



openawards

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

Award 601/3551/7

Certificate 601/3552/9

Extended Certificate 603/3552/X

Diploma 601/3555/4



QUALIFICATION GUIDE

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<b>Version Control</b>	
June 2022	<p>Latest version, containing new imagery, revised qualification review date and updated information for Providers.</p> <p>Endorsed Pathways have been introduced at <b>Certificate, Extended Certificate and Diploma</b> in the following subject areas for learners with a specific progression route in mind:</p> <ul style="list-style-type: none"> <li>• C2 Business, Retail and Customer Service</li> <li>• C3 Catering and Hospitality</li> <li>• C4 Creative Industries</li> <li>• C5 Digital Skills</li> <li>• C7 Horticulture, Environmental and Animal Care</li> <li>• C8 Living in the Community</li> <li>• C9 Sport, Fitness and Leisure</li> </ul> <p>Please note, there are no endorsed pathway options at Award Level.</p> <p>We have added units from Open Awards Personal Progress Qualifications. These qualifications contain only Entry Level 1 Units, all other level units i.e. at Entry Level 2 have been removed.</p> <p>The Pathway Groups titles have been updated as above (along with C1 Building and Construction and C6 Hair and Beauty).</p>
December 2022	<p>Updates made to B4 – ‘Literacy, Numeracy and ICT’ and C5 – ‘Digital Skills’ unit tables. New ‘request to deliver this qualification’ procedure added to ‘Delivering This Qualification’ section.</p>

## About the Qualification

<b>Title</b>	Open Awards Entry Level Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (Entry One) (RQF)
<b>QAN</b>	Award – 601/3551/7 Certificate – 601/3552/9 Extended Certificate – 603/3552/X Diploma – 601/3555/4
<b>Sector</b>	14.1 Foundations for Life and Learning
<b>Level</b>	Entry Level One
<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>	31/08/2027

<b>Ofqual Purpose</b>	A - Recognise personal growth and engagement in learning
<b>Ofqual Sub-Purpose</b>	A4 - Recognise development of employability skills and/or knowledge

<b>Total Qualification Time/Guided Learning</b>	
<b>Award</b>	
Total Qualification Time (hours)	60
Guided Learning (hours)	60
<b>Certificate</b>	
Total Qualification Time (hours)	130
Guided Learning (hours)	130
<b>Extended Certificate</b>	
Total Qualification Time (hours)	240
Guided Learning (hours)	240
<b>Diploma</b>	
Total Qualification Time (hours)	370
Guided Learning (hours)	370

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

<b>Any specified entry requirements</b>
There are no additional entry requirements for this qualification.

<b>Recommended Assessment Method Summary</b>
<p>Learners will be required to complete a portfolio of evidence set and marked by the education Provider and externally quality assured by Open Awards.</p> <p>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.</p> <p>Types of evidence could include:</p> <ul style="list-style-type: none"> <li>a) Observation of Performance</li> <li>b) Questioning (written or oral)</li> <li>c) Practical Activities</li> <li>d) Photographs or Videos</li> <li>e) Personal Statements</li> <li>f) Project Work</li> <li>g) Witness Testimonies</li> <li>h) Group Discussion</li> <li>i) Recognition of Prior Learning</li> </ul> <p>Assessment practices must reflect the Equality and Diversity Policy of Open Awards.</p>

## Qualification Structure

<b>Rules of Combination</b>	
<b>Award in Skills for Further Learning and Employment</b>	
Credit Value of the Qualification	6
Minimum Credits to be achieved at the Level of the Qualification	6
Mandatory Units Group A	2
Optional Units Groups B1 – B4	2
Pathway Units Groups C1 – C9	2

