



openawards

Open Awards Entry Level Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (Entry Level 2) (RQF)

Award (601/3553/0)

Certificate (601/3554/2)

Extended Certificate (603/3553/1)

Diploma(601/3593/1)



QUALIFICATION GUIDE

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About the Qualification

Title	Open Awards Entry Level Award, Certificate ,Diploma in Skills for Further Learning and Employment (Entry 2) (RQF)
QAN	Award - 601/3553/0 Certificate - 601/3554/2 Extended Certificate - 603/3553/1 Diploma - 601/3593/1
Sector	14.1 Foundations for Learning and Life
Level	Entry Level 2
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review 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)	60
Guided Learning (hours)	60
Certificate	
Total Qualification Time (hours)	130
Guided Learning (hours)	130
Extended Certificate	
Total Qualification Time (hours)	240
Guided Learning (hours)	240
Diploma	
Total Qualification Time (hours)	370
Guided Learning (hours)	370

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.

Qualification Units

Rules of Combination	
Award	
Credit Value of the Qualification	6
Minimum Credits to be achieved at the Level of the Qualification	4
Pathway Mandatory Unit Group A	2
Generic Unit Group B	2
Pathway Unit Group C	2
Certificate	
Credit Value of the Qualification	13
Minimum Credits to be achieved at the Level of the Qualification	9
Pathway Mandatory Unit Group A	2
Generic Unit Group B	7
Pathway Unit Group C	4
Extended Certificate	
Credit Value of the Qualification	24
Minimum Credits to be achieved at the Level of the Qualification	17
Pathway Mandatory Unit Group A	2
Generic Unit Group B	14
Pathway Unit Group C	8
Diploma	
Credit Value of the Qualification	37
Minimum Credits to be achieved at the Level of the Qualification	29
Pathway Mandatory Unit Group A	2
Generic Unit Group B	23
Pathway Unit Group C	12

Open Awards Entry Level 2 in Skills for Further Learning and Employment (RQF)

(A) Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
R/615/5763	Personal Action Planning	2	Entry Level Two

(B1) Employability

QAC Code	Unit Name	Credits	Level
M/615/5771	Applying for Jobs and Courses	2	Entry Level Two
M/615/5785	Completing a Job Application Form	1	Entry Level Two
Y/615/5764	Dealing with Problems at Work	2	Entry Level Two
D/615/5765	Decision Making in the Work Place	2	Entry Level Two
J/615/5811	Making Informed Career Choices	2	Entry Level Two
D/615/5782	Preparation for Work	2	Entry Level Two
H/615/5783	Preparing for and Taking Part in an Interview	2	Entry Level Two
M/615/5799	Understanding Professional Relationships	3	Entry Level Two
H/615/5766	Using Communication Skills in a Work Place	2	Entry Level Two
F/615/5810	Volunteering	2	Entry Level Two
K/615/5784	Writing a Curriculum Vitae	1	Entry Level Two

(B2) Health and Wellbeing

QAC Code	Unit Name	Credits	Level
F/615/6181	Accessing Leisure Services	3	Entry Level Two
J/615/5792	Anger Management	1	Entry Level Two
Y/615/5800	Dealing with Stress	2	Entry Level Two
H/615/5816	Emotional Wellbeing	2	Entry Level Two
J/615/6182	E-Safety	3	Entry Level Two
L/615/5793	Healthy Lifestyles	2	Entry Level Two
R/615/5794	Knowing your Local Area	3	Entry Level Two
T/617/9067	Sex and Relationships	2	Entry Level Two
F/615/5936	Substance Misuse Awareness	2	Entry Level Two
A/617/9068	Understanding Rights and Responsibilities	3	Entry Level Two

