Qualification Guide

OCNLR Level 2 Qualifications in Progression

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OCN London Qualification Guide

OCNLR Level 2 Award in Progression
Qualification No: 600/8757/2

OCNLR Level 2 Certificate in Progression
Qualification No: 600/9013/3

OCNLR Level 2 Diploma in Progression
Qualification No: 600/9037/6

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.

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General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 2 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 Level 2 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 Level 2 qualifications have been developed to provide learners with the opportunity to consolidate and extend their learning in preparation for further learning in further or higher education settings and/or employment. These qualifications therefore include a large number of units spanning a wide range of vocational areas and skills sets, offering opportunities for alternative programmes of learning to be developed, that while engaging with learners' interests, will also present a reasonable degree of challenge.

The **OCNLR Level 2 Qualifications in Progression** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

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

Level 2 Award

- Qualification Number: 600/8757/2
- Qualification credit value: 9
- Operational start date: 1 April 2013
- Review date: 31st March 2029
- Total Qualification Time (TQT): 90
- Guided Learning Hours (GLH): 59
- Assessment requirements: internally assessed, internally and externally moderated.

Level 2 Certificate

- Qualification Number: 600/9013/3
- Qualification credit value: 25
- Operational start date: 1 May 2013
- Review date: 31st March 2029
- Total Qualification Time (TQT): 250
- Guided Learning Hours (GLH): 177
- Assessment requirements: internally assessed, internally and externally moderated

Level 2 Diploma

- Qualification Number: 600/9037/6
- Qualification credit value: 45

- Operational start date: 1 May 2013
- Review date: 28th November 2026
- Total Qualification Time (TQT): 450
- Guided Learning Hours (GLH): 331
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Level 2 Qualifications in Progression** is to provide a flexible and alternative range of learning opportunities that will stretch learners and enable them to consolidate and extend their learning.

The qualifications incorporate a large bundle of over 400 units that can be combined in many different ways to produce substantial learning pathways that meet learner needs and reflect learners' differing interests and aspirations.

There are Core and Vocational units.

The Core units provide the essential learning required to enable learners to progress to further study and sustain and develop career opportunities.

The Vocational units are grouped into a number of specific occupational areas and will afford learners opportunities to develop and extend vocational skills and knowledge relevant to current work and future career aspirations.

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. These Level 2 qualifications contain Level 1 units in many areas, to accommodate the learning needs of learners with 'spiky profiles'.

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.

Who the qualifications are for

The **OCNLR Level 2 Qualifications in Progression** are suitable for learners who:

- Want to explore and develop their knowledge and skills in particular vocational areas;
- Want to progress to further education or higher education;
- Need to develop advanced learning skills;
- Are seeking to take on increased responsibilities at work;
- Are seeking to enter new work areas and are looking to update and/or add to their employment skills and knowledge.

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

These qualifications provide a sound basis for learners to move on to the Level 3 Qualifications in this suite or other sector specific Level 3 qualifications, or to directly enter employment.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 2 Qualifications in Progression** are available at Level 2 as an Award, Certificate or Diploma. They contain a range of Core and Vocational units.

- To achieve the **OCNLR Level 2 Award in Progression qualification** learners must achieve 9 credits, of which 3 must come from the Core units. A maximum of 3 credits can be achieved from the Level 1 units.

- To achieve the **OCNLR Level 2 Certificate in Progression qualification** learners must achieve 25 credits, of which 7 must come from the Core units. A maximum of 7 credits can be achieved from the Level 1 units. Learners can achieve a maximum of 7 credits from the IT units, of which a maximum of 3 credits can be achieved at Level 1.

- To achieve the **OCNLR Level 2 Diploma in Progression qualification** learners must achieve 45 credits, of which 9 must come from the Core units. A maximum of 12 credits can be achieved from the Level 1 units. Learners can achieve a maximum 7 credits from the IT units.

Qualification Units and Groups

The areas of learning covered by the range of units are listed below. 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 Development Manager.

Core Unit Groups

Core Level 2 units
Core Level 1 units

Optional Unit Groups

Building and Construction
Business and Administration
Creative Arts and Performing Arts
Hair and Beauty (Level 1 units only)
Health and Social Care
Horticulture and Forestry
Hospitality and Catering
IT Users
Languages and Literature
Mathematics and Statistics
Science
Sport Leisure and Recreation
Travel and Tourism

Vehicle Maintenance (Level 1 units only)

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.

