

Qualification Guide

**OCNLR Entry Level Qualifications in Skills for
Independence and Employability**

OCN London Qualification Guide

OCNLR Entry Level Award in Skills for Independence and Employability (Entry 1)

Qualification No: 603/5410/0

OCNLR Entry Level Certificate in Skills for Independence and Employability (Entry 1)

Qualification No: 603/5413/6

OCNLR Entry Level Extended Certificate in Skills for Independence and Employability (Entry 1)

Qualification No: 603/5416/1

OCNLR Entry Level Diploma in Skills for Independence and Employability (Entry 1)

Qualification No: 603/5419/7

OCNLR Entry Level Award in Skills for Independence and Employability (Entry 2)

Qualification No: 603/5411/2

OCNLR Entry Level Certificate in Skills for Independence and Employability (Entry 2)

Qualification No: 603/5414/8

OCNLR Entry Level Extended Certificate in Skills for Independence and Employability (Entry 2)

Qualification No: 603/5417/3

OCNLR Entry Level Diploma in Skills for Independence and Employability (Entry 2)

Qualification No: 603/5420/3

OCNLR Entry Level Award in Skills for Independence and Employability (Entry 3)

Qualification No: 603/5412/4

OCNLR Entry Level Certificate in Skills for Independence and Employability (Entry 3)

Qualification No: 603/5415/X

OCNLR Entry Level Extended Certificate in Skills for Independence and Employability (Entry 3)

Qualification No: 603/5418/5

OCNLR Entry Level Diploma in Skills for Independence and Employability (Entry 3)

Qualification No: 603/5421/5

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

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General Information

This qualification guide contains details of everything you need to know about the **OCNLR Entry Level Qualifications in Skills for Independence and Employability**. 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 Skills for Independence and Employability** have been developed to address the needs of learners working at Entry Level, including those with learning difficulties and disabilities. It provides progression from Entry 1 to Entry 3 for those with lower level literacy, numeracy and employability skills.

This suite of qualifications offers learners opportunities to access appropriate and relevant education and to enable them to improve their life opportunities. The qualifications provide a foundation for lifelong learning by focusing on transferable skills that are essential for living and working in the community.

The **OCNLR Entry Level Qualifications in Skills for Independence and Employability** are available at three entry levels in four sizes: Award, Certificate, Extended Certificate and Diploma, to enable learners with specific needs and abilities to maximise their confidence, independence and potential.

The qualifications are organised into seven groups of units: Independence Skills, Employability Skills, Vocational Skills, Learning Skills, Health and Wellbeing, Digital Skills and Green Units, with the aim of enhancing learners' independence and enabling them to explore vocational and other meaningful avenues.

These qualifications have been developed in collaboration with a range of training providers and professionals working with learners with high needs. They recognise the need to acknowledge the real achievements of learners which have often been neglected.

The **OCNLR Entry Level Qualifications in Skills for Independence and Employability** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

This Qualification is available at Entry Level only.

Entry 1 Award

- Qualification Number: 603/5410/0
- Qualification credit value: 9
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 90
- Guided Learning Hours (GLH): 90
- Assessment requirements: internally assessed, internally and externally moderated.

Entry 1 Certificate

- Qualification Number: 603/5413/6
- Qualification credit value: 18
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 180
- Guided Learning Hours (GLH): 180
- Assessment requirements: internally assessed, internally and externally moderated

Entry 1 Extended Certificate

- Qualification Number: 603/5416/1
- Qualification credit value: 27
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 270
- Guided Learning Hours (GLH): 270
- Assessment requirements: internally assessed, internally and externally moderated

Entry 1 Diploma

- Qualification Number: 603/5419/7
- Qualification credit value: 37
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 370
- Guided Learning Hours (GLH): 370
- Assessment requirements: internally assessed, internally and externally moderated

Entry 2 Award

- Qualification Number: 603/5411/2
- Qualification credit value: 9
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 90
- Guided Learning Hours (GLH): 90
- Assessment requirements: internally assessed, internally and externally moderated.

Entry 2 Certificate

- Qualification Number: 603/5414/8
- Qualification credit value: 18
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 180

- Guided Learning Hours (GLH): 180
- Assessment requirements: internally assessed, internally and externally moderated

Entry 2 Extended Certificate

- Qualification Number: 603/5417/3
- Qualification credit value: 27
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 270
- Guided Learning Hours (GLH): 270
- Assessment requirements: internally assessed, internally and externally moderated

Entry 2 Diploma

- Qualification Number: 603/5420/3
- Qualification credit value: 37
- Operational start date: 1st February 2020
- **Review date: 31st December 2026**
- Total Qualification Time (TQT): 370
- Guided Learning Hours (GLH): 370
- Assessment requirements: internally assessed, internally and externally moderated

Entry 3 Award

- Qualification Number: 603/5412/4
- Qualification credit value: 9
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 90
- Guided Learning Hours (GLH): 90
- Assessment requirements: internally assessed, internally and externally moderated.

Entry 3 Certificate

- Qualification Number: 603/5415/X
- Qualification credit value: 18
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 180
- Guided Learning Hours (GLH): 180
- Assessment requirements: internally assessed, internally and externally moderated

Entry 3 Extended Certificate

- Qualification Number: 603/5418/5
- Qualification credit value: 27

- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 270
- Guided Learning Hours (GLH): 270
- Assessment requirements: internally assessed, internally and externally moderated

Entry 3 Diploma

- Qualification Number: 603/5421/5
- Qualification credit value: 37
- Operational start date: 1st February 2020
- Review date: 31st July 2031
- Total Qualification Time (TQT): 370
- Guided Learning Hours (GLH): 370
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Entry Level Qualifications in Skills for Independence and Employability** is to accommodate a wide range of learner needs for those with learning difficulties and disabilities. They will enable these learners to progress to independence via a cohesive and focused education and training provision.

The qualifications offer the opportunity to build a personalised programme for an individual within this target group that addresses their specific needs and circumstances.

The qualifications can be delivered in a multi context environment and in real life settings in order to extract the maximum value from the experience.

Who the qualifications are for

The **OCNLR Entry Level Qualifications in Skills for Independence and Employability** are suitable for learners who:

- are working at Entry Level.
- have learning difficulties and disabilities.
- are ESOL pre-entry learners.

Entry guidance

These 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 other restrictions on entry to the qualifications, but advice and guidance needs to be given to prospective entrants to ensure that the programme meets their needs. Initial assessment of the level of the learner is also important to ensure the right programme is devised.