<b>Rules of Combination</b>	
<b>Certificate in Skills for Further Learning and Employment</b>	
Credit Value of the Qualification	13
Minimum Credits to be achieved at the Level of the Qualification	13
Mandatory Units Group A	2
Optional Units Groups B1 – B4	7
Pathway Units Groups C1 – C9	4
Non-Endorsed Route	Learners may achieve the required credits from <b>any combination</b> of units in the Pathway Groups C1 – C9
<b>Rules of Combination</b>	
<b>Endorsed Pathway</b>	
<b>Certificate in Skills for Further Learning and Employment</b>	
Credit Value of the Qualification	13
Minimum Credits to be achieved at the Level of the Qualification	13
Mandatory Units Group A	2
Optional Units Groups B1 – B4	7
Pathways Units – Optional Groups C2 – C5, C7 – C9	4
Business, Retail and Customer Service - C2 Catering and Hospitality – C3 Creative Industries – C4 Digital Skills – C5 Horticulture, Environmental and Animal Care – C7 Living in the Community – C8 Sport, Fitness and Leisure – C9	4 credits must be achieved from a <b>single pathway</b> to gain a certificate with the Pathway title: e.g. <b>Open Awards Entry Level Certificate in Skills for Further Learning and Employment (Catering and Hospitality) (Entry 1) (RQF)</b>

<b>Rules of Combination</b>	
<b>Extended Certificate in Skills for Further Learning and Employment</b>	
Credit Value of the Qualification	24
Minimum Credits to be achieved at the Level of the Qualification	24
Mandatory Units Group A	2
Optional Units Groups B1 – B4	14
Pathway Units Groups C1 – C9	8
Non-Endorsed Route	Learners may achieve the required credits from <b>any combination</b> of units in the Pathway Groups C1 – C9
<b>Rules of Combination</b>	
<b>Endorsed Pathway</b>	
<b>Extended Certificate in Skills for Further Learning and Employment</b>	
Credit Value of the Qualification	24
Minimum Credits to be achieved at the Level of the Qualification	24
Mandatory Units Group A	2
Optional Units Groups B1 – B4	14
Pathways Units – Optional Groups C2 – C5, C7 – C9	8
Business, Retail and Customer Service - C2 Catering and Hospitality – C3 Creative Industries – C4 Digital Skills – C5 Horticulture, Environmental and Animal Care – C7 Living in the Community – C8 Sport, Fitness and Leisure – C9	8 credits must be achieved from a <b>single pathway</b> to gain a certificate with the Pathway title: e.g. <b>Open Awards Entry Level Extended Certificate in Skills for Further Learning and Employment (Catering and Hospitality) (Entry 1) (RQF)</b>

<b>Rules of Combination</b>	
<b>Diploma in Skills for Further Learning and Employment</b>	
Credit Value of the Qualification	37
Minimum Credits to be achieved at the Level of the Qualification	37
Mandatory Units Group A	2
Optional Units Groups B1 – B4	23
Pathway Units Groups C1 – C9	12
Non-Endorsed Route	Learners may achieve the required credits from <b>any combination</b> of units in the Pathway Groups C1 – C9
<b>Rules of Combination</b>	
<b>Endorsed Pathway</b>	
<b>Diploma in Skills for Further Learning and Employment</b>	
Credit Value of the Qualification	37
Minimum Credits to be achieved at the Level of the Qualification	37
Mandatory Units Group A	2
Optional Units Groups B1 – B4	23
Pathways Units – Optional Groups C2 – C5, C7 – C9	12
Business, Retail and Customer Service - C2 Catering and Hospitality – C3 Creative Industries – C4 Digital Skills – C5 Horticulture, Environmental and Animal Care – C7 Living in the Community – C8 Sport, Fitness and Leisure – C9	12 credits must be achieved from <b>a single pathway</b> to gain a certificate with the Pathway title: e.g. <b>Open Awards Entry Level Diploma in Skills for Further Learning and Employment (Catering and Hospitality) (Entry 1) (RQF)</b>



## Qualification Units

### Mandatory Unit Group A

Unit Reference Number	Unit Name	Credits	Level
L/615/5597	<a href="#">Personal Action Planning</a>	2	Entry Level One

