

Qualification Guide

OCNLR Entry Level Qualifications in Progression

OCN London Qualification Guide

OCNLR Entry Level Award in Progression (Entry 3)

Qualification No: 600/8598/8

OCNLR Entry Level Extended Award in Progression (Entry 3)

Qualification No: 601/4339/3

OCNLR Entry Level Certificate in Progression (Entry 3)

Qualification No: 600/8636/1

OCNLR Entry Level Diploma in Progression (Entry 3)

Qualification No: 601/1389/3

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness. We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

To locate a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

Contents

	Page
General Information	5
Qualification Overview	6
Qualification details	6
Purpose of the qualifications	7
Who the qualifications are for	8
Entry guidance	8
Progression and related qualifications	8
Structure of the qualifications	9
Rules of Combination	9
Qualification units	16
Assessment and Moderation	11
Assessment process	11
Devising assessments	11
Marking assessment activities	11
Standardisation	11
Learning with particular requirements	12
Requirements for tutor/assessors	12
Unit Book	13

General Information

This qualification guide contains details of everything you need to know about the **OCNLR Entry Level Qualifications in Progression**. It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use these qualifications, then please contact us on enquiries@ocnlondon.org.uk for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Entry Level Qualifications in Progression** are part of a suite of OCNLR Progression qualifications that have been developed to provide a flexible, responsive and graduated range of pre-vocational and vocationally relevant qualifications. They are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

These qualifications are aimed at learners currently operating at Entry level and offer opportunities for personal development as well as enabling learners to develop skills in literacy, numeracy, ICT and learning to learn. The qualifications also offer a broad range of units in covering vocational and leisure areas.

The **OCNLR Entry Level Qualifications in Progression** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

Qualification details

This Qualification is also available at Level 1, Level 2 and Level 3.

Entry 3 Award

- Qualification Number: 600/8598/8
- Qualification credit value: 3
- Operational start date: 1 April 2013
- Review date: 31st March 2029
- Total Qualification Time (TQT): 30 hours
- Guided Learning Hours (GLH): 15
- Assessment requirements: internally assessed, internally and externally moderated.

Entry 3 Extended Award

- Qualification Number: 601/4339/3
- Qualification credit value: 6
- Operational start date: 1 September 2014
- Review date: 31st March 2029
- Total Qualification Time (TQT): 60 hours
- Guided Learning Hours (GLH): 50
- Assessment requirements: internally assessed, internally and externally moderated.

Entry 3 Certificate

- Qualification Number: 600/8636/1
- Qualification credit value: 15

- Operational start date: 1 April 2013
- Review date: 31st March 2029
- Total Qualification Time (TQT): 150 hours
- Guided Learning Hours (GLH): 105
- Assessment requirements: internally assessed, internally and externally moderated

Entry 3 Diploma

- Qualification Number: 601/1389/3
- Qualification credit value: 37
- Operational start date: 1 October 2013
- Review date: 28th November 2026
- Total Qualification Time (TQT): 370 hours
- Guided Learning Hours (GLH): 313
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Entry Level Qualifications in Progression** is to provide a range of learning opportunities at Foundation level, divided into Core and Vocational areas.

The Core skills units include generic skills in literacy and numeracy, learning to learn and cover important aspects of personal development and preparing for work. They provide the essential learning required to enable learners to prepare for a working environment or to progress to further study.

The optional Vocational units are grouped into a number of specific occupational areas and can be used to offer learners an opportunity to try out or 'taste' different areas of learning to test their abilities and skills and identify their interests and personal preferences before deciding upon a specific career or further learning pathway.

Using combinations of these units, centres will be able to design courses that enable learners to follow a programme tailored to their learning needs, whilst at the same time achieving a nationally recognised qualification.

The qualification structure also allows for flexibility in delivery and assessment, enabling assessment evidence to be generated in a range of different ways thus facilitating the development of learner centred practice.

