

# **SEG Awards Qualifications in Progression**

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## **Qualification Guidance**

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**Entry Level Award (E3) – 600/8476/5**

**Level 1 Award – 600/8478/9**

**Level 1 Certificate – 600/8411/X**

**Level 1 Diploma – 600/8410/8**

**Level 2 Award – 600/8412/1**

**Level 2 Certificate – 600/8413/3**

**Level 2 Diploma – 600/8418/2**

**Level 3 Award – 600/8419/4**

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## About Us

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Skills and Education Group Awards continually invest in high quality qualifications and services across education. As a result we have a long-established reputation for supporting skills providers to enable individuals to gain skills for employment, skills for learning and skills for progression.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

**The system is accessed via a web browser by connecting to our secure website using a username and password:** [Skills and Education Group Online Registration System](#)

## Sources of Additional Information

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The [Skills and Education Group Awards Website](#) provides access to a wide variety of information.

## Copyright

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## Date and Issue Number

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Version	Date	Details of change
2.0	October 2020	Published in new format with new review date
2.1	September 2021	Updated review dates and branding
2.2	August 2022	Updated unit tables
2.3	September 2023	Age amended to include pre-16 on Entry Level 3, Level 1 and Level 2 qualifications only
2.4	February 2024	L2 unit A/507/0728 Academic Writing Skills added to Core Unit table L2 Unit M/651/0218 Sustainability and the Environment added to Core Unit table
2.5	August 2024	Revised review date

This guide should be read in conjunction with the Unit Specification Guide which is available on the Skills and Education Group Awards website using the link above.

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

## Introduction

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The Skills and Education Group Awards suite of Qualifications in Progression are nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out subjects in a flexible course that can be tailored to their needs.

## Pre-requisites

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There are no specific requirements to study for these qualifications.

Skills and Education Group Awards would recommend that learners receive appropriate advice and guidance on the suitability of the qualification before embarking on any learning at higher levels.

## Aims

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These qualifications are for learners who need a varied set of knowledge, understanding and skills to help them progress. Learners who would benefit include those who:

- need careful approaches to learning, perhaps because of poor or disrupted experiences at school, or because they are returning to study after some time away
- may previously have been reluctant learners, who are at risk of dropping out of education or training
- who need more confidence before entering or re-entering the job market
- who have been unemployed for a while and who need to develop personal skills as well as some vocational knowledge and skills
- need to explore future career options and try out some vocational areas
- want their learning to be recognised as a formal qualification

## Qualification Structure and Rules of Combination

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### **Rules of Combination: Entry Level Award in Progression (Entry 3)**

The Entry Level Award has 3 credits so learners will need to study for about 30 hours. All units are at Entry 3.

To achieve the Entry Level Award learners must achieve 3 credits from any of the groups within the qualification. All units are Optional in this qualification.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16	✓	16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	30							
<b>TQT</b>	30							
<b>Credit Value</b>	3							
<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findalearningaimbeta.fasst.org.uk/">https://findalearningaimbeta.fasst.org.uk/</a>							
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findalearningaimbeta.fasst.org.uk/">https://findalearningaimbeta.fasst.org.uk/</a>							
<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.							

### Rules of Combination: Level 1 Award in Progression

The Level 1 Award has 6 credits so learners will need to study for about 47 hours. All units are at Level 1.

To achieve the Level 1 Award learners must achieve 6 credits from any of the groups within the qualification. Core units are Optional in this qualification. A maximum of 3 credits can be taken from the IT Group.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16	✓	16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	47							
<b>TQT</b>	60							
<b>Credit Value</b>	6							

<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findalearningaimbeta.fasst.org.uk/">https://findalearningaimbeta.fasst.org.uk/</a>
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findalearningaimbeta.fasst.org.uk/">https://findalearningaimbeta.fasst.org.uk/</a>
<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.

### Rules of Combination: Level 1 Certificate in Progression

The Level 1 Certificate is made up of 21 credits so learners will need to study for about 175 hours.

To achieve the Level 1 Certificate learners must achieve 21 credits, a minimum of 6 credits from the Core Group at either Entry 3 or Level 1. The remaining credits can be achieved from any of the groups within the qualification. A maximum of 6 credits can be taken from the IT Group. A maximum of 6 credits can be taken at Entry 3 and / or Level 2.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16	✓	16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	175							
<b>TQT</b>	210							
<b>Credit Value</b>	21							
<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findalearningaimbeta.fasst.org.uk/">https://findalearningaimbeta.fasst.org.uk/</a>							
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findalearningaimbeta.fasst.org.uk/">https://findalearningaimbeta.fasst.org.uk/</a>							
<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.							

### Rules of Combination: Level 1 Diploma in Progression

The Level 1 Diploma is made up of 42 credits so learners will need to study for about 378 hours.

To achieve the Level 1 Diploma learners must achieve 42 credits with a minimum of 9 credits from the Core Group at either Entry 3 or Level 1. The remaining credits can be achieved from any of the groups within the qualification. A maximum of 6 credits can be taken from the IT Group. A maximum of 12 credits can be taken at Entry 3 and / or Level 2.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16	✓	16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	378							
<b>TQT</b>	420							
<b>Credit Value</b>	42							
<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							
<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.							

