



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

Award 601/3583/9

Certificate 601/3584/0

Extended Certificate 603/3554/3

Diploma 601/3585/2



QUALIFICATION GUIDE

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Version Control	
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 Certificate, Extended Certificate and Diploma in the following subject areas for learners with a specific progression route in mind:</p> <ul style="list-style-type: none"> • C1 Agriculture, Environmental and Animal Care • C2 Arts and Crafts • C3 Building and Construction • C4 Business Administration, Sales, Marketing and Enterprise • C5 Catering and Hospitality • C6 Childcare • C7 Creative and Performing Arts • C8 Digital Skills • C9 Hair and Beauty • C10 Horticulture and Floristry • *C11 Leisure, Travel and Tourism • C12 Living in the Community • C13 Retail and Customer Service • C14 Sport and Fitness • C15 Vehicle Maintenance <p>*C11 Leisure, Travel and Tourism cannot be endorsed at Diploma Level. Please note, there are no endorsed pathway options at Award Level. These qualifications contain only Entry Level 3 Units, all other level units i.e. at Entry Level 2 or Level 1 have been removed.</p>
December 2022	<p>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.</p>
January 2023	<p>Please note that unit D/615/6365 Introduction to Projects is in two groups, B4 - Personal Learning and Development and Pathway Group C4 - Business Administration, Sales, Marketing and Enterprise, as this is a good skill for general learning and specifically for administration, sales, marketing and enterprise.</p> <p>However, Providers need to be aware that it can only be awarded once for the qualification. Therefore, please only select this unit once when delivering the qualification.</p>

About the Qualification

Title	Open Awards Entry Level Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (Entry Three) (RQF)
QAN	Award – 601/3583/9 Certificate – 601/3584/0 Extended Certificate – 603/3554/3 Diploma – 601/3585/2
Sector	14.1 Foundations for Life and Learning
Level	Entry Level Three
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 – C15	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	2
Optional Units Groups B1 – B4	5
Pathway Units Groups C1 – C15	6
Non-Endorsed Route	Learners may achieve the required credits from any combination of units in the Pathway Groups C1 – C15
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	2
Optional Units Groups B1 – B4	5
Pathway Units Groups C1 – C15	6
C1 - Agriculture, Environmental and Animal Care C2 - Arts and Crafts C3 - Building and Construction C4 - Business Administration, Sales, Marketing and Enterprise C5 - Catering and Hospitality C6 - Childcare C7 - Creative and Performing Arts C8 - Digital Skills C9 - Hair and Beauty C10 - Horticulture and Floristry C11 - Leisure, Travel and Tourism C12 - Living in the Community C13 - Retail and Customer Service C14 - Sport and Fitness C15 - Vehicle Maintenance	6 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 3) (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	9
Pathway Units Groups C1 – C15	13
Non-Endorsed Route	Learners may achieve the required credits from any combination of units in the Pathway Groups C1 – C15
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	9
Pathways Units – Optional Groups C1 - C15	13
C1 - Agriculture, Environmental and Animal Care C2 - Arts and Crafts C3 - Building and Construction C4 - Business Administration, Sales, Marketing and Enterprise C5 - Catering and Hospitality C6 - Childcare C7 - Creative and Performing Arts C8 - Digital Skills C9 - Hair and Beauty C10 - Horticulture and Floristry C11 - Leisure, Travel and Tourism C12 - Living in the Community C13 - Retail and Customer Service C14 - Sport and Fitness C15 - Vehicle Maintenance	13 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 3) (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	15
Pathway Units Groups C1 – C15	20
Non-Endorsed Route	Learners may achieve the required credits from any combination of units in the Pathway Groups C1 – C15.
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	15
Pathways Units – Optional Groups C1 – C10, C12 – C15	20
C1 - Agriculture, Environmental and Animal Care C2 - Arts and Crafts C3 - Building and Construction C4 - Business Administration, Sales, Marketing and Enterprise C5 - Catering and Hospitality C6 - Childcare C7 - Creative and Performing Arts C8 - Digital Skills C9 - Hair and Beauty C10 - Horticulture and Floristry C12 - Living in the Community C13 - Retail and Customer Service C14 - Sport and Fitness C15 - Vehicle Maintenance	20 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 3) (RQF)

Qualification Units

Mandatory Unit Group A

Unit Reference Number	Unit Name	Credits	Level
T/615/6257	Personal Action Planning	2	Entry Level Three

