Open Awards Level 2 Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment
(RQF)

Award 601/3591/8
Certificate 601/3589/X
Extended Certificate 603/3556/7
Diploma 601/3590/6

Contents

Version Control

December 2022	Latest version, containing new imagery, revised qualification review date, **realignment of endorsed pathway groups** and updated information for Providers.

Please note: **At Level 2**, all Skills for Further Learning and Employment qualifications **must follow** an Endorsed Pathway, including the Award.

Endorsed Pathways are now available in the following subject areas for learners:

- C1 Animal Care
- C2 Arts and Crafts
- C3 Building and Construction
- C4 Business and Enterprise
- **C5 Business and Finance***
- C6 Catering and Hospitality
- C7 Creative and Performing Arts
- C8 Digital Skills
- C9 Engineering and Motor Vehicle
- C10 Floristry, Horticulture and Environmental Studies
- C11 Hair and Beauty
- C12 Health and Social Care, Child Care and Development
- C13 Humanities and Social Science
- **C14 Information, Advice and Guidance***
- C15 Leadership and Management
- C16 Marketing
- C17 Photography
- C18 Retail and Logistics
- C19 Sales
- C20 Science
- C21 Sport, Fitness and Leisure, Travel and Tourism
- C22 Sound and Music

*Please be aware that these groups are only available in Award, Certificate and Extended Certificate length qualifications.

About the Qualification

Title	Open Awards Level 2 Award, Certificate, Extended Certificate and Diploma in Skills for Further Learning and Employment (RQF)
QAN	Award - 601/3591/8 Certificate - 601/3589/X Extended Certificate - 603/3556/7 Diploma - 601/3590/6
Sector	14.1 Foundations for Life and Learning
Level	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)	90
Guided Learning (hours)	67
Certificate	
Total Qualification Time (hours)	150
Guided Learning (hours)	107
Extended Certificate	
Total Qualification Time (hours)	240
Guided Learning (hours)	171
Diploma	
Total Qualification Time (hours)	370
Guided Learning (hours)	263

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 – C22	3
C1 - Animal Care C2 - Arts and Crafts C3 - Building and Construction C4 - Business and Enterprise C5 - Business and Finance C6 - Catering and Hospitality C7 - Creative and Performing Arts C8 - Digital Skills C9 - Engineering and Motor Vehicle C10 - Floristry, Horticulture and Environmental Studies C11 - Hair and Beauty C12 - Health and Social Care, Child Care and Development C13 - Humanities and Social Science C14 - Information, Advice and Guidance C15 - Leadership and Management C16 - Marketing C17 - Photography C18 - Retail and Logistics C19 - Sales C20 - Science C21 - Sport, Fitness and Leisure, Travel and Tourism C22 - Sound and Music	3 credits must be achieved from **a single pathway** to gain an award with the Pathway title: e.g. **Open Awards Level Two Award in Skills for Further Learning and Employment (Catering and Hospitality) (RQF)**

Rules of Combination	
Certificate in Skills for Further Learning and Employment	
Credit Value of the Qualification	15
Minimum Credits to be achieved at the Level of the Qualification	15
Mandatory Units Group A	3
Optional Units Groups B1 – B4	3
Pathway Units Groups C1 – C22	9
C1 - Animal Care C2 - Arts and Crafts C3 - Building and Construction C4 - Business and Enterprise C5 - Business and Finance C6 - Catering and Hospitality C7 - Creative and Performing Arts C8 - Digital Skills C9 - Engineering and Motor Vehicle C10 - Floristry, Horticulture and Environmental Studies C11 - Hair and Beauty C12 - Health and Social Care, Child Care and Development C13 - Humanities and Social Science C14 - Information, Advice and Guidance C15 - Leadership and Management C16 - Marketing C17 - Photography C18 - Retail and Logistics C19 - Sales C20 - Science C21 - Sport, Fitness and Leisure, Travel and Tourism C22 - Sound and Music	9 credits must be achieved from **a single pathway** to gain a certificate with the Pathway title: e.g. **Open Awards Level Two 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	6
Pathway Units Groups C1 – C22	15
C1 - Animal Care C2 - Arts and Crafts C3 - Building and Construction C4 - Business and Enterprise C5 - Business and Finance C6 - Catering and Hospitality C7 - Creative and Performing Arts C8 - Digital Skills C9 - Engineering and Motor Vehicle C10 - Floristry, Horticulture and Environmental Studies C11 - Hair and Beauty C12 - Health and Social Care, Child Care and Development C13 - Humanities and Social Science C14 - Information, Advice and Guidance C15 - Leadership and Management C16 - Marketing C17 - Photography C18 - Retail and Logistics C19 - Sales C20 - Science C21 - Sport, Fitness and Leisure, Travel and Tourism C22 - Sound and Music	15 credits must be achieved from **a single pathway** to gain an extended certificate with the Pathway title: e.g. **Open Awards Level Two 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	10
Pathway Units Groups C1 – C22	24
C1 - Animal Care C2 - Arts and Crafts C3 - Building and Construction C4 - Business and Enterprise C5 - Business and Finance C6 - Catering and Hospitality C7 - Creative and Performing Arts C8 - Digital Skills C9 - Engineering and Motor Vehicle C10 - Floristry, Horticulture and Environmental Studies C11 - Hair and Beauty C12 - Health and Social Care, Child Care and Development C13 - Humanities and Social Science C14 - Information, Advice and Guidance C15 - Leadership and Management C16 - Marketing C17 - Photography C18 - Retail and Logistics C19 - Sales C20 - Science C21 - Sport, Fitness and Leisure, Travel and Tourism C22 - Sound and Music	24 credits must be achieved from **a single pathway** to gain a certificate with the Pathway title: e.g. **Open Awards Level Two Diploma in Skills for Further Learning and Employment (Catering and Hospitality) (RQF)**