### Rules of Combination: Level 2 Award in Progression

The Level 2 Award is made up of 9 credits so learners will need to study for about 72 hours.

To achieve the Level 2 Award learners must achieve 9 credits. A minimum of 3 credits must be achieved from the Core Group and the remaining credits can be achieved from any of the groups within the qualification. A maximum of 3 credits can be taken at Level 1.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16	✓	16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	72							

<b>TQT</b>	90
<b>Credit Value</b>	9
<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>
<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.

### Rules of Combination: Level 2 Certificate in Progression

The Level 2 Certificate is made up of 24 credits so learners will need to study for about 192 hours.

To achieve the Level 2 Certificate learners must achieve 24 credits, a minimum of 6 credits from the Core Group and the remaining credits from any of the groups within the qualification. A maximum of 7 credits can be taken from the IT Group of which up to 3 credits can be at Level 1. A minimum of 18 credits must be achieved at Level 2 and a maximum of 6 credits at Level 1.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16	✓	16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	192							
<b>TQT</b>	210							
<b>Credit Value</b>	21							
<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							



<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.
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### Rules of Combination: Level 2 Diploma in Progression

The Level 2 Diploma is made up of 45 credits so learners will need to study for about 360 hours.

To achieve the Level 2 Diploma learners must achieve 45 credits, a minimum of 9 credits from the Core Group and the remaining credits from any of the groups within the qualification. A maximum of 7 credits can be taken from the IT Group of which up to 3 credits can be at Level 1. A minimum of 33 credits must be achieved at Level 2 and a maximum of 12 credits at Level 1.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16	✓	16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	360							
<b>TQT</b>	450							
<b>Credit Value</b>	45							
<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							
<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.							

### Rules of Combination: Level 3 Award in Progression

The Level 3 Award is made up of 12 credits so learners will need to study for about 84 hours.

To achieve the Level 3 Award learners must achieve 12 credits; a minimum of 3 credits must be achieved from the Core Group and the remaining credits from any of the groups within the qualification. A minimum of 9 credits must be achieved at Level 3 and a maximum of 3 credits can be taken at Level 2.

<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.							
<b>Entry Requirements</b>	There are no specific requirements to study for this qualification.							
<b>Age Range</b>	Pre 16		16 - 18	✓	18+	✓	19+	✓
<b>GL</b>	84							
<b>TQT</b>	120							
<b>Credit Value</b>	12							
<b>Learning Aims Reference</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							
<b>Type of Funding Available</b>	FaLA: Find a Learning Aim website: <a href="https://findlearningaimbeta.fasst.org.uk/">https://findlearningaimbeta.fasst.org.uk/</a>							
<b>Qualification Fee / Unit Fee</b>	See Skills and Education Group Awards Website for current fees and charges.							

## Assessment

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Internal assessment, internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Units within these qualifications must be assessed in line with the appropriate assessment strategy as stated in each unit. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

## Practice Assessment Material

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Skills and Education Group Awards confirm that there is no practice assessment material for this qualification.

## Teaching Strategies and Learning Activities

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Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

## Progression Opportunities

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These qualifications are designed to re-engage people in learning so they enable learners to progress to further learning within this suite of qualifications, or to a range of vocational qualifications. It may also prepare learners for progression to a Traineeship, or to further training in a specific sector. They may help some learner's progress to employment in a range of sectors.

These qualifications are not available in an apprenticeship, and do not lead directly to employment. However, they will support learners who want to develop personal development skills that are useful in work, and some vocational skills. This may increase their chances of gaining employment in the future.

The Entry Level qualifications enable progression to a range of SEG Awards Level 1 qualifications such as:

- SEG Awards Level 1 Certificate in Progression (21 credits)
- SEG Awards Level 1 Diploma in Progression (42 credits)

The Level 1 qualifications enable progression to a range of SEG Awards Level 2 qualifications such as:

- SEG Awards Level 2 Certificate in Progression (24 credits)
- SEG Awards Level 2 Diploma in Progression (45 credits)

The Level 2 qualifications enable progression to a range of SEG Awards Level 3 qualifications such as:

- SEG Awards Level 3 Award in Progression (12 credits)
- Skills and Education Group Access to HE Diplomas (Level 3)

## Tutor/Assessor Requirements

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Skills and Education Group Awards require those involved in the assessment process to be suitably experienced and/or qualified. In general terms, this usually means that the Assessor must be knowledgeable of the subject/occupational area to at least the level they are delivering/assessing at.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

## Language

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These specifications and associated assessment materials are in English only.