### Optional Group B1 – Employability

Unit Reference Number	Unit Name	Credits	Level
T/618/2485	<a href="#">Applying for Jobs and Courses</a>	2	Entry Level One
A/615/5594	<a href="#">Dealing with Customer Queries and Complaints</a>	1	Entry Level One
R/616/1613	<a href="#">Developing Skills for the Workplace: Following Instructions</a>	2	Entry Level One
Y/616/1614	<a href="#">Developing Skills for the Workplace: Getting Things Done</a>	4	Entry Level One
D/616/1615	<a href="#">Developing Skills for the Workplace: Health and Safety</a>	2	Entry Level One
H/616/1616	<a href="#">Developing Skills for the Workplace: Looking and Acting the Part</a>	2	Entry Level One
F/615/8478	<a href="#">Exploring Occupational Areas</a>	2	Entry Level One
A/618/2486	<a href="#">Job Searching</a>	2	Entry Level One
D/615/7029	<a href="#">Making Choices</a>	1	Entry Level One
R/615/5598	<a href="#">Preparation for Work</a>	2	Entry Level One
Y/615/5599	<a href="#">Preparing for Work Placement</a>	2	Entry Level One
F/618/2487	<a href="#">Setting Work Related Targets</a>	2	Entry Level One
F/615/5600	<a href="#">Taking Part in an Interview</a>	2	Entry Level One
D/615/5605	<a href="#">Understanding Professional Relationships</a>	3	Entry Level One
H/615/5590	<a href="#">Using a Telephone in a Workplace Setting</a>	2	Entry Level One
T/615/6954	<a href="#">Volunteering</a>	2	Entry Level One
M/615/6953	<a href="#">Working as a Volunteer</a>	3	Entry Level One

## Optional Group B2 - Health and Wellbeing

Unit Reference Number	Unit Name	Credits	Level
Y/615/5666	<a href="#">Anger Management</a>	1	Entry Level One
D/615/5586	<a href="#">Causes of Stress</a>	2	Entry Level One
M/616/1604	<a href="#">Developing Independent Living Skills: Being Healthy</a>	2	Entry Level One
A/616/1606	<a href="#">Developing Independent Living Skills: Keeping Safe</a>	2	Entry Level One
F/616/1607	<a href="#">Developing Independent Living Skills: Looking After Your Own Home</a>	2	Entry Level One
L/615/5664	<a href="#">Emotional Wellbeing</a>	2	Entry Level One
K/615/5588	<a href="#">E-Safety</a>	3	Entry Level One
A/618/1225	<a href="#">Health and Hygiene</a>	3	Entry Level One
F/618/1226	<a href="#">Healthy Lifestyles</a>	2	Entry Level One
R/615/5665	<a href="#">Healthy Living</a>	2	Entry Level One
H/615/5668	<a href="#">Knowing Your Local Area</a>	3	Entry Level One
M/615/6936	<a href="#">Personal Care and Hygiene</a>	3	Entry Level One
T/615/6937	<a href="#">Personal Health</a>	3	Entry Level One
A/615/6938	<a href="#">Personal Presentation</a>	3	Entry Level One
F/615/6939	<a href="#">Personal Safety</a>	3	Entry Level One
A/615/6955	<a href="#">Self-Advocacy</a>	3	Entry Level One
M/617/9066	<a href="#">Sex and Relationships</a>	2	Entry Level One
A/615/5935	<a href="#">Substance Misuse Awareness</a>	1	Entry Level One
J/615/5713	<a href="#">Understanding a Balanced Diet</a>	3	Entry Level One
R/615/6945	<a href="#">Understanding Relationships</a>	2	Entry Level One
Y/616/1631	<a href="#">Using Local Health Services</a>	2	Entry Level One

