



openawards

Open Awards Level 1 Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (RQF)

Award 601/3586/4

Certificate 601/3587/6

Extended Certificate 603/3555/5

Diploma 601/3588/8



QUALIFICATION GUIDE

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Version Control

June 2022

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:

- C1 Adult Health and Social Care and Community Care
- C2 Agriculture, Horticulture, Environment and Land-based
- C3 Animal Care
- C4 Arts and Crafts
- C5 Building and Construction
- C6 Business Administration and Office Skills
- C7 Catering and Hospitality
- C8 Child Health and Social Care, Childcare and Development
- C9 Creative and Performing Arts
- C10 Digital Skills
- C11 Engineering
- C12 Environmental Studies and Conservation Skills
- C13 Hair and Beauty
- C14 Horticulture and Floristry
- C15 Logistics and Warehousing
- C16 Maritime Studies
- C17 Retail and Customer Service
- C18 Sales, Marketing and Enterprise
- C19 Science
- C20 Sport, Fitness and Leisure
- C21 Travel and Tourism
- C22 Track and Rail
- C23 Vehicle Maintenance

Please note, there are no endorsed pathway options at Award Level. These qualifications contain only Level 1 Units, all other level units i.e. at Entry Level 3 have been removed.

December 2022

Updates made to Pathway Group C22 – ‘Track and Rail’ and New ‘request to deliver this qualification’ procedure added to ‘Delivering This Qualification’ section. Furthermore, the following units have been removed as they appeared previously in error.

- **Y/615/9670** – Understanding Healthy and Unhealthy Relationships
- **M/506/3419** - Principles of Communication in Adult Social Care Settings
- **Y/505/6139** - Understanding Valves, Taps and Cisterns in Domestic Plumbing

For more information, please call the Open Awards Customer Service Team.

About the Qualification

Title	Open Awards Level 1 Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (RQF)
QAN	Award - 601/3586/4 Certificate - 601/3587/6 Extended Certificate - 603/3555/5 Diploma - 601/3588/8
Sector	14.1 Foundations for Life and Learning
Level	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)	90
Guided Learning (hours)	72
Certificate	
Total Qualification Time (hours)	130
Guided Learning (hours)	102
Extended Certificate	
Total Qualification Time (hours)	240
Guided Learning (hours)	188
Diploma	
Total Qualification Time (hours)	370
Guided Learning (hours)	239

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	9
Minimum Credits to be achieved at the Level of the Qualification	9
Mandatory Units Group A	3
Optional Units Groups B1 – B4	3
Pathway Units Groups C1 – C23	3

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	3
Optional Units Groups B1 – B4	4
Pathway Units Groups C1 – C23	6
Non-Endorsed Route	Learners may achieve the required credits from any combination of units in the Pathway Groups C1 – C23
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	3
Optional Units Groups B1 – B4	4
Pathway Units Groups C1 – C23	6
C1 - Adult Health and Social Care and Community Care C2 - Agriculture, Horticulture, Environment and Land-based C3 - Animal Care C4 - Arts and Crafts C5 - Building and Construction C6 - Business Administration and Office Skills C7 - Catering and Hospitality C8 - Child Health and Social Care, Childcare and Development C9 - Creative and Performing Arts C10 - Digital Skills C11 - Engineering C12 - Environmental Studies and Conservation Skills C13 - Hair and Beauty C14 - Horticulture and Floristry C15 - Logistics and Warehousing C16 - Maritime Studies C17 - Retail and Customer Service C18 - Sales, Marketing and Enterprise C19 - Science C20 - Sport, Fitness and Leisure C21 - Travel and Tourism C22 - Track and Rail C23 - Vehicle Maintenance	6 credits must be achieved from a single pathway to gain a certificate with the Pathway title: e.g. Open Awards Level One Certificate in Skills for Further Learning and Employment (Catering and Hospitality) (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	3
Optional Units Groups B1 – B4	8
Pathway Units Groups C1 – C23	13
Non-Endorsed Route	Learners may achieve the required credits from any combination of units in the Pathway Groups C1 – C23
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	3
Optional Units Groups B1 – B4	8
Pathway Units Groups C1 – C23	13
C1 - Adult Health and Social Care and Community Care C2 - Agriculture, Horticulture, Environment and Land-based C3 - Animal Care C4 - Arts and Crafts C5 - Building and Construction C6 - Business Administration and Office Skills C7 - Catering and Hospitality C8 - Child Health and Social Care, Childcare and Development C9 - Creative and Performing Arts C10 - Digital Skills C11 - Engineering C12 - Environmental Studies and Conservation Skills C13 - Hair and Beauty C14 - Horticulture and Floristry C15 - Logistics and Warehousing C16 - Maritime Studies C17 - Retail and Customer Service C18 - Sales, Marketing and Enterprise C19 - Science C20 - Sport, Fitness and Leisure C21 - Travel and Tourism C22 - Track and Rail C23 - Vehicle Maintenance	13 credits must be achieved from a single pathway to gain a certificate with the Pathway title: e.g. Open Awards Level One Extended Certificate in Skills for Further Learning and Employment (Catering and Hospitality) (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	3
Optional Units Groups B1 – B4	14
Pathway Units Groups C1 – C23	20
Non-Endorsed Route	Learners may achieve the required credits from any combination of units in the Pathway Groups C1 – C23
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	3
Optional Units Groups B1 – B4	14
Pathway Units Groups C1 – C23	20
C1 - Adult Health and Social Care and Community Care C2 - Agriculture, Horticulture, Environment and Land-based C3 - Animal Care C4 - Arts and Crafts C5 - Building and Construction C6 - Business Administration and Office Skills C7 - Catering and Hospitality C8 - Child Health and Social Care, Childcare and Development C9 - Creative and Performing Arts C10 - Digital Skills C11 - Engineering C12 - Environmental Studies and Conservation Skills C13 - Hair and Beauty C14 - Horticulture and Floristry C15 - Logistics and Warehousing C16 - Maritime Studies C17 - Retail and Customer Service C18 - Sales, Marketing and Enterprise C19 - Science C20 - Sport, Fitness and Leisure C21 - Travel and Tourism C22 - Track and Rail C23 - Vehicle Maintenance	20 credits must be achieved from a single pathway to gain a certificate with the Pathway title: e.g. Open Awards Level One Diploma in Skills for Further Learning and Employment (Catering and Hospitality) (RQF)