## Qualification Summary

<b>Qualification</b>	
<p>SEG Awards Entry Level Award in Progression - 600/8476/5            SEG Awards Level 1 Award in Progression - 600/8478/9            SEG Awards Level 1 Certificate in Progression - 600/8411/X            SEG Awards Level 1 Diploma in Progression - 600/8410/8            SEG Awards Level 2 Award in Progression - 600/8412/1            SEG Awards Level 2 Certificate in Progression - 600/8413/3            SEG Awards Level 2 Diploma in Progression - 600/8418/2            SEG Awards Level 3 Award in Progression - 600/8419/4</p>	
<b>Qualification Purpose</b>	Nationally recognised qualifications that help learners to overcome barriers so they can move to the next steps in learning or training. They enable learners to try out some subjects in a flexible course that can be tailored to their needs.
<b>Regulation</b>	The above qualifications are regulated by Ofqual
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Internal assessment</li> <li>• Internal and external moderation</li> </ul>
<b>Type of Funding Available</b>	See FaLA (Find a Learning Aim)
<b>Qualification/Unit Fee</b>	See Skills and Education Group Awards web site for current fees and charges
<b>Grading</b>	<p>Pass</p> <p>To achieve a Pass, learners must complete all units as stated in the rule of combination (RoC)</p>
<b>Operational Start Date</b>	1 <sup>st</sup> March 2013
<b>Review Date</b>	31 <sup>st</sup> August 2025
<b>Operational End Date</b>	Entry Level Certificate: 30/09/2021
<b>Certification End Date</b>	Entry Level Certificate: 30/11/2021
<b>Skills and Education Group Awards Sector</b>	Foundations for Learning and Life
<b>Ofqual SSA Sector</b>	14.1 Foundations for Learning and Life
<b>Support from Trade Associations/Stakeholder Support</b>	
<b>Administering Office</b>	See the Skills and Education Group Awards Website

## Unit Details

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**Table 1**

<b>E3A</b>	<b>Entry 3 Award</b>	<b>E3C</b>	<b>Entry 3 Certificate</b>		
<b>L1A</b>	<b>Level 1 Award</b>	<b>L1C</b>	<b>Level 1 Certificate</b>	<b>L1D</b>	<b>Level 1 Diploma</b>
<b>L2A</b>	<b>Level 2 Award</b>	<b>L1C</b>	<b>Level 2 Certificate</b>	<b>L2D</b>	<b>Level 2 Diploma</b>
<b>L3A</b>	<b>Level 3 Award</b>				

## Units from the Core Groups

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Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
Academic Writing Skills	L2	A5070728					✓	✓		
Accessing Public Transport	E3	L5049592	✓		✓	✓				
Active Citizenship in the Local Community	L2	Y5048722					✓	✓	✓	✓
Alcohol and Drug Misuse Awareness	E3	H5047475	✓		✓	✓				
Alcohol Awareness for the Individual	L1	R5051229		✓	✓	✓	✓	✓	✓	
Alcohol Awareness for the Individual	L2	Y5051247			✓		✓	✓	✓	✓
Aspects of Citizenship	E3	L5040858	✓		✓	✓				
Aspects of Citizenship	L1	R5048511		✓	✓	✓	✓	✓	✓	
Aspects of Citizenship	L2	J5040860					✓	✓	✓	✓
Assertive Living	L1	K5053987		✓	✓	✓				

Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
Assertiveness and Decision Making	L1	K5048269		✓	✓	✓	✓	✓	✓	
Assertiveness and Decision Making Skills	E3	Y5048283	✓		✓	✓				



Banking and Other Financial Organisations	L1	R5047486		✓	✓	✓				
Behaviour in Conflict	L1	R5048718		✓	✓	✓				
Budgeting	E3	K5047493	✓		✓	✓				
Building a Personal Career Portfolio	L1	M5047494		✓	✓	✓	✓	✓	✓	
Building a Personal Career Portfolio	L2	J5058825			✓	✓	✓	✓	✓	✓
Business Finance	L2	Y5049689							✓	
Career Planning	L1	M5048645		✓	✓	✓	✓	✓	✓	
Career Planning	L2	F5048648					✓	✓	✓	✓
Career Planning	L3	J5048649								✓
Caring for your Child	L1	T5047514		✓	✓	✓	✓	✓	✓	
College Induction	E3	Y5079890	✓		✓	✓				
College Induction	L1	D5079891		✓	✓	✓				
Communicating Information	L2	A5047515					✓	✓	✓	✓
Communication in the Workplace	L1	J5047517		✓	✓	✓	✓	✓	✓	
Communication in the Workplace	L2	R5047519					✓	✓	✓	✓
Communication in the Workplace	L3	L5047521								✓
Critical Thinking	L2	M5047592					✓	✓	✓	✓
Customer Service	L1	T5048727		✓	✓	✓	✓	✓	✓	
Customer Service	L2	F5048729			✓	✓	✓	✓	✓	✓
Data Calculations	L1	K5033044		✓	✓	✓		✓	✓	

Data Handling and Probability	L2	Y5054035					✓	✓	✓	✓
Decision Making Skills	L2	Y5047599					✓	✓	✓	✓
Demonstrating Speaking and Listening Skills	L1	F5079902		✓	✓	✓	✓	✓	✓	
Developing a Personal Exercise Programme	L2	A5047594					✓	✓	✓	
Developing a Personal Learning Programme	L1	M5048287		✓		✓	✓	✓	✓	
Developing own Interpersonal Skills	L1	D5048429		✓	✓	✓	✓	✓	✓	
Developing Personal Confidence and Self-Awareness	L1	D5048432		✓	✓	✓	✓	✓	✓	
Developing Personal Confidence and Self-Awareness	L2	D5048527			✓	✓	✓	✓	✓	✓
Developing Personal Hygiene Skills for Oral Health	E3	L5048524	✓		✓	✓				
Developing Personal Study Skills	L2	Y5048493					✓	✓	✓	
Developing Skills for a Healthy Lifestyle	E3	J5048490	✓		✓	✓				
Developing Skills for Gaining Employment	E3	F5048519	✓		✓	✓				