### Optional Group B3 - Personal Learning and Development

Unit Reference Number	Unit Name	Credits	Level
F/615/5659	<a href="#">Beginning to Study</a>	3	Entry Level One
H/615/6934	<a href="#">Choosing Clothing and Footwear</a>	2	Entry Level One
J/615/5596	<a href="#">Dealing with Problems</a>	2	Entry Level One
F/615/5662	<a href="#">Developing Assertiveness</a>	2	Entry Level One
T/616/1605	<a href="#">Developing Independent Living Skills: Having Your Say</a>	3	Entry Level One
J/616/1608	<a href="#">Developing Learning Skills: Learning to Learn</a>	5	Entry Level One
L/616/1612	<a href="#">Developing Self Awareness: All About Me</a>	3	Entry Level One
A/615/6020	<a href="#">Engage in Discussions</a>	1	Entry Level One
F/506/2906	<a href="#">First Steps in Communicating with Others</a>	3	Entry Level One
T/615/5660	<a href="#">Following Instructions</a>	2	Entry Level One
J/506/4379	<a href="#">Listening and Responding</a>	3	Entry Level One
K/615/6935	<a href="#">Looking after Clothes</a>	3	Entry Level One
L/615/6927	<a href="#">Looking after Yourself and Your Home</a>	1	Entry Level One
A/615/5658	<a href="#">Personal Awareness</a>	2	Entry Level One
J/615/5663	<a href="#">Personal Development</a>	3	Entry Level One
F/615/6018	<a href="#">Rights and Responsibilities</a>	2	Entry Level One
K/615/6952	<a href="#">Understanding Rights and Responsibilities</a>	2	Entry Level One

### Optional Group B4 - Literacy, Numeracy and ICT

Unit Reference Number	Unit Name	Credits	Level
R/650/3730	<a href="#">Adding Single Digit Numbers to Total 10</a>	1	Entry Level One
T/650/3731	<a href="#">Addition and Subtraction</a>	1	Entry Level One
M/650/3720	<a href="#">Change From Five Pounds</a>	1	Entry Level One
A/650/3733	<a href="#">Comparing Numbers from Zero to Ten</a>	1	Entry Level One
Y/650/3723	<a href="#">Counting Simplified Two Pound Coins</a>	1	Entry Level One
D/650/3734	<a href="#">Counting to 10</a>	1	Entry Level One
T/650/3722	<a href="#">Counting to One Pound with Simplified Coins</a>	1	Entry Level One
A/650/3724	<a href="#">Counting Simplified and Real Pound and Two Pound Coins</a>	1	Entry Level One
D/616/1601	<a href="#">Developing Communication Skills</a>	3	Entry Level One
R/506/2893	<a href="#">Developing Independent Communication Skills</a>	3	Entry Level One
T/615/5870	<a href="#">Developing Number Skills</a>	2	Entry Level One
L/616/1609	<a href="#">Developing Reading Skills</a>	3	Entry Level One
K/616/1617	<a href="#">Developing Writing Skills</a>	3	Entry Level One
L/650/3739	<a href="#">Earlier and Later Than, Before and After</a>	1	Entry Level One
M/616/1618	<a href="#">Early Mathematics: Developing Number Skills</a>	2	Entry Level One
T/616/1619	<a href="#">Early mathematics: Measure</a>	2	Entry Level One
K/616/1620	<a href="#">Early mathematics: Position</a>	2	Entry Level One
M/616/1621	<a href="#">Early mathematics: Sequencing and Sorting</a>	3	Entry Level One
T/616/1622	<a href="#">Early mathematics: Shape</a>	2	Entry Level One
J/650/3719	<a href="#">Identifying Hour and Minute Hands on Analogue Clock Faces</a>	1	Entry Level One
F/615/5872	<a href="#">Money</a>	3	Entry Level One
F/650/3735	<a href="#">Number Bonds Zero to Ten</a>	1	Entry Level One
A/615/5661	<a href="#">Planning for Progress in English Skills</a>	1	Entry Level One
Y/650/3741	<a href="#">Reading the Hour on Analogue Clock Faces</a>	1	Entry Level One
J/650/3737	<a href="#">Subtracting single digit numbers from ten</a>	1	Entry Level One
A/615/5871	<a href="#">Time and Date</a>	1	Entry Level One

D/650/3725	<a href="#">Total Costs up to Ten Pounds</a>	1	Entry Level One
D/650/3743	<a href="#">Understanding AM and PM</a>	1	Entry Level One
R/616/1630	<a href="#">Understanding What Money is Used For</a>	3	Entry Level One
F/650/3726	<a href="#">Use a Calculator to Work Out Total Costs</a>	1	Entry Level One
K/650/3738	<a href="#">Using a Calculator</a>	1	Entry Level One
F/650/3744	<a href="#">Using Before, After, Earlier and Later</a>	1	Entry Level One
J/615/5601	<a href="#">Using ICT Skills in a Work Place</a>	2	Entry Level One
A/506/4377	<a href="#">Using Maths in Everyday Contexts</a>	2	Entry Level One
L/615/5602	<a href="#">Using Number Skills in a Work Place</a>	2	Entry Level One
R/615/5603	<a href="#">Using Reading Skills in a Work Place</a>	2	Entry Level One
Y/615/5604	<a href="#">Using Writing Skills in a Work Place</a>	2	Entry Level One
H/650/3727	<a href="#">Working out change from Five Pounds</a>	1	Entry Level One
J/650/3728	<a href="#">Working Out Change From Twenty Pounds With a Calculator</a>	1	Entry Level One