Qualification Units

Mandatory Unit Group A

Unit Reference Number	Unit Name	Credits	Level
R/615/7058	Developing Own Interpersonal Skills	3	Level One

Optional Group B1 – Employability

Unit Reference Number	Unit Name	Credits	Level
Y/615/7059	Being a Responsible Employee	6	Level One
J/615/8532	Being Responsible for Other People's Money	1	Level One
F/615/7069	Building a Personal Career Portfolio	3	Level One
T/615/7070	Career Planning	3	Level One
A/615/7071	Creating a Tailored Curriculum Vitae	3	Level One
L/615/0271	Developing Group and Teamwork Communication Skills	3	Level One
L/615/7060	Health and Safety Awareness in a Working Environment	1	Level One
R/615/7061	Health, Safety and First Aid at Work	3	Level One
F/615/7072	Interview Skills	1	Level One
Y/615/7062	Introduction to Self-Employment	3	Level One
J/615/7073	Job Seeking Skills	3	Level One
T/506/3132	Numeracy for the Workplace	1	Level One
D/615/7063	Pay and Payslips	1	Level One
L/615/7074	Preparation for a Recruitment Interview	1	Level One
H/615/7064	Preparation for Work	3	Level One
K/615/7065	Problem Solving in the Workplace	3	Level One
M/615/7066	Recognising and Respecting Diversity in the Workplace	1	Level One
R/615/7013	Recognising and Supporting Equality and Diversity at Work	2	Level One
R/615/7075	Recognising Employment Opportunities	1	Level One
J/506/3636	Understanding Employment Rights, Contracts and Pay	3	Level One
L/615/1033	Using Teamwork Skills	3	Level One
T/615/7067	Volunteering	1	Level One
A/615/7068	Work-Based Placement	3	Level One

Optional Group B2 - Health and Wellbeing

Unit Reference Number	Unit Name	Credits	Level
J/615/8658	Alcohol Awareness	3	Level One
L/615/8080	Anger Management	1	Level One
D/615/8083	Body Image	2	Level One
R/615/8081	Coping Strategies	3	Level One
H/615/8344	E-Safety	3	Level One
H/615/8084	Health and Hygiene	3	Level One
K/615/8085	Healthy Living	3	Level One
A/615/4753	Planning a Move to a New Home	1	Level One
Y/615/4744	Preparing to be a Good Tenant and Neighbour	1	Level One
M/615/8086	Safeguarding: Online and in Daily Life	4	Level One
R/615/8078	Self-Esteem and Confidence	1	Level One
Y/615/8079	Sex and Relationship Education	3	Level One
T/615/8090	Stress and Stress Management Techniques	3	Level One

Optional Group B3 - Literacy, Numeracy and ICT

Unit Reference Number	Unit Name	Credits	Level
R/503/9212	Demonstrating Speaking and Listening Skills	3	Level One
T/503/9235	Improving Spelling Skills	3	Level One
T/506/3132	Numeracy for the Workplace	1	Level One
M/503/9265	Understanding and Using Numbers	3	Level One
R/503/9291	Understanding and Using Shapes	3	Level One
T/503/9218	Using Calculations: Whole Numbers	3	Level One
F/615/8092	Using ICT in the Workplace	3	Level One
J/615/8093	Using Numeracy Skills in the Workplace	3	Level One
J/506/3135	Writing to Communicate Information	1	Level One
R/506/3140	Writing to Describe	1	Level One
Y/506/3138	Writing to Persuade	1	Level One

Optional Group B4 - Personal Learning & Development

Unit Reference Number	Unit Name	Credits	Level
A/615/8074	Approaches to Learning	2	Level One
D/615/7077	Aspects of Citizenship	3	Level One
R/615/7027	Assertiveness and Decision Making	3	Level One
A/506/3150	Behaviour Change: Understanding and Managing Anger and Aggression	3	Level One
K/615/7079	Behaviour in Conflict	3	Level One
D/615/7080	Budgeting	1	Level One
F/615/8075	Carrying Out a Research Project	3	Level One
H/615/7081	Changing Roles and Relationships in Adolescence	3	Level One
K/615/7082	Communication Skills for Group and Teamwork	3	Level One
R/615/8047	Community Involvement	1	Level One
Y/615/8048	Dealing with Bullying	2	Level One
A/506/3620	Developing Parenting Skills	3	Level One
H/506/3627	Developing Presentation Skills	2	Level One
A/616/2142	Developing Skills For Independent Life	3	Level One
D/615/8049	Engaging in Discussion	2	Level One
R/615/8050	Family Relationships	3	Level One
Y/615/7076	Health and Safety in a Practical Environment	1	Level One
Y/615/8051	Improving Own Confidence	3	Level One
J/615/8076	Improving Own Learning and Performance	3	Level One
H/616/0725	Introduction to Underpinning Principles of Information, Advice and Guidance	3	Level One
D/615/8052	Lesbian, Gay, Bisexual and Trans Awareness	2	Level One
K/615/8054	Managing Personal Relationships	3	Level One
T/615/8056	Motivation	1	Level One
A/615/8057	Peer Mediation	3	Level One
F/615/8058	Personal Awareness	3	Level One
J/615/8059	Personal Confidence	3	Level One
A/615/8060	Personal Finances	3	Level One
L/615/8077	Personal Learning Goals	3	Level One
T/615/4752	Personal Money Management	1	Level One
J/615/8062	Personal Relationships	3	Level One
L/615/8063	Personal Risk	1	Level One
Y/615/7028	Planning and Completing a Project	3	Level One
R/615/8064	Pregnancy and Preparation for a Baby	3	Level One