Development of Social Policy	L2	F5049704							✓	
Diversity in Society	E3	T5048565	✓		✓	✓				
Drug Awareness	L2	J5060588			✓	✓	✓	✓	✓	✓
Employment Rights, Contracts and Pay	L1	J5048800		✓	✓	✓	✓	✓	✓	
Employment Rights, Contracts and Pay	L2	L5048801					✓	✓	✓	✓
Engage in Discussion	E3	F5033048	✓		✓	✓				
Enterprise Skills	L1	A5045151							✓	
Enterprise Skills	L2	A5049491							✓	
Equal Opportunities, Prejudice and Discrimination	L2	Y5056044					✓	✓	✓	✓
Equality Issues and Disabled People	L1	D5064680							✓	
Ethical Issues in Social Policy	L2	L5049706							✓	
Family Relationships	L1	M5048225		✓	✓	✓	✓	✓	✓	
Family Relationships	L2	T5048808			✓	✓	✓	✓	✓	✓
Food Safety and Storage	E3	H6006211	✓		✓	✓				
Food Safety in the home and community	L1	H5023094		✓	✓	✓				

Grammar and Punctuation in Practical Use	E3	T5054012	✓							
Grammar Skills	E3	A5033050	✓		✓	✓				

Group and Teamwork Communication Skills	E3	K5050393	✓		✓	✓				
Group and Teamwork Communication Skills	L1	K5060664		✓	✓	✓	✓	✓	✓	
Group and Teamwork Communication Skills	L2	R5058925			✓	✓	✓	✓	✓	✓
Health and Hygiene	E3	R5048220	✓		✓	✓				
Health and Hygiene in the Home	L1	R5051232		✓	✓	✓	✓	✓	✓	
Health and Safety Awareness in a Working Environment	L1	J5048487		✓	✓	✓	✓	✓	✓	
Health and Safety Awareness in a Working Environment	L2	M5048693					✓	✓	✓	✓
Health and Safety Awareness in the Workplace	E3	R5048489	✓		✓	✓				
Health and Safety in a Practical Environment	L1	Y6003239		✓	✓	✓				
Healthy Living	L1	D5051234		✓	✓	✓	✓	✓	✓	
Healthy Living	L2	Y5048266			✓	✓	✓	✓	✓	✓
Health, Safety and First Aid at Work	L1	F5048858		✓	✓	✓	✓	✓	✓	
Household Skills	L1	J5054001		✓	✓	✓	✓	✓	✓	

Human Behaviour in Relationships	L2	M5048810					✓	✓	✓	✓
Human Biology	L1	H5064681		✓						
Improving Assertiveness and Decision Making Skills	L2	F5058709					✓	✓	✓	✓
Improving Own Learning and Performance	L1	J5044391		✓	✓	✓	✓	✓	✓	
Improving Own Learning and Performance	L2	A5048275			✓	✓	✓	✓	✓	✓
Improving Own Learning and Performance	L3	F5048276								✓
Improving Own Spelling	E3	F5033051	✓		✓	✓				
Improving Punctuation and Grammar Skills	L2	L5048488					✓	✓	✓	✓
Improving Spelling Skills	L2	D5048494					✓	✓	✓	✓
Independent Skills for Living in the Community	L1	D5053999		✓	✓	✓	✓	✓	✓	
Individual rights and responsibilities	E3	A5020458	✓		✓	✓				
Induction to Study	L1	R5048279		✓	✓	✓	✓	✓	✓	
Interpersonal Skills	L2	H5047783			✓	✓	✓	✓	✓	✓
Interpersonal Skills	L3	K5047784								✓
Interview Skills	L1	H5053065		✓	✓	✓	✓		✓	

Introduction to a Training Course	E3	K5051771	✓		✓	✓				
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Introduction to Building and Construction	E3	L5049883	✓		✓	✓				
Introduction to Building and Construction	L1	M5049892		✓	✓	✓	✓	✓	✓	
Introduction to Business Administration	E3	K5049874	✓		✓	✓				
Introduction to Business and Administration	L1	A5049894		✓	✓	✓	✓	✓	✓	
Introduction to Career Preparation	E3	M5048497	✓		✓	✓				
Introduction to Catering	L1	D5049886		✓	✓	✓	✓	✓	✓	
Introduction to Catering	E3	T5049876	✓		✓	✓				
Introduction to Customer Service Skills	E3	F5053655	✓		✓	✓				
Introduction to Developing a Personal Learning Programme	E3	T5048498	✓		✓	✓				
Introduction to Drug Awareness for the Individual	L1	H5061215		✓	✓	✓	✓	✓	✓	
Introduction to Engineering	L1	K5049888		✓	✓	✓	✓	✓	✓	
Introduction to Engineering	E3	F5049878	✓		✓	✓				
Introduction to Food, Drink and Cooking	E3	Y5048509	✓		✓	✓				