Optional Group B1 – Employability

Unit Reference Number	Unit Name	Credits	Level
A/615/6258	Applying to be a Volunteer	2	Entry Level Three
M/615/6984	Appraisals and Setting Targets	3	Entry Level Three
T/615/6971	Curriculum Vitae Writing	2	Entry Level Three
K/615/6403	Customer Service	2	Entry Level Three
F/615/6360	Dealing with Queries and Requests	3	Entry Level Three
J/506/3927	Developing Health and Safety Skills for Work	2	Entry Level Three
F/615/6259	Employment Skills	3	Entry Level Three
J/506/3071	ICT for Employment	1	Entry Level Three
T/506/3051	Introduction to Essential Work Skills	1	Entry Level Three
J/615/6344	Introduction to Self-Employment	3	Entry Level Three
T/615/6968	Job Applications	1	Entry Level Three
M/615/6967	Job Search	2	Entry Level Three
R/615/6346	Preparation for a Recruitment Interview	2	Entry Level Three
A/615/6342	Preparation for Work	2	Entry Level Three
T/506/3048	Problem Solving Skills for Work	2	Entry Level Three
L/615/6734	Professional Relationships	2	Entry Level Three
L/615/6345	Skills for Gaining Employment	3	Entry Level Three
L/506/3072	Speaking Confidently at Work	1	Entry Level Three
T/615/6260	Understanding a Work Experience Placement	3	Entry Level Three
M/615/6922	Volunteering	2	Entry Level Three
L/615/6359	Work in a Customer-Friendly Way	2	Entry Level Three
K/615/6921	Working as a Volunteer	3	Entry Level Three

Optional Group B2 - Health and Wellbeing

Unit Reference Number	Unit Name	Credits	Level
K/615/6384	Alcohol Misuse Awareness	3	Entry Level Three
F/615/6391	Anger Management	1	Entry Level Three
A/615/6423	Developing a Healthy Lifestyle	3	Entry Level Three
Y/615/6395	Domestic Skills	3	Entry Level Three
J/615/6876	Drug and Alcohol Awareness	2	Entry Level Three
F/615/6911	Eating Out	3	Entry Level Three
J/615/6389	Health and Hygiene	3	Entry Level Three
M/615/6421	Introduction to Making and Using Story Sacks for Family Learning	2	Entry Level Three
A/615/6907	Making Choices	1	Entry Level Three
R/615/6881	Personal Care and Hygiene	3	Entry Level Three
Y/615/6882	Personal Health	3	Entry Level Three
D/615/6883	Personal Presentation	3	Entry Level Three
D/615/6396	Personal Relationships	3	Entry Level Three
H/615/6884	Personal Safety	3	Entry Level Three
L/615/6376	Road Safety	1	Entry Level Three
T/615/6923	Self-Advocacy	3	Entry Level Three
Y/615/6400	Sex and Relationships	3	Entry Level Three
F/615/6424	Shopping for your Home	3	Entry Level Three
R/615/6427	Stress Management	3	Entry Level Three
Y/615/6364	Substance Misuse	3	Entry Level Three