OCN London assessment guidance relevant to the units in these qualifications are in the 'OCNLR Assessment Guidance and Ofqual Level Descriptors' section of this qualification guide. The guidance includes a general description of the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

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.

Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to these qualifications, please click on the link below.

Level 2 Assessment Guidance and Ofqual's Level Descriptors

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7. Hospitality and Catering	32
8. IT for Users	33
9. Languages and Literature	34
10. Mathematics and Statistics	34
11. Science	35
12. Sport Leisure and Recreation	35
13. Travel and Tourism	36
14. Vehicle Maintenance (Level 1 units only)	36

How to use this Unit Book

How to Access Individual Unit Specifications

This Unit Book lists all the units relating to these OCNLR Level 2 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 Level 2 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, the Certificate, and the Diploma, and are set out below.

Rules of Combination

Level 2 Award in Progression

Learners must achieve 9 credits, of which 3 must come from the Core units. A maximum of 3 credits can be achieved from the Level 1 units.

Level 2 Certificate in Progression

Learners must achieve 25 credits, of which 7 must come from the Core units. A maximum of 7 credits can be achieved from the Level 1 units. Learners can achieve a maximum of 7 credits from the IT units, of which a maximum of 3 credits can be achieved at Level 1.

Level 2 Diploma in Progression

Learners must achieve 45 credits, of which 9 must come from the Core units. A maximum of 12 credits can be achieved from the Level 1 units. Learners can achieve a maximum of 7 credits from the IT units, of which a maximum of 3 credits can be achieved at Level 1.

Level 1 Units?

Although these qualifications are all at level 2, a limited number of level 1 units can be achieved that count towards the Rule of Combination for the qualification. Level 1 units are integrated into the groups of unit lists as appropriate, but to help identify them graphically and separate them from level 2 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