Introduction to General Skills for Independent Living	E3	L5042884	✓		✓	✓				
Introduction to Hairdressing and Beauty	E3	R5056379	✓		✓	✓				
Introduction to Hairdressing and Beauty	L1	L5049897		✓	✓	✓	✓	✓	✓	
Introduction to Health and Social Care	E3	F5049881	✓		✓	✓				
Introduction to Health and Social Care	L1	M5049889		✓	✓	✓	✓	✓	✓	
Introduction to History	L2	Y5049742							✓	
Introduction to Hospitality	L1	K5049891		✓	✓	✓	✓	✓	✓	
Introduction to Hospitality	E3	R5049884	✓		✓	✓				
Introduction to Land Based Industries	L1	T5049893		✓	✓	✓	✓	✓	✓	
Introduction to Land-Based Industries	E3	A5049880	✓		✓	✓				
Introduction to Making and Using Story Sacks for Family Learning	E3	J5058548	✓		✓	✓				
Introduction to Retail	L1	F5049895		✓	✓	✓	✓	✓	✓	
Introduction to Retail	E3	J5049882	✓		✓	✓				

Introduction to Road Safety	E3	F5058712	✓		✓	✓				
Introduction to Sociology	L2	Y5049711							✓	
Introduction to the Information and Communication Technology Sector	E3	M5049875	✓		✓	✓				
Introduction to the Information and Communication Technology Sector	L1	H5049887		✓	✓	✓	✓	✓	✓	
Introduction to the Leisure Sector	E3	R5060691	✓		✓	✓				
Introduction to the Leisure Sector	L1	Y5062362		✓	✓	✓	✓	✓	✓	
Introduction to Travel and Tourism	L1	H5049890		✓	✓	✓	✓	✓	✓	
Introduction to Understanding Self and Others	E3	A5079932	✓		✓	✓				
Investigating a Career	L2	L5048572					✓	✓	✓	✓
Job Seeking Skills	L1	R5048573		✓	✓	✓				
Know How to Use Games to Support Your Child's Literacy Development	L1	D5050651		✓	✓	✓	✓	✓	✓	
Know How to Use Games to Support Your Child's Numeracy Development	E3	M5050654	✓		✓	✓				

Know How to Use Games to Support Your Child's Numeracy Development	L1	A5050768		✓	✓	✓	✓	✓	✓	
Know How to Use Poetry and Rhyme to Support Your Child's Language Development	L1	M5050797		✓	✓	✓	✓	✓	✓	
Leadership Skills	L2	Y5047778					✓	✓	✓	✓
Learning from Volunteering	L2	D5048575					✓	✓	✓	✓
Living in the Community	E3	H5048576	✓		✓	✓				
Maintaining Sexual Health	L2	T5048579					✓	✓	✓	✓
Making and Using Story Sacks for Family Learning	L1	R5058553		✓	✓	✓	✓	✓	✓	
Making Choices in Pursuit of Personal Goals	E3	J5060574	✓		✓	✓				
Making Choices in Pursuit of Personal Goals	L1	J5054080		✓	✓	✓	✓	✓	✓	
Making Choices in Pursuit of Personal Goals	L2	J5055052					✓	✓	✓	✓
Managing Social Relationships	E3	T5020457	✓		✓	✓				
Managing Your Own Learning	L2	K5058915					✓	✓	✓	✓
Measure: Time and Temperature	L1	D5054022		✓	✓	✓	✓	✓	✓	
Mentoring	L2	T5048503					✓	✓	✓	✓

Mentoring Practice	L2	A5051287			✓	✓	✓	✓	✓	✓
Mentoring Skills	L2	J5051289			✓	✓	✓	✓	✓	✓
Motivation	L1	A5048812		✓	✓	✓	✓	✓	✓	
Negotiation Skills	L2	Y5047781					✓	✓	✓	✓
Numeracy in Context - Planning a Mathematical Project	L2	A5054030					✓	✓	✓	✓
Parenting Skills	L1	T5047786		✓	✓	✓	✓	✓	✓	
Participating in a Vocational Taster	L1	R6003241		✓	✓	✓				
Participating in a Vocational Taster	L2	A6003251			✓	✓				
Participating in Leisure Activities	L1	R5042885		✓	✓	✓	✓	✓	✓	
Personal and Interpersonal Conflict	L1	A5048826		✓	✓	✓				
Personal and Social Responsibility	L2	H5048836					✓	✓	✓	✓
Personal Awareness	L1	K5048837		✓	✓	✓				
Personal Body Hygiene Awareness	E3	K5058543	✓		✓	✓				
Personal Budgeting and Managing Money	L2	L5047843			✓	✓	✓	✓	✓	✓
Personal Budgeting and Money Management	L1	L5080003		✓	✓	✓	✓	✓	✓	