Qualification Units

Mandatory Group A

Unit Reference Number	Unit Name	Credits	Level
F/506/3442	Developing Own Interpersonal Skills	3	Level Two

Optional Group B1 – Employability

Unit Reference Number	Unit Name	Credits	Level
D/615/9864	Applying for Work	2	Level Two
A/507/5234	Assessing own Suitability for Enterprise	3	Level Two
L/615/9598	Building a Personal Career Portfolio	3	Level Two
H/615/9588	Building and Managing Workplace Relationships	2	Level Two
K/615/9589	Building Working Relationships with Customers	2	Level Two
L/504/5168	Communication in Teamwork	1	Level Two
T/615/9112	Communication in the Workplace	2	Level Two
T/615/9594	Communication Skills for Group and Teamwork	3	Level Two
J/615/9597	Creating a Tailored Curriculum Vitae and Covering Letter	3	Level Two
M/615/9108	Customer Service	3	Level Two
M/504/4627	Developing Leadership Skills	3	Level Two
M/615/9593	Effectiveness at Work	1	Level Two
R/615/9120	Health, Safety and First Aid at Work	3	Level Two
H/615/9865	Interview Skills	1	Level Two
H/615/9591	Personal Presentation in the Workplace	1	Level Two
F/615/9596	Researching Employment Opportunities	1	Level Two
K/615/9592	Rights and Responsibilities in the Workplace	2	Level Two
H/615/9137	Teamwork Skills	3	Level Two
H/506/3451	Understand Routine Spoken English in Familiar Everyday Work Situations	5	Level Two
K/615/9141	Understanding Change in the Workplace	1	Level Two
K/615/9902	Work Experience	3	Level Two

Optional Group B2 – Health and Wellbeing

Unit Reference Number	Unit Name	Credits	Level
L/615/9147	Alcohol Awareness	3	Level Two
J/615/9146	Conflict Resolution	3	Level Two
R/615/9599	Healthy Living	3	Level Two
K/615/9687	Personal Physical Fitness	3	Level Two
H/615/9140	Protection and Safeguarding	3	Level Two
L/615/9116	Stress and Stress Management Techniques	3	Level Two

Optional Group B3 - Literacy and Numeracy

Unit Reference Number	Unit Name	Credits	Level
D/615/9606	Developing Reading Strategies	3	Level Two
R/615/9604	Improving Spelling Skills in Own Writing	3	Level Two
L/615/9603	Improving Spelling, Punctuation and Grammar Skills	3	Level Two
J/615/9602	Mathematical Projects	3	Level Two
T/615/9157	Report Writing	1	Level Two
Y/615/9605	Understanding Standard English	3	Level Two
R/506/3560	Writing Persuasive Text	1	Level Two
J/506/3555	Writing to Convey Information	2	Level Two