Level 2 Core Skills

In alphabetical order

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
H_504_2955	Action Planning to Improve Performance in Mathematics	L2	1
Y_504_8722	Active Citizenship in the Local Community	L2	1
D_504_8513	Adapting to Change at Work	L2	3
M_505_8821	Alcohol Awareness for the Individual	L2	3
T/651/9013	Applying AI Tools in Learning and Work	L2	3
F/651/9008	Applying Cyber Security Skills in Learning and Work	L2	3
R/651/9003	Applying Sustainable Practices in Learning and Work	L2	3
Y_504_8512	Aspects of Citizenship	L2	3
J_504_8814	Body Image	L2	2
K_504_8207	Building a Personal Skills Portfolio	L2	3
Y_505_1958	Calculations	L2	3
F_504_8648	Career Planning	L2	3
K_504_8725	Changing Roles and Relationships in Adolescence	L2	3
T_505_8819	Communicating Information	L2	1
R_504_7519	Communication in the Workplace	L2	3
L_504_7695	Communication Skills for Group and Teamwork	L2	3
M_504_8726	Conflict Resolution	L2	3
A_505_1967	Critical Thinking	L2	3
F/504/8729	Customer Service	L2	3
K/506/7842	Data Handling and Probability	L2	3
F/504/8794	Debt Management	L2	2
Y/504/7599	Decision Making Skills	L2	1
A/504/7594	Developing a Personal Exercise Programme	L2	6
M/503/0968	Developing Confidence and Self-Esteem	L2	1
R/504/8430	Developing own Interpersonal Skills	L2	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
D/504/8527	Developing Personal Confidence and Self Awareness	L2	3
M/504/8757	Discursive Writing	L2	3
M/504/8290	Drug Awareness	L2	3
Y/504/8798	Eating Disorders	L2	1
Y/505/4391	Employment Rights and Responsibilities	L2	2
R/505/8830	Employment Rights, Contracts and Pay	L2	3
Y/505/6044	Equal Opportunities, Prejudice and Discrimination	L2	3
Y/505/8702	Exploring Computers to Support Family Learning	L2	2
T/504/8808	Family Relationships	L2	3
M/504/8693	Health and Safety Awareness in a Working Environment	L2	3
Y/504/8266	Healthy Living	L2	3
M/504/8810	Human Behaviour in Relationships	L2	3
F/505/8709	Improving Assertiveness and Decision Making Skills	L2	3
D/506/1052	Improving Own Learning and Performance	L2	3
L/504/8488	Improving Punctuation and Grammar Skills	L2	3
D/504/8494	Improving Spelling Skills	L2	3
H/505/8671	Introduction to Mentoring	L2	1
L/504/8572	Investigating a Career	L2	3
K/504/8689	Issues of Substance Misuse	L2	1
Y/504/7778	Leadership Skills	L2	3
D/505/7194	Learning from Volunteering	L2	2
T/504/8579	Maintaining Sexual Health	L2	1
M/504/8581	Making and Using Story Sacks	L2	3
J/505/5052	Making Choices in Pursuit of Personal Goals	L2	3
K/505/8915	Managing Your Own Learning	L2	3
T/504/8629	Mentoring Practice	L2	2
Y/504/7781	Negotiation Skills	L2	3
A/505/4030	Numeracy in Context - Planning a Mathematical Project	L2	3
F/504/8763	Oral Communication Skills	L2	3
D/505/8927	Parenting Skills	L2	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
H/504/8836	Personal and Social Responsibility	L2	3
L/504/7843	Personal Budgeting and Managing Money	L2	3
D/505/5123	Personal Career Preparation	L2	1
L/504/7793	Personal Development	L2	3
H/504/7797	Personal Learning Skills	L2	6
K/504/8840	Personal Risk	L2	1
M/504/8127	Personal Study Skills	L2	6
Y/504/8655	Plan and Cook for a Healthy Lifestyle	L2	3
M/504/8659	Practical Presentation Skills	L2	3
M/504/8662	Preparation for a Recruitment Interview	L2	2
L/506/0740	Preparing for Work	L2	3
J/504/8683	Problem Solving Skills	L2	3
F/504/8634	Public Sector Boards	L2	2
T/505/5385	Reading Strategies	L2	3
T/505/7301	Recognising and Dealing with Bullying	L2	2
Y/504/8686	Recognising Employment Opportunities	L2	1
K/507/6413	Representing Others	L2	3
L/504/8202	Research Skills	L2	3
R/504/8847	Rights and Responsibilities of Citizenship	L2	3
H/504/8559	Sex and Relationships Education	L2	3
H/505/8833	Shape Using Pythagoras and Trigonometry	L2	3
A/506/0670	Speaking and Listening Skills	L2	3
H/504/8819	Stress and Stress Management Techniques	L2	3
R/504/8699	Supporting a Child with Reading	L2	3
L/504/8703	Supporting a Child with Writing	L2	3
M/504/8712	Supporting Children's Literacy and Numeracy Development	L2	2
R/505/8889	Supporting Your Children in Family Learning	L2	3
H/504/8657	Team Building Skills	L2	3
D/505/4490	Teamwork Skills	L2	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
K/504/8630	The Mentoring Process	L2	3
Y/505/5198	Understanding and Managing Emotions	L2	1
L/506/6229	Understanding Boundaries and Confidentiality	L2	3
T/504/8520	Understanding Common Measures and Shape	L2	3
F/504/8505	Understanding Diversity within Society	L2	3
F/503/9819	Understanding Mediation	L2	3
K/505/8672	Understanding Personal Finance: Savings and Credit	L2	1
F/506/0640	Understanding Prejudice and Discrimination	L2	3
F/505/8676	Understanding Team Motivation	L2	3
Y/506/2572	Understanding Welfare at Work	L2	3
Y/505/8912	Understanding Young People, Law and Order	L2	3
H/504/8867	Undertaking an Enterprise Project	L2	3
L/505/5375	Using Algebra and Graphs	L2	3
K/505/4024	Using Spelling Rules and Strategies	L2	3
H/504/8884	Work Experience	L2	3
R/505/8746	Writing for Meaning Skills	L2	3

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
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
R/505/8794	Employment Rights, Contracts and Pay	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
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
K/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/505/8552	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
D/504/7796	Personal Learning Skills	L1	6

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
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	Responsible Road Vehicle Ownership and Use	L1	2
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
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
L/504/8717	Time Management	L1	3
A/506/0927	Understanding and Using 2D Shapes	L1	1
F/506/0928	Understanding and Using Decimals	L1	2