Personal Career Preparation	L2	D5055123					✓	✓	✓	✓
Personal Development	E3	D5048690	✓		✓	✓				
Personal Development	L1	J5047792		✓	✓	✓				
Personal Development Skills	L1	K5054069		✓	✓	✓	✓	✓	✓	
Personal Development Skills	L2	H5055057			✓	✓	✓	✓	✓	✓
Personal Learning Goals	E3	M5048564	✓		✓	✓				
Personal Learning Skills	L1	D5047796		✓	✓	✓		✓	✓	
Personal Learning Skills	L2	H5047797						✓	✓	
Personal Relationships	L1	T5048839		✓	✓	✓	✓	✓	✓	
Personal Study Skills	E3	A5048289	✓		✓	✓				
Planning and Promoting an Event	L2	J5049719							✓	
Practical Presentation Skills	L2	M5048659					✓	✓	✓	✓
Prejudice and Discrimination	L1	T5048842		✓	✓	✓	✓	✓	✓	
Prejudice and Discrimination	L2	A5048843			✓	✓	✓	✓	✓	✓
Preparation for a Recruitment Interview	E3	H5048528	✓		✓	✓				

Preparation for a Recruitment Interview	L1	L5048667		✓	✓	✓	✓	✓		
Preparation for a Recruitment Interview	L2	M5048662			✓	✓	✓	✓	✓	✓
Preparation for Work Experience	E3	F6022206	✓		✓	✓				
Preparing for Work	L1	K5054444		✓	✓	✓	✓	✓	✓	
Preparing for Work	L2	L5060740			✓	✓	✓	✓	✓	
Presentation Skills	L1	T5048131		✓	✓	✓	✓	✓	✓	
Presentation Skills	L3	R5048136								✓
Problem Solving in the Workplace	L1	Y5048669		✓	✓	✓	✓	✓	✓	
Problem Solving in the Workplace	L2	K5051298					✓	✓	✓	✓
Problem Solving in the Workplace	L3	L5048670								✓
Punctuation and Grammar Skills	L1	L5033392		✓	✓	✓	✓	✓	✓	
Reading Comprehension	E3	D5033154	✓		✓	✓				
Reading Grammar and Punctuation	E3	H5033155	✓		✓	✓				
Reading Key Personal Words	E3	K5033156	✓		✓	✓				
Reading Strategies	L2	T5055385					✓	✓	✓	✓
Recognising Employment Opportunities	E3	K5048529	✓		✓	✓				
Recognising Employment Opportunities	L1	R5048685		✓	✓	✓	✓	✓	✓	

Recognising Issues of Substance Misuse	L2	L5051262					✓	✓	✓	✓
Research Skills	L2	L5048202					✓	✓	✓	✓
Rights and Responsibilities of Citizenship	E3	J5048537	✓		✓	✓				

Rights and Responsibilities of Citizenship	L1	J5048845		✓	✓	✓	✓	✓	✓	
Rights and Responsibilities of Citizenship	L2	R5048847					✓	✓	✓	✓
Sex and Relationship Education	L1	K5048692		✓	✓	✓	✓	✓	✓	
Sex and Relationships Education	L2	Y5042886			✓	✓	✓	✓	✓	✓
Sharing Children's Science	L1	Y5064726		✓	✓	✓	✓	✓	✓	
Skills for Employability	E3	M5053666	✓		✓	✓				
Skills for Independent Life	L1	M5054073		✓	✓	✓	✓	✓	✓	
Skills for Shopping	E3	A5048695	✓		✓	✓				
Skills Used in Reading for Meaning	L1	T5033158		✓	✓	✓	✓	✓	✓	
Speak to Communicate	E3	K5056128	✓		✓	✓				
Speaking and Listening Skills	L2	Y5033377			✓	✓	✓	✓	✓	✓
Spelling and Handwriting Skills	E3	A5033159	✓		✓	✓				
Spelling in Practice	E3	A5033162	✓		✓	✓				
Spelling Rules and Strategies in Practical Use	L1	F5033163		✓	✓	✓	✓	✓	✓	
Spelling Skills	L1	F5033390		✓	✓	✓	✓	✓	✓	



Stress and Stress Management Techniques	L1	Y5048817		✓	✓	✓	✓	✓	✓	
Stress and Stress Management Techniques	L2	H5048819					✓	✓	✓	✓
Stress and Stress Management Techniques	L3	H5048822								✓
Supporting a Child with Reading	L1	J5048697		✓	✓	✓	✓	✓	✓	
Supporting Children's Literacy and Numeracy Development	L1	K5048711		✓	✓	✓	✓	✓	✓	
Supporting Your Child with Maths	E3	A5050849	✓		✓	✓				
Supporting Your Child's Learning	L1	H5050876		✓	✓	✓	✓	✓	✓	
Sustainability and the Environment	L2	M/651/0218					✓	✓		
Take Part in an Activity	E3	T5048713	✓		✓	✓				
Take Part in an Activity	L1	A5048714		✓	✓	✓				
Team Building Skills	L2	H5048657					✓	✓	✓	✓
Teamwork Skills	E3	K5048532	✓		✓	✓				
Teamwork Skills	L1	J5048876		✓	✓	✓	✓	✓	✓	
Teamwork Skills	L2	L5048877			✓	✓	✓	✓	✓	✓
The Sociology of Health	L2	D5049709							✓	
Time	E3	J5048716	✓		✓	✓				