The Diploma incorporates Level 1 core and optional units allowing for substantial learning programmes to be developed that provide a greater degree of challenge for learners towards the end of their course and to cater for learners with spiky profiles.

Who the qualifications are for

The **OCNLR Entry Level Qualifications in Progression** are suitable for learners who:

- would benefit from alternative approaches to the curriculum and learning.
- want to test out a vocational area to inform their career and employment choices.
- for whatever reason have not previously achieved in education.
- need to develop their literacy and/or numeracy skills.

Entry guidance

The qualifications are suitable for learners of all ages. However, centres must determine the suitability of units when delivering the qualification to learners aged pre-16. There are no specific requirements for the qualifications.

Progression and related qualifications

The qualifications provide a sound basis for learners to move on to the Level 1 qualifications in the suite or other sector specific Level 1 qualifications offered by the centre.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Entry Level Award in Progression (Entry 3) qualification** contains a range of optional units. Learners must achieve 3 credits in total at Entry Level 3.

The **OCNLR Entry Level Extended Award in Progression (Entry 3) qualification** contains a range of optional units. Learners must achieve 6 credits in total at Entry Level 3.

- no more than 3 credits can be obtained from IT units.

The **OCNLR Entry Level Certificate in Progression (Entry 3) qualification** contains core and optional units.

Learners must achieve 15 credits in total at Entry Level 3.

- a minimum of 3 credits must be taken from the core skills group of units;
- a minimum of 12 credits must be taken from the remaining core and optional units;
- no more than 6 credits can be obtained from IT units.

The **OCNLR Entry Level Diploma in Progression (Entry 3) qualification** comprises a large range of core skills and optional vocational units. Learners must achieve 37 credits at Entry Level 3 or above.

- a minimum of 6 credits must be taken from the Core skills group of units;
- a minimum of 31 credits from the remaining core and optional units;
- no more than 6 credits can be obtained from IT units and
- a maximum of 12 credits can be taken at Level 1.

Qualification Units and Groups

The areas of learning covered by the range of units are listed below. The unit content of individual units is accessible through the [Unit Book](#) on page 13.

Centres wishing to discuss ways of putting together different combinations of units that meet learner needs and fulfil the Rules of Combination should contact their OCN London Curriculum and Relationship Development Manager.

Core Unit Groups

Core Entry Level units

Core Level 1 units

Optional Unit Groups

Administration

Animal Care

Building and Construction

Business Management

Creative Arts
Hair and Beauty
Health and Social Care
Horticulture and Floristry
Hospitality and Catering
History
ICT
Performing Arts
Retail
Sport Leisure and Recreation
Vehicle Maintenance

Assessment and Moderation

Assessment process

The assessment process for these qualifications are as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for these qualifications.

Devising assessments

Each unit has a supplementary page with information on the types of assessment activities that can (indicated as 'Optional' or 'O') and/or must (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

Centre devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from these qualifications must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by External Moderators.

Learners with particular requirements

If learners have particular requirements the Centre should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

Requirements for tutor/assessors

To be sufficiently competent

In addition to being qualified to make assessment decisions, each assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the assessor.

To be sufficiently knowledgeable

Each assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

Unit Book – Contents

How to use this Unit Book	16
Core Units	16
Entry Level Core Units	16
Level 1 Core Units	20
Optional Unit Groups	25
1. Administration	25
2. Animal Care	25
3. Building and Construction	25
4. Business Management	25
5. Child Development	26
6. Creative Arts	26
7. Hair and Beauty	26
8. Health and Social Care	26
9. Horticulture and Floristry	26
10. Hospitality and Catering	27
11. History	27
12. ICT	27
13. Performing Arts	28
14. Retail	28
15. Sport Leisure and Recreation	28
16. Vehicle Maintenance	28

How to use this Unit Book

How to Access individual Unit Specifications

This Unit Book lists all the units relating to these OCNLR Entry Level Progression qualifications. Clicking on the Ofqual Code in the list of units will open the actual unit specification from the web. You will therefore need access to the internet to open the unit specifications themselves.

