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

Award 601/3553/0
Certificate 601/3554/2
Extended Certificate 603/3553/1
Diploma 601/3593/1

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 Endorsed Pathways at **Certificate** only are available for: • C1 Building and Construction • C6 Hair and Beauty Please note, there are **no endorsed pathway options at Award** Level. These qualifications contain only Entry Level 2 Units, all other level units i.e. at Entry Level 1 or Entry Level 3 have been removed.
December 2022	Updates made to B3 – '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 Two) (RQF)
QAN	Award - 601/3553/0 Certificate - 601/3554/2 Extended Certificate - 603/3553/1 Diploma - 601/3593/1
Sector	14.1 Foundations for Life and Learning
Level	Entry Level Two
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
The qualification is designed to be suitable for people working at Entry level including those with learning difficulties and/or disabilities. 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 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 2) (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 2) (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 2) (RQF)**

Qualification Units

Mandatory Unit Group A

Unit Reference Number	Unit Name	Credits	Level
R/615/5763	Personal Action Planning	2	Entry Level Two

Optional Group B1 - Employability

Unit Reference Number	Unit Name	Credits	Level
M/615/5771	Applying for Jobs and Courses	2	Entry Level Two
F/506/1108	Communicating with Others at Work	1	Entry Level Two
M/615/5785	Completing a Job Application Form	1	Entry Level Two
J/618/2488	Completing Tasks at Work	3	Entry Level Two
M/615/5804	Customer Service	2	Entry Level Two
H/615/5802	Dealing with Customer Queries and Complaints	2	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
M/618/0508	Handling Money	3	Entry Level Two
J/506/1109	Introduction to Customer Care	1	Entry Level Two
J/615/5811	Making Informed Career Choices	2	Entry Level Two
J/615/6795	Personal Presentation	3	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
L/618/2931	Understanding a Work Experience Placement	3	Entry Level Two
M/615/5799	Understanding Professional Relationships	3	Entry Level Two
L/615/5857	Using a Telephone in a Workplace Setting	2	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
L/615/6815	Working as a Volunteer	3	Entry Level Two
J/615/5856	Working in Childcare	3	Entry Level Two
K/615/5784	Writing a Curriculum Vitae	1	Entry Level Two

Optional Group B2 - Health and Wellbeing

Unit Reference Number	Unit Name	Credits	Level
J/615/5792	Anger Management	1	Entry Level Two
Y/615/5800	Dealing with Stress	2	Entry Level Two
T/615/6789	Drug and Alcohol Awareness	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
A/615/6793	Personal Care and Hygiene	3	Entry Level Two
F/615/6794	Personal Health	3	Entry Level Two
Y/615/6817	Self-Advocacy	3	Entry Level Two
T/617/9067	Sex and Relationships	2	Entry Level Two
F/615/5936	Substance Misuse Awareness	2	Entry Level Two
K/615/6790	Understanding a Balanced Diet	3	Entry Level Two
A/617/9068	Understanding Rights and Responsibilities	3	Entry Level Two

Optional Group B3 - Literacy, Numeracy and ICT

Unit Reference Number	Unit Name	Credits	Level
J/650/3782	Adding and Subtracting Tens	1	Entry Level Two
F/650/3780	Adding and Subtracting Tens and Units	1	Entry Level Two
T/650/3787	Adding and Subtracting Units	1	Entry Level Two
L/650/3829	Arranging Times in Order	1	Entry Level Two
R/650/3721	Calculating Change From Less than Twenty Pounds	1	Entry Level Two
T/650/3830	Calculating with Time and am and pm	1	Entry Level Two
Y/650/3831	Clockwise	1	Entry Level Two
J/615/5789	Collecting and Presenting Numerical Information	2	Entry Level Two
A/650/3789	Comparing Numbers up to 100	1	Entry Level Two
K/650/3729	Counting 1, 2 and 5 pence coins	1	Entry Level Two
H/650/3736	Counting 10, 20 and 50 pence coins	1	Entry Level Two
T/650/3740	Counting and Estimating Totals up to Twenty Pounds	1	Entry Level Two
A/650/3742	Counting Coins up to One Pounds	1	Entry Level Two