Optional Group B4 - Personal Learning and Development

Unit Reference Number	Unit Name	Credits	Level
L/615/9665	Citizenship	3	Level Two
M/615/9142	Critical Thinking	2	Level Two
M/615/9691	Developing a Personal Exercise Programme	3	Level Two
M/506/3596	Developing Interaction Skills for Information, Advice and Guidance	3	Level Two
H/615/9672	Diversity in Society	3	Level Two
L/615/9715	Family Learning	3	Level Two
A/615/9855	Improving Own Learning and Performance	3	Level Two
L/507/7358	Interpersonal Skills	3	Level Two
D/615/9718	Learning from Volunteering	3	Level Two
T/615/8431	Maintain and Develop Personal Performance	2	Level Two
R/506/3574	Mentoring Skills	3	Level Two
H/615/9719	Parenting Skills	3	Level Two
Y/615/9667	Personal and Social Responsibility	3	Level Two
K/615/9673	Personal Budgeting and Money Management	3	Level Two
R/618/3420	Plagiarism	2	Level Two
J/615/9115	Referencing Skills	1	Level Two
Y/615/9720	Research Project for Learning and Work	3	Level Two
J/615/9132	Research Skills	3	Level Two
R/507/5224	Resilience Skills	2	Level Two
Y/507/5225	Understand how to Develop Resilience	2	Level Two
J/615/9129	Understanding Discrimination	3	Level Two
H/506/5653	Understanding Equal Opportunities	3	Level Two
K/615/9110	Understanding Family Relationships	3	Level Two
Y/615/9670	Understanding Healthy and Unhealthy Relationships	3	Level Two
D/618/7163	Understanding Unconscious Bias	2	Level Two

Pathway Group C1 – Animal Care

Unit Reference Number	Unit Name	Credits	Level
R/615/9747	Animal Husbandry	3	Level Two
A/615/9631	Animals in Transit	4	Level Two
M/508/4478	Control and Restrain Animals	2	Level Two
F/508/4453	Establish and Maintain Conditions Appropriate to the Welfare of Animals	3	Level Two
A/615/8110	Handling Animals	3	Level Two
L/508/4472	Maintain Animal Accommodation	3	Level Two
Y/615/9748	Maintain Animal Health and Welfare	4	Level Two
R/615/9750	Manage the Care of Young Animals	3	Level Three
H/508/4476	Prepare and Groom Animals	4	Level Two
K/615/9625	Prepare feed for Animals	2	Level Two
K/508/4477	Provide Feed and Water to Animals	3	Level Two
D/615/9749	Understanding Animal Treatments	5	Level Two

Pathway Group C2 - Arts and Crafts

Unit Reference Number	Unit Name	Credits	Level
Y/615/9636	Art Design Style	3	Level Two
K/615/9771	Art History in Practice	3	Level Two
H/615/5153	Colour Theory and Design	3	Level Two
F/504/4602	Combined Arts and Collaboration	3	Level Two
T/504/4614	Constructed Textiles: Methods	3	Level Two
F/615/5175	Creating a Mosaic	3	Level Two
L/615/5180	Creating a Textile Design Product	3	Level Two
J/504/4620	Creative Craft Skills	3	Level Two
D/615/9797	Creative Writing Skills	3	Level Two
Y/615/5201	Design Project	3	Level Two
H/504/4625	Design Style	3	Level Two
L/615/9634	Drawing Application Methods	3	Level Two
L/504/4652	Materials Exploration	3	Level Two
Y/615/5165	Textile Surface Pattern	3	Level Two
F/504/4762	Textile Workshop - Techniques and Processes	3	Level Two
M/615/5159	The Influence of Art from the Early Twentieth Century	3	Level Two
Y/504/4766	The Origins of Modern Art	3	Level Two
K/504/4769	Tonal Drawing Methods	3	Level Two
K/615/5204	Working with Ceramics	3	Level Two

Pathway Group C3 - Building and Construction

Unit Reference Number	Unit Name	Credits	Level
L/505/2248	Assembling and Fitting Units for Interiors	3	Level Two
J/615/9728	Brickwork Bonding Skills	5	Level Two
T/615/9644	Carpentry and Joinery	5	Level Two
A/615/9726	Carpentry and Joinery Tools	3	Level Two
R/616/6987	Developing Brickwork Bonding Skills	3	Level Two
F/615/9727	Domestic Plumbing Systems	3	Level Two
J/506/3538	Expanding Brickwork Skills	1	Level Two
T/506/3440	Exploring Carpentry and Joinery	5	Level Two
A/506/3441	Exploring Painting and Decorating	5	Level Two
Y/615/9653	Health and Safety in Construction	3	Level Two
L/615/9651	Introduction to Building and Construction	1	Level Two
R/506/3588	Know How to Apply Plaster Materials to Internal Surfaces	7	Level Two
A/615/9645	Painting and Decorating	5	Level Two
K/615/9642	Performing Brickwork Operations	5	Level Two
K/615/9639	Performing Joinery Operations	5	Level Two
D/615/9721	Timber in Construction	3	Level Two
R/505/6138	Understanding Domestic Plumbing Systems	3	Level Two
Y/505/6139	Understanding Valves, Taps and Cisterns in Domestic Plumbing	3	Level Two
L/615/9648	Wallpapering Skills	3	Level Two
K/615/9656	Woodwork Jointing Skills	3	Level Two