Optional Group B3 - Literacy, Numeracy and ICT

Unit Reference Number	Unit Name	Credits	Level
L/650/3800	Adding and Subtracting Five Minute Multiples	1	Entry Level Three
M/650/3801	Adding and Subtracting Fractions of Hours	1	Entry Level Three
R/650/3802	Adding and Subtracting Hours from Time	1	Entry Level Three
F/650/3771	Adding and Subtracting in Columns	1	Entry Level Three
M/650/3758	Approximating Total Costs	1	Entry Level Three
H/650/3772	Checking with a Calculator	1	Entry Level Three
K/615/6367	Communicate to Give and Receive Information	2	Entry Level Three
M/615/6368	Communication Skills for Group and Teamwork	3	Entry Level Three
J/650/3773	Comparing Numbers up to 1000	1	Entry Level Three
H/650/3763	Counting Coins to £5 totals	1	Entry Level Three
J/650/3764	Counting Notes and Coins	1	Entry Level Three
K/650/3765	Counting Notes of Different Values	1	Entry Level Three
K/615/6434	Data Handling: Recording and Representing Data	1	Entry Level Three
L/650/3775	Dealing with Zero in Subtraction	1	Entry Level Three
Y/615/6431	Developing and Applying Addition and Subtraction Skills	1	Entry Level Three
D/615/6432	Developing and Applying Fraction Skills	1	Entry Level Three
D/506/2945	Developing and Applying Number Skills	1	Entry Level Three
R/615/6430	Division of Whole Numbers	1	Entry Level Three
Y/650/3776	Equivalent Fractions	1	Entry Level Three
J/615/6425	E-Safety	3	Entry Level Three
H/615/6433	Extracting and Interpreting Data	1	Entry Level Three
L/650/3766	Find Change from Given Amounts	1	Entry Level Three
M/650/3767	Find Totals and Change	1	Entry Level Three
T/650/3803	Five and Ten Past the Hour	1	Entry Level Three
Y/650/3804	Five and Ten Past to Hour	1	Entry Level Three
H/650/3781	Fractions of Whole Numbers	1	Entry Level Three
K/650/3783	Grouping and Carrying Over when Adding	1	Entry Level Three
L/650/3784	Grouping and Carrying Over when Subtracting	1	Entry Level Three
J/506/3071	ICT for Employment	1	Entry Level Three
Y/615/6428	Improving Own Spelling	1	Entry Level Three
T/615/6436	Money	3	Entry Level Three

M/650/3785	Multiplication and Division by Whole Numbers Up to Ten	1	Entry Level Three
Y/650/3788	Multiplication with Regrouping and Carrying Over	1	Entry Level Three
R/650/3768	Multiplying Amounts of Money	1	Entry Level Three
R/650/3786	Multiplying in Columns	1	Entry Level Three
A/615/6261	Numeracy for the Workplace	2	Entry Level Three
D/615/6429	Planning for Progress in English Skills	1	Entry Level Three
A/506/4380	Planning to Improve Performance in Mathematics	1	Entry Level Three
A/650/3805	Reading Approximate Times on Analogue Clocks	1	Entry Level Three
D/650/3806	Reading the Time at Five Minute Intervals	1	Entry Level Three
F/650/3807	Reading the Time on Digital Clocks	1	Entry Level Three
H/650/3808	Reading the Time on Non-standard Clock Faces	1	Entry Level Three
M/615/6435	Time	1	Entry Level Three
J/650/3809	Time in 24 Hour Format	1	Entry Level Three
T/650/3769	Totally Money to Find Totals upto £1000	1	Entry Level Three
M/650/3810	Translating Between Analogue and Digital Time	1	Entry Level Three
R/650/3811	Twenty and Twenty Five Past the Hour	1	Entry Level Three
D/650/3770	Using a Calculator to Find Change	1	Entry Level Three
F/615/6262	Using Communication Skills in a Workplace	2	Entry Level Three
J/615/6263	Using Reading Skills in a Workplace	2	Entry Level Three
M/615/6340	Using Writing Skills in a Workplace	2	Entry Level Three

Optional Group B4 - Personal Learning and Development

Unit Reference Number	Unit Name	Credits	Level
J/615/6392	Assertiveness and Decision Making Skills	3	Entry Level Three
T/615/6422	Budgeting	1	Entry Level Three
T/615/6906	Developing Assertiveness	2	Entry Level Three
M/615/8458	Developing Self	2	Entry Level Three
M/615/6371	Diversity in Society	3	Entry Level Three
M/615/6385	Engage in Discussion	2	Entry Level Three
A/615/6387	Following Instructions	2	Entry Level Three
K/615/6904	Getting About Safely	3	Entry Level Three
Y/615/6347	Individual Rights and Responsibilities	1	Entry Level Three
T/506/3096	Introduction to Developing a Personal Learning Programme	3	Entry Level Three
L/503/9208	Introduction to Personal Budgeting and Money Management	3	Entry Level Three
D/615/6365	Introduction to Projects	3	Entry Level Three
R/506/2943	Introduction to Understanding Young People, Law and Order	3	Entry Level Three
M/615/6919	Law and Order	2	Entry Level Three
T/615/6369	Personal Awareness	3	Entry Level Three
T/615/6372	Personal Development	3	Entry Level Three
D/615/6348	Rights and Responsibilities of Citizenship	3	Entry Level Three
H/615/6383	Setting and Achieving Goals	3	Entry Level Three
D/615/6379	Teamwork Skills	3	Entry Level Three
F/615/6374	Understanding Discrimination	3	Entry Level Three
F/615/6908	Understanding Relationships	2	Entry Level Three
H/615/6920	Understanding Rights and Responsibilities	3	Entry Level Three
Y/615/6381	Using Listening and Responding Skills	1	Entry Level Three
Y/615/6378	Using Public Transport	3	Entry Level Three
M/615/6905	Using Public Transport – Buses and Trains	3	Entry Level Three