### Pathway Group C1 - Building and Construction

Unit Reference Number	Unit Name	Credits	Level
F/506/4378	<a href="#">Building a Cavity Wall</a>	4	Entry Level One
T/615/5710	<a href="#">Exploring Working in Construction</a>	1	Entry Level One
F/615/5595	<a href="#">Identifying Personal Protective Equipment</a>	1	Entry Level One
H/615/5587	<a href="#">Recognise Tools</a>	1	Entry Level One

### Pathway Group C2 - Business, Retail and Customer Service

Unit Reference Number	Unit Name	Credits	Level
A/615/6941	<a href="#">Accessing Commercial Services</a>	3	Entry Level One
J/615/5730	<a href="#">Developing Customer Service Skills</a>	3	Entry Level One
L/615/5731	<a href="#">Exploring Business and Enterprise</a>	1	Entry Level One
T/615/5934	<a href="#">Exploring Working in an Office</a>	1	Entry Level One
M/615/5723	<a href="#">Exploring Working in Retail</a>	1	Entry Level One
T/615/5724	<a href="#">Introduction to Retail Skills</a>	3	Entry Level One
T/615/5593	<a href="#">Keeping a Retail Environment Clean and Tidy</a>	2	Entry Level One
D/615/5734	<a href="#">Making a Product</a>	2	Entry Level One
T/615/5805	<a href="#">Participating in an Enterprise Project</a>	6	Entry Level One
M/615/5589	<a href="#">Using a Computer Keyboard in a Workplace Setting</a>	2	Entry Level One

### Pathway Group C3 - Catering and Hospitality

Unit Reference Number	Unit Name	Credits	Level
F/615/5712	<a href="#">Cooking Techniques</a>	3	Entry Level One
L/615/5714	<a href="#">Everyday Food and Drink Preparation</a>	3	Entry Level One
J/618/3155	<a href="#">Exploring Opportunities in Hospitality and Catering</a>	1	Entry Level One
Y/615/6929	<a href="#">Food Safety and Storage</a>	3	Entry Level One
R/615/5715	<a href="#">Kitchen Hygiene</a>	1	Entry Level One
Y/615/5716	<a href="#">Make a Meal</a>	3	Entry Level One
K/615/5719	<a href="#">Preparing Drinks and Snacks</a>	3	Entry Level One
D/615/5717	<a href="#">Selecting and Using Cooking Equipment</a>	3	Entry Level One
J/615/5713	<a href="#">Understanding a Balanced Diet</a>	3	Entry Level One
H/615/5718	<a href="#">Working in Hospitality</a>	2	Entry Level One

## Pathway Group C4 - Creative Industries

Unit Reference Number	Unit Name	Credits	Level
L/506/2908	<a href="#">Communicating with Art</a>	3	Entry Level One
J/506/2891	<a href="#">Communicating with Dance</a>	3	Entry Level One
K/506/2902	<a href="#">Communicating with Music</a>	3	Entry Level One
D/506/2914	<a href="#">Create a Piece of Craft or Design</a>	2	Entry Level One
M/615/5706	<a href="#">Develop Dance and Movement Skills</a>	2	Entry Level One
T/506/2899	<a href="#">Develop Skills to Play a Musical Instrument</a>	2	Entry Level One
H/506/2896	<a href="#">Developing Skills in Drama</a>	2	Entry Level One
L/615/5700	<a href="#">Displaying Creative Work</a>	3	Entry Level One
F/615/6200	<a href="#">Engaging in a Creative Group Project</a>	3	Entry Level One
Y/615/5702	<a href="#">Engaging in New Creative Activities</a>	3	Entry Level One
H/615/5704	<a href="#">Exploring Art</a>	3	Entry Level One
T/615/5707	<a href="#">Exploring Dance</a>	3	Entry Level One
A/615/5708	<a href="#">Exploring Music</a>	3	Entry Level One
J/615/6957	<a href="#">Exploring Performance</a>	3	Entry Level One
H/618/2935	<a href="#">Listening to Music</a>	1	Entry Level One
D/615/5703	<a href="#">Produce a Piece of Art Work</a>	2	Entry Level One
D/615/5927	<a href="#">Taking Photographs</a>	2	Entry Level One
K/615/5705	<a href="#">Using Creative Software</a>	3	Entry Level One