Additional information

Constructing an Individual Programme of Learning

It is essential when designing or constructing a programme of units for an individual learner, that care is taken that their needs and individual targets are taken into account and that the curriculum is designed around them.

A realistic approach needs to be taken when determining the learning aims of the individual learner and the purpose of the learning.

The nature of these qualifications allows learners the flexibility to change direction if the original course proves inappropriate.

Progression and related qualifications

Learners successfully achieving one award in Skills for Independence and Employability may wish to undertake a further award at the same, or a different level, or larger qualifications from the suite of qualifications in Skills for Independence and Employability.

Learners may also wish to extend their skills in other core areas such as employability, specific vocational areas of interest, health and wellbeing, digital or literacy and numeracy skills, progress to higher levels of training or consider some type of supported employment.

Structure of the qualifications

Rules of combination for achievement – Entry 1

OCNLR Entry Level Qualifications in Skills for Independence and Employability (Entry 1)

Award (Entry 1)

Learners must achieve 9 credits in total from Entry 1 and Entry 2 units only:

- a minimum of 3 credits from Group 1 (Independence Skills);
- a minimum of 1 credit from Group 2 (Employability Skills);
- the remaining 5 credits may be taken from any group of units;
- a minimum of 6 credits must be at Entry 1;
- a maximum of 3 credits may be at Entry 2;
- units with the same titles at different levels are barred.

Certificate (Entry 1)

Learners must achieve 18 credits in total from Entry 1 and Entry 2 units only:

- a minimum of 6 credits from Group 1 (Independence Skills);
- a minimum of 2 credits from Group 2 (Employability Skills);
- the remaining 10 credits may be taken from any group of units;
- a minimum of 12 credits must be at Entry 1;
- a maximum of 6 credits may be at Entry 2;
- units with the same titles at different levels are barred.

Extended Certificate (Entry 1)

Learners must achieve 27 credits in total from Entry 1 and Entry 2 units only:

- a minimum of 9 credits from Group 1 (Independence Skills);
- a minimum of 3 credits from Group 2 (Employability Skills);
- the remaining 15 credits may be taken from any group of units;
- a minimum of 21 credits must be at Entry 1;
- a maximum of 6 credits may be at Entry 2;
- units with the same titles at different levels are barred.

Diploma (Entry 1)

Learners must achieve 37 credits in total from Entry 1 and Entry 2 units only:

- a minimum of 9 credits from Group 1 (Independence Skills);
- a minimum of 4 credits from Group 2 (Employability Skills);
- the remaining 24 credits may be taken from any group of units;
- a minimum of 28 credits must be at Entry 1;
- a maximum of 9 credits may be at Entry 2;
- units with the same titles at different levels are barred.

Organisation of E1 Qualification Units

Group 1: Independence Skills	
a)	Accessing Community Facilities
b)	Household Skills
c)	Leisure Activities
d)	Living in the Community
e)	Looking after Yourself and Your Home
f)	Personal Care
Group 2: Employability Skills	
Group 3: Vocational Skills	
a)	Business Administration
b)	Building and Construction
c)	Catering and Hospitality
d)	Horticulture, Animal Care and the Environment
e)	Public Services
f)	Retail and Customer Care
g)	Sport and Fitness
Group 4: Learning Skills	
Group 5: Health and Wellbeing	
Group 6: Digital Skills	

Qualification units – Entry 1 (see table on [page 23](#) for Entry 2 and Entry 3 Units)

Entry 1 Units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Group 1: Independence Skills					
a) Accessing Community Facilities					
T/600/6519	HD6/E2/LQ/002	Accessing Financial Services	E2	3	30
A/600/6523	HD6/E1/LQ/015	Accessing Health Services	E1	3	30
K/600/6534	HD6/E1/LQ/017	Accessing Leisure Services	E1	3	30
T/600/6536	HD6/E2/LQ/005		E2	3	30
A/600/6540	HD6/E1/LQ/018	Getting About Safely	E1	3	30
L/600/6543	HD6/E2/LQ/006		E2	3	30
M/600/6549	HD6/E1/LQ/019	Knowing Your Local Area	E1	3	30
H/600/6550	HD6/E2/LQ/007		E2	3	30
D/600/6546	HD6/E1/LQ/020	Using Public Transport – Buses and Trains	E1	3	30
K/600/6548	HD6/E2/LQ/008		E2	3	30
b) Household Skills					
J/600/6198	HD8/E1/LQ/001	Basic Cooking Techniques	E1	3	30
L/600/6199	HD8/E2/LQ/001		E2	3	30
L/600/6204	HD8/E1/LQ/002	Everyday Food and Drink Preparation	E1	3	30
R/600/6205	HD8/E2/LQ/002		E2	3	30
K/600/6209	HD8/E1/LQ/003	Food Safety and Storage	E1	3	30
D/600/6210	HD8/E2/LQ/003		E2	3	30
K/600/6212	HD8/E1/LQ/004	Household Cleaning	E1	3	30
M/600/6213	HD8/E2/LQ/004		E2	3	30
L/600/6218	HD8/E1/LQ/006	Household Shopping	E1	3	30
R/600/6219	HD8/E2/LQ/006		E2	3	30
A/600/6201	HD8/E1/LQ/007	Kitchen Hygiene	E1	1	10
R/600/6222	HD8/E1/LQ/008	Make a Simple Meal	E1	3	30
Y/600/6223	HD8/E2/LQ/008		E2	3	30
H/600/6225	HD8/E1/LQ/009	Recycling, Managing Waste	E1	2	20