Y/615/8065	Prejudice and Discrimination	3	Level One
K/615/7020	Presentation Skills	3	Level One
D/615/8066	Rights and Responsibilities of Citizenship	3	Level One
H/615/8067	Team Motivation	2	Level One
K/615/8068	Teamwork Skills	3	Level One
M/503/9301	Time Management Skills	3	Level One
M/615/4751	Understand Financial Products and Services	1	Level One
H/615/4746	Understand how to Apply for Housing	1	Level One
M/615/4748	Understand How to Look After a New Home	1	Level One
K/615/4750	Understand How to Look after Personal Health and Hygiene	1	Level One
M/615/8069	Understanding Discrimination	3	Level One
H/615/8070	Understanding Diversity Within Society	3	Level One
K/615/8071	Understanding Equal Opportunities	3	Level One
M/615/8072	Understanding Self in Conflict	3	Level One
T/615/8073	Using Public Transport	3	Level One

Pathway Group C1 - Adult Health and Social Care and Community Care

Unit Reference Number	Unit Name	Credits	Level
K/506/3175	Awareness of Communication in Adult Social Care	2	Level One
M/618/4087	Awareness of the Protection and Safeguarding of Adults in Health and Social Care	3	Level One
T/506/3244	Awareness of the Role and Responsibilities in the Adult Social Care Worker	1	Level One
D/506/3240	Awareness of the Skills and Attitudes Needed to Work in Adult Social Care	1	Level One
L/615/8659	Criminal and Youth Justice	3	Level One
H/506/3160	Develop an Awareness of Substance Misuse	2	Level One
F/615/8660	Family Learning	3	Level One
J/506/3250	Human Growth and Development	2	Level One
L/506/3251	Introduction to a Healthy Lifestyle	3	Level One
H/506/1215	Introduction to Drug Awareness for the Individual	3	Level One
R/506/3249	Introduction to Learning Disability	3	Level One
L/506/3248	Introduction to Mental Health	3	Level One
J/615/9390	Introduction to Peer Support Skills	2	Level One
H/506/3238	Introduction to Physical Disability	3	Level One
Y/506/3236	Introduction to Sensory Loss	3	Level One
D/616/0724	Introduction to Skills - Delivering Information, Advice and Guidance	3	Level One
F/506/3246	Introduction to the Adult Social Care Sector	1	Level One
M/618/4090	Introductory Awareness of Equality and Inclusion in Health and Social Care	3	Level One
R/506/3252	Introductory Awareness of the Importance of Healthy Eating and Drinking for Adults	3	Level One
K/506/3645	Introductory Awareness of Working with Others in Health, Social Care and Children's and Young People's Settings	2	Level One
M/615/9383	Issues of Substance Misuse	1	Level One
L/615/8662	Recognising and Safeguarding Against Knife Crime	4	Level One
R/615/8663	Safeguarding Procedures for Life and Work	1	Level One

M/615/8671	The Principles of Care, Organisational Policies and the Role of the Care Worker	4	Level One
A/615/8673	Understand the Importance of Engagement in Leisure and Social Activities in Health and Social Care	3	Level One
T/618/4091	Understand the Range of Service Provision within Health and Social Care	2	Level One
A/618/4092	Working with Others in a Health and Social Care Setting	3	Level One

Pathway Group C2 - Agriculture, Horticulture, Environment and Land-based

Unit Reference Number	Unit Name	Credits	Level
R/507/8284	Assist with Maintaining Structures and Surfaces	2	Level One
Y/507/8321	Assist with Preparing Sites and Planting Extensive Crops	4	Level One
Y/507/8285	Assist with the Maintenance of Equipment	3	Level One
D/507/8322	Assist with the Maintenance of Grass Surfaces	3	Level One
D/507/8286	Assist with the Transport of Physical Resources within the Work Area	2	Level One
M/506/2030	Collect and Prepare Produce or Plant Material for Transport	2	Level One
T/506/1896	Cultivate Land by Single Digging or Forking	2	Level One
L/615/8094	Cultivating Compost and Soils	3	Level One
R/615/8095	Cultivating Herbs	3	Level One
F/506/1898	Determine Soil pH with Colour Indicator Test Kit Under Supervision	2	Level One
Y/506/2040	Edge Turf with Shears	2	Level One
D/506/2072	Establish an Even Gradient or Level between two Fixed Points	3	Level One
K/507/8324	Harvest Crops	3	Level One
T/507/8326	Hedgelaying	3	Level One
F/506/2338	Identify Trees and Shrubs	2	Level One
J/506/2339	Identify Weeds	2	Level One
H/507/8290	Introduction to Land-Based Studies	3	Level One
R/506/2067	Maintain Hand Tools	2	Level One
T/506/2031	Maintain Wooden Structures with Water-Based Preservative	2	Level One

M/506/1900	Plant Flower Bulbs for Naturalisation or Bedding	2	Level One
M/615/8329	Planting and Establishing Plants	3	Level One
T/506/2028	Pot up Rooted Cuttings, Large Seedlings or Plugs by Hand	2	Level One
Y/506/1888	Prepare Ground for Sowing or Planting Under Supervision	3	Level One
K/506/2026	Prick Out Seedlings Singly	2	Level One
M/506/2027	Propagate by Stem Cuttings	2	Level One
R/506/1906	Prune Hedges by Hand	2	Level One
K/615/8331	Pruning Trees and Shrubs	3	Level One
M/615/8332	Repairing Damaged Turf	2	Level One
J/507/8329	Soil Care	3	Level One
T/506/2045	Sow Grass Seed by Hand	2	Level One
R/506/2022	Sow Seed Outdoors in Drills by Hand	2	Level One
T/615/8333	Sowing and Growing Techniques	3	Level One
A/507/8330	Sowing Grass Seed by Hand	1	Level One
F/507/8331	Understanding Soils and Crop Plants	3	Level One
A/615/8334	Use a Lawn Mower	2	Level One
T/505/3121	Use a Nylon Cord Strimmer	2	Level One