(B3) Literacy, Numeracy and ICT

QAC Code	Unit Name	Credits	Level
J/615/5789	Collecting and Presenting Numerical Information	2	Entry Level Two
L/615/6183	Money	3	Entry Level Two
Y/615/5814	Planning for Progress in English Skills	1	Entry Level Two
K/506/4391	Planning to Improve Performance in Mathematics	1	Entry Level Two
R/615/6184	Time and Date	1	Entry Level Two
T/615/5769	Using ICT Skills in a Work Place	2	Entry Level Two
K/615/5767	Using Number Skills in a Work Place	2	Entry Level Two
M/615/5768	Using Reading Skills in a Work Place	2	Entry Level Two
K/615/5770	Using Writing Skills in a Work Place	2	Entry Level Two

(B4) Personal Learning and Development

QAC Code	Unit Name	Credits	Level
T/615/5786	Building Confidence and Self-Esteem	2	Entry Level Two
D/615/5815	Communicate to Give and Receive Information	1	Entry Level Two
A/615/5790	Developing Assertiveness	2	Entry Level Two
F/615/5791	Effective Skills, Qualities and Attitudes for Learning and Work	3	Entry Level Two
L/615/5812	Engage in Discussion	2	Entry Level Two
R/615/5813	Following Instructions	2	Entry Level Two
A/506/3925	Learning Skills	8	Entry Level Two
H/506/4390	Listening and Responding	2	Entry Level Two
A/615/5787	Personal Awareness	2	Entry Level Two
F/615/5788	Personal Development	3	Entry Level Two
F/615/9906	Using Public Transport: Buses and Trains	3	Entry Level Two

(C1) Agriculture, Environmental and Animal Care

QAC Code	Unit Name	Credits	Level
M/615/5821	Assist with Cleaning Housing for Small Animals	2	Entry Level Two
Y/615/5795	Environmental Awareness	2	Entry Level Two
T/615/5822	Exploring Working with Animals	1	Entry Level Two
D/615/5698	Feed and Water Small Animals	2	Entry Level Two
A/506/1107	Fill Plant Containers	1	Entry Level Two
F/615/5824	Floristry Hand Tools	1	Entry Level Two
J/615/5825	Floristry Plant Materials	1	Entry Level Two
A/615/5692	Growing and Caring for Plants	2	Entry Level One
M/506/1105	Introduction to the Propagation of Plants	3	Entry Level Two
J/615/5694	Looking After and Caring for Animals	2	Entry Level One
L/615/5826	Pet Care	3	Entry Level Two

L/615/3896	Prepare and Plant an Area	2	Entry Level Two
R/615/3897	Recognise Plants	1	Entry Level Two
H/615/5699	Recognise Small Animals	2	Entry Level Two
H/506/1103	Recognise, Use and Care for Tools Used in Horticulture	2	Entry Level Two
T/506/1106	Weed a Planted Area	2	Entry Level Two
K/615/5820	Working in Horticulture	2	Entry Level Two
A/615/5823	Wrap Flowers and Plants	1	Entry Level Two

(C2) Building and Construction

QAC Code	Unit Name	Credits	Level
R/615/5830	Exploring Working in Construction	1	Entry Level Two
K/615/5803	Identifying PPE	1	Entry Level Two
Y/615/3898	Maintain a Fence	2	Entry Level Two
D/615/3899	Maintain a Footpath	3	Entry Level Two
Y/615/5831	Using Construction Hand Tools	2	Entry Level Two

(C3) Business Administration and Office Skills

QAC Code	Unit Name	Credits	Level
R/615/6217	Exploring Working in an Office	1	Entry Level Two
H/617/8271	Introduction to Library Skills	3	Entry Level Two
D/615/5801	Using a Computer Keyboard in a Workplace Setting	2	Entry Level Two
L/615/5857	Using a Telephone in a Workplace Setting	2	Entry Level Two
F/615/5838	Using Office Equipment	1	Entry Level Two
H/615/5833	Using Office Equipment in a Business Environment	3	Entry Level Three