Pathway Group C4 - Business and Enterprise

Unit Reference Number	Unit Name	Credits	Level
Y/506/3589	Assessing Your Capacity to Start and Run a Business	1	Level Two
A/615/9824	Communicating and Presenting Ideas in a Professional Environment	3	Level Two
J/507/5222	Communication Skills for Business	3	Level Two
R/507/5255	Developing a Business Plan	1	Level Three
A/507/5251	Developing an Idea for a Product or Service	3	Level Two
M/615/9903	Developing Enterprise Skills	3	Level Two
K/615/9155	Developing Meeting Skills	2	Level Two
K/615/9723	Exploring Business and Enterprise	2	Level Two
H/506/3594	Generating and Assessing a Business Idea	2	Level Two
D/617/0881	Global Economic Activity	3	Level Two
M/507/5229	Identifying the Resources and Location for a Business Venture	3	Level Two
K/507/5231	Importance of Business Plans	3	Level Two
J/506/3541	Improve Your Business Skills	1	Level Two
H/507/5227	Initial Business Planning	3	Level Two
H/507/5258	Innovation in a Business Environment	8	Level Two
Y/507/5256	Introduction to Human Resources	3	Level Two
M/615/9156	Negotiation Skills	3	Level Two
R/507/5269	Principles of Working in Business Administration	3	Level Two
L/507/5271	Produce Business Documents	3	Level Two
A/615/9841	Running a Business Online	3	Level Two
A/618/0589	Setting Business Goals	1	Level Two
R/507/5272	Solve Business Problems	3	Level Two
F/507/5266	The Role of an Administrator	3	Level Two
Y/506/3463	Understanding Environmental Sustainability within Business	3	Level Two
L/506/3461	Understanding Social Enterprise	2	Level Two
H/507/5230	Understanding the Legal and Regulatory Requirements for Starting and Running an Enterprise	2	Level Two
H/506/3465	Understanding the Uses of Social Media for Business	2	Level Two
D/615/9590	Undertaking an Enterprise Project	4	Level Two
F/615/9601	Using the Media in Business	4	Level Two

Pathway Group C5 - Business and Finance

Unit Reference Number	Unit Name	Credits	Level
H/507/4997	Accounting Principles	10	Level Two
A/507/5301	Book-Keeping and Accounts	4	Level Two
F/507/5297	Business Finance	3	Level Two
M/507/5294	Computerised Accounting	4	Level Two
F/506/3540	Financial Considerations for a New Business	3	Level Two
J/507/5298	Understanding Finance in a Business Context	2	Level Two
A/507/5296	Work Effectively in Accounting and Finance	2	Level Two

Pathway Group C6 – Catering and Hospitality

Unit Reference Number	Unit Name	Credits	Level
T/615/9790	Baking Bread, Pastry, Cakes and Biscuits	4	Level Two
F/616/0375	Barista Skills	3	Level Two
L/615/9794	Cooking with Dairy Products and Eggs	1	Level Two
F/615/9792	Cooking with Meat, Fish and Vegetables	4	Level Two
T/615/9787	Cooking with Rice, Grains and Pulses	3	Level Two
A/615/9581	Hotel Reservations	3	Level Two
F/615/9789	Housekeeping in Hospitality	3	Level Two
R/615/9795	Introduction to Hospitality	1	Level Two
M/615/9786	Investigate the Catering and Hospitality Industry	3	Level Two
Y/615/9796	Kitchen Skills	3	Level Two
A/615/9791	Planning and Promoting an Event	3	Level Two
J/615/9583	Prepare, Cook and Finish Food	4	Level Two
K/615/9785	Principles of Customer Service in the Hospitality Sector	3	Level Two
A/615/9788	Reception, Billing and Cashier Procedures for Front Office Staff	3	Level Two
D/615/0291	Safe, Hygienic and Secure Working Environments in Hospitality	2	Level Two

