#">Introduction to Vehicle Transmission Systems</a>	4	Level One
R/615/9361	<a href="#">Introduction to Vehicle Valeting</a>	4	Level One
Y/615/9362	<a href="#">Maintaining a Wheeled Vehicle</a>	2	Level One
D/615/9363	<a href="#">Replacing Cycle Brake Assemblies</a>	2	Level One
Y/506/3253	<a href="#">Simple Paint Spraying Processes</a>	2	Level One

## Delivering this Qualification

### **Becoming a Centre**

To deliver this qualification you must be a recognised Open Awards centre. 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 Centre 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. Template forms and guidance documents are available via the Open Awards portal.

#### **Centre Staff Requirements**

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for notifying Open Awards of staff changes.

#### **Training and support**

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

#### **Internal Quality Assurance (IQA)**

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

### **External Quality Assurance (EQA)**

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

Please refer to Internal and External Quality Assurance within the Centre Handbook.

### **Standardisation**

Centres 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.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre 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 centre 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 verification by the Open Awards' Lead Quality Reviewer for the centre.

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

## Appendices and Links

Appendix Name
<a href="#">Centre Handbook</a>
<a href="#">Enquiries, Complaints and Appeals Policy</a>
<a href="#">Equality and Diversity Policy</a>
<a href="#">Invoicing Policy</a>
<a href="#">Privacy Policy</a>

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