Pathway Group C1 - Agriculture, Environmental and Animal Care

Unit Reference Number	Unit Name	Credits	Level
J/615/6909	Accessing the Countryside	3	Entry Level Three
H/615/6450	Check that a Small Animal is Healthy	3	Entry Level Three
D/506/1097	Construct a Composter	2	Entry Level Three
M/615/6449	Developing Confidence Working with Animals	3	Entry Level Three
Y/615/6459	Energy Production	1	Entry Level Three
R/615/6458	Environmental Awareness	2	Entry Level Three
J/615/6456	Environmental Issues	2	Entry Level Three
K/618/3150	Exploring Opportunities in Animal Care	1	Entry Level Three
K/615/6448	Feeding Animals	2	Entry Level Three
L/615/6460	Getting to Know Woodlands	3	Entry Level Three
*H/615/8456	Health and Safety in a Practical Environment	1	Entry Level Three
K/505/3102	How to Survey a Landscape and Develop an Improvement Plan	3	Entry Level Three
F/615/6455	Introduction to Animal Care	3	Entry Level Three
L/615/6457	Introduction to Environmental Sustainability	1	Entry Level Three
Y/615/6462	Maintain an Area of Habitat	3	Entry Level Three
K/615/8457	Observing and Encouraging Birds	3	Entry Level Three
H/615/6870	Pet Care	3	Entry Level Three
L/505/3111	Preparing a Site for Planting Young Trees	3	Entry Level Three
M/615/6869	Recycling and Managing Waste	2	Entry Level Three
R/506/1100	Sustainability and Our Environment	1	Entry Level Three
A/505/3119	Using and Maintaining Tools Used in Conservation	2	Entry Level Three
R/615/6461	Valuing Woodlands	3	Entry Level Three

Pathway Group C2 - Arts and Crafts

Unit Reference Number	Unit Name	Credits	Level
K/615/6465	Craft Skills	3	Entry Level Three
T/615/6470	Developing Painting and Drawing Skills	3	Entry Level Three
F/615/6472	Digital Media	2	Entry Level Three
A/615/6471	Digital Photography Processing	1	Entry Level Three
J/615/6912	Exploring Art	3	Entry Level Three
A/615/6468	Making an Art or Craft Product	2	Entry Level Three
H/615/6464	Producing 2 Dimensional Art	3	Entry Level Three
D/615/6463	Producing 3 Dimensional Art	3	Entry Level Three
K/615/5932	Taking Photographs	3	Entry Level Three
M/615/6466	Working in Art and Design	3	Entry Level Three

Pathway Group C3 - Building and Construction

Unit Reference Number	Unit Name	Credits	Level
M/506/3064	Applying Paint by Brush	2	Entry Level Three
M/615/6502	Brickwork	3	Entry Level Three
T/615/6503	Building a Three Course Half Brick Wall	3	Entry Level Three
A/615/6504	Building and Construction	3	Entry Level Three
K/618/3164	Exploring Opportunities in Construction and Building Industries	1	Entry Level Three
R/506/4384	Health and Safety in Construction Trades	2	Entry Level Three
F/506/3120	Introduction to Carpentry and Joinery	3	Entry Level Three
J/505/2233	Introduction to Painting and Decorating	3	Entry Level Three
R/615/0459	Producing a Timber Product	3	Entry Level Three
A/506/3066	Recognise and Use Hand Tools and Materials Used in Decorating	1	Entry Level Three