### Pathway Group C5 - Digital Skills

Unit Reference Number	Unit Name	Credits	Level
M/650/3686	<a href="#">Accessing an Online Book Application</a>	2	Entry Level One
J/618/0692	<a href="#">Accessing Online Video Clips</a>	2	Entry Level One
Y/615/7031	<a href="#">Computer Games</a>	1	Entry Level One
R/506/2912	<a href="#">Developing and Presenting Information Using ICT</a>	2	Entry Level One
D/615/5720	<a href="#">Developing ICT Skills</a>	4	Entry Level One
Y/506/2913	<a href="#">Finding, Selecting and Exchanging Information Using ICT</a>	2	Entry Level One
L/506/2911	<a href="#">Following Health and Safety Working Practices When Using ICT</a>	1	Entry Level One
H/615/5721	<a href="#">Identifying and Using ICT Equipment</a>	3	Entry Level One
D/618/2934	<a href="#">Introduction to Email</a>	2	Entry Level One
K/615/5722	<a href="#">Responding to ICT Enabled Equipment</a>	3	Entry Level One
K/615/5591	<a href="#">Sending and Receiving Emails</a>	2	Entry Level One
M/615/5592	<a href="#">Understanding Social Media</a>	2	Entry Level One
R/650/3687	<a href="#">Using a Calendar Application</a>	2	Entry Level One
L/618/7028	<a href="#">Using a Radio Application on a Digital Device</a>	2	Entry Level One
R/618/0694	<a href="#">Using Control Settings on a Digital Device</a>	2	Entry Level One
R/618/7029	<a href="#">Using Digital Photograph Gallery Applications</a>	2	Entry Level One
Y/618/0695	<a href="#">Using Video Communication</a>	2	Entry Level One

### Pathway Group C6 - Hair and Beauty

Unit Reference Number	Unit Name	Credits	Level
A/615/5711	<a href="#">Exploring Working in Hairdressing</a>	1	Entry Level One
L/615/5762	<a href="#">Recognise Hair and Beauty Tools and Products</a>	1	Entry Level One



## Pathway Group C7 - Horticulture, Environmental and Animal Care

Unit Reference Number	Unit Name	Credits	Level
R/615/7030	<a href="#">Accessing the Countryside</a>	3	Entry Level One
D/616/1615	<a href="#">Developing Skills for the Workplace: Health and Safety</a>	2	Entry Level One
Y/615/5697	<a href="#">Environmental Awareness</a>	2	Entry Level One
D/615/6950	<a href="#">Environmental Issues</a>	2	Entry Level One
M/618/3148	<a href="#">Exploring Opportunities in Animal Care</a>	1	Entry Level One
K/618/4069	<a href="#">Exploring Opportunities in Conservation</a>	1	Entry Level One
A/618/3170	<a href="#">Exploring Opportunities in Horticulture</a>	1	Entry Level One
Y/615/5781	<a href="#">Exploring Working with Animals</a>	1	Entry Level One
F/615/5693	<a href="#">Feeding Animals</a>	2	Entry Level One
T/615/5691	<a href="#">Gardening</a>	3	Entry Level One
D/618/4070	<a href="#">Getting to Know Woodlands</a>	1	Entry Level One
A/615/5692	<a href="#">Growing and Caring for Plants</a>	2	Entry Level One
R/615/5780	<a href="#">Identify Parts of a Flowering Plant</a>	1	Entry Level One
J/615/5694	<a href="#">Looking After and Caring for Animals</a>	2	Entry Level One
H/618/4071	<a href="#">Maintain an Area of Habitat</a>	3	Entry Level One
L/615/5695	<a href="#">Pet Care</a>	3	Entry Level One
R/615/5696	<a href="#">Working with Animals</a>	2	Entry Level One