K/600/6226	HD8/E2/LQ/009		E2	2	20
T/600/6228	HD8/E2/LQ/010	Using Domestic Appliances	E2	2	20
c) Leisure Activities					
D/600/6319	HD5/E1/LQ/001	Eating Out	E1	3	30
R/600/6320	HD5/E2/LQ/001		E2	3	30
M/600/6423	HB1/E1/LQ/009	Exploring Art	E1	3	30
A/600/6425	HB1/E2/LQ/001		E2	3	30
L/600/6428	HB1/E1/LQ/010	Exploring Dance	E1	3	30
J/600/6430	HB1/E2/LQ/002		E2	3	30
R/600/6432	HB1/E1/LQ/014	Exploring Music	E1	3	30
Y/600/6433	HB9/E2/LQ/006		E2	3	30
T/600/6438	HB1/E1/LQ/011	Exploring Performance	E1	3	30
A/600/6439	HB1/E2/LQ/003		E2	3	30
T/600/6441	HB9/E1/LQ/003	Gardening for Pleasure	E1	3	30
A/600/6442	HB9/E2/LQ/003		E2	3	30
K/600/6453	HB7/E1/LQ/004	Participation in Team Activities	E1	3	30
M/600/6454	HB7/E2/LQ/001		E2	3	30
d) Living in the Community					
F/600/6488	HD5/E1/LQ/002	Law and Order	E1	2	20
J/600/6489	HD5/E2/LQ/002		E2	2	20
R/600/6494	HD5/E1/LQ/003	Living in a Diverse Society	E1	2	20
D/600/6496	HD5/E2/LQ/003		E2	2	20
A/600/6151	HD6/E1/LQ/022	Living in the Community	E1	1	10
F/600/6152	HD6/E2/LQ/010		E2	1	10
H/600/6502	HD5/E1/LQ/004	Understanding Rights and Responsibilities	E1	3	30
M/600/6504	HD5/E2/LQ/004		E2	3	30
H/600/6516	HD5/E1/LQ/005	Volunteering	E1	2	20
M/600/6518	HD5/E2/LQ/005		E2	2	20
e) Looking After Yourself and Your Home					
Y/600/6156	HD6/E1/LQ/023	Looking After Yourself and Your Home	E1	1	10
H/600/6208	HD6/E2/LQ/011		E2	1	10
f) Personal Care					

J/600/6251	HB6/E1/LQ/001	Choosing Clothing and Footwear	E1	2	20
L/600/6252	HB6/E2/LQ/001		E2	2	20
T/600/6259	HJ1/E1/LQ/001	Drug and Alcohol Awareness	E1	2	20
K/600/6260	HJ1/E2/LQ/001		E2	2	20
R/600/6270	HD8/E1/LQ/010	Looking After Clothes	E1	3	30
D/600/6272	HD8/E2/LQ/011		E2	3	30
M/600/6289	HB6/E1/LQ/003	Personal Care and Hygiene	E1	3	30
H/600/6290	HB6/E2/LQ/003		E2	3	30
Group 2: Employability Skills					
L/504/1234	HB1/E1/LQ/028	Action Planning to Improve Performance	E1	2	20
L/504/1296	HB1/E2/LQ/012		E2	2	20
R/504/1297	HC1/E2/LQ/001	Applying for Jobs and Courses	E2	2	20
M/504/1307	HD6/E2/LQ/014	Carry Out a Practical Activity in the Workplace Decision Making in the Workplace	E2	2	20
T/504/1468	HB1/E2/LQ/014		E2	2	20
Y/617/9210	HC6/E1/LQ/001	Developing Skills for Gaining Employment	E1	3	30
D/617/9225	HC6/E2/LQ/002		E2	3	30
J/504/1409	HB1/E1/LQ/031	Follow Instructions in the Workplace	E1	2	20
M/504/1470	HB1/E2/LQ/015		E2	2	20
A/504/1410	PL1/E1/LQ/001	Health and Safety Procedures in the Workplace	E1	2	20
T/504/1471	PL1/E2/LQ/001		E2	2	20
F/504/1411	HD6/E1/LQ/037	Induction to Work	E1	2	20
F/504/1473	HC4/E2/LQ/001		E2	2	20
F/504/1280	HC1/E1/LQ/003	Looking and Acting the Part in the Workplace	E1	2	20
M/504/1288	HD6/E2/LQ/013		E2	2	20
K/504/1239	WB2/E1/LQ/001	Making a Product	E1	2	20
D/504/1450	WB2/E2/LQ/001		E2	2	20
A/504/1231	HC1/E1/LQ/002	Making Career Choices	E1	2	20
T/504/1292	HC1/E2/LQ/002		E2	2	20
F/504/1232	HE1/E1/LQ/001	Managing Money	E1	1	10
A/504/1293	HE1/E2/LQ/001		E2	1	10
J/504/1233	HB1/E1/LQ/029		E1	2	20

J/504/1295	HB1/E2/LQ/013	Preparing for and Taking Part in an Interview	E2	2	20
R/617/9223	HC4/E1/LQ/005	Understanding a Work Experience Placement	E1	3	30
Y/617/9224	HC4/E2/LQ/004		E2	3	30
D/504/1240	HC4/E1/LQ/001	Undertaking an Enterprise Project	E1	2	20
J/504/1300	HC1/E2/LQ/003		E2	2	20
K/504/1404	HD2/E1/LQ/003	Using Communication Skills in a Workplace	E1	2	20
R/504/1476	HD2/E2/LQ/001		E2	2	20
Y/504/1284	HD4/E1/LQ/014	Using Number Skills in a Workplace	E1	2	20
Y/504/1463	HD4/E2/LQ/001		E2	2	20
R/504/1414	HD3/E1/LQ/006	Using Reading Skills in a Workplace	E1	2	20
D/504/1464	HD3/E2/LQ/002		E2	2	20
Y/504/1414	HD3/E1/LQ/005	Using Writing Skills in a Workplace	E1	2	20
H/504/1465	HD3/E2/LQ/001		E2	2	20
T/504/1244	HC1/E1/LQ/007	Working as a Volunteer	E1	2	20
Y/504/1303	HC1/E2/LQ/007		E2	2	20
L/504/1458	HC1/E2/LQ/010	Working in an Office	E2	2	20
M/504/1257	HC1/E1/LQ/011	Working in Catering	E1	2	20
R/504/1459	HC1/E2/LQ/011		E2	2	20
T/504/1261	HC1/E1/LQ/012	Working in Horticulture	E1	2	20
L/504/1461	HC1/E2/LQ/012		E2	2	20
M/504/1453	HC1/E2/LQ/014	Working in Retail	E2	2	20
D/504/1416	HB7/E1/LQ/005	Working with Others	E1	2	20
K/504/1466	HB7/E2/LQ/003		E2	2	20
Group 3: Vocational Skills					
a) Business Administration					
D/617/9158	AY7/E1/LQ/001	Reception and Filing Skills	E1	3	30
H/617/9159	AY7/E2/LQ/001		E2	3	30
Y/617/9160	AY7/E1/LQ/002	Using the Telephone and Photocopier	E1	3	30
D/617/9161	AY7/E2/LQ/002		E2	3	30
b) Building and Construction					
R/617/9156	TG7/E1/LQ/001		E1	3	30