Pathway Group C3 - Animal Care

Unit Reference Number	Unit Name	Credits	Level
J/507/8332	Adopt Good Bio-Security Practices at Work	3	Level One
L/507/8333	Assist with Cleaning the Stables and Yard	4	Level One
F/507/8300	Assist with Feeding and Watering Horses	2	Level One
H/507/8306	Assist with Preparation and the Monitoring of Livestock Outdoors	2	Level One
K/507/8307	Assist with Preparing and Storing Feedstuffs for Small Animals	2	Level One
R/507/8334	Assist with the Basic Preparation and Operation of a Tractor	7	Level One
M/507/8308	Assist with the Care of Animals	2	Level One
K/507/8310	Assist with the Maintenance and Cleaning of Animal Accommodation	2	Level One
M/507/8311	Assist with the Movement of Animals	2	Level One
T/507/8312	Assist with the Preparation for Exercise and Aftercare of Horses	6	Level One
L/615/8337	Care of Animals	3	Level One
A/507/8313	Exercise Horses	6	Level One
K/618/3147	Exploring Opportunities in Animal Care	1	Level One
J/503/6405	Fish	2	Level One
R/503/6407	Fishing and the Environment	3	Level One
J/507/8315	Grooming and Washing Horses	3	Level One
Y/507/8335	Industrial Experience in Land-Based Industries	6	Level One
K/617/9065	Introduction to Captive Birds of Prey Management	2	Level One
A/507/8506	Maintain the Health of Horses	6	Level One
Y/507/8318	Monitoring the Health and Well-being of Animals	3	Level One
J/615/8109	Principles of Dealing with Feedstuffs for Small Animals	1	Level One
H/507/8337	Safe and Effective Working Practices in Land-Based Industries	6	Level One
J/615/8336	Working with Animals	3	Level One

Pathway Group C4 - Arts and Crafts

Unit Reference Number	Unit Name	Credits	Level
F/504/4793	Ceramics	3	Level One
Y/615/5148	Colour Theory and Design	3	Level One
A/504/4808	Creative Craft Skills	3	Level One
A/504/4811	Creative Embroidery	3	Level One
M/615/8119	Creative Writing Skills	3	Level One
J/504/4794	Design Project	3	Level One
L/504/4795	Design Style	3	Level One
Y/615/5179	Digital Images	3	Level One
A/504/4629	Discovering Arts and Culture	3	Level One
Y/504/4797	Drawing	3	Level One
J/615/8112	Explore Craft Ideas	2	Level One
H/615/5167	Exploring Digital Media	3	Level One
H/615/8117	Imaging Software	3	Level One
D/615/5166	Photography - Using a Camera and Accessories	3	Level One
Y/615/8115	Producing Textile Samples	4	Level One
J/504/4813	Sewing Machine Techniques	3	Level One
L/615/8113	Sewing Skills	3	Level One
L/504/4814	Using Stitched Surface Decoration Techniques	3	Level One
F/504/4826	Woodworking Skills	3	Level One
D/615/5149	Working with Clay	3	Level One
R/615/8114	Working with Patterned Textiles	3	Level One
R/615/5150	Working with Stained Glass	3	Level One

Pathway Group C5 - Building and Construction

Unit Reference Number	Unit Name	Credits	Level
H/616/6394	Apply Foundation and Plain Papers	5	Level One
F/615/8125	Apply Paint Systems by Brush and Roller	6	Level One
D/506/5022	Apply Plaster Materials to Internal Backgrounds	7	Level One
H/505/2269	Assemble Units for Interiors	1	Level One
J/615/8126	Bricklaying Tools, Equipment and Materials	3	Level One
M/506/2075	Build a Sample Brick Wall	3	Level One
T/615/8638	Build and Pack Dry Stone Walls	6	Level One
L/615/8127	Carpentry and Joinery Hand Tools	3	Level One
R/615/8128	Carpentry and Joinery Skills	2	Level One
M/506/5025	Carry out Basic Blocklaying	7	Level One
K/506/8165	Carry out Basic Bricklaying	9	Level One
F/615/1109	Cleaning and Maintaining Equipment and Tools	2	Level One
Y/615/8129	Construction Painting Skills	3	Level One
H/615/8604	Developing Brickwork Skills	4	Level One
L/616/6390	Developing Construction Painting Skills	4	Level One
R/616/6357	Developing Joinery Skills	4	Level One
T/615/8607	Developing Plastering Skills	4	Level One
A/616/6370	Developing Plumbing Skills	4	Level One
A/615/8608	Developing Skills in Fitted Interiors	4	Level One
A/505/2245	Fitting Units for Interiors	1	Level One
L/505/2069	Fix and Fit Work Surfaces	1	Level One
F/615/8609	Floor and Wall Tiling Techniques	3	Level One
F/616/6984	Health and Safety and Welfare in Construction	4	Level One
A/615/8611	Health and Safety in Construction	3	Level One
J/615/8613	Introduction to Plastering Techniques	3	Level One
L/616/6986	Know How to Carry out Basic Blocklaying	2	Level One
H/506/5023	Know How to Carry out Basic Bricklaying	3	Level One
L/616/6373	Know how to Maintain and Use Carpentry and Joinery Hand Tools	2	Level One
K/616/6364	Know how to Produce Basic Woodworking Joints	3	Level One
L/615/8614	Painting Skills	3	Level One
F/615/8626	Plumbing Skills	4	Level One
A/616/6367	Prepare and Use Carpentry and Joinery Portable Power Tools	8	Level One