Pathway Group C4 - Business Administration, Sales, Marketing and Enterprise

Unit Reference Number	Unit Name	Credits	Level
J/618/2927	<u>Assisting in Planning & Delivering a Community Event</u>	4	Entry Level Three
J/615/6361	<u>Exploring Business and Enterprise</u>	2	Entry Level Three
A/618/3153	<u>Exploring Opportunities in Business Administration</u>	1	Entry Level Three
K/617/8272	<u>Introduction to Library Skills</u>	3	Entry Level Three
D/615/6365	<u>Introduction to Projects</u>	3	Entry Level Three
J/506/2938	<u>Introduction to Undertaking an Enterprise Project</u>	6	Entry Level Three
D/615/6186	<u>Making a Product</u>	2	Entry Level Three
L/615/6362	<u>Marketing Products and Services</u>	3	Entry Level Three
R/615/6508	<u>Professional Behaviour in an Office Environment</u>	2	Entry Level Three
J/615/6506	<u>Reception and Filing Skills</u>	3	Entry Level Three
M/506/4165	<u>Understanding Business and Enterprise</u>	2	Entry Level Three
L/615/6507	<u>Using Office Equipment in a Business Environment</u>	2	Entry Level Three
Y/615/6509	<u>Working in Business Administration</u>	3	Entry Level Three

Pathway Group C5 - Catering and Hospitality

Unit Reference Number	Unit Name	Credits	Level
K/615/6515	Cooking Techniques	3	Entry Level Three
R/618/3157	Exploring Opportunities in Hospitality and Catering	1	Entry Level Three
M/615/6516	Food and Drink Preparation	3	Entry Level Three
L/615/6524	Food Safety and Storage	3	Entry Level Three
A/615/6521	Food, Drink and Cooking	3	Entry Level Three
F/615/6522	Guest Services in the Hospitality Industry	2	Entry Level Three
T/615/9451	Introduction to Barista Skills	3	Entry Level Three
K/615/6451	Introduction to Cleaning	3	Entry Level Three
F/615/6519	Introduction to the Hospitality Industry	1	Entry Level Three
T/615/6517	Kitchen Hygiene	1	Entry Level Three
A/615/6518	Make a Meal	3	Entry Level Three
T/615/6520	Serving Food and Drink	2	Entry Level Three
J/615/6523	Setting a Table	1	Entry Level Three
H/615/6514	Understanding a Balanced Diet	3	Entry Level Three

Pathway Group C6 - Childcare

Unit Reference Number	Unit Name	Credits	Level
R/615/6377	Caring for Young Children and Babies	3	Entry Level Three
F/506/3067	Developing Early Literacy, Language and Numeracy Skills	1	Entry Level Three
T/615/6386	Effective Communication in Health and Social Care, Early years and Childcare	3	Entry Level Three
R/618/4079	Exploring Opportunities in Child Care	1	Entry Level Three
H/615/6366	Food and Nutrition for Children	3	Entry Level Three
D/615/6382	Introduction to Health and Social Care	1	Entry Level Three
R/615/6363	Parenting Skills	3	Entry Level Three
F/503/9299	Planning for the Physical Care Needs of Children Aged 0-3 years	3	Entry Level Three
J/615/6375	Preparing, Presenting and Keeping Food for Children	3	Entry Level Three
K/615/6370	The Principles of Listening to Children	3	Entry Level Three
A/615/6373	Understanding Human Growth and Development	3	Entry Level Three
R/615/6380	Working with Others in Health, Social Care and Children's and Young People's Settings	2	Entry Level Three

Pathway Group C7 - Creative and Performing Arts

Unit Reference Number	Unit Name	Credits	Level
F/615/6469	Art and Design: Using Colour	3	Entry Level Three
D/615/6477	Contribute to the Creation of a Group Drama Presentation	5	Entry Level Three
J/615/6473	Creating a Print Media Product	4	Entry Level Three
L/615/6474	Creative Media Skills	3	Entry Level Three
J/615/6912	Exploring Art	3	Entry Level Three
R/615/6475	Exploring Dance	3	Entry Level Three
Y/615/6476	Exploring Music	3	Entry Level Three
R/615/6914	Exploring Performance	3	Entry Level Three
D/615/6480	Improvisation Techniques	3	Entry Level Three
K/615/6479	Introduction to the Performing Arts	3	Entry Level Three
H/615/6478	Performance Skills	3	Entry Level Three
H/616/0739	Taking Part in a Performance	3	Entry Level Three