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
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
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/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
Y/505/5377	Using Perimeter and Area	L1	1
T/505/8724	Work Experience	L1	3
L/505/8616	Work, Review and Plan	L1	3
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

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
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
	Building and Construction; unit group		
A/505/1354	Carpentry Hand Skills	L1	3
L/504/9625	Constructing a Cavity Wall Using Bricklaying Skills	L1	3
Y/504/9627	Constructing a Half Brick Wall Using Bricklaying Skills	L1	3
H/504/9629	Constructing a One Brick Wide Wall Using Bricklaying Skills	L1	3
H/504/9632	Developing Brickwork Bonding Skills	L2	3
H/505/8668	Developing Plumbing Skills	L1	4
R/505/8827	Domestic Plumbing Systems	L2	3
H/505/4345	Identifying Types of Timber Used for Construction	L2	3
F/505/6295	Introduction to Construction Professions	L2	1
R/504/9643	Plastering Techniques	L1	3
H/505/0666	Plastering Techniques	L2	3
T/505/0669	Preparing Ceilings and Walls for Decoration	L1	1
A/505/8725	Use and Maintain Woodworking Tools	L1	3
D/504/9645	Use of Tools and Equipment for Bricklaying	L1	3
A/506/1284	Using and Maintaining Woodworking Tools	L2	3
F/505/4398	Using Decorative Paint Effects for Interior Walls	L1	3
H/504/9646	Using Floor and Wall Tiling Techniques	L1	3
K/504/9647	Using Painting Skills for Interior Ceilings and Walls	L1	3
M/504/9648	Using Plastering Skills - Floating Coat to an Attached Pier	L1	3
T/504/9649	Using Plastering Skills - Plastering to a Window Reveal	L1	3
T/505/4267	Valves, Taps and Cisterns in Domestic Plumbing	L2	3
M/505/0752	Wallpapering Skills	L2	3
A/505/1600	Wallpapering Skills	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
J/505/8744	Woodwork Jointing Skills	L2	3
	Business and Administration; unit group		
A/504/7823	Business Organisation Structures	L2	3
T/504/9358	Budgetary Control within a Business Environment	L1	3
J/505/8792	Business Meeting Techniques	L1	3
H/505/8704	Communication Skills for Business	L2	3
R/505/0825	Filing Skills	L1	3
T/505/0803	The Marketing Environment	L2	3
H/506/0548	Understanding Business Communication	L1	3
K/504/7977	Understanding Business Organisations	L2	3
A/502/5756	Understanding the Business of Retail	L1	1
T/502/5805	Understanding the Retail Selling Process	L1	2
R/505/8584	Understanding Time Management in the Workplace	L1	2
J/505/8923	Understanding the External Environment for Business	L2	3
D/505/0827	Using Fax Machines and Photocopiers	L1	3
	Creative and Performing Arts; unit group		
R/506/0822	Acoustic Recording Techniques	L1	6
J/505/1003	Acoustic Recording Techniques	L2	6
L/505/5201	Aural Analysis	L2	3
Y/504/7974	Backstage Theatre Skills	L1	3
R/504/9996	Commercial Garment Patterns	L1	3
J/504/7128	Composing Music	L1	6
Y/504/7134	Composing Music	L2	9
M/505/1576	Craft Activities with Children and Young People	L1	3
M/505/8706	Creative Writing Skills	L2	3
A/505/7381	DJ Skills	L1	3
F/505/7527	DJ Skills	L2	3
K/505/9854	Garment Construction	L1	3
Y/505/8697	Garment Construction Skills – Contemporary Garments	L2	3
R/505/3062	Imaging Software	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
R/505/8620	Industrial Sewing Operations	L1	6
Y/505/5220	Music Analysis	L2	3
D/505/8619	Music Skills for Solo Performance	L1	6
F/505/8905	Music Skills for Solo Performance	L2	6
J/504/8117	Musical Ensemble Skills	L1	5
M/504/7155	Musical Ensemble Skills	L2	6
D/506/0838	Musical Theatre	L1	3
F/504/7158	Oral Storytelling Skills	L1	3
A/504/7157	Oral Storytelling for Performance	L2	3
H/505/0909	Performance Improvisation Techniques	L1	3
T/505/8920	Performance Improvisation Techniques	L2	3
F/505/8919	Performance Planning Skills – Designer	L2	9
M/505/8852	Performance Planning Skills – Stage Manager	L2	9
T/505/8853	Performance Planning Skills – Technician	L2	9
T/505/8822	Performance Realisation Skills – Performer	L2	9
A/505/8806	Performance Realisation Skills – Stage Manager	L2	9
A/505/8823	Performance Realisation Skills – Technician	L2	9
A/505/4898	Performing Physical Theatre	L1	3
M/505/4803	Performing Physical Theatre	L2	3
R/503/3345	Preparation for Garment Construction	L1	2
T/505/3376	Rehearsal Skills	L2	3
F/504/8052	Rehearsing for a Production	L1	3
F/506/0847	Song Writing Skills In Popular Music	L1	6
M/506/2593	Song Writing Skills	L2	6
F/506/0850	Sound And Audio Production Skills	L1	3
D/505/7535	Sound and Audio Production Skills	L2	3
M/505/8723	Technical Skills for Performance in the Arts	L1	3
T/505/8741	Technical Skills for Performance in the Arts	L2	3
M/504/7186	The Internet as a Tool for Music Promotion	L2	3
T/505/1000	The Theory of Music	L1	6