F/505/2246	Prepare Resources and Materials for Creating Interiors	1	Level One
M/616/6396	Prepare Surfaces for Decoration	3	Level One
R/615/8629	Produce Basic Woodworking Joints	4	Level One
J/616/6985	Starting Work in Construction	4	Level One
L/615/8631	Using and Maintaining Woodworking Tools	3	Level One
T/616/6383	Using Floor and Wall Tiling Techniques	3	Level One
H/615/8635	Wallpapering Skills	3	Level One

Pathway Group C6 - Business Administration and Office Skills

Unit Reference Number	Unit Name	Credits	Level
T/615/8140	<u>Budgetary Control within a Business Environment</u>	3	Level One
A/615/8141	<u>Careers in Business and Administration</u>	3	Level One
F/615/8142	<u>Communicate in a Business Environment</u>	3	Level One
R/615/8145	<u>Creating Business Documents</u>	2	Level One
F/618/3154	<u>Exploring Opportunities in Business Administration</u>	1	Level One
H/615/8148	<u>Filing Skills</u>	3	Level One
H/615/8151	<u>Handling Mail</u>	2	Level One
M/615/8153	<u>Introduction to Business</u>	3	Level One
M/617/8273	<u>Library Skills</u>	3	Level One
Y/615/8437	<u>Making and Receiving Calls</u>	2	Level One
D/615/8438	<u>Supporting Business Meetings</u>	3	Level One
M/508/4660	<u>Touch Typing Skills</u>	3	Level One
H/615/8439	<u>Understanding Business and Enterprise</u>	3	Level One
Y/615/8440	<u>Understanding the Office Environment</u>	2	Level One
J/615/8143	<u>Written Communication Skills for Business and Marketing</u>	3	Level One

Pathway Group C7 - Catering and Hospitality

Unit Reference Number	Unit Name	Credits	Level
K/506/4388	Assisting at a Hospitality Event	4	Level One
D/615/0288	Basic Food Preparation and Cooking	3	Level One
T/615/8512	Bookings, Orders and Payments	2	Level One
A/615/9452	Cleaning and Maintaining Facilities	3	Level One
A/615/8513	Customer Service in the Hospitality Industry	3	Level One
F/615/8514	Event Planning	3	Level One
J/615/8515	Food Commodities	1	Level One
K/615/8510	Food Preparation and Cooking	3	Level One
L/615/8516	Food Safety and Storage	3	Level One
L/615/0285	Food Service	3	Level One
R/615/8517	Health and Safety Awareness for Catering and Hospitality	3	Level One
A/615/8530	Introduction to Barista Skills	2	Level One
Y/615/8518	Introduction to the Catering and Hospitality Industry	3	Level One
D/615/8519	Kitchen Equipment	1	Level One
R/615/8520	Meeting Special Dietary Needs	2	Level One
Y/615/8521	Menu Planning	2	Level One
D/615/8522	Sustainability in Hospitality	2	Level One
M/615/8525	Using Cooking Skills in the Kitchen	3	Level One
A/615/8527	Working Effectively as Part of a Hospitality Team	4	Level One

Pathway Group C8 - Child Health and Social Care, Childcare and Development

Unit Reference Number	Unit Name	Credits	Level
L/506/3640	Awareness of Protection and Safeguarding in Health and Social Care Adults and Children and Young People, Early Years and Childcare	3	Level One
Y/615/8664	Caring for Young Children and Babies	3	Level One
D/615/8665	Child Development 0-3 Years	3	Level One
H/615/8666	Children's Social and Emotional Development	3	Level One
K/615/8667	Craft Activities with Children and Young People	3	Level One
M/615/8668	Developing Language and Communication Skills in Children	3	Level One
M/506/3176	Encourage Children and Young People to Eat Healthily	2	Level One
L/618/4078	Exploring Opportunities in Child Care	1	Level One
A/618/4089	Exploring Opportunities in Health and Social Care	1	Level One
J/506/3264	Introduction to Children and Young People's Development	3	Level One
J/615/8661	Introduction to Safeguarding Children	3	Level One
T/615/8669	Introduction to the Development of Children and Young People through Play	2	Level One
M/506/3159	Introduction to the Physical Care of Babies and Young Children	3	Level One
H/506/3174	Introductory Awareness of Equality and Inclusion in Children's and Young People's Settings	3	Level One
K/506/3645	Introductory Awareness of Working with Others in Health, Social Care and Children's and Young People's Settings	2	Level One
K/615/8670	The Principles of Listening to Children	3	Level One
T/615/8672	The Role of Young People as Peer Mentors	3	Level One
R/618/4082	Understand the Range of Service Provision within Childcare and Young People's Settings	2	Level One
T/503/9249	Understanding the Importance of Play	3	Level One
L/618/4081	Working with Others in Children's and Young People's Settings	3	Level One