Pathway Group C8 - Digital Skills

Unit Reference Number	Unit Name	Credits	Level
R/615/6265	Computer and Online Basics	3	Entry Level Three
A/615/6910	Computer Games	2	Entry Level Three
D/615/6270	Developing Computer Skills	3	Entry Level Three
R/618/2932	Extended Email Skills	2	Entry Level Three
H/615/6271	Selecting Information Using the Internet	1	Entry Level Three
Y/615/6266	Sending and Receiving Emails	2	Entry Level Three
H/615/6268	The Internet and World Wide Web	3	Entry Level Three
K/615/6269	Understanding Online Security	2	Entry Level Three
J/615/7090	Understanding Social Media	2	Entry Level Three
D/615/6267	Using Software to Edit Text and Images	3	Entry Level Three
K/615/6272	Using the Internet for Shopping	1	Entry Level Three

Pathway Group C9 - Hair and Beauty

Unit Reference Number	Unit Name	Credits	Level
L/615/6510	Beauty Care	3	Entry Level Three
R/615/6511	Careers in the Hair and Beauty sector	2	Entry Level Three
T/506/3065	Create an Image Using Colour for the Hair and Beauty Sector	3	Entry Level Three
J/618/3169	Exploring Opportunities in Hair and Beauty	1	Entry Level Three
D/615/6513	Introduction to Hair and Beauty	3	Entry Level Three
L/618/2928	Introduction to Manicure Treatment	3	Entry Level Three
Y/615/6512	Shampoo and Conditioning	3	Entry Level Three
J/618/2930	Understand the Professional Salon Environment	2	Entry Level Three
R/618/2929	Understanding Health and Safety in the Salon	2	Entry Level Three

Pathway Group C10 - Horticulture and Floristry

Unit Reference Number	Unit Name	Credits	Level
A/615/6437	Clearing and Weeding a Garden	3	Entry Level Three
L/506/1094	Control Weeds in a Planted Area	2	Entry Level Three
J/615/6439	Cultivating Plant Cuttings	3	Entry Level Three
R/506/1095	Edge up an Amenity Area	1	Entry Level Three
D/505/3100	Edging and Repairing a Footpath	3	Entry Level Three
H/615/6447	Garden Horticulture Skills	3	Entry Level Three
F/615/6441	Garden Maintenance Skills	3	Entry Level Three
*H/615/8456	Health and Safety in a Practical Environment	1	Entry Level Three
A/615/6440	Introduction to Garden Horticulture	3	Entry Level Three
F/615/6438	Introduction to Ground Preparation	3	Entry Level Three
F/615/3894	Introduction to Propagation of Plants	3	Entry Level Three
T/505/3104	Introduction to the Maintenance of a Planted Area	3	Entry Level Three
D/615/6446	Practical Floristry Skills	3	Entry Level Three
F/506/1092	Recognise Parts of Plants	1	Entry Level Three
R/615/6444	Recognise Trees and Plants	2	Entry Level Three
Y/506/1096	Shred Waste Vegetation	2	Entry Level Three
Y/615/6445	Sowing and Growing Plants	3	Entry Level Three
J/615/6442	Use and Maintain Garden Tools	3	Entry Level Three
A/503/9317	Water Plant Material by Hand	1	Entry Level Three
L/615/6443	Working in Horticulture	2	Entry Level Three

Pathway Group C11 - Leisure, Travel and Tourism

Unit Reference Number	Unit Name	Credits	Level
H/615/6903	Accessing Leisure Services	3	Entry Level Three
A/508/4662	Benefits of Independent Travel	1	Entry Level Three
Y/615/6915	Gardening for Pleasure	3	Entry Level Three
D/615/6916	Hobbies	2	Entry Level Three
F/615/6388	Planning a Visit to a Tourism Destination	2	Entry Level Three
H/615/6349	Planning Walks	2	Entry Level Three
A/615/6390	Researching a Tourist Destination	3	Entry Level Three

Pathway Group C12 - Living in the Community

Unit Reference Number	Unit Name	Credits	Level
F/615/6889	Accessing Commercial Services	3	Entry Level Three
R/615/6900	Accessing Financial Services	3	Entry Level Three
Y/615/6901	Accessing Health Services	3	Entry Level Three
D/615/6902	Accessing Support Services	3	Entry Level Three
A/615/6874	Choosing Clothing and Footwear	2	Entry Level Three
Y/615/6865	Household Cleaning	3	Entry Level Three
D/615/6866	Household Expenses	3	Entry Level Three
K/615/6868	Household Shopping	3	Entry Level Three
R/615/6864	Independent Living	1	Entry Level Three
L/615/6426	Knowing your Local Area	3	Entry Level Three
A/615/6924	Living in a Diverse Society	2	Entry Level Three
J/615/6862	Living in the Community	1	Entry Level Three
L/615/6880	Looking After Clothes	3	Entry Level Three
L/615/6863	Looking After Yourself and Your Home	1	Entry Level Three
H/615/6402	The Local Community	1	Entry Level Three
K/615/6871	Using Domestic Appliances	2	Entry Level Three