Pathway Group C7 - Creative and Performing Arts

Unit Reference Number	Unit Name	Credits	Level
J/506/8500	Developing Rehearsal Skills	3	Level Two
J/504/4634	Drawing Methods for Painting	3	Level Two
M/615/5172	Drawing Techniques	3	Level Two
M/615/9772	Employment in the Art and Design Industry	3	Level Two
H/615/9851	Graphic Design Project	6	Level Two
R/504/4636	Group Devised Project - Drama Skills	3	Level Two
D/504/4641	Improvisation and Performance Skills	3	Level Two
M/504/4644	Life Drawing	3	Level Two
F/504/4647	Linear Drawing	3	Level Two
F/504/4650	Making Dance	3	Level Two
J/504/4665	Painting Methods - Mixed Media	3	Level Two
R/504/4670	Painting Methods - Organising Images	3	Level Two
A/504/4680	Painting Methods - Pictorial Language	3	Level Two
F/504/4681	Painting Methods - Surface and Form	3	Level Two
L/504/4683	Painting Methods and Appropriation	3	Level Two
K/615/5185	Performing Physical Theatre	3	Level Two
T/615/9868	Plan, Lead and Evaluate a Series of Dance Sessions	3	Level Two
H/504/4690	Preparation for Employment in the Creative and Cultural Industries	3	Level Two
T/504/4757	Research Methods for Painting	3	Level Two
T/504/4760	Technical Skills for Performance	2	Level Two
Y/615/9801	Working in the Performing Arts Industry	3	Level Two

Pathway Group C8 – Digital Skills

Unit Reference Number	Unit Name	Credits	Level
R/615/5200	Audio Software	3	Level Two
R/615/9845	Building a Website	4	Level Two
A/615/5191	Computer Games Development	4	Level Two
T/506/3471	Computerised Accounting Software	3	Level Two
A/615/5238	Creating a Story Board	3	Level Two
F/615/5192	Creating Assets and Editing Digital Graphics	4	Level Two
D/615/9735	Data Management Software	3	Level Two
Y/615/9734	Database Software	4	Level Two

J/506/3474	Design Software	4	Level Two
D/506/3416	Desktop Publishing Software	4	Level Two
F/615/5239	Developing Characters for Animation	2	Level Two
Y/506/3480	Developing Personal and Team Effectiveness Using IT	4	Level Two
M/615/5186	Digital Media Research	3	Level Two
M/506/3422	Drawing and Planning Software	3	Level Two
T/506/3423	Imaging Software	4	Level Two
F/506/3425	Improving Productivity Using IT	4	Level Two
T/615/5237	Investigating Digital Animations	2	Level Two
J/506/3426	IT Communication Fundamentals	2	Level Two
Y/506/3429	IT Software Fundamentals	3	Level Two
H/506/3370	IT User Fundamentals	3	Level Two
D/615/9847	Minimising IT System Security Risks	2	Level Two
F/615/9856	Multimedia Software	4	Level Two
F/506/3375	Optimise IT System Performance	4	Level Two
A/506/3455	Personal Information Management Software	2	Level Two
L/615/5194	Planning and Creating a Multimedia Website	4	Level Two
H/615/9736	Presentation Software	4	Level Two
L/506/3377	Project Management Software	4	Level Two
R/506/3378	Set Up an IT System	4	Level Two
L/506/3380	Using Collaborative Technologies	4	Level Two
L/615/9844	Using Email	3	Level Two
Y/615/9846	Using Mobile IT Devices	3	Level Two
Y/506/3382	Using the Internet	4	Level Two
K/615/9737	Video Software Skills	3	Level Two
Y/615/5196	Video Special Effects	4	Level Two
T/615/9739	Word Processing Software Skills	4	Level Two
F/615/5189	Working with Digital Animations	4	Level Two

Pathway Group C9 - Engineering and Motor Vehicle

Unit Reference Number	Unit Name	Credits	Level
J/615/9857	Applying Mathematics in Engineering	5	Level Two
L/506/3573	Assist in Motor Vehicle Maintenance	5	Level Two
M/506/5008	Basic Vessel Engineering Systems	3	Level Two
A/615/9578	Carrying out an Engineering Project	6	Level Two
J/615/9860	Carrying Out Routine Vehicle Maintenance	3	Level Two
J/615/9776	Engineering Assembly Methods and Techniques	4	Level Two
F/615/9775	Engineering Maintenance	4	Level Two
R/615/9733	Introduction to Engineering	3	Level Two
K/615/9818	Introduction to Motor Vehicle Maintenance and Repair	3	Level Two
H/506/3577	Knowledge of Light Vehicle Engine Mechanical, Lubrication and Cooling System Units and Components	3	Level Two
R/615/9859	Knowledge of Routine Light Vehicle Maintenance	3	Level Two
L/615/9858	Understanding Engineering Drawings and Design Specifications	3	Level Two
T/506/5009	Vessel Repair and Maintenance	5	Level Two
Y/615/0287	Vessel Ropework, Anchoring and Mooring Operations	5	Level Two
T/615/9773	Working Safely and Effectively in Engineering	3	Level Two