(C4) Catering and Hospitality

QAC Code	Unit Name	Credits	Level
L/615/5843	Cooking Techniques	3	Entry Level Two
R/615/5844	Exploring Working in Catering	1	Entry Level Two
Y/615/5845	Exploring Working in Hospitality	1	Entry Level Two
J/615/5842	Food and Drink Preparation	3	Entry Level Two
J/615/5839	Kitchen Hygiene	1	Entry Level Two
A/615/5840	Make a Meal	3	Entry Level Two
J/615/5713	Understanding a Balanced Diet	3	Entry Level One

(C5) Creative Industries

QAC Code	Unit Name	Credits	Level
F/615/5709	Art and Design – Painting and Drawing	4	Entry Level Two
D/615/5829	Creating an Art or Craft Product	2	Entry Level Two
T/506/2918	Develop Skills to Play a Musical Instrument	2	Entry Level Two
A/506/2919	Developing Skills in Drama	2	Entry Level Two
R/615/5827	Displaying an Art or Craft Product	2	Entry Level Two
D/615/5796	Exploring Art	3	Entry Level Two
H/615/6187	Exploring Dance	3	Entry Level Two
Y/615/6185	Exploring Music	3	Entry Level Two
Y/615/5828	Present an Art and Design Evaluation	2	Entry Level Two
D/506/2931	Produce a Piece of Art Work	2	Entry Level Two
H/615/5797	Solo Music Performance	4	Entry Level Two
H/615/5931	Taking Photographs	2	Entry Level Two

(C6) Customer Service

QAC Code	Unit Name	Credits	Level
M/615/5804	Customer Service	2	Entry Level Two
H/615/5802	Dealing with Customer Queries and Complaints	2	Entry Level Two
K/615/5798	Introduction to Customer Care	1	Entry Level Two

(C7) Digital Skills

QAC Code	Unit Name	Credits	Level
T/506/2921	Developing and Presenting Information Using ICT	2	Entry Level Two
H/506/2915	Finding, Selecting and Exchanging Information Using ICT	2	Entry Level Two
K/506/2916	Following Health and Safety Working Practices When Using ICT	1	Entry Level Two
Y/615/5859	Sending and Receiving Emails	2	Entry Level Two
L/615/5860	Understanding Social Media	2	Entry Level Two
D/615/5846	Using ICT to Communicate	2	Entry Level Two
H/615/5847	Using ICT to Find Information	2	Entry Level Two

(C8) Hair and Beauty Units

QAC Code	Unit Name	Credits	Level
M/615/5835	Exploring Working in Hairdressing	1	Entry Level Two
T/615/5836	Maintaining Healthy Hair	3	Entry Level Two
A/615/5837	Personal Skin Care	2	Entry Level Two
R/615/5858	Recognise Hair and Beauty Tools and Products	1	Entry Level Two
M/615/6208	Shampoo and Conditioning	3	Entry Level Three

(C9) Health, Social Care and Science

QAC Code	Unit Name	Credits	Level
J/615/5856	Working in Childcare	3	Entry Level Two

(C10) Retail

QAC Code	Unit Name	Credits	Level
M/615/5723	Exploring Working in Retail	1	Entry Level One
H/615/5850	Introduction to Handling Stock in a Retail Environment	2	Entry Level Two
A/506/2922	Introduction to Retail Skills	3	Entry Level Two
R/615/5861	Keeping a Retail Environment Clean and Tidy	2	Entry Level Two

(C11) Sales, Marketing and Enterprise

QAC Code	Unit Name	Credits	Level
K/505/2354	Exploring Business and Enterprise	1	Entry Level Two
A/615/5854	Making a Product	2	Entry Level Two
D/615/6186	Making a Product	2	Entry Level Three
F/615/5855	Marketing Products and Services	3	Entry Level Two
A/615/5806	Participating in an Enterprise Project	6	Entry Level Two

(C12) Sport, Fitness and Leisure

QAC Code	Unit Name	Credits	Level
J/615/5727	Doing Sport	3	Entry Level One
T/615/5853	Exploring Working in Sport	1	Entry Level Two
K/615/5851	Health and Fitness	3	Entry Level Two
L/615/5728	Personal Attributes for Sport	1	Entry 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
Centre Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

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