How to Search and Find Units

The Entry Level Progression Qualifications contain a wide variety of units, which together provide for extremely flexible options for course designers, but the number of units also makes searching for and finding particular units something of a challenge. We have therefore structured the Optional Unit List by subject area to simplify the search for particular units.

The Core and Optional units are graphically shown in the Table of Contents. It is important when designing a course to ensure that the qualification 'rules of combination' are met to enable learners to achieve the qualification aimed for. These are different for the Award, Extended Award, the Certificate, and the Diploma, and are set out below.

Rules of Combination

Entry Level Award in Progression

Learners must achieve 3 credits at Entry Level.

Entry Level Extended Award in Progression

Learners must achieve 6 credits at Entry Level. No more than 3 credits can be obtained from the ICT unit group.

Entry Level 3 Certificate in Progression

Learners must achieve 15 credits at Entry Level by successfully completing 3 credits from the 'Core' groups of units and a minimum of 12 credits from the remaining core and optional units. No more than 6 credits can be obtained from ICT unit group.

Entry Level 3 Diploma in Progression

Learners must achieve 37 credits at Entry Level or above by successfully completing at least 6 credits from the 'Core' groups of units and a minimum of 31 credits from the remaining core and optional unit groups. No more than 6 credits can be obtained from the ICT unit group and no more than 12 credits can be achieved at Level 1.

Level 1 units?

Although these qualifications are all at entry level a limited number of level 1 units can be achieved that count towards the Rule of Combination for the qualification. The Level 1 units are mostly in the 'Level 1 Core' group of units but a few are also included in the 'Administration' and

Business Management' optional unit sub groups. To help identify them graphically and separate them from entry level units, the level 1 unit rows are coloured grey.

Navigation through this document

To get to a group of units, simply click its name in the table of contents. To return to the contents page, click on any major heading in the document. Also, readers can of course scroll through pages in the usual way.

The groups of units follow; first the 'Core' groups and then the 'Optional' subject groups.