J/617/9154	TG7/E2/LQ/001	Introduction to Carpentry and Joinery	E2	3	30
L/617/9155	HB1/E1/LQ/038	Introduction to Painting and Decorating	E1	3	30
Y/617/9157	TG8/E2/LQ/001		E2	3	30
c) Catering and Hospitality					
H/617/9162	NF4/E1/LQ/001	Basic Food Preparation	E1	2	20
K/617/9163	NF4/E2/LQ/001		E2	2	20
M/617/9164	HD8/E1/LQ/011	Food Safety and Storage	E1	3	30
T/617/9165	HD8/E2/LQ/012		E2	3	30
d) Horticulture, Animal Care and the Environment					
F/617/9170	SP2/E1/LQ/001	Developing Confidence Working with Animals	E1	3	30
J/617/9171	SP2/E2/LQ/001		E2	3	30
Y/617/9174	HB1/E1/LQ/036	Environmental Issues	E1	2	20
D/617/9175	HB1/E2/LQ/020		E2	2	20
R/617/9190	SE2/E1/LQ/001	Garden Maintenance Skills	E1	3	30
Y/617/9191	SE2/E2/LQ/001		E2	3	30
F/617/9198	SE2/E1/LQ/002	Sowing and Growing Plants	E1	3	30
M/617/9200	SE2/E2/LQ/002		E2	3	30
e) Public Services					
T/617/9103	QH4/E1/LQ/001	Working in Public Services	E1	3	30
A/617/9104	QH4/E2/LQ/001		E2	3	28
f) Retail and Customer Service					
L/617/9110	BA3/E1/LQ/001	Introduction to Customer Service Skills	E1	3	30
R/617/9111	BA3/E2/LQ/001		E2	3	30
g) Sport and Fitness					
Y/617/9756	MA1/E1/LQ/001	Basic Performance Skills	E1	3	30
D/617/9757	MA1/E2/LQ/001		E2	3	30
R/617/9142	HJ1/E1/LQ/004	Improving Own Fitness	E1	3	30
Y/617/9143	HJ1/E2/LQ/004		E2	3	30
D/617/9144	MA3/E1/LQ/001	Indoor Team Games	E1	3	30
H/617/9145	MA3/E2/LQ/001		E2	3	30
Group 4: Learning Skills					

H/617/9226	HE4/E1/LQ/001	Aspects of Citizenship	E1	3	30
K/617/9227	HE4/E2/LQ/001		E2	3	27
M/617/9228	HB1/E1/LQ/032	Assertiveness and Decision-Making Skills	E1	3	30
T/617/9229	HB1/E2/LQ/016		E2	3	30
K/617/9230	HB1/E1/LQ/033	College Induction	E1	3	30
M/617/9231	HB1/E2/LQ/017		E2	3	30
L/617/9236	HB1/E1/LQ/034	Introduction to Developing a Personal Learning Programme	E1	3	30
R/617/9237	HB1/E2/LQ/018		E2	3	30
R/617/9240	HC7/E1/LQ/001	Personal Study Skills	E1	3	30
Y/617/9241	HC7/E2/LQ/001		E2	3	30
D/617/9242	HB1/E1/LQ/035	Recognising Own Skills for Personal Development	E1	3	30
H/617/9243	HB1/E2/LQ/019		E2	3	30
Group 5: Health and Wellbeing					
A/617/926	PA1/E1/LQ/001	Awareness of Health and Wellbeing	E1	1	10
H/617/9274	PA1/E2/LQ/001		E2	1	10
F/617/9265	PA1/E1/LQ/002	Developing Emotional Resilience	E1	1	10
K/617/9275	PA1/E2/LQ/002		E2	1	10
J/617/9266	PA1/E1/LQ/003	Developing Healthy Relationships and Respect	E1	1	10
M/617/9276	PA1/E2/LQ/003		E2	2	20
L/617/9267	PA1/E1/LQ/004	Developing Personal Confidence and Self Awareness	E1	3	30
T/617/9277	HB1/E2/LQ/021		E2	3	29
A/600/6490	HB1/E1/LQ/017	Personal Awareness	E1	2	20
F/600/6491	HB1/E1/LQ/009		E2	2	20
R/617/9268	PA1/E1/LQ/005	Personal Safety Awareness	E1	2	20
A/617/9278	PA1/E2/LQ/004		E2	2	18
Y/617/9269	PA1/E1/LQ/006	Planning a Healthy Diet	E1	3	20
F/617/9279	PA1/E2/LQ/005		E2	3	29
L/617/9270	PA1/E1/LQ/007	Understanding the Effects of Sleep on Health	E1	1	9
T/617/9280	PA1/E2/LQ/006		E2	1	9
R/617/9271	HB1/E1/LQ/037	Understanding the Importance of a Balanced Diet and Regular Exercise	E1	1	10
A/617/9281	HB1/E2/LQ/022		E2	1	9
Group 6: Digital Skills					

T/651/9004	CN1/E3/LQ/005	Introduction to Cyber Security Awareness	E3	2	20
L/651/9010	CN1/E3/LQ/006	Introduction to Using AI Safely and Responsibly	E3	2	20
L/651/9001	QA1/E3/LQ/009	Sustainability in Everyday Life	E3	1	10
D/617/9290	CN0/E1/LQ/001	Using a Computer	E1	2	20
H/617/9291	CN0/E2/LQ/001		E2	2	20
K/617/9292	CN0/E1/LQ/002	Using a Mobile Device	E1	2	20
M/617/9293	CN0/E2/LQ/002		E2	2	20
D/617/9287	CX7/E2/LQ/001	Online Searches	E2	2	20
H/617/9288	CQ0/E2/LQ/001	Text and Graphics	E2	2	20

Barred combinations

Units with the same titles at different levels are barred.

The following units cannot be taken together

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Applying for Jobs and Courses	R/504/1297	May not be taken with	Developing Skills for Gaining Employment	D/617/9225

Rules of combination for achievement – Entry 2 & Entry 3

OCNLR Entry Level Qualifications in Skills for Independence and Employability (Entry 2 and Entry 3)

Award (Entry 2)

Learners must achieve 9 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 3 credits from Group 1 (Independence Skills);
- a minimum of 1 credit from Group 2 (Employability Skills);
- the remaining 5 credits may be taken from any group of units;
- a minimum of 6 credits must be at Entry 2;
- a maximum of 3 credits may be at Entry 1 or Entry 3;
- units with the same titles at different levels are barred.