## Pathway Group C8 - Living in the Community

Unit Reference Number	Unit Name	Credits	Level
F/615/6942	<a href="#">Accessing Financial Services</a>	3	Entry Level One
T/615/6940	<a href="#">Accessing Health Services</a>	3	Entry Level One
A/616/1623	<a href="#">Encountering Experiences: Being a Part of Things</a>	3	Entry Level One
F/616/1624	<a href="#">Engaging with the World Around You: Events</a>	3	Entry Level One
J/616/1625	<a href="#">Engaging with the World Around you: Objects</a>	3	Entry Level One
L/616/1626	<a href="#">Engaging with the World Around you: People</a>	3	Entry Level One
J/615/6943	<a href="#">Getting about Safely</a>	3	Entry Level One
R/616/1627	<a href="#">Getting on with Other People</a>	4	Entry Level One
L/615/6930	<a href="#">Household Cleaning</a>	3	Entry Level One
R/615/6931	<a href="#">Household Expenses</a>	3	Entry Level One
Y/615/6932	<a href="#">Household Shopping</a>	3	Entry Level One
H/615/6951	<a href="#">Law and Order</a>	2	Entry Level One
F/615/6956	<a href="#">Living in a Diverse Society</a>	2	Entry Level One
R/615/6928	<a href="#">Living in the Community</a>	1	Entry Level One
D/616/1629	<a href="#">Travel within the Community: Going Places</a>	3	Entry Level One
L/615/6944	<a href="#">Using Public Transport – Buses and Trains</a>	3	Entry Level One

## Pathway Group C9 - Sport, Fitness and Leisure

Unit Reference Number	Unit Name	Credits	Level
D/615/5667	<a href="#">Accessing Leisure Services</a>	3	Entry Level One
A/615/5725	<a href="#">Developing Community Participation Skills: Participating in Sporting Activities</a>	3	Entry Level One
J/615/5727	<a href="#">Doing Sport</a>	3	Entry Level One
Y/615/6946	<a href="#">Eating Out</a>	3	Entry Level One
D/615/6947	<a href="#">Gardening for Pleasure</a>	3	Entry Level One
F/615/5726	<a href="#">Health and Fitness</a>	3	Entry Level One
H/615/6948	<a href="#">Hobbies</a>	2	Entry Level One
M/615/5690	<a href="#">Making the Most of Leisure Time</a>	2	Entry Level One
K/615/6949	<a href="#">Participation in Team Activities</a>	3	Entry Level One
L/615/5728	<a href="#">Personal Attributes for Sport</a>	1	Entry Level One
R/615/5729	<a href="#">Working in Sport</a>	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

To request to deliver this qualification, please login to [the Portal](#) and then click on 'Tracking' and 'Initiate a Workflow'. You will then need to select 'Apply to Deliver Regulated Qualification(s)'. For support with this process, please see the following document in the Portal 'Provider Portal Guidance – Qualification Approval' or contact the team on [customerservices@openawards.org.uk](mailto:customerservices@openawards.org.uk) or 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.

There are no additional staffing requirements for this qualification.

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.

### **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](#).

## **Resources and Equipment**

The qualification must be delivered at a Provider able to offer a wide variety of subjects which enable learners to meet the unit requirements in full, including any resources and materials required to complete practical activities and assessments.

Specialist resources must be available from visiting specialist lecturers.

## **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.

## **Minimum Age Statement**

Young persons under the age of 18 years are often exposed to risks to their health and safety when using work equipment as a consequence of their immaturity, lack of experience of existing and potential risks. Therefore, such young people should not be allowed to operate equipment without supervision unless they have the necessary competence and maturity, as well as having successfully completed appropriate training (The Health and Safety (Young Persons) regulation 1997).

## Appendices and Links

Appendix Name
<a href="#">Provider 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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