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

Contents

Version Control

June 2022	Latest version, containing new imagery, revised qualification review date and updated information for Providers. Endorsed Pathways have been introduced at **Certificate, Extended Certificate and Diploma** in the following subject areas for learners with a specific progression route in mind: • C2 Business, Retail and Customer Service • C3 Catering and Hospitality • C4 Creative Industries • C5 Digital Skills • C7 Horticulture, Environmental and Animal Care • C8 Living in the Community • C9 Sport, Fitness and Leisure Please note, there are no endorsed pathway options at Award Level. 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. The Pathway Groups titles have been updated as above (along with C1 Building and Construction and C6 Hair and Beauty).
December 2022	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.

About the Qualification

Title	Open Awards Entry Level Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (Entry One) (RQF)
QAN	Award – 601/3551/7 Certificate – 601/3552/9 Extended Certificate – 603/3552/X Diploma – 601/3555/4
Sector	14.1 Foundations for Life and Learning
Level	Entry Level One
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/08/2027

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

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 additional entry requirements for this qualification.

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 Structure

Rules of Combination	
Award in Skills for Further Learning and Employment	
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

Rules of Combination	
Certificate in Skills for Further Learning and Employment	
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 **any combination** of units in the Pathway Groups C1 – C9
Rules of Combination	
Endorsed Pathway **Certificate in Skills for Further Learning and Employment**	
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 single pathway** to gain a certificate with the Pathway title: e.g. **Open Awards Entry Level Certificate in Skills for Further Learning and Employment (Catering and Hospitality) (Entry 1) (RQF)**

Rules of Combination	
Extended Certificate in Skills for Further Learning and Employment	
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 **any combination** of units in the Pathway Groups C1 – C9
Rules of Combination	
Endorsed Pathway **Extended Certificate in Skills for Further Learning and Employment**	
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 single pathway** to gain a certificate with the Pathway title: e.g. **Open Awards Entry Level Extended Certificate in Skills for Further Learning and Employment (Catering and Hospitality) (Entry 1) (RQF)**

Rules of Combination	
Diploma in Skills for Further Learning and Employment	
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 **any combination** of units in the Pathway Groups C1 – C9
Rules of Combination	
Endorsed Pathway **Diploma in Skills for Further Learning and Employment**	
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 **a single pathway** to gain a certificate with the Pathway title: e.g. **Open Awards Entry Level Diploma in Skills for Further Learning and Employment (Catering and Hospitality) (Entry 1) (RQF)**

Qualification Units

Mandatory Unit Group A

Unit Reference Number	Unit Name	Credits	Level
L/615/5597	Personal Action Planning	2	Entry Level One

Optional Group B1 – Employability

Unit Reference Number	Unit Name	Credits	Level
T/618/2485	Applying for Jobs and Courses	2	Entry Level One
A/615/5594	Dealing with Customer Queries and Complaints	1	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
F/615/8478	Exploring Occupational Areas	2	Entry Level One
A/618/2486	Job Searching	2	Entry Level One
D/615/7029	Making Choices	1	Entry Level One
R/615/5598	Preparation for Work	2	Entry Level One
Y/615/5599	Preparing for Work Placement	2	Entry Level One
F/618/2487	Setting Work Related Targets	2	Entry Level One
F/615/5600	Taking Part in an Interview	2	Entry Level One
D/615/5605	Understanding Professional Relationships	3	Entry Level One
H/615/5590	Using a Telephone in a Workplace Setting	2	Entry Level One
T/615/6954	Volunteering	2	Entry Level One
M/615/6953	Working as a Volunteer	3	Entry Level One

Optional Group B2 - Health and Wellbeing

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

Optional Group B3 - Personal Learning and Development

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

Optional Group B4 - Literacy, Numeracy and ICT

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

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

Pathway Group C1 - Building and Construction

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

Pathway Group C2 - Business, Retail and Customer Service

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

Pathway Group C3 - Catering and Hospitality

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

Pathway Group C4 - Creative Industries

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

Pathway Group C5 - Digital Skills

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

Pathway Group C6 - Hair and Beauty

Unit Reference Number	Unit Name	Credits	Level
A/615/5711	Exploring Working in Hairdressing	1	Entry Level One
L/615/5762	Recognise Hair and Beauty Tools and Products	1	Entry Level One

Pathway Group C7 - Horticulture, Environmental and Animal Care

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

Pathway Group C8 - Living in the Community

Unit Reference Number	Unit Name	Credits	Level
F/615/6942	Accessing Financial Services	3	Entry Level One
T/615/6940	Accessing Health Services	3	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
J/615/6943	Getting about Safely	3	Entry Level One
R/616/1627	Getting on with Other People	4	Entry Level One
L/615/6930	Household Cleaning	3	Entry Level One
R/615/6931	Household Expenses	3	Entry Level One
Y/615/6932	Household Shopping	3	Entry Level One
H/615/6951	Law and Order	2	Entry Level One
F/615/6956	Living in a Diverse Society	2	Entry Level One
R/615/6928	Living in the Community	1	Entry Level One
D/616/1629	Travel within the Community: Going Places	3	Entry Level One
L/615/6944	Using Public Transport – Buses and Trains	3	Entry Level One

Pathway Group C9 - Sport, Fitness and Leisure

Unit Reference Number	Unit Name	Credits	Level
D/615/5667	Accessing Leisure Services	3	Entry Level One
A/615/5725	Developing Community Participation Skills: Participating in Sporting Activities	3	Entry Level One
J/615/5727	Doing Sport	3	Entry Level One
Y/615/6946	Eating Out	3	Entry Level One
D/615/6947	Gardening for Pleasure	3	Entry Level One
F/615/5726	Health and Fitness	3	Entry Level One
H/615/6948	Hobbies	2	Entry Level One
M/615/5690	Making the Most of Leisure Time	2	Entry Level One
K/615/6949	Participation in Team Activities	3	Entry Level One
L/615/5728	Personal Attributes for Sport	1	Entry Level One
R/615/5729	Working in Sport	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 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
Provider Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

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