Core Units

Entry Level 3 Core Skills

In alphabetical order

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
M/506/0617	Accessing Public Transport	E3	3
T/504/8484	Alcohol and Drug Misuse Awareness	E3	3
Y/505/4004	Applying Number Skills	E3	1
J/504/8425	Aspects of Citizenship	E3	3
L/504/8538	Assertiveness and Decision Making Skills	E3	3
M/505/3182	Basic Food Preparation	E3	2
T/504/9358	Budgetary Control within a Business Environment	E3	3
J/505/8792	Business Meeting Techniques	E3	3
D/504/8124	College Induction	E3	3
L/506/0527	Core Skills For Art And Craft	E3	3
D/506/0693	Data Handling: Extracting And Interpreting Data	E3	1
H/506/0694	Data Handling: Recording And Representing Data	E3	1
R/504/8492	Developing an Awareness of Social and Physical Aspects of Adult Relationships	E3	1
F/506/0914	Developing and Applying Addition and Subtraction Skills	E3	1
J/506/0915	Developing and Applying Fraction Skills	E3	1
L/506/0916	Developing and Applying Shape and Space Skills	E3	1
J/504/8506	Developing Domestic Skills	E3	3
H/504/8481	Developing Personal Hygiene Skills for Healthy Hands and Feet	E3	1
L/504/8524	Developing Personal Hygiene Skills for Oral Health	E3	1
J/504/8490	Developing Skills for a Healthy Lifestyle	E3	3
F/504/8519	Developing Skills for Gaining Employment	E3	3
T/504/8517	Developing Skills for Listening to Children	E3	3
R/504/8508	Developing Skills for Table Setting in your Home	E3	1
T/504/8565	Diversity in Society	E3	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
K/505/4010	Division of Whole Numbers	E3	1
R/504/8864	Employment Contract and Payslip Basics	E3	1
F/503/3048	Engage in Discussion	E3	1
M/504/8807	Family Relationships	E3	3
A/505/1578	Food and Nutrition for Children	E3	3
J/505/8646	Food Safety and Storage	E3	3
A/504/8521	General Skills for Independent Living	E3	3
T/506/0893	Grammar and Punctuation in Practical Use	E3	1
A/503/3050	Grammar Skills	E3	1
A/504/8177	Handling Stock in a Retail Environment	E3	3
Y/505/9123	Health and Fitness	E3	3
R/504/8489	Health and Safety Awareness in the Workplace	E3	1
H/504/8433	Home and Personal Safety Awareness	E3	3
F/503/3051	Improving own Spelling	E3	1
H/504/8495	Introduction to a Training Course	E3	3
M/504/8497	Introduction to Career Preparation	E3	1
L/505/8597	Introduction to Customer Service Skills	E3	3
T/504/8498	Introduction to Developing a Personal Learning Programme	E3	3
D/505/8569	Introduction to Developing Parenting Skills	E3	3
A/504/8518	Introduction to Developing Skills for Caring for your Child	E3	3
Y/504/8509	Introduction to Food, Drink and Cooking	E3	3
R/505/8570	Introduction to Group and Teamwork Communication Skills	E3	3
R/505/8715	Introduction to Lip Reading Skills	E3	3
A/502/4834	Introduction to the Hospitality Industry	E3	1
H/505/8573	Introduction to Understanding Sex and Relationships	E3	3
A/504/8437	Issues of Substance Misuse	E3	1
F/504/8178	Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	E3	3
R/505/8598	Living in the Community	E3	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
J/504/8179	Looking After Customers in a Retail Environment	E3	3
A/506/0698	Making And Using Story Sacks For Family Learning	E3	2
J/506/0574	Making Choices in Pursuit of Personal Goals	E3	3
H/505/8623	Managing Social Relationships	E3	2
Y/505/0918	Measure: Capacity and Temperature	E3	1
D/506/0919	Measure: Distance And Length	E3	1
D/503/3378	Measure: Weight	E3	1
D/506/0922	Money: Adding And Subtracting	E3	1
T/505/5645	Multiplication of Whole Numbers	E3	1
H/507/6412	Participate in an Activity	E3	3
D/505/1315	Participating in Leisure Activities	E3	3
K/505/8543	Personal Body Hygiene Awareness	E3	1
R/506/0786	Personal Budgeting And Managing Money	E3	3
A/505/8787	Personal Learning Goals	E3	3
A/504/8289	Personal Study Skills	E3	3
F/505/0996	Physical Performance Skills	E3	3
L/506/0947	Planning And Participating In Short Walks	E3	3
R/504/8184	Planning Physical Care Needs of Young Children	E3	3
H/504/8528	Preparation for a Recruitment Interview	E3	2
A/505/3217	Presentation Software	E3	2
D/503/3154	Reading Comprehension	E3	1
H/503/3155	Reading Grammar and Punctuation	E3	1
K/503/3156	Reading Key Personal Words	E3	1
K/504/8529	Recognising Employment Opportunities	E3	1
D/505/8958	Recognising Own Skills for Personal Development	E3	3
A/505/6084	Recognising Small Animals	E3	2
Y/504/8185	Respecting Children as Individuals	E3	3
J/504/8537	Rights and Responsibilities of Citizenship	E3	3
J/504/0888	Road Safety Awareness	E3	3
F/505/8788	Skills for Employability	E3	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
L/504/8491	Skills for Hygiene in the Home and Everyday Life	E3	3
A/504/8695	Skills for Shopping	E3	3
Y/505/8571	Skills for Shopping for your Home	E3	3
F/506/0671	Speaking to Communicate	E3	1
A/503/3159	Spelling and Handwriting Skills	E3	1
A/503/3162	Spelling in Practice	E3	1
T/504/8713	Take Part in an Activity	E3	1
K/504/8532	Teamwork Skills	E3	3
F/503/3874	The Angling Environment	E3	3
H/506/0565	The Local Community	E3	1
J/504/8716	Time	E3	1
T/505/6083	Understand the Grooming of Small Animals	E3	2
J/506/0798	Understanding a Work Experience Placement	E3	3
H/506/0548	Understanding Business Communication	E3	3
H/600/9867	Understanding Financial Services	E3	1
D/505/8572	Understanding How and Why to Support Children in Family Learning	E3	3
K/506/0678	Understanding Self And Others	E3	3
K/506/0647	Understanding Young People, Law and Order	E3	3
F/504/8570	Undertaking an Enterprise Project	E3	6
F/503/3275	Using Addition and Subtraction	E3	1
A/504/8857	Using Computers for Family Learning	E3	2
Y/505/3225	Using Email	E3	1
T/503/3287	Using Listening and Responding Skills	E3	1
F/503/3289	Using Punctuation	E3	1
H/505/3227	Using the Internet	E3	1
K/504/2889	Valeting a Car Interior	E3	3
M/505/3229	Word Processing Software	E3	2
K/506/0910	Writing Composition Skills	E3	1
K/504/8899	Young Parenthood	E3	2