Pathway Group C9 - Creative and Performing Arts

Unit Reference Number	Unit Name	Credits	Level
D/504/4834	Appreciating the Styles and History of Music	3	Level One
M/504/4787	Basic Visual Language	3	Level One
M/506/8460	Composing Lyrics	4	Level One
T/615/5206	Creating a Digital Animation	3	Level One
J/615/5176	Creating a Multimedia Website	3	Level One
L/615/5177	Creating a Special Effects Video	3	Level One
H/615/5234	Creating a Storyboard	2	Level One
K/615/5235	Creating Characters for Animation	2	Level One
K/615/5171	Creating Digital Designs	3	Level One
J/504/4794	Design Project	3	Level One
L/504/4795	Design Style	3	Level One
T/615/5173	Designing 2 Dimensional Computer Games	3	Level One
M/615/8122	Developing Music Skills for Solo Performance	6	Level One
L/615/9259	Developing Musical Ensemble Skills	4	Level One
J/615/5162	Developing Performance Improvisation Techniques	3	Level One
A/615/5157	Developing Performance Skills	4	Level One
R/615/5164	Developing Photography Skills	2	Level One
A/615/5174	Digital Graphics Editing	3	Level One
Y/615/5179	Digital Images	3	Level One
Y/504/4833	Discovering Music	3	Level One
J/615/5159	Exploring Dance Skills	4	Level One
L/615/5163	Film Camera and Darkroom Skills	3	Level One
J/504/4844	Group Devised Project - Drama Skills	3	Level One
T/504/4841	Improvisation and Performance Skills	3	Level One
M/615/5155	Introduction to Composing Music	6	Level One
Y/504/4847	Introduction to Film Making	3	Level One
F/506/8480	Introduction to Musical Theatre	3	Level One
K/504/4643	Life Drawing	3	Level One
H/615/5170	Lighting in Photography	3	Level One
H/504/4835	Music for Performance	3	Level One
H/615/8120	Oral Storytelling Skills	3	Level One
R/615/5147	Painting in Watercolours	3	Level One
L/615/8614	Painting Skills	3	Level One
D/615/5152	Painting with Oils and Acrylics	3	Level One
A/615/5160	Performing Physical Theatre	3	Level One

D/615/5166	Photography - Using a Camera and Accessories	3	Level One
M/504/4689	Preparation for Employment in the Creative and Cultural Industries	3	Level One
Y/506/8470	Produce and Evaluate a Range of Photographic Images	5	Level One
M/615/5236	Researching and Developing Ideas for Animation	3	Level One
T/504/4774	Study Skills for Creative Arts	3	Level One
K/615/5168	Taking Digital Photographs	3	Level One
M/504/4837	Technical Skills for Performance	3	Level One
T/615/5156	The Theory of Music	6	Level One
K/615/5218	Understanding the Use of Digital Sampling Techniques	3	Level One
L/505/1004	Using Aural Skills in Music	3	Level One
K/504/4772	Using Computers in the Arts	3	Level One
K/615/5154	Using Disc Jockey Equipment	3	Level One

Pathway Group C10 - Digital Skills

Unit Reference Number	Unit Name	Credits	Level
A/506/3214	Audio Software	2	Level One
F/615/8531	Bespoke Software	2	Level One
M/615/8640	Database Software	3	Level One
T/615/5173	Designing 2 Dimensional Computer Games	3	Level One
K/506/3211	Desktop Publishing Software	3	Level One
F/618/2926	Digital Media Project	4	Level One
F/506/3232	Improving Productivity Using IT	3	Level One
L/615/8645	Internet Safety for IT Users	3	Level One
A/506/3200	IT Communication Fundamentals	2	Level One
R/615/8646	IT Maintenance for Users	2	Level One
M/615/6273	IT Software Fundamentals	3	Level One
F/506/3215	Optimise IT System Performance	2	Level One
H/615/8649	Presentation Software	3	Level One
Y/615/8647	Reducing IT System Security Risks	1	Level One
J/506/3216	Set Up an IT System	3	Level One
F/615/8674	Spreadsheet Software	3	Level One
A/506/3195	Using a Computer Keyboard	1	Level One
L/615/8676	Using Email	3	Level One
M/506/3193	Using Mobile IT Devices	2	Level One
Y/615/8678	Using the Internet	3	Level One
R/615/8680	Using Website Building Platforms	3	Level One
R/506/3204	Video Software	2	Level One
K/615/8684	Word Processing Software	3	Level One

Pathway Group C11 - Engineering

Unit Reference Number	Unit Name	Credits	Level
K/615/9365	Electronic Assembly Skills	3	Level One
F/507/8281	Introduction to Engineering Tools, Equipment and Materials	4	Level One
R/503/4155	Introduction to Using and Maintaining Engineering Tools	3	Level One
T/615/9367	Making Engineering Components	3	Level One
F/615/9369	Mechanical Component Assembling Skills	3	Level One
A/615/9371	Planning and Making a Machined Product	6	Level One
L/615/9374	Welding Skills	3	Level One
Y/615/9376	Wiring Electric Circuits and Components	3	Level One

Pathway Group C12 - Environmental Studies and Conservation Skills

Unit Reference Number	Unit Name	Credits	Level
T/506/3177	Collect Recyclables and Other Materials	5	Level One
A/506/3178	Dispatch Recyclables and Other Materials	5	Level One
J/615/8465	Ecology and Conservation	3	Level One
H/615/6299	Energy Use	3	Level One
L/615/8466	Environmental Awareness	2	Level One
F/615/8111	Environmental Study	3	Level One
T/615/8462	Health and Safety for Environmental Studies	2	Level One
R/506/3137	Improving Energy Efficiency in the Home	4	Level One
M/505/3120	Introduction to Coppicing	3	Level One
R/615/0188	Introduction to Waste and Recycling	4	Level One
R/615/8467	Introduction to Wildlife and Conservation	6	Level One
M/615/1123	Loading a Waste Transport Vehicle	3	Level One
T/615/1124	Minimising the Environmental Impact of Recycling Operations	2	Level One
Y/615/8468	Planting and Staking a Tree	2	Level One
F/615/8481	Practical Skills for Footpath and Surfacing Work	5	Level One
J/615/8482	Prepare and Erect Post and Timber Fencing	4	Level One
D/506/4386	Principles of Renewable Energy	1	Level One
J/505/2040	Project in Sustainability	3	Level One
A/615/1125	Teamwork and Communication Skills in the Recycling Industry	3	Level One
R/615/1129	Waste and Recycling Vehicles	1	Level One
K/615/0195	Working Safely in Waste and Recycling	3	Level One