Certificate (Entry 2)

Learners must achieve 18 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 6 credits from Group 1 (Independence Skills);
- a minimum of 2 credits from Group 2 (Employability Skills);
- the remaining 10 credits may be taken from any group of units;
- a minimum of 12 credits must be at Entry 2;
- a maximum of 6 credits may be at Entry 1 or Entry 3;
- units with the same titles at different levels are barred.

Extended Certificate (Entry 2)

Learners must achieve 27 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 9 credits from Group 1 (Independence Skills);
- a minimum of 3 credits from Group 2 (Employability Skills);
- the remaining 15 credits may be taken from any group of units;
- a minimum of 21 credits must be at Entry 2;
- a maximum of 6 credits may be at Entry 1 or Entry 3;
- units with the same titles at different levels are barred.

Diploma (Entry 2)

Learners must achieve 37 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 9 credits from Group 1 (Independence Skills);
- a minimum of 4 credits from Group 2 (Employability Skills);
- the remaining 24 credits may be taken from any group of units;
- a minimum of 28 credits must be at Entry 2;
- a maximum of 9 credits may be at Entry 1 or Entry 3;
- units with the same titles at different levels are barred.

Award (Entry 3)

Learners must achieve 9 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 3 credits from Group 1 (Independence Skills);
- a minimum of 1 credit from Group 2 (Employability Skills);
- the remaining 5 credits may be taken from any group of units
- a minimum of 6 credits must be at Entry 3;
- a maximum of 3 credits may be at Entry 1 or Entry 2;
- units with the same titles at different levels are barred.

Certificate (Entry 3)

Learners must achieve 18 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 6 credits from Group 1 (Independence Skills);
- a minimum of 2 credits from Group 2 (Employability Skills);
- the remaining 10 credits may be taken from any group of units
- a minimum of 12 credits must be at Entry 3;
- a maximum of 6 credits may be at Entry 1 or Entry 2;
- units with the same titles at different levels are barred.

Extended Certificate (Entry 3)

Learners must achieve 27 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 9 credits from Group 1 (Independence Skills);
- a minimum of 3 credits from Group 2 (Employability Skills);
- the remaining 15 credits may be taken from any group of units;
- a minimum of 21 credits must be at Entry 3;
- a maximum of 6 credits may be at Entry 1 or Entry 2;
- units with the same titles at different levels are barred.

Diploma (Entry 3)

Learners must achieve 37 credits in total from Entry 1, Entry 2 and Entry 3 units:

- a minimum of 9 credits from Group 1 (Independence Skills);
- a minimum of 4 credits from Group 2 (Employability Skills);
- the remaining 24 credits may be taken from any group of units
- a minimum of 28 credits must be at Entry 3;
- a maximum of 9 credits may be at Entry 1 or Entry 2;
- units with the same titles at different levels are barred.

Organisation of E2/E3 Qualification Units

Group 1: Independence Skills	
a)	Accessing Community Facilities
b)	Household Skills
c)	Leisure Activities
d)	Living in the Community
e)	Looking after Yourself and Your Home
f)	Personal Care
Group 2: Employability Skills	
Group 3: Vocational Skills	
a)	Business Administration
b)	Building and Construction
c)	Catering and Hospitality
d)	Horticulture, Animal Care and the Environment
e)	Public Services
f)	Retail and Customer Care
g)	Sport and Fitness
Group 4: Learning Skills	
Group 5: Health and Wellbeing	
Group 6: Digital Skills	
Group 7: 'Green' Units	

Qualification units – Entry 2 & Entry 3 (see table on [page 13](#) for Entry 1 Units)

Entry 2 and Entry 3 Units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Group 1: Independence Skills					
a) Accessing Community Facilities					
T/600/6519	HD6/E2/LQ/002	Accessing Financial Services	E2	3	30
T/600/6522	HD6/E3/LQ/002		E3	3	30
A/600/6523	HD6/E1/LQ/015	Accessing Health Services	E1	3	30
K/600/6534	HD6/E1/LQ/017	Accessing Leisure Services	E1	3	30
T/600/6536	HD6/E2/LQ/005		E2	3	30
A/600/6537	HD6/E3/LQ/005		E3	3	30
A/600/6540	HD6/E1/LQ/018	Getting About Safely	E1	3	30
L/600/6543	HD6/E2/LQ/006		E2	3	30
R/600/6544	HD6/E3/LQ/006		E3	3	30
M/600/6549	HD6/E1/LQ/019	Knowing Your Local Area	E1	3	30
H/600/6550	HD6/E2/LQ/007		E2	3	30
D/600/6546	HD6/E1/LQ/020	Using Public Transport – Buses and Trains	E1	3	30
K/600/6548	HD6/E2/LQ/008		E2	3	30
T/600/6553	HD6/E3/LQ/008		E3	3	30
b) Household Skills					
J/600/6198	HD8/E1/LQ/001	Basic Cooking Techniques	E1	3	30
L/600/6199	HD8/E2/LQ/001		E2	3	30
L/600/6204	HD8/E1/LQ/002	Everyday Food and Drink Preparation	E1	3	30
R/600/6205	HD8/E2/LQ/002		E2	3	30
Y/600/6206	HD8/E3/LQ/002		E3	3	30
K/600/6209	HD8/E1/LQ/003	Food Safety and Storage	E1	3	30
D/600/6210	HD8/E2/LQ/003		E2	3	30
H/600/6211	HD8/E3/LQ/003		E3	3	30
K/600/6212	HD8/E1/LQ/004	Household Cleaning	E1	3	30
M/600/6213	HD8/E2/LQ/004		E2	3	30