Level 1 Core Skills

In alphabetical order

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
D/504/2937	Action Planning to Improve Performance in Mathematics	L1	1
L/504/8510	Active Citizenship in the Local Community	L1	1
F/505/8791	Alcohol Awareness for the Individual	L1	3
R/504/8511	Aspects of Citizenship	L1	3
L/506/0558	Assertive Living	L1	3
R/504/7486	Banking and Other Financial Organisations	L1	1
K/505/4072	Basic Food Preparation and Cooking	L1	3
R/504/8718	Behaviour in Conflict	L1	3
F/504/8813	Body Image	L1	2
A/504/8566	Building a Personal Skills Portfolio	L1	3
M/504/8645	Career Planning	L1	3
L/506/0737	Career Preparation	L1	1
F/505/8564	Caring for your Child	L1	3
H/504/8724	Changing Roles and Relationships in Adolescence	L1	3
J/504/7517	Communication in the Workplace	L1	3
A/504/7689	Communication Skills for Group and Teamwork	L1	3
T/504/8727	Customer Service	L1	3
K/503/3044	Data Calculations	L1	1
M/504/8287	Developing a Personal Learning Programme	L1	3
K/503/0967	Developing Confidence and Self-Esteem	L1	1
D/504/8429	Developing Own Interpersonal Skills	L1	3
D/504/8432	Developing Personal Confidence and Self Awareness	L1	3
J/506/0560	Developing Skills for Independent Life	L1	3
H/504/8870	Domestic Cooking Skills	L1	3
T/504/8291	Drug Awareness	L1	3
T/503/0969	Drugs and Substance Misuse	L1	1
R/504/8797	Eating Disorders	L1	1