Pathway Group C13 - Retail and Customer Service

Unit Reference Number	Unit Name	Credits	Level
T/615/6274	Displaying Merchandise	3	Entry Level Three
H/618/3177	Exploring Opportunities in Retail	3	Entry Level Three
T/618/3247	Handling Payments in a Sales Situation	3	Entry Level Three
F/615/6276	Handling Stock in a Retail Environment	3	Entry Level Three
R/506/3039	Introduction to Retail Skills	3	Entry Level Three
M/615/6290	Keeping a Retail Environment Clean, Tidy and Safe	3	Entry Level Three
T/615/6291	Looking after Customers in a Retail Environment	3	Entry Level Three
K/615/6966	Presentation Skills	3	Entry Level Three
Y/615/6994	Prioritisation Skills	2	Entry Level Three
D/615/6401	Working with Food in a Retail Environment	2	Entry Level Three
F/615/6973	Working with Others in a Workplace	2	Entry Level Three

Pathway Group C14 - Sport and Fitness

Unit Reference Number	Unit Name	Credits	Level
A/615/6356	Assist at a Sport Event	2	Entry Level Three
R/615/6296	Health and Fitness	3	Entry Level Three
M/618/1240	Healthy Lifestyles	2	Entry Level Three
M/503/4146	Introduction to Marine Charts and Compasses	3	Entry Level Three
H/615/6724	Maintaining a Healthy Lifestyle	2	Entry Level Three
H/615/6917	Participation in Team Activities	3	Entry Level Three
F/615/6357	Planning a Healthy Diet	2	Entry Level Three
H/615/6352	Recognising Sport and Leisure Opportunities	2	Entry Level Three
K/615/6353	Risks and Hazards in Sport and Active Leisure	2	Entry Level Three
M/615/6354	Taking Part in Sport	3	Entry Level Three
T/615/6355	Team Games	3	Entry Level Three
Y/615/6350	Working with Children in Sport and Active Leisure	2	Entry Level Three
D/615/6351	Working with Customers and Clients in Sports and Active Leisure Settings	3	Entry Level Three

Pathway Group C15 - Vehicle Maintenance

Unit Reference Number	Unit Name	Credits	Level
M/506/3081	Check and Maintain Lights on a Motor Car or Van	2	Entry Level Three
D/615/6821	Checking and Maintaining Car Tyre Pressures and Tread	1	Entry Level Three
A/506/0863	Checking and Maintaining Fluid Levels on a Car	1	Entry Level Three
H/506/3109	Clean and Prepare a Cycle for Use	1	Entry Level Three
M/506/0987	Identification Of Basic External and Internal Car Parts	1	Entry Level Three
A/506/3035	Introduction to Motor Vehicle Workshop Safety	2	Entry Level Three
M/506/3100	Introduction to the Retail Automotive Maintenance and Repair Industry	2	Entry Level Three
K/615/6398	Introduction to Vehicle Workshop Bench Skills	3	Entry Level Three
D/506/3934	Principles of Engine Components and Operations	2	Entry Level Three
K/506/3113	Remove and Replace Cycle Saddles, Seat Posts and Handlebars	1	Entry Level Three
A/506/3116	Remove and Replace Cycle Wheels, Tyres and Inner Tubes	1	Entry Level Three
H/505/2790	Remove, Check and Replace a Wheel on a Motor Car or Van	2	Entry Level Three
T/506/3079	Replace Spark Plugs	1	Entry Level Three
H/615/6397	Routine Braking Systems Checks	2	Entry Level Three
Y/506/3124	Routine Cooling and Lubrication Systems Checks	2	Entry Level Three
F/617/8276	Valeting a Car's Interior	1	Entry Level Three
M/615/6399	Washing a Car Exterior	1	Entry Level Three

** Please note, although unit H/615/8456 – ‘Health and Safety in a Practical Environment’ appears in both C1 and C10 pathway groups, it can only be taken once. **

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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