Pathway Group C13 - Hair and Beauty

Unit Reference Number	Unit Name	Credits	Level
D/615/8472	Blow-drying Hair	3	Level One
H/615/8442	Create a Hair and Beauty Image	3	Level One
K/615/8443	Evening Make Up	3	Level One
F/615/8447	Follow Health and Safety in the Salon	2	Level One
J/615/9891	Introduction to Barbering	4	Level Two
M/506/3145	Nail Art Application	3	Level One
J/615/8448	Professional Conduct in a Salon	2	Level One
L/615/8449	Providing Manicure Treatment	3	Level One
L/615/8452	Providing Pedicure Treatment	3	Level One
R/615/8470	Setting up for Hair and Beauty Services	2	Level One
Y/615/8471	Shampoo and Condition Hair	4	Level One
A/617/8275	Skin Care	3	Level One
D/615/8441	Understanding Hair Colouring	4	Level One

Pathway Group C14 - Horticulture and Floristry

Unit Reference Number	Unit Name	Credits	Level
A/506/1897	Apply Fertiliser by Hand to Bare Ground	2	Level One
J/506/1904	Care for a Planted Area	2	Level One
H/507/8287	Clearing and Weeding Outdoor Spaces	2	Level One
H/615/8327	Floristry Techniques	3	Level One
F/615/8335	Garden Horticulture Skills	3	Level One
A/506/2340	Identify Annuals and Herbaceous Perennials	2	Level One
F/506/2341	Identify Indoor Plants	2	Level One
H/615/8330	Practical Floristry Skills	3	Level One
F/506/1903	Prepare and Plant a Hanging Basket	2	Level One
D/506/2024	Sow Seed Indoors in Containers	2	Level One
Y/506/1101	Water a Bed, Border or Area of Plants in Containers	2	Level One

Pathway Group C15 - Logistics and Warehousing

Unit Reference Number	Unit Name	Credits	Level
H/506/0226	Assemble Orders for Dispatch in a Logistics Environment	3	Level One
D/615/9377	Introduction to Warehouse Operations for Commercial Moving	3	Level One
F/506/0217	Keep Stock at Required Levels in a Logistics Environment	2	Level One
K/506/3192	Keep Work Areas Clean in a Logistics Environment	2	Level One
D/506/0225	Maintain Hygiene Standards an Handling and Storing Goods in a Logistics Environments	2	Level One
A/506/0216	Maintain the Cleanliness of Equipment in Logistics Operations	2	Level One
K/615/1122	Manual Handling, Lifting and Moving	1	Level One
L/506/0219	Moving or Handling Goods in Logistic Facilities	2	Level One
L/506/0222	Operate Equipment to Perform Work Requirements in a Logistics Environment	3	Level One
T/506/3258	Pick Goods in a Logistic Environment	2	Level One
Y/506/0224	Receive Goods in a Logistics Environment	3	Level One
A/507/8280	Receiving and Storing Stock	2	Level One
K/506/0227	Sort Goods and Materials for Recycling or Disposal in a Logistics Environment	3	Level One
R/506/0223	Use Equipment to Move Goods in Logistics Facilities	2	Level One
H/615/9381	Wrap and Pack Goods in a Logistics Environment	2	Level One

Pathway Group C16 - Maritime Studies

Unit Reference Number	Unit Name	Credits	Level
Y/503/4142	Introduction to Careers in the Maritime Sector	3	Level One
H/503/4158	Introduction to Catering On Board a Vessel	3	Level One
A/503/4148	Introduction to Mooring and Securing a Vessel	3	Level One
J/503/4153	Introduction to Support Level Watch Keeping	3	Level One
D/503/4157	Introduction to Vessel Engineering	6	Level One
J/503/4167	Introduction to Vessel Navigation	4	Level One
F/503/4166	Introduction to Vessel Stability and Construction	3	Level One
R/615/0269	Maritime Safety Skills	4	Level One
L/503/4154	Ropework and Knots Used On Board Vessels	3	Level One

Pathway Group C17 - Retail and Customer Service

Unit Reference Number	Unit Name	Credits	Level
F/615/8657	Assist in the Assembly and Presentation of Visual Merchandising Displays	4	Level One
J/615/8644	Customer Service	3	Level One
F/615/9453	Dealing with Customer Queries and Complaints	3	Level One
M/615/8539	Introduction to Manual Handling and Vehicle Loading in a Retail Setting	4	Level One
K/615/8622	Introduction to Retail	2	Level One
M/615/8623	Keep Stock at Required Levels in a Retail Environment	3	Level One
K/615/8538	Moving or Handling Goods Manually in a Retail Environment	2	Level One
F/615/6293	Understanding Customer Service in the Retail Sector	2	Level One
L/615/8502	Understanding How a Retail Business Maintains Health, Safety and Security on its Premises	2	Level One
R/615/8503	Understanding How Individuals and Teams Contribute to the Effectiveness of a Retail Business	2	Level One
A/615/8625	Understanding the Business of Retail	2	Level One
H/615/8506	Understanding the Control, Handling and Replenishment of Stock in a Retail Business	2	Level One
J/615/8627	Understanding the Retail Selling Process	2	Level One
Y/615/8650	Welcoming Visitors	2	Level One
L/615/8628	Wrap and Pack Goods for Customers in a Retail Environment	3	Level One

Pathway Group C18 - Sales, Marketing and Enterprise

Unit Reference Number	Unit Name	Credits	Level
H/615/8652	Advertising Techniques	3	Level One
K/615/8653	Appreciating Techniques used in the News Media Industry	4	Level One
Y/506/3155	Communication Skills in Sales	1	Level One
M/615/8654	Introduction to Advertising	1	Level One
T/617/8274	Planning & Delivering a Community Event	4	Level One
L/615/8533	Planning an Enterprise Activity	1	Level One
T/615/8655	Principles of Advertising	1	Level One
R/615/8534	Running an Enterprise Activity	1	Level One
A/615/8656	Social Media for Business Use	3	Level One
F/506/3148	Understanding Consumer Buying Behaviour	1	Level One
L/506/3153	Understanding Marketing	2	Level One
R/506/3154	Understanding the Sales Cycle	3	Level One
D/615/8651	Undertaking an Enterprise Project	3	Level One
J/615/8143	Written Communication Skills for Business and Marketing	3	Level One