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
R/505/8794	Employment Rights, Contracts and Pay	L1	3
M/504/8225	Family Relationships	L1	3
H/505/6063	Food Safety in the Home and Community	L1	2
R/506/1050	Handling Data	L1	2
F/505/8557	Health and Hygiene in the Home	L1	3
J/504/8487	Health and Safety Awareness in a Working Environment	L1	1
Y/505/4441	Health and Safety in a Practical Environment	L1	1
L/504/8264	Healthy Living	L1	3
J/505/4001	Household Skills	L1	3
D/505/8555	Improving Assertiveness and Decision Making	L1	3
T/504/8274	Improving Own Confidence	L1	3
D/504/9497	Improving Own Learning and Performance	L1	3
J/504/8277	Independent Shopping for Household Items	L1	3
R/504/8279	Induction to Study	L1	3
M/505/8625	Introduction to Peer Support Skills	L1	2
H/504/8688	Issues of Substance Misuse	L1	1
J/506/0736	Job Seeking Skills	L1	3
K/504/8563	Living in the Community	L1	3
M/504/8578	Maintaining a Wheeled Vehicle for Personal Use	L1	2
K/504/8580	Making and Using Story Sacks	L1	3
L/506/0575	Making Choices in Pursuit of Personal Goals	L1	3
K/504/8627	Managing Personal Relationships	L1	3
L/504/8552	Managing Your Own Learning	L1	3
R/506/0920	Measure: Time and Temperature	L1	2
L/505/8566	Parenting Skills	L1	3
R/504/8816	Peer Mediation	L1	3
A/504/8826	Personal and Interpersonal Conflict	L1	3
K/504/8837	Personal Awareness	L1	3
Y/506/0787	Personal Budgeting and Managing Money	L1	3
J/504/7792	Personal Development	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
D/504/7796	Personal Learning Skills	L1	6
D/504/7796	Personal Learning Skills	L1	6
T/504/8839	Personal Relationships	L1	3
F/507/6370	Planning and Leading an Activity	L1	3
K/505/8722	Preparing for a Recruitment Interview	L1	3
R/505/5300	Preparing for Interviews	L1	1
Y/506/0739	Preparing for Work	L1	3
T/504/8131	Presentation Skills	L1	2
K/506/0924	Probability	L1	1
H/505/8587	Problem Solving in the Workplace	L1	3
J/506/0896	Punctuation and Grammar Skills	L1	2
Y/506/0899	Reading for Meaning	L1	3
R/504/8685	Recognising Employment Opportunities	L1	1
H/504/8691	Responsible Road Vehicle Ownership and Use	L1	2
J/504/8845	Rights and Responsibilities of Citizenship	L1	3
Y/504/8557	Sex and Relationships Education	L1	3
R/504/7780	Skills for Lip Reading	L1	6
J/506/0669	Speaking and Listening Skills	L1	3
A/505/5386	Spelling Rules and Strategies in Practical Use	L1	3
H/506/0906	Spelling Skills	L1	3
Y/504/8817	Stress and Stress Management Techniques	L1	3
L/504/8197	Study Skills	L1	3
J/504/8697	Supporting a Child with Reading	L1	3
A/504/8700	Supporting a Child with Writing	L1	3
K/504/8711	Supporting Children's Literacy and Numeracy Development	L1	3
J/505/8596	Supporting Your Children in Family Learning	L1	3
A/504/8714	Take Part in an Activity	L1	1
J/504/8876	Teamwork Skills	L1	3
T/504/8856	The Peer Mediation Process	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
L/504/8717	Time Management	L1	3
A/506/0927	Understanding and Using 2D Shapes	L1	1
F/506/2928	Understanding and Using Decimals	L1	2
J/506/0929	Understanding and Using Fractions	L1	2
A/506/0930	Understanding and Using Percentages	L1	2
M/504/8483	Understanding Diversity within Society	L1	3
M/506/0634	Understanding Equal Opportunities	L1	3
F/506/0931	Understanding Length, Weight and Capacity	L1	1
J/506/0932	Understanding Numbers	L1	2
Y/505/5377	Understanding Perimeter and Area	L1	1
J/506/0638	Understanding Prejudice and Discrimination	L1	3
J/505/8811	Understanding Self in Conflict	L1	3
Y/506/0613	Understanding The Importance Of A Balanced Diet And Regular Exercise	L1	1
T/506/3275	Understanding the Role of a Mentor	L1	2
R/505/8584	Understanding Time Management in the Workplace	L1	2
R/506/0934	Understanding Volume	L1	1
M/506/1993	Understanding Welfare at Work	L1	3
Y/506/0742	Understanding Work-Based Learning and Apprenticeships	L1	1
T/506/0649	Understanding Young People, Law and Order	L1	3
A/505/5291	Understanding Your Pay	L1	3
D/505/8667	Understanding your Pregnancy and Preparation for your Baby	L1	3
D/504/8866	Undertaking an Enterprise Project	L1	3
J/505/6931	Using a CV and Covering Letter to Apply for a Job	L1	2
F/505/8631	Using an Ordnance Survey Map	L1	2
D/506/0936	Using Calculations: Addition and Subtraction of Whole Numbers	L1	1
H/506/0937	Using Calculations: Multiplication and Division of Whole Numbers	L1	2
T/505/8724	Work Experience	L1	3
L/505/8616	Work, Review and Plan	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
L/506/0804	Work-Based Placement	L1	3
F/504/8861	Working Patterns	L1	1
F/504/8892	Working with your Child to Develop Literacy Skills	L1	3
J/504/8893	Working with Your Child to Develop Numeracy Skills	L1	3
M/506/0911	Writing for Meaning Skills	L1	3
K/504/8904	Young Parenthood	L1	2