Pathway Group C10 - Floristry, Horticulture and Environmental Studies

Unit Reference Number	Unit Name	Credits	Level
A/615/8463	Conduct and Report on a Field Survey for Habitat Types	4	Level Two
F/615/9730	Environmental Conservation	3	Level Two
K/615/9866	Environmental Pollution	3	Level Two
K/615/9740	Floristry Techniques	3	Level Two
K/615/8328	Garden Horticulture Skills	3	Level Two
R/615/9618	Growing Fruit and Vegetables	3	Level Two
L/615/9617	Organic Horticulture	3	Level Two
F/615/9615	Package Floral Designs and Plants	4	Level Two
K/615/9608	Plan, Prepare and Construct Floral Arrangements	5	Level Two
Y/615/9619	Plant Propagation Skills	3	Level Two
L/615/9729	Project in Sustainability	3	Level Two
T/615/9742	Selecting Plants	3	Level Two
R/615/9487	Understanding Plant Nomenclature, Terminology and Identification	4	Level Two
J/615/9745	Working in the Horticulture Industry	3	Level Three

Pathway Group C11 - Hair and Beauty

Unit Reference Number	Unit Name	Credits	Level
Y/506/3446	Exploring the Hair and Beauty Sector	2	Level Two
L/615/9780	Health and Safety in Hair and Beauty	2	Level Two
J/615/9891	Introduction to Barbering	4	Level Two
F/615/9842	Introduction to Working in a Hair and Beauty Salon	3	Level Two
Y/615/9782	The Art of Colouring Hair	5	Level Two
D/615/9783	The Art of Styling Hair	5	Level Two
Y/615/9779	Understanding African Type Hair	5	Level Two
R/615/9778	Understanding the Hair and Beauty Sector	2	Level Two
M/615/9481	Understanding the Retail Sale of Beauty Products	3	Level Two
M/615/9478	Understanding the Retail Sale of Nail Care Products	3	Level Two
M/615/9738	Understanding the Retail Sale of Skin Care products	3	Level Two

Pathway Group C12 - Health and Social Care, Child Care and Development

Unit Reference Number	Unit Name	Credits	Level
R/615/9179	Ageing and the Older Person	3	Level Two
M/615/9187	Barriers to Health	1	Level Two
L/615/9214	Care Planning Skills for the Care Worker	6	Level Two
L/615/9195	Children's Social and Emotional Development	3	Level Two
H/615/9199	Cognitive Development of Children	3	Level Two
J/506/3460	Contribute to the Support of Positive Environments for Children and Young People	3	Level Two
H/615/9848	Counselling Theories	3	Level Two
R/506/3543	Developing Skills to Provide Personal Care in Care Settings	3	Level Two
T/615/9160	Disability, Society and the Law	3	Level Two
R/615/9215	Domestic Abuse Awareness	2	Level Two
A/615/9144	Drug Awareness	3	Level Two
J/615/9213	Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	1	Level Two
T/615/9126	Issues of Substance Misuse	1	Level Two
M/506/3419	Principles of Communication in Adult Social Care Settings	2	Level Two
H/506/3417	Principles of Diversity, Equality and Inclusion in Adult Social Care	2	Level Two
Y/506/3544	Principles of Personal Development in Adult Social Care Settings	2	Level Two
H/615/9140	Protection and Safeguarding	3	Level Two
A/615/9211	Providing Personal Care to Support Individuals to Eat and Drink	3	Level Two
R/615/9201	The Physical Development of Children	3	Level Two
A/615/9161	Understand Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings	3	Level Two
K/506/3547	Understand How to Handle Information in Social Care Settings	1	Level Two
Y/615/9216	Understand Person-Centred Approaches in Adult Social Care Settings	4	Level Two

Unit Reference Number	Unit Name	Credits	Level
H/506/3272	Understand the Role of the Social Care Worker	1	Level Two
D/506/3545	Understand the Safe, Sensible and Social Use of Alcohol	3	Level Two
J/615/9387	Understand the Stages of Intellectual Development in Children	3	Level Two
L/506/3458	Understanding Children's Social and Emotional Development	3	Level Two
A/615/9600	Understanding Safeguarding Procedures	2	Level Two
J/615/9180	Understanding the Effects of a Medical Condition on a Patient	3	Level Two
K/615/9849	Understanding the Youth Justice System	3	Level Two

Pathway Group C13 - Humanities and Social Science

Unit Reference Number	Unit Name	Credits	Level
K/618/2919	Developments in Social Policy	3	Level Two
J/615/9731	Geographical Fieldwork	6	Level Two
D/618/2920	Introduction to Education Studies	2	Level Two
H/618/2921	Introduction to Social Science and Humanities	2	Level Two
K/618/2922	Introduction to Studying History	2	Level Two
M/618/2923	Key Eras in History	3	Level Two
T/618/2924	Sociological Research Methods	3	Level Two
A/618/2925	Sociological Theory	2	Level Two
H/507/6734	The Sociology of Health	3	Level Two