T/600/6214	HD8/E3/LQ/004		E3	3	30
L/600/6218	HD8/E1/LQ/006	Household Shopping	E1	3	30
R/600/6219	HD8/E2/LQ/006		E2	3	30
L/600/6221	HD8/E3/LQ/006		E3	3	30
A/600/6201	HD8/E1/LQ/007		Kitchen Hygiene	E1	1
R/600/6222	HD8/E1/LQ/008	Make a Simple Meal	E1	3	30
Y/600/6223	HD8/E2/LQ/008		E2	3	30
D/600/6224	HD8/E3/LQ/008		E3	3	30
H/600/6225	HD8/E1/LQ/009		Recycling, Managing Waste	E1	2
K/600/6226	HD8/E2/LQ/009	E2		2	20
M/600/6227	HD8/E3/LQ/009	E3		2	20
T/600/6228	HD8/E2/LQ/010	Using Domestic Appliances		E2	2
A/600/6229	HD8/E3/LQ/010		E3	2	20
c) Leisure Activities					
D/600/6319	HD5/E1/LQ/001	Eating Out	E1	3	30
R/600/6320	HD5/E2/LQ/001		E2	3	30
Y/600/6321	HD5/E3/LQ/001		E3	3	30
M/600/6423	HB1/E1/LQ/009	Exploring Art	E1	3	30
A/600/6425	HB1/E2/LQ/001		E2	3	30
F/600/6426	HB1/E3/LQ/005		E3	3	30
L/600/6428	HB1/E1/LQ/010	Exploring Dance	E1	3	30
J/600/6430	HB1/E2/LQ/002		E2	3	30
L/600/6431	HB1/E3/LQ/006		E3	3	30
R/600/6432	HB1/E1/LQ/014	Exploring Music	E1	3	30
Y/600/6433	HB9/E2/LQ/006		E2	3	30
T/600/6438	HB1/E1/LQ/011	Exploring Performance	E1	3	30
A/600/6439	HB1/E2/LQ/003		E2	3	30
T/600/6441	HB9/E1/LQ/003	Gardening for Pleasure	E1	3	30
A/600/6442	HB9/E2/LQ/003		E2	3	30
F/600/6443	HB9/E3/LQ/003		E3	3	30
H/600/6452	HB9/E3/LQ/005	Outdoor Pursuits	E3	3	30
K/600/6453	HB7/F1/LQ/004		E1	3	30

M/600/6454	HB7/E2/LQ/001	Participation in Team Activities	E2	3	30
T/600/6455	HB7/E3/LQ/001		E3	3	30
d) Living in the Community					
F/600/6488	HD5/E1/LQ/002	Law and Order	E1	2	20
J/600/6489	HD5/E2/LQ/002		E2	2	20
J/600/6492	HD5/E3/LQ/002		E3	2	20
R/600/6494	HD5/E1/LQ/003	Living in a Diverse Society	E1	2	20
D/600/6496	HD5/E2/LQ/003		E2	2	20
K/600/6498	HD5/E3/LQ/003		E3	2	20
A/600/6151	HD6/E1/LQ/022	Living in the Community	E1	1	10
F/600/6152	HD6/E2/LQ/010		E2	1	10
J/600/6153	HD6/E3/LQ/013		E3	1	10
H/600/6502	HD5/E1/LQ/004	Understanding Rights and Responsibilities	E1	3	30
M/600/6504	HD5/E2/LQ/004		E2	3	30
Y/600/6500	HD5/E3/LQ/004		E3	3	30
H/600/6516	HD5/E1/LQ/005	Volunteering	E1	2	20
M/600/6518	HD5/E2/LQ/005		E2	2	20
K/600/6520	HD5/E3/LQ/005		E3	2	20
e) Looking After Yourself and Your Home					
Y/600/6156	HD6/E1/LQ/023	Looking After Yourself and Your Home	E1	1	10
H/600/6208	HD6/E2/LQ/011		E2	1	10
D/600/6157	HD6/E3/LQ/014		E3	1	10
f) Personal Care					
J/600/6251	HB6/E1/LQ/001	Choosing Clothing and Footwear	E1	2	20
L/600/6252	HB6/E2/LQ/001		E2	2	20
T/600/6259	HJ1/E1/LQ/001	Drug and Alcohol Awareness	E1	2	20
K/600/6260	HJ1/E2/LQ/001		E2	2	20
M/600/6261	HJ1/E3/LQ/001		E3	2	20
R/600/6270	HD8/E1/LQ/010	Looking After Clothes	E1	3	30
D/600/6272	HD8/E2/LQ/011		E2	3	30
M/600/6289	HB6/E1/LQ/003	Personal Care and Hygiene	E1	3	30
H/600/6290	HB6/E2/LQ/003		E2	3	30

K/600/6291	HB6/E3/LQ/003		E3	3	30
Group 2: Employability Skills					
L/504/1234	HB1/E1/LQ/028	Action Planning to Improve Performance	E1	2	20
L/504/1296	HB1/E2/LQ/012		E2	2	20
Y/504/1625	HB1/E3/LQ/028		E3	2	20
R/504/1297	HC1/E2/LQ/001	Applying for Jobs and Courses	E2	2	20
Y/504/1480	HB1/E3/LQ/030		E3	2	20
M/504/1307	HD6/E2/LQ/014	Carry Out a Practical Activity in the Workplace Decision Making in the Workplace	E2	2	20
Y/504/1639	HD6/E3/LQ/020		E3	2	20
T/504/1468	HB1/E2/LQ/014	Decision Making in the Workplace	E2	2	20
T/504/1681	HB1/E3/LQ/033		E3	2	20
Y/617/9210	HC6/E1/LQ/001	Developing Skills for Gaining Employment	E1	3	30
D/617/9225	HC6/E2/LQ/002		E2	3	30
F/504/8519	HC6/E3/LQ/004		E3	3	30
J/504/1409	HB1/E1/LQ/031	Follow Instructions in the Workplace	E1	2	20
M/504/1470	HB1/E2/LQ/015		E2	2	20
J/504/1684	HB1/E3/LQ/034		E3	2	20
A/504/1410	PL1/E1/LQ/001	Health and Safety Procedures in the Workplace	E1	2	20
T/504/1471	PL1/E2/LQ/001		E2	2	20
Y/504/1687	HB1/E3/LQ/035		E3	2	20
F/504/1411	HD6/E1/LQ/037	Induction to Work	E1	2	20
F/504/1473	HC4/E2/LQ/001		E2	2	20
Y/504/1690	HC4/E3/LQ/012		E3	2	20
M/504/8497	HC1/E3/LQ/001	Introduction to Career Preparation	E3	1	10
F/504/1280	HC1/E1/LQ/003	Looking and Acting the Part in the Workplace	E1	2	20
M/504/1288	HD6/E2/LQ/013		E2	2	20
H/504/1482	HD6/E3/LQ/019		E3	2	20
K/504/1239	WB2/E1/LQ/001	Making a Product	E1	2	20
D/504/1450	WB2/E2/LQ/001		E2	2	20
A/504/1651	WB2/E3/LQ/001		E3	2	20
A/504/1231	HC1/E1/LQ/002	Making Career Choices	E1	2	20