Optional Units

Optional Units in subject groups

(Groups in alphabetical order and units in alphabetical order within the grouping)

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
	Administration; unit group		
R/505/0825	Filing Skills	L1	3
H/505/3194	Reception and Filing Skills	E3	3
D/505/0827	Using Fax Machines and Photocopiers	L1	3
A/505/8790	Using the Telephone and Photocopier	E3	3
	Animal Care; unit group		
F/506/0475	Developing Confidence Working with Animals	E3	3
A/505/6084	Recognising Small Animals	E3	2
T/505/6083	Understand the Grooming of Small Animals	E3	2
	Building and Construction; unit group		
D/505/3856	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	E3	3
D/505/0309	Building a Three Brick Square Hollow Pillar	E3	3
L/505/8180	Introduction to Assisting Workshop Practice in Brickwork	E3	3
R/505/3191	Introduction to Brickwork	E3	3
L/504/9883	Introduction to Building and Construction	E3	3
Y/505/3192	Introduction to Carpentry and Joinery	E3	3
J/505/3897	Introduction Painting and Decorating	E3	3
K/506/0518	Health and Safety: Construction	E3	3
F/505/0626	Cutting and Hanging Wall Coverings	E3	3
	Business Management; unit group		
T/504/9358	Budgetary Control within a Business Environment	L1	3
J/505/8792	Business Meeting Techniques	L1	3
H/506/0548	Understanding Business Communication	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
R/505/8584	Understanding Time Management in the Workplace	L1	2
	Child Development; unit group		
T/504/8517	Developing Skills for Listening to Children	E3	3
A/505/1578	Food and Nutrition for Children	E3	3
A/504/8518	Introduction to Developing Skills for Caring for your Child	E3	3
J/505/8713	Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3
R/504/8184	Planning Physical Care Needs of Young Children	E3	3
Y/504/8185	Respecting Children as Individuals	E3	3
L/505/1620	Understanding Human Growth and Development	E3	3
	Creative Arts; unit group		
D/504/9967	Clothing Design	E3	3
L/506/0527	Core Skills For Art And Craft	E3	3
D/506/0533	Mixed Media in 2D	E3	3
H/506/0534	Needle/Textile Crafts	E3	3
	Hair and Beauty; unit group		
A/506/9708	Hair Plaiting	E3	3
L/505/3187	Hairdressing: Introduction to Assisting a Stylist	E3	3
A/504/9345	Hairdressing: Introduction to Health and Safety	E3	3
L/506/0835	Hairdressing: Working Relationships	E3	3
J/504/9347	Hand Care	E3	3
F/506/8799	Introduction to the Hair and Beauty Sector	E3	2
T/505/3927	Skin Care	E3	3
	Health and Social Care; unit group		
J/504/8490	Developing Skills for a Healthy Lifestyle	E3	3
	Horticulture and Floristry; unit group		
M/504/9245	Soil Types and Garden Habitats	E3	3
K/505/3195	Sowing and Growing Plants	E3	3
D/505/6465	Developing Skills for Using and Maintaining Garden Tools	E3	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
K/505/8929	Amenity Horticulture Skills	E3	3
H/505/6449	Cultivating Plant Cuttings	E3	3
H/505/6466	Garden Horticulture	E3	3
K/505/6457	Garden Maintenance Skills	E3	3
T/505/6469	Planting in a Container	E3	3
T/504/9280	Practical Floristry Skills	E3	3
Y/505/3211	Introduction to Propagation of Plants	E3	3
K/505/8706	Understanding the Skills Required for Floristry	E3	1
	Hospitality and Catering; unit group		
K/505/3181	Basic Cooking	E3	2
M/505/3182	Basic Food Preparation	E3	2
A/502/4834	Introduction to the Hospitality Industry	E3	1
	History; unit group		
D/505/1072	Discover Local History	E3	3
	ICT; unit group		
Y/505/6366	Audio and Video Software	E3	2
F/506/9757	Computer Basics	E3	1
L/505/8535	Computer Security and Privacy	E3	1
H/505/6368	Data Management Software	E3	2
K/505/6369	Database Software	E3	2
H/505/6371	Design and Imaging Software	E3	2
F/505/3185	Desktop Publishing Software	E3	2
A/506/1771	Digital Lifestyle	E3	1
F/505/1677	Personal Digital Photograph Processing	E3	1
F/506/0380	Using the Internet for Shopping	E3	1
K/505/3214	IT User Fundamentals	E3	2
F/505/6376	Personal Information Management Software	E3	1
A/505/3217	Presentation Software	E3	2
F/506/1772	Productivity Programs	E3	1
J/505/6377	Specialist/Bespoke Software	E3	2