Pathway Group C14 - Information, Advice and Guidance

Unit Reference Number	Unit Name	Credits	Level
K/506/3581	Information, Advice and Guidance - Context	3	Level Two
H/506/3580	Information, Advice and Guidance in Practice	3	Level Two
M/506/3579	Managing Information	3	Level Two
M/506/3582	Signposting and Referral - Information, Advice and Guidance	3	Level Two
Y/506/3575	Skills for Advice Providers	3	Level Two

Pathway Group C15 - Leadership and Management

Unit Reference Number	Unit Name	Credits	Level
A/615/9595	Building a Team	3	Level Two
D/618/3257	Business Communications	3	Level Two
D/507/5257	Business Culture and Responsibilities	8	Level Two
A/507/5279	Coaching Skills	3	Level Two
K/507/5228	Considering a Business Idea	3	Level Two
Y/507/5290	Effective Leadership Skills	3	Level Two
T/507/5278	Induction and Coaching in the Workplace	2	Level Two
H/507/5289	Introduction to Leadership Skills	1	Level Two
K/507/5293	Leadership and Management for Business	6	Level Two
L/615/9861	Leadership Skills	3	Level Two
A/507/5282	Managing a Budget	2	Level Two
L/508/4990	Managing a Project	1	Level Two
L/507/5299	Managing Cashflow, Keeping your Business Healthy	2	Level Two
Y/615/9149	Mentoring	1	Level Two
R/506/3574	Mentoring Skills	3	Level Two
Y/507/5306	Planning the Financial Management of a Business Venture	4	Level Two
L/506/0446	Recognising Leadership Skills	2	Level Two
H/507/5275	Responsibilities and Accountability in Governance	2	Level Two
D/507/5291	Strategic Leadership for Trustees	3	Level Two
D/507/5274	Strategy and Structures in Governance	2	Level Two
J/507/5303	Understanding the Financial needs of an Enterprise	3	Level Two

Pathway Group C16 – Marketing

Unit Reference Number	Unit Name	Credits	Level
J/507/5219	Attracting Customers through Marketing	4	Level Two
T/615/9711	Awareness of Converging Digital Technology in the Creative Media Sector	5	Level Two
R/615/9909	Awareness of Employment in the Creative Media Sector	2	Level Two
J/507/5320	Complying with Legal, Regulatory and Ethical Requirements in a Marketing Role	2	Level Two
H/507/5387	Creating an Online Presence for your Business	2	Level Two
H/615/9722	Creating and Publishing Websites	4	Level Two
J/615/9826	Creative Media Industry Awareness	3	Level Two
A/507/5220	Introduction to Marketing	1	Level Two
L/615/9908	Marketing	3	Level Two
M/615/9822	Marketing and Sales for a Product or Service	3	Level Two
Y/615/9829	Marketing Research	2	Level Two
D/615/9704	Principles of Digital Marketing	5	Level Two
H/615/9820	Principles of Marketing Theory	4	Level Two
R/615/9828	Professional Behaviour in the Creative Media Sector	3	Level Two
J/507/5186	Promotion of Products and Services through Social Media	6	Level Two
K/507/5262	Researching your Market	5	Level Two
A/507/5315	Understand how to Market and Sell a Product or Service	3	Level Two
R/506/3414	Understanding Marketing	4	Level Two
M/615/9710	Understanding the Relationship between Sales and Marketing	3	Level Two
L/507/5318	Use Digital and Social Media in Marketing Campaigns	2	Level Two

Pathway Group C17 – Photography

Unit Reference Number	Unit Name	Credits	Level
H/615/5198	Comparing Film and Digital Cameras	4	Level Two
D/615/5197	Creating a Creative Photographic Assignment	3	Level Two
D/615/5202	Digital Imaging and Printing	3	Level Two
A/615/5188	Digital Photography	4	Level Two
R/615/5195	Lighting in Photography	4	Level Two
K/615/5199	Photographic Project	4	Level Two
Y/615/5361	Using a Camera and Accessories	3	Level Two