T/504/1292	HC1/E2/LQ/002		E2	2	20
M/504/1484	HC1/E3/LQ/007		E3	2	20
F/504/1232	HE1/E1/LQ/001	Managing Money	E1	1	10
A/504/1293	HE1/E2/LQ/001		E2	1	10
T/504/1485	HE1/E3/LQ/002		E3	1	10
J/504/1233	HB1/E1/LQ/029	Preparing for and Taking Part in an Interview	E1	2	20
J/504/1295	HB1/E2/LQ/013		E2	2	20
D/504/1626	HB1/E3/LQ/029		E3	2	20
K/504/8529	HC4/E3/LQ/031	Recognising Employment Opportunities	E3	1	10
F/505/8788	HC4/E3/LQ/032	Skills for Employability	E3	3	30
R/617/9223	HC4/E1/LQ/005	Understanding a Work Experience Placement	E1	3	30
Y/617/9224	HC4/E2/LQ/004		E2	3	30
J/506/0798	HC4/E3/LQ/034		E3	3	30
D/504/1240	HC4/E1/LQ/001	Undertaking an Enterprise Project	E1	2	20
J/504/1300	HC1/E2/LQ/003		E2	2	20
J/504/1653	HC1/E3/LQ/009		E3	2	20
K/504/1404	HD2/E1/LQ/003	Using Communication Skills in a Workplace	E1	2	20
R/504/1476	HD2/E2/LQ/001		E2	2	20
J/504/1698	HD2/E3/LQ/001		E3	2	20
Y/504/1284	HD4/E1/LQ/014	Using Number Skills in a Workplace	E1	2	20
Y/504/1463	HD4/E2/LQ/001		E2	2	20
T/504/1700	HD4/E3/LQ/016		E3	2	20
R/504/1414	HD3/E1/LQ/006	Using Reading Skills in a Workplace	E1	2	20
D/504/1464	HD3/E2/LQ/002		E2	2	20
A/504/1701	HD3/E3/LQ/016		E3	2	20
Y/504/1414	HD3/E1/LQ/005	Using Writing Skills in a Workplace	E1	2	20
H/504/1465	HD3/E2/LQ/001		E2	2	20
F/504/1702	HD3/E3/LQ/014		E3	2	20
T/504/1244	HC1/E1/LQ/007	Working as a Volunteer	E1	2	20
Y/504/1303	HC1/E2/LQ/007		E2	2	20
F/504/1635	HC1/E3/LQ/012		E3	2	20

L/504/1458	HC1/E2/LQ/010	Working in an Office	E2	2	20
J/504/1670	HC1/E3/LQ/015		E3	2	20
M/504/1257	HC1/E1/LQ/011	Working in Catering	E1	2	20
R/504/1459	HC1/E2/LQ/011		E2	2	20
R/504/1655	HC1/E3/LQ/016		E3	2	20
T/504/1261	HC1/E1/LQ/012	Working in Horticulture	E1	2	20
L/504/1461	HC1/E2/LQ/012		E2	2	20
K/504/1659	HC1/E3/LQ/017		E3	2	20
M/504/1453	HC1/E2/LQ/014	Working in Retail	E2	2	20
M/504/1663	HC1/E3/LQ/019		E3	2	20
D/504/1416	HB7/E1/LQ/005	Working with Others	E1	2	20
K/504/1466	HB7/E2/LQ/003		E2	2	20
T/504/1695	HB7/E3/LQ/004		E3	2	20
Group 3: Vocational Skills					
a) Business Administration					
D/617/9158	AY7/E1/LQ/001	Reception and Filing Skills	E1	3	30
H/617/9159	AY7/E2/LQ/001		E2	3	30
H/505/3194	AY7/E3/LQ/002		E3	3	30
Y/617/9160	AY7/E1/LQ/002	Using the Telephone and Photocopier	E1	3	30
D/617/9161	AY7/E2/LQ/002		E2	3	30
A/505/8790	AY8/E3/LQ/002		E3	3	30
b) Building and Construction					
R/617/9156	TG7/E1/LQ/001	Introduction to Carpentry and Joinery	E1	3	30
J/617/9154	TG7/E2/LQ/001		E2	3	30
Y/505/3192	TG7/E3/LQ/001		E3	3	30
L/617/9155	HB1/E1/LQ/038	Introduction to Painting and Decorating	E1	3	30
Y/617/9157	TG8/E2/LQ/001		E2	3	30
J/505/3897	TG8/E3/LQ/005		E3	3	30
c) Catering and Hospitality					
H/617/9162	NF4/E1/LQ/001	Basic Food Preparation	E1	2	20
K/617/9163	NF4/E2/LQ/001		E2	2	20
M/617/9164	HD8/E1/LQ/011	Food Safety and Storage	E1	3	30

T/617/9165	HD8/E2/LQ/012		E2	3	30
J/505/8646	HD8/E3/LQ/015		E3	3	30
d) Horticulture, Animal Care and the Environment					
F/617/9170	SP2/E1/LQ/001	Developing Confidence Working with Animals	E1	3	30
J/617/9171	SP2/E2/LQ/001		E2	3	30
F/506/0475	SP2/E3/LQ/004		E3	3	30
Y/617/9174	HB1/E1/LQ/036	Environmental Issues	E1	2	20
D/617/9175	HB1/E2/LQ/020		E2	2	20
K/600/6484	HB1/E3/LQ/015		E3	2	20
R/617/9190	SE2/E1/LQ/001	Garden Maintenance Skills	E1	3	30
Y/617/9191	SE2/E2/LQ/001		E2	3	30
K/505/6467	SE2/E3/LQ/016		E3	3	30
F/617/9198	SE2/E1/LQ/002	Sowing and Growing Plants	E1	3	30
M/617/9200	SE2/E2/LQ/002		E2	3	30
K/505/3195	SE2/E3/LQ/011		E3	3	30
e) Public Services					
T/617/9103	QH4/E1/LQ/001	Working in Public Services	E1	3	30
A/617/9104	QH4/E2/LQ/001		E2	3	28
D/615/3210	QH4/E3/LQ/005		E3	3	27
f) Retail and Customer Service					
L/617/9110	BA3/E1/LQ/001	Introduction to Customer Service Skills	E1	3	30
R/617/9111	BA3/E2/LQ/001		E2	3	30
L/505/8597	HC4/E3/LQ/030		E3	3	30
g) Sport and Fitness					
Y/617/9756	MA1/E1/LQ/001	Basic Performance Skills	E1	3	30
D/617/9757	MA1/E2/LQ/001		E2	3	30
D/505/1007	LC1/E3/LQ/004		E3	3	30
R/617/9142	HJ1/E1/LQ/004	Improving Own Fitness	E1	3	30
Y/617/9143	HJ1/E2/LQ/004		E2	3	30
L/505/8549	HJ1/E3/LQ/014		E3	3	30
D/617/9144	MA3/E1/LQ/001	Indoor Team Games	E1	3	30
H/617/9145	MA3/F2/LQ/001		E2	3	30