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
L/505/3223	Spreadsheet Software	E3	2
H/506/0355	The Internet and World Wide Web	E3	1
Y/505/3225	Using Email	E3	1
L/505/6378	Using Mobile IT Devices	E3	1
H/505/3227	Using the Internet	E3	1
M/505/3229	Word Processing Software	E3	2
	Performing Arts; unit group		
D/505/1007	Basic Performance Skills	E3	3
F/505/0996	Physical Performance Skills	E3	3
	Retail; unit group		
A/504/8177	Handling Stock in a Retail Environment	E3	3
F/504/8178	Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	E3	3
J/504/8179	Looking After Customers in a Retail Environment	E3	3
	Sports Leisure and Recreation; unit group		
H/505/0425	Assist in Sports Coaching	E3	3
A/505/8594	Developing Angling Skills	E3	3
Y/505/9123	Health and Fitness	E3	3
L/505/8549	Improving own Fitness	E3	3
A/505/8644	Indoor Team Games	E3	3
F/507/6627	Outdoor Craft Skills using Natural Materials	E3	3
D/505/1315	Participating in Leisure Activities	E3	3
L/506/0947	Planning And Participating In Short Walks	E3	3
F/503/3874	The Angling Environment	E3	3
	Vehicle Maintenance; unit group		
T/505/4401	Checking and Maintaining Car Tyre Pressures and Tread	E3	1
L/505/0094	Checking and Maintaining Fluid Levels on a Car	E3	1
H/505/0098	Clean and Prepare a Cycle for Use	E3	1
R/505/3188	Identification of Basic External and Internal Car Parts	E3	1
L/504/9575	Lubricate and Tension a Single Speed Cycle Chain	E3	1


Ofqual Unit Reference Number	Unit Title	Level	Credit Value
T/505/3216	Motor Vehicle Workshop Tools and Equipment	E3	2
Y/504/9580	Remove and Replace Cycle Saddles, Seatposts and Handlebars	E3	1
D/505/8779	Remove and Replace Cycle Wheels, Tyres and Inner Tubes	E3	1
A/505/3220	Routine Motorcycle Checks	E3	2
F/505/3221	Routine Vehicle Checks	E3	2
J/505/3222	Routine Wheel and Tyre Checks	E3	2
K/504/2889	Valeting a Car Interior	E3	3
K/505/3228	Washing a Car Exterior	E3	1
R/505/0419	Wax and Polish a Car Exterior	E3	3

 **OCN London**

24 Angel Gate, 326 City Road, London EC1V 2PT

 www.ocnlondon.org.uk

 enquiries@ocnlondon.org.uk

 020 7278 5511