H/650/3745	Counting One and Two Pound Coins	1	Entry Level Two
K/650/3729	Counting Simplified and One, Two and Five pence coins	1	Entry Level Two
H/650/3745	Counting Simplified and Real Pound and Two Pound Coins	1	Entry Level Two
A/650/3832	Digital Clocks	1	Entry Level Two
K/650/3756	Finding Approximate Costs	1	Entry Level Two
L/615/6183	Money	3	Entry Level Two
H/650/3826	Number Bonds to 100	1	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
D/650/3833	Reading Approximate Times	1	Entry Level Two
F/650/3834	Reading Times at Half Past the Hour	1	Entry Level Two
H/650/3835	Reading Times at Quarter Past the Hour	1	Entry Level Two
J/650/3836	Reading Times at Quarter to the Hour	1	Entry Level Two
R/615/6184	Time and Date	1	Entry Level Two
F/650/3762	Total Costs up to Ten Pounds	1	Entry Level Two
K/650/3837	Understanding Date Formats	1	Entry Level Two
J/650/3827	Using a Calculator	1	Entry Level Two
R/650/3777	Using Decimals in Money	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
K/650/3828	Wholes, halves and quarters	1	Entry Level Two
T/650/3778	Working Out Change	1	Entry Level Two

Optional Group B4 - Personal Learning and Development

Unit Reference Number	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
F/615/6813	Law and Order	2	Entry Level Two
A/506/3925	Learning Skills	8	Entry Level Two
H/506/4390	Listening and Responding	2	Entry Level Two
R/615/6802	Making Choices	1	Entry Level Two
A/615/5787	Personal Awareness	2	Entry Level Two
F/615/5788	Personal Development	3	Entry Level Two
L/615/6796	Personal Safety	3	Entry Level Two
F/615/9906	Using Public Transport: Buses and Trains	3	Entry Level Two

Pathway Group C1 - Building and Construction

Unit Reference Number	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/615/5831	Using Construction Hand Tools	2	Entry Level Two

Pathway Group C2 - Business, Retail and Customer Service Skills

Unit Reference Number	Unit Name	Credits	Level
K/505/2354	Exploring Business and Enterprise	1	Entry Level Two
D/618/3176	Exploring Opportunities in Retail	1	Entry Level Two
R/615/6217	Exploring Working in an Office	1	Entry Level Two
H/615/5850	Introduction to Handling Stock in a Retail Environment	2	Entry Level Two
H/617/8271	Introduction to Library Skills	3	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
A/615/5854	Making a Product	2	Entry Level Two
F/615/5855	Marketing Products and Services	3	Entry Level Two
A/615/5806	Participating in an Enterprise Project	6	Entry Level Two
D/615/5801	Using a Computer Keyboard in a Workplace Setting	2	Entry Level Two
F/615/5838	Using Office Equipment	1	Entry Level Two

Pathway Group C3 - Catering and Hospitality

Unit Reference Number	Unit Name	Credits	Level
L/615/5843	Cooking Techniques	3	Entry Level Two
L/618/3156	Exploring Opportunities in Hospitality and Catering	1	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
A/615/9905	Food Safety and Storage	3	Entry Level Two
J/615/5839	Kitchen Hygiene	1	Entry Level Two
A/615/5840	Make a Meal	3	Entry Level Two

Pathway Group C4 - Creative Industries

Unit Reference Number	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
M/617/9178	Engaging in a Creative Group Project	3	Entry Level Two
T/618/3250	Exploring and Appreciating Music	3	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
R/618/3160	Exploring Opportunities in Creative Arts	1	Entry Level Two
J/618/3172	Exploring Opportunities in Performing Arts	1	Entry Level Two
M/615/6807	Exploring Performance	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