A/505/8644	MA3/E3/LQ/002		E3	3	30
Group 4: Learning Skills					
H/617/9226	HE4/E1/LQ/001	Aspects of Citizenship	E1	3	30
K/617/9227	HE4/E2/LQ/001		E2	3	27
J/504/8425	HE4/E3/LQ/001		E3	3	30
M/617/9228	HB1/E1/LQ/032	Assertiveness and Decision-Making Skills	E1	3	30
T/617/9229	HB1/E2/LQ/016		E2	3	30
L/504/8538	HB1/E3/LQ/001		E3	3	30
K/617/9230	HB1/E1/LQ/033	College Induction	E1	3	30
M/617/9231	HB1/E2/LQ/017		E2	3	30
D/504/8124	HB1/E3/LQ/003		E3	3	30
L/617/9236	HB1/E1/LQ/034	Introduction to Developing a Personal Learning Programme	E1	3	30
R/617/9237	HB1/E2/LQ/018		E2	3	30
T/504/8498	HB1/E3/LQ/027		E3	3	30
R/617/9240	HC7/E1/LQ/001	Personal Study Skills	E1	3	30
Y/617/9241	HC7/E2/LQ/001		E2	3	30
A/504/8289	HC7/E3/LQ/002		E3	3	30
D/617/9242	HB1/E1/LQ/035	Recognising Own Skills for Personal Development	E1	3	30
H/617/9243	HB1/E2/LQ/019		E2	3	30
D/505/8958	HB1/E3/LQ/045		E3	3	30
Group 5: Health and Wellbeing					
A/617/9264	PA1/E1/LQ/001	Awareness of Health and Wellbeing	E1	1	10
H/617/9274	PA1/E2/LQ/001		E2	1	10
T/617/9070	PA1/E3/LQ/005		E3	1	9
F/617/9265	PA1/E1/LQ/002	Developing Emotional Resilience	E1	1	10
K/617/9275	PA1/E2/LQ/002		E2	1	10
A/617/9071	PA1/E3/LQ/006		E3	1	9
J/617/9266	PA1/E1/LQ/003	Developing Healthy Relationships and Respect	E1	1	10
M/617/9276	PA1/E2/LQ/003		E2	2	20
F/617/9072	PA1/E3/LQ/007		E3	2	18
L/617/9267	PA1/E1/LQ/004	Developing Personal Confidence and Self Awareness	E1	3	30
T/617/9277	HB1/E2/LQ/021		F2	3	29

J/617/9073	PA1/E3/LQ/008		E3	3	28
A/600/6490	HB1/E1/LQ/017	Personal Awareness	E1	2	20
F/600/6491	HB1/E1/LQ/009		E2	2	20
L/600/6493	HB1/E1/LQ/013		E3	2	20
R/617/9268	PA1/E1/LQ/005		E1	2	20
A/617/9278	PA1/E2/LQ/004	Personal Safety Awareness	E2	2	18
L/617/9074	PA1/E3/LQ/009		E3	2	17
Y/617/9269	PA1/E1/LQ/006		E1	3	20
F/617/9279	PA1/E2/LQ/005	Planning a Healthy Diet	E2	3	29
R/617/9075	PA1/E3/LQ/010		E3	3	28
L/617/9270	PA1/E1/LQ/007		E1	1	9
T/617/9280	PA1/E2/LQ/006	Understanding the Effects of Sleep on Health	E2	1	9
Y/617/9076	PA1/E3/LQ/011		E3	1	8
R/617/9271	HB1/E1/LQ/037		E1	1	10
A/617/9281	HB1/E2/LQ/022	Understanding the Importance of a Balanced Diet and Regular Exercise	E2	1	9
D/617/9077	PA1/E3/LQ/012		E3	1	10
Group 6: Digital Skills					
R/616/8237	CN0/E3/LQ/007	Digital Communications Technology	E3	3	30
D/616/8239	CN0/E3/LQ/009	Digital Content Creation - Text and Image	E3	3	30
Y/616/8241	CN0/E3/LQ/011	Digital Safety and Security	E3	3	30
M/616/8245	CN0/E3/LQ/014	Personal Productivity Programs	E3	3	30
T/616/8246	CN0/E3/LQ/015	Search Engines and Online Research	E3	2	20
D/617/9290	CN0/E1/LQ/001	Using a Computer	E1	2	20
H/617/9291	CN0/E2/LQ/001		E2	2	20
K/617/9292	CN0/E1/LQ/002	Using a Mobile Device	E1	2	20
M/617/9293	CN0/E2/LQ/002		E2	2	20
D/617/9287	CX7/E2/LQ/001	Online Searches	E2	2	20
H/617/9288	CQ0/E2/LQ/001	Text and Graphics	E2	2	20
Group 7: 'Green' Units					

L/650/2207	QA1/E3/LQ/008	Ethical and Political Issues Relating to Land-Based Activities	E3	2	20
K/650/1983	QA1/E3/LQ/004	Exploring Careers in the Green Industries	E3	1	10
D/650/2013	QA1/E3/LQ/007	Global Warming and Climate Change	E3	2	20
Y/650/2020	QA2/E3/LQ/001	Introduction to Sustainability	E3	1	10
R/650/1986	QA1/E3/LQ/005	Investigate an Environmental Issue	E3	3	30
H/650/1981	QA1/E3/LQ/003	Project in Sustainability	E3	3	30
D/650/2031	AA3/E3/LQ/001	Supporting Sustainability in an Office Environment	E3	2	20
L/650/2009	QA1/E3/LQ/006	Sustainability Issues in Industry	E3	2	20

Barred combinations

Units with the same titles at different levels are barred.

The following units cannot be taken together

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Applying for Jobs and Courses	R/504/1297	May not be taken with	Developing Skills for Gaining Employment	D/617/9225
Applying for Jobs and Courses	Y/504/1480	May not be taken with	Developing Skills for Gaining Employment	F/504/8519

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.



📍 OCN London

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

💻 www.ocnlondon.org.uk

✉ enquiries@ocnlondon.org.uk

☎ 020 7278 5511