Pathway Group C19 - Science

Unit Reference Number	Unit Name	Credits	Level
D/615/6284	Acids, Alkalis and pH	2	Level One
T/615/6288	Chemical Reactions	3	Level One
A/615/6289	Ecosystems and the Environment	3	Level One
L/615/6295	Elements and Compounds	3	Level One
H/615/6299	Energy Use	3	Level One
R/615/6301	Exploring our Universe	2	Level One
D/615/6303	Forces in Action	3	Level One
K/615/6305	Fuels and Pollution	3	Level One
T/615/6307	Healthy Lifestyles	3	Level One
J/615/6327	Human Reproductive Systems	2	Level One
L/615/6314	Human Systems for Survival	3	Level One
Y/615/6316	Light and Sound	3	Level One
K/615/6319	Plants	3	Level One
D/506/4386	Principles of Renewable Energy	1	Level One
M/615/6323	Radiation	3	Level One
A/615/6325	Science Investigation Skills	2	Level One
R/615/6329	The Human Body	2	Level One
A/615/6292	Using Magnets and Electricity	3	Level One
R/615/6332	Wiring Electric Circuits and Components	2	Level One

Pathway Group C20 - Sport, Fitness and Leisure

Unit Reference Number	Unit Name	Credits	Level
Y/615/8633	<u>Assisting in Planning and Delivering a Sports or Leisure Activity</u>	4	Level One
D/615/8634	<u>Careers in the Sport and Active Leisure Sector</u>	3	Level One
R/615/8632	<u>Nutrition, Performance and Healthy Eating</u>	3	Level One
M/615/8637	<u>Planning a Fitness Programme</u>	2	Level One
K/615/8636	<u>Planning a Healthy Diet</u>	3	Level One
K/616/1634	<u>Planning Own Fitness Programme</u>	3	Level One
A/615/8639	<u>Risks and Hazards in Sport and Active Leisure</u>	3	Level One
K/506/3256	<u>Taking Part in Exercise and Fitness</u>	4	Level One
T/615/8641	<u>Taking Part in Sport</u>	3	Level One
F/615/8643	<u>Working with Customers and Clients in Sports and Active Leisure Settings</u>	3	Level One

Pathway Group C21 - Travel and Tourism

Unit Reference Number	Unit Name	Credits	Level
J/615/8675	Airline Services	3	Level One
M/615/8685	Customer Service in Travel and Tourism	4	Level One
T/615/8686	Health and Safety for Travel and Tourism	3	Level One
F/615/8688	Promotional Materials for Travel and Tourism	4	Level One
J/615/8689	Recommending Holidays to Suit Customers' Needs	3	Level One
A/615/8687	Selling Package Holidays	3	Level One
A/615/8690	The Role of Overseas Resort and Representatives	2	Level One
F/615/8691	The UK Tourism Industry	2	Level One
J/615/8692	The UK Travel Industry	3	Level One
R/615/6394	Tourist Destinations: UK and Worldwide	3	Level One
Y/615/9345	Travel and Tourism Itineraries	3	Level One
D/615/9346	Working in Travel and Tourism	3	Level One

Pathway Group C22 – Track and Rail

Unit Reference Number	Unit Name	Credits	Level
R/507/8284	Assist with Maintaining Structures and Surfaces	2	Level One
Y/507/8285	Assist with the Maintenance of Equipment	3	Level One
D/507/8286	Assist with the Transport of Physical Resources within the Work Area	2	Level One
M/507/8275	Carry out Corrective Manual Adjustments to Permanent Way	3	Level One
H/507/8287	Clearing and Weeding Outdoor Spaces	2	Level One
L/507/8283	Contribute to the Security of the Work Environment in the Rail Industry	2	Level One
T/507/8276	Dismantle and Remove Permanent Way Assets and Components	3	Level One
J/507/8279	Install Permanent Way Assets and Components	6	Level One
F/507/8281	Introduction to Engineering Tools, Equipment and Materials	4	Level One
H/507/8273	Introduction to Working in the Railway Industry	3	Level One
T/506/2031	Maintain Wooden Structures with Water-Based Preservative	2	Level One
A/507/8280	Receiving and Storing Stock	2	Level One
F/507/8278	Reinstate the Work Site after Permanent Way Engineering Activities	3	Level One
K/507/8274	Undertake Manual Maintenance of the Permanent Way	3	Level One

Pathway Group C23 - Vehicle Maintenance

Unit Reference Number	Unit Name	Credits	Level
H/506/3255	Automotive Foundation Skills	3	Level One
H/615/9347	Checking and Maintaining Car Wheels and Tyres	1	Level One
D/506/3190	Health and Safety Practices in Vehicle Maintenance	4	Level One
M/615/9349	Introduction to Battery and Lighting Systems	4	Level One
D/506/3254	Introduction to Compression Ignition Fuel Systems	3	Level One
K/615/9351	Introduction to Low Carbon Technologies in the Automotive Industry	3	Level One
M/615/9352	Introduction to Motor Vehicle Maintenance and Repair	3	Level One
T/615/9353	Introduction to Motorcycle Maintenance	4	Level One
F/615/9355	Introduction to Steering and Suspension	4	Level One
L/615/9357	Introduction to Vehicle Exhaust System	2	Level One
Y/615/9359	Introduction to Vehicle Inspection	4	Level One
L/615/9360	Introduction to Vehicle Transmission Systems	4	Level One
R/615/9361	Introduction to Vehicle Valeting	4	Level One
Y/615/9362	Maintaining a Wheeled Vehicle	2	Level One
D/615/9363	Replacing Cycle Brake Assemblies	2	Level One
Y/506/3253	Simple Paint Spraying Processes	2	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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