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
K/505/5027	The Theory of Music	L2	6
K/505/8803	Tools and Equipment for Garment Making	L1	3
L/505/8857	Understanding Musical Instruments and Their Sounds	L2	6
L/506/0852	Understanding The Use Of Digital Sampling Techniques For Composing And Producing Music	L1	3
J/505/8906	Understanding the Use of Music for Commerce	L2	6
L/505/1004	Using Aural Skills in Music	L1	3
J/505/3382	Using Aural Skills in Music	L2	3
T/505/8609	Using Craft Skills with Natural Materials	L1	3
T/505/5032	Using Digital Sampling Techniques for Composing	L2	6
F/505/8841	Using Sequencing Technology in Composition	L2	3
F/505/8726	Using the Internet as a Medium for Music	L1	3
	Hair and beauty; unit group		
R/600/1036	Assist with hair colour services	L1	4
R/600/4874	Colour Hair Using Temporary Colour	L1	3
R/505/6141	Create and Maintain Retail Displays in the Salon	L1	2
F/505/0688	Introduction to Working in a Hair and Beauty Salon	L1	3
Y/505/8635	Plaiting and Twisting Hair	L1	3
H/504/9601	Salon Reception Duties	L1	3
A/502/3795	Styling Men's Hair	L1	3
F/502/3796	Styling Women's Hair	L1	3
	Health and Social Care; unit group		
D/505/8703	Care Planning Skills for the Care Worker	L2	3
M/505/8933	Caring for Your Baby	L1	3
H/504/8514	Developing Skills for Listening to Children	L1	3
K/504/8515	Developing Skills for Listening to Children	L2	3
M/504/8516	Developing Skills in Caring for Young Children	L1	3
K/506/0941	How The Body Works	L1	4
J/505/6105	Introduction to Safeguarding Children	L1	3
T/504/8968	Nutrition and Weight Management	L2	6