Pathway Group C5 – Digital Skills

Unit Reference Number	Unit Name	Credits	Level
F/618/7026	Accessing Games on a Digital Device	2	Entry Level Two
L/618/0693	Accessing Online Video Clips	2	Entry Level Two
H/615/6805	Computer Games	1	Entry Level Two
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/618/2933	Intermediate Email Skills	2	Entry Level Two
F/618/8077	Selecting and Sharing Music	2	Entry Level Two
Y/615/5859	Sending and Receiving Emails	2	Entry Level Two
L/615/5860	Understanding Social Media	2	Entry Level Two
J/618/7027	Using a Digital Device to Take a Photograph	2	Entry Level Two
T/650/3688	Using an Online Book Application	2	Entry Level Two
Y/650/3689	Using and Updating a Calendar Application	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
D/618/0696	Using Video Communication	2	Entry Level Two

Pathway Group C6 - Hair and Beauty

Unit Reference Number	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

Pathway Group C7 - Horticulture, Environmental and Animal Care

Unit Reference Number	Unit Name	Credits	Level
D/615/6804	Accessing the Countryside	3	Entry Level Two
M/615/5821	Assist with Cleaning Housing for Small Animals	2	Entry Level Two
K/618/4072	Energy Production	1	Entry Level Two
Y/615/5795	Environmental Awareness	2	Entry Level Two
A/615/6812	Environmental Issues	2	Entry Level Two
T/618/3149	Exploring Opportunities in Animal Care	1	Entry Level Two
M/618/4073	Exploring Opportunities in Conservation	1	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/618/4075	Getting to Know Woodlands	3	Entry Level Two
M/506/1105	Introduction to the Propagation of Plants	3	Entry Level Two
Y/615/3898	Maintain a Fence	2	Entry Level Two
D/615/3899	Maintain a Footpath	3	Entry Level Two
F/618/4076	Maintain an Area of Habitat	3	Entry Level Two
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
D/615/6785	Recycling and Managing Waste	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

Pathway Group C8 - Living in the Community

Unit Reference Number	Unit Name	Credits	Level
R/615/6797	Accessing Commercial Services	3	Entry Level Two
Y/615/6798	Accessing Financial Services	3	Entry Level Two
D/615/6799	Accessing Health Services	3	Entry Level Two
J/615/6800	Accessing Support Services	3	Entry Level Two
M/615/6788	Choosing Clothing and Footwear	2	Entry Level Two
L/615/6801	Getting About Safely	3	Entry Level Two
L/615/6782	Household Cleaning	3	Entry Level Two
R/615/6783	Household Expenses	3	Entry Level Two
Y/615/6784	Household Shopping	3	Entry Level Two
R/615/5794	Knowing your Local Area	3	Entry Level Two
F/615/6777	Living in the Community	1	Entry Level Two
T/615/6792	Looking After Clothes	3	Entry Level Two
F/615/6780	Looking After Yourself and Your Home	1	Entry Level Two
K/615/6787	Using Domestic Appliances	2	Entry Level Two

Pathway Group C9 - Sport, Fitness and Leisure

Unit Reference Number	Unit Name	Credits	Level
F/615/6181	Accessing Leisure Services	3	Entry Level Two
K/615/6806	Eating Out	3	Entry Level Two
T/615/5853	Exploring Working in Sport	1	Entry Level Two
T/615/6808	Gardening for Pleasure	3	Entry Level Two
K/615/5851	Health and Fitness	3	Entry Level Two
A/615/6809	Hobbies	2	Entry Level Two
M/615/6810	Outdoor Pursuits	3	Entry Level Two
T/615/6811	Participation in Team Activities	3	Entry Level Two

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](#)

Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N
0151 494 2072
enquiries@openawards.org.uk
www.openawards.org.uk
@openawards