Pathway Group C18 - Retail and Logistics

Unit Reference Number	Unit Name	Credits	Level
H/615/9803	Deal with Customer Queries and Complaints in a Retail Environment	4	Level Two
R/615/9585	Demonstrate Products to Customers in a Retail Environment	3	Level Two
K/615/9804	Display Stock to Promote Sales to Customers in a Retail Environment	5	Level Two
M/615/9805	Help Customers to Choose Products in a Retail Environment	6	Level Two
D/615/9802	Introduction to Retail	1	Level Two
M/506/3436	Keep Stock at Required Levels in a Logistics Operations	3	Level Two
K/506/3435	Keep Work Areas Clean in Logistics Operations	3	Level Two
M/615/9819	Moving and/or Handling Goods in Logistics Operations	4	Level Two
M/506/0245	Pick Goods in Logistics Operations	3	Level Two
R/506/3431	Receive Goods in Logistics Operations	3	Level Two
T/504/5195	Regulations in Commercial Moving	2	Level Two
Y/615/9460	Understanding Customer Service in the Retail Sector	3	Level Two
H/615/9462	Understanding How Individuals and Teams Contribute to the Effectiveness of a Retail Business	3	Level Two
M/615/9464	Understanding Retail Consumer Law	2	Level Two
A/615/9466	Understanding Security and Loss Prevention in Retail Business	2	Level Two
F/615/9467	Understanding the Control, Receipt and Storage of Stock in a Retail Business	2	Level Two
H/615/8537	Understanding the Handling of Customer Payments in a Retail Business	2	Level Two
D/615/9461	Understanding the Retail Selling Process	2	Level Two

Pathway Group C19 – Sales

Unit Reference Number	Unit Name	Credits	Level
H/507/5308	Generating and Qualifying Sales Leads	2	Level Two
D/506/3402	Principles of Presentations and Demonstrations in Sales	2	Level Two
H/506/3398	Sales Targets	2	Level Two
Y/506/3396	Telesales	5	Level Two
K/507/5309	The Sales Cycle	2	Level Two
L/506/3413	Understanding How to Sell a Product or Service	2	Level Two
J/506/3412	Understanding Laws and Ethics of Selling	3	Level Two
K/615/9706	Understanding Sales Targets	2	Level Two
F/506/3411	Understanding Sales Techniques and Processes	5	Level Two
M/615/9710	Understanding the Relationship between Sales and Marketing	3	Level Two

Pathway Group C20 – Science

Unit Reference Number	Unit Name	Credits	Level
H/618/3230	Atoms and Radiation	3	Level Two
A/618/3220	Cells	3	Level Two
F/618/3221	Chemical Analysis	6	Level Two
J/618/3222	Chemical Reactions	3	Level Two
Y/618/3225	Elements and Compounds	3	Level Two
D/618/3226	Energy Use	3	Level Two
H/618/3227	Forces	3	Level Two
K/618/3228	Human Physiology	6	Level Two
K/618/3231	Reproduction, DNA and Inheritance	3	Level Two
T/618/3233	Sound and Light	3	Level Two

Pathway Group C21 - Sport, Fitness and Leisure, Travel and Tourism

Unit Reference Number	Unit Name	Credits	Level
T/506/3390	Assist in Organising and Delivering a Sports Event or Competition	2	Level Two
T/506/3454	Assist in the Delivery of a Sports Activity Session	4	Level Two
D/615/9816	Careers in Leisure and Tourism	3	Level Two
A/506/3388	Health, Safety and Welfare in Sport and Active Leisure	3	Level Two
F/506/3568	Injuries in Sport	3	Level Two
J/615/9812	Introduction to Passenger Transport Services	3	Level Two
R/615/9814	Introduction to Travel and Tourism	2	Level Two
A/615/9810	Nutrition for Sports Performance	5	Level Two
Y/615/9815	Planning for Work in Travel and Tourism	3	Level Two
Y/615/9586	Safeguarding and Protecting Children and Young People in Sport and Active Leisure	3	Level Two
A/615/9807	The Environmental Impact of Leisure and Tourism in the UK	3	Level Two
L/615/9813	The Role of a Resort Representative	3	Level Two
D/615/9587	Travel Planning	3	Level Two
J/615/9809	Understanding Leisure Provision	3	Level Two

Pathway Group C22 - Sound and Music

Unit Reference Number	Unit Name	Credits	Level
R/615/9800	Audio Production Skills	3	Level Two
M/615/9867	Careers in Music	2	Level Two
L/615/9584	Composing Lyrics	4	Level Two
Y/615/5182	Developing Music for Solo Performance	5	Level Two
T/615/5187	Directing a Musical or Theatrical Performance	3	Level Two
M/504/4630	Discovering Music	3	Level Two
K/615/9799	How The Music Industry Works	2	Level Two
K/504/4657	Music for Performance	3	Level Two
K/504/4660	Music Improvisation and Performance Skills	3	Level Two
D/615/5183	Sound and Music Production	3	Level Two
J/615/5193	The Theory of Music	4	Level Two
F/506/8656	Understanding and Using Sequencing Technology in Composition	3	Level Two
H/615/5184	Understanding the Psychology of Music	3	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](#)

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