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
A/504/8969	Nutrition, Performance and Healthy Eating	L1	3
M/504/8970	Nutrition, Performance and Healthy Eating	L2	3
J/505/1602	Play for Early Learning	L1	3
L/505/1603	Play for Early Learning	L2	6
Y/505/8926	Skills in Providing Personal Care in Care Settings	L2	3
D/505/1606	The Importance of Play	L2	3
K/505/1608	The Intellectual and Language Development of Children	L1	3
M/505/1609	The Intellectual and Language Development of Children	L2	3
K/505/1611	The Physical and Psychological Needs of Children	L1	3
M/505/1612	The Physical Development of Children	L2	3
T/504/9084	The Role of the Care Worker in Caring for the Person with Dementia	L2	3
A/504/9085	The Role of Young People as Peer Mentors	L1	3
Y/504/8588	Understanding Ageing and the Older Person	L2	3
R/504/9612	Understanding Child Development	L1	3
R/504/8525	Understanding Child Protection Theory	L2	3
L/505/8650	Understanding Children's Social and Emotional Development	L1	3
H/504/9615	Understanding Children's Social and Emotional Development	L2	3
R/504/8590	Understanding Disability, Society and the Law	L2	3
H/505/8606	Understanding Growth, Social and Emotional Development of Children	L1	3
Y/504/8591	Understanding Health Promotion in Care Settings	L2	3
T/505/8836	Understanding Hearing Impairment	L2	3
Y/505/1619	Understanding How Children Learn	L2	3
M/504/9617	Understanding How to Care for Babies under Twelve Months	L2	3
F/505/8838	Understanding How to Meet the Physical Needs of Children	L2	3
H/504/8478	Understanding Mental Health	L2	3
T/504/8971	Understanding Physical Disabilities	L2	3
Y/504/9613	Understanding Play	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
J/505/8839	Understanding Record Keeping for the Care Worker	L2	3
A/505/7218	Understanding the Cognitive Development of Children	L2	3
J/505/5911	Understanding the Language and Communication Development of Children	L2	5
J/505/8808	Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	L1	3
H/505/1980	Understanding the Role of the Care Worker in Time of Death	L2	3
M/504/9620	Understanding the Value of Food and Nutrition for Children and Young People	L2	3
A/505/8840	Understanding Visual Impairment	L2	3
	Horticulture and Forestry; unit group		
J/601/7671	Care and pruning of plants	L2	3
A/504/9233	Cultivating Compost and Soils	L1	3
R/506/1016	Cultivating Herbs	L1	3
J/504/9316	Floristry Techniques	L1	3
F/504/9315	Floristry Techniques	L2	3
D/504/9273	Garden Horticulture Skills	L1	3
H/504/9274	Garden Horticulture Skills	L2	3
D/506/0418	Organic Horticulture	L1	3
F/504/9301	Pest, Disease and Weed Control	L1	3
A/504/9247	Practical Floristry Skills	L1	3
M/505/8740	Practical Floristry Skills	L2	3
J/601/2633	Preparing soil for sowing and planting	L1	1
H/505/8797	Sowing and Growing Techniques	L1	3
A/500/5453	Understanding how to Cultivate Herbs	L2	3
L/505/3304	Understanding How to Grow Fruit and Vegetables	L2	3
Y/505/3306	Understanding How to Select Plants	L2	3
F/500/5119	Understanding Plant Pruning	L1	1
	Hospitality and Catering; unit group		
K/506/2589	Baking Bread, Pastry, Cakes and Biscuits	L2	3
T/505/5452	Cooking with Meat, Fish and Vegetables	L2	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
J/502/4898	Customer Service in the Hospitality Industry	L1	3
K/504/9602	Developing Cooking Skills	L2	3
R/505/3286	Developing Good Practice Skills for use in the Kitchen	L2	3
Y/504/9451	Housekeeping in Hospitality	L2	3
M/504/9603	Identifying and Using Grains, Pulses and Dairy Produce in Cooking	L2	3
A/502/5059	Introduction to Food Commodities	L1	1
M/502/4894	Introduction to the Hospitality Industry	L1	2
Y/504/9448	Reception, Billing and Cashier Procedures for Front Office Staff	L2	3
F/505/8922	Understanding How to Use Hotel Reservation Systems	L2	3
T/502/5075	Using Kitchen Equipment	L1	1
	IT for Users; unit group		
K/502/4389	Audio Software	L1	2
D/502/4390	Audio Software	L2	3
F/502/4558	Data Management Software	L1	2
J/502/4559	Data Management Software	L2	3
H/502/4553	Database Software	L1	3
M/502/4555	Database Software	L2	4
M/502/4572	Design Software	L1	3
T/502/4573	Design Software	L2	4
Y/502/4565	Desktop Publishing Software	L1	3
D/502/4566	Desktop Publishing Software	L2	4
R/505/3062	Imaging Software	L1	3
L/502/4613	Imaging Software	L2	4
Y/502/4291	IT Communication Fundamentals	L1	2
D/502/4292	IT Communication Fundamentals	L2	2
L/502/4384	IT Software Fundamentals	L1	3
R/502/4385	IT Software Fundamentals	L2	3
Y/502/4615	Multimedia Software	L1	3
D/502/4616	Multimedia Software	L2	4

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
F/505/6054	Personal Digital Photograph Processing	L1	2
K/502/4621	Presentation Software	L1	3
M/502/4622	Presentation Software	L2	4
A/502/4624	Spreadsheet Software	L1	3
F/502/4625	Spreadsheet Software	L2	4
J/502/4299	Using Email	L1	2
M/502/4300	Using Email	L2	3
H/502/4374	Using Mobile IT Devices	L1	2
K/502/4375	Using Mobile IT Devices	L2	2
T/502/4296	Using the Internet	L1	3
A/502/4297	Using the Internet	L2	4
K/502/4392	Video Software	L1	2
M/502/4393	Video Software	L2	3
L/502/4630	Website Software	L1	3
R/502/4631	Website Software	L2	4
L/502/4627	Word Processing Software	L1	3
R/502/4628	Word Processing Software	L2	4
	Languages and Literature; unit group		
M/505/0881	Creative Writing Skills	L1	3
R/505/5880	Developing Language and Communication Skills in Children	L1	3
H/504/8755	Language History	L2	3
L/504/8765	Narrative Writing	L2	3
A/504/8759	Practical Writing: Reports and Formal Letters	L2	3
T/504/8761	Reading and Comprehension of Texts	L2	3
A/504/8762	Response to Literature	L2	3
J/504/8764	Writing Standard English	L2	3
	Mathematics and Statistics; unit group		
A/504/8776	Algebra and Graphs	L2	3
M/504/8774	Basic Arithmetic Skills	L2	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
F/504/8777	Further Statistics and Probability	L2	3
T/504/8775	Mathematical Investigation	L2	3
K/504/8773	Measures	L2	3
H/504/8772	Shape	L2	3
J/504/8778	Statistics and Probability	L2	3
	Science; unit group		
A/506/2564	Aspects of Energy	L2	3
Y/504/8770	Chemical Changes	L2	3
J/506/2566	Chemical Structure	L2	3
D/504/8768	Fundamentals of Physics	L2	3
M/506/2562	Human Biology	L2	3
Y/505/4682	Life Processes and Living Things	L2	3
H/505/4684	Materials and their Properties	L2	3
F/504/9489	Physics: Physical Processes	L2	3
T/504/9229	The Investigative Process, Principles and Practical Skills	L2	3
Y/505/6576	Understanding Ecology and Conservation	L1	3
	Sport Leisure and Recreation; unit group		
J/505/8629	Developing Angling Skills	L1	3
Y/504/8607	Discover Local History	L1	3
R/504/2885	Participating in Leisure Activities	L1	3
D/505/7230	Personal Physical Fitness	L2	3
J/506/0946	Planning A Trip To A Visitor Attraction	L1	4
J/505/8727	Sport and Active Leisure Project	L1	4
Y/505/8991	Sports Coaching	L1	4
A/505/3248	Sports Coaching	L2	5
A/505/7221	Taking Part in Exercise and Fitness	L1	4
R/505/1330	Taking Part in Sport	L1	3
M/505/7233	Taking Part in Sport for Personal Improvement	L2	3
D/506/4713	The Angling Environment	L1	3

Ofqual Unit Reference Number	Unit Title	Level	Credit Value
M/505/1335	The Environmental Impact of Leisure and Tourism in the UK	L2	3
J/505/3303	Understanding Careers in Leisure and Tourism	L2	3
F/505/8743	Understanding the Leisure Industry	L2	3
	Travel and Tourism; unit group		
T/505/6293	Understanding Airline and Airport Operations	L2	3
H/505/3308	Understanding the Tourism Industry	L2	3
T/504/9599	Understanding the Use of Technology in Travel and Tourism	L2	3
J/505/8677	Understanding the Work of a Resort Representative	L2	3
	Vehicle Maintenance; unit group		
F/505/0092	Checking and Maintaining Car Wheels and Tyres	L1	1
Y/505/0101	Identification of Basic Car Parts	L1	3
T/505/3197	Introduction to Motorcycle Maintenance	L1	4
D/506/0869	Repairing A Cycle Puncture	L1	1
R/505/0145	Replacing Cycle Brake Assemblies	L1	2
A/505/0091	Systematic Cycle Checking	L1	2
K/505/8669	Tools, Equipment and Materials for Vehicle Maintenance	L1	4

Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to these qualifications, please click on the link below.

Level 2 Assessment Guidance and Ofqual's Level Descriptors

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