Time Management	L1	L5048717		✓	✓	✓	✓	✓	✓	
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Understanding A Work Experience Placement	E3	J5060798	✓		✓	✓				
Understanding and Using Decimals	L1	R5033278		✓	✓	✓	✓	✓	✓	
Understanding and Using Fractions	L1	Y5033170		✓	✓	✓	✓	✓	✓	
Understanding and Using Percentages	L1	D5033252		✓	✓	✓	✓	✓	✓	
Understanding Conflict Resolution	L2	L5055098					✓	✓	✓	✓
Understanding Diversity within Society	L1	M5048483		✓	✓	✓	✓	✓	✓	
Understanding Diversity within Society	L2	F5048505					✓	✓	✓	✓
Understanding Equal Opportunities	L1	M5060634		✓	✓	✓	✓	✓	✓	
Understanding Length, Weight and Capacity	L1	L5033277		✓	✓	✓	✓	✓	✓	
Understanding Numbers	L1	R5033166		✓	✓	✓	✓	✓	✓	
Understanding Team Motivation	L2	F5058676					✓	✓	✓	✓
Understanding the Importance of a Balanced Diet and Regular Exercise	L1	Y5060613		✓	✓	✓				
Understanding Young People, Law and Order	L1	R5054101		✓	✓	✓	✓	✓	✓	
Undertaking an Enterprise Project	E3	F5048570	✓		✓	✓				

Undertaking an Enterprise Project	L1	L5005317		✓	✓	✓	✓	✓	✓	
Using Addition and Subtraction	E3	F5033275	✓		✓	✓				
Using an Ordnance Survey Map	L1	M5048869		✓	✓	✓				
Using Calculations	L2	T5054026					✓	✓	✓	✓
Using Calculations: Addition and Subtraction of Whole Numbers	L1	J5033259		✓	✓	✓	✓	✓	✓	
Using Calculations: Multiplication and Division of Whole Numbers	L1	F5033356		✓	✓	✓	✓	✓	✓	
Using Cooking Skills in the Domestic Kitchen	L1	F5054336		✓	✓	✓	✓	✓	✓	
Using kitchen equipment	L1	T5025075							✓	
Using Listening and Responding Skills	E3	T5033287	✓		✓	✓				
Using Punctuation	E3	F5033289	✓		✓	✓				
Volunteering	E3	K6006520	✓		✓	✓				
Volunteering	L1	A5048860		✓	✓	✓				
Work Experience	L2	J5055830			✓	✓	✓	✓	✓	✓
Work Experience	L1	K5005423		✓	✓	✓		✓	✓	
Work, Review and Plan	L1	L5058616		✓	✓	✓	✓	✓	✓	
Work-Based Placement	L1	H5043541		✓	✓	✓				

Working with your Child to Develop Literacy Skills	L1	F5048892		✓	✓	✓	✓	✓	✓	
Working with Your Child to Develop Numeracy Skills	L1	J5048893		✓	✓	✓	✓	✓	✓	
Writing Composition Skills	E3	Y5054021	✓		✓	✓				
Writing for Meaning	E3	T5064653	✓		✓	✓				
Writing for Meaning Skills	L1	D5033302		✓	✓	✓	✓	✓	✓	
Writing for Meaning Skills	L2	J5033391			✓	✓	✓	✓	✓	✓
Young Parenthood	E3	K5048899	✓		✓	✓				
Young Parenthood	L1	K5048904		✓	✓	✓				
Young People, Law and Order	E3	K5053679	✓		✓	✓				
Young People, Law and Order	L2	R5055121			✓	✓	✓	✓	✓	✓

## Units from the IT Groups

Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
Audio and video software	E3	H5020177	✓		✓	✓				
Data Management Software	L1	F5024558		✓	✓	✓	✓	✓	✓	
Data Management Software	L2	J5024559						✓	✓	✓
Database Software	E3	K5056369	✓		✓	✓				
Database Software	L1	M5056387		✓	✓	✓	✓	✓	✓	
Database Software	L3	T5024556								✓
Design and imaging software	E3	L5020173	✓		✓	✓				
Design Software	L2	T5024573					✓	✓	✓	
Desktop Publishing Software	L1	Y5024565		✓	✓	✓	✓	✓	✓	
Desktop Publishing Software	L2	D5024566					✓	✓	✓	
Desktop Publishing Software	L3	H5024567								✓
Desktop Publishing Software Skills	E3	F5051663	✓		✓	✓				
Imaging Software	L2	L5024613					✓	✓	✓	
Imaging Software	L3	R5024614								✓
Imaging Software Skills	L1	M5051674		✓	✓	✓	✓	✓	✓	
IT Communication Fundamentals	L1	Y5024291		✓	✓	✓	✓	✓	✓	
IT Communication Fundamentals	L2	D5024292					✓	✓	✓	✓

Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
IT Software Fundamentals	L1	L5024384		✓	✓	✓	✓	✓	✓	
IT Software Fundamentals	L2	R5024385					✓	✓	✓	✓
IT User Fundamentals	E3	T5020166	✓		✓	✓				
Personal Digital Photograph Processing	E3	F5051677	✓		✓	✓				
Presentation Software	L1	K5024621		✓	✓	✓	✓	✓	✓	
Presentation Software	L2	M5024622					✓	✓	✓	
Presentation Software	L3	T5024623								✓
Presentation Software Skills	E3	M5051691	✓		✓	✓				
Spreadsheet Software	E3	L5053223	✓		✓	✓				
Spreadsheet Software	L1	A5024624		✓	✓	✓	✓	✓	✓	
Spreadsheet Software	L2	F5024625					✓	✓	✓	
Spreadsheet Software	L3	J5024626								✓
Using Email	E3	Y5053225	✓		✓	✓				
Using Email	L1	J5024299		✓						
Using Email	L1	L5053271			✓	✓	✓	✓	✓	
Using Mobile IT Devices	E3	L5056378	✓		✓	✓				
Using the Internet	E3	F5020171	✓		✓	✓				

Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
Using the Internet	L1	T5024296		✓	✓	✓	✓	✓	✓	
Using the Internet	L2	A5024297					✓	✓	✓	
Website Software	L1	L5024630		✓	✓	✓	✓	✓	✓	
Website Software	L2	R5024631					✓	✓	✓	
Website Software	L3	Y5024632								✓
Word Processing Software	E3	M5053229	✓		✓	✓				
Word Processing Software	L1	L5024627		✓	✓	✓	✓	✓	✓	
Word Processing Software	L2	R5024628					✓	✓	✓	
Word Processing Software	L3	Y5024629								✓



## Units from the Optional Group

Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
Acoustic Recording Techniques	L1	H5047122		✓	✓	✓	✓	✓	✓	
Assist with maintaining the health and wellbeing of animals	L1	H5025119		✓	✓	✓		✓	✓	
Audio and video software	E3	H5020177								
Backstage Theatre Skills	L1	Y5047974		✓	✓	✓	✓	✓	✓	
Basic Cooking	E3	Y5079887	✓		✓	✓				
Basic food preparation	E3	D5079888	✓		✓	✓				
Basic Food Preparation and Cooking	L1	K5025042		✓	✓	✓	✓	✓	✓	
Basic Performance Skills	E3	D5051007	✓		✓	✓				
Bricklaying Tools, Equipment and Materials	L1	F5050741		✓	✓	✓	✓	✓	✓	
Business Communication	L1	H5049369		✓	✓	✓	✓	✓	✓	
Business Finance	L2	Y5049689			✓	✓	✓	✓		✓
Carpentry Hand Skills	L1	R5050310		✓	✓	✓	✓	✓	✓	

Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
Checking and Maintaining Fluid Levels on a Car	E3	L5050094	✓		✓	✓				
Child Development 0-3 Years	L1	L5051570		✓	✓	✓	✓	✓	✓	
Children's Social and Emotional Development	L2	H5051574					✓	✓	✓	✓
Cognitive Development of Children	L2	K5051575					✓	✓	✓	✓
Constructing a Half Brick Wall using Bricklaying Skills	L1	F5048522		✓	✓	✓	✓	✓	✓	
Cooking with Meat, Fish and Vegetables	L2	D5054795					✓	✓	✓	✓
Craft Activities with Children and Young People	L1	M5051576		✓	✓	✓	✓	✓	✓	
Craft Skills	E3	D5053596	✓		✓	✓				
Creative Writing Skills	L1	M5050881		✓	✓	✓	✓	✓	✓	
Creative Writing Skills	L2	M5050895					✓	✓	✓	✓
Cultivating Herbs	L1	Y5049241		✓	✓	✓	✓	✓	✓	
Cultivating Plant Cuttings	E3	M5049276	✓		✓	✓				
Customer Service in the Hospitality Industry	L1	A5079901		✓	✓	✓	✓	✓	✓	

Unit Name	Level	RITS Id	E3A	L1A	L1C	L1D	L2A	L2C	L2D	L3A
Data Calculations	L1	K5033044					✓			
Developing Good Practice Skills for use in the Kitchen	L2	R5053286					✓	✓	✓	✓

Developing Language and Communication Skills in Children	L1	T5051577		✓	✓	✓	✓	✓	✓	
Developing Performance Improvisation Techniques	L1	H5044950		✓	✓	✓	✓	✓	✓	
Developing Plumbing Skills	L1	K5023694		✓	✓	✓		✓	✓	
Developing Skills for Using and Maintaining Garden Tools	E3	D5056465	✓		✓	✓				
Developing Skills in Caring for Young Children	L1	M5048516		✓	✓	✓	✓	✓	✓	
Developing Skills in Electronic Assembly	L1	H6010095		✓	✓	✓	✓	✓	✓	
Developing Skills in Garden Horticulture	L1	T5042880		✓	✓	✓	✓	✓	✓	
Development of Social Policy	L2	F5049704			✓	✓	✓	✓		✓
Discover Local History	E3	D5051072	✓		✓	✓				
DJing Skills	L1	M5048032		✓	✓	✓	✓	✓	✓	
DJing Skills	L2	L5058714					✓	✓	✓	✓
Enterprise Skills	L1	A5045151		✓	✓	✓	✓	✓		
Enterprise Skills	L2	A5049491			✓	✓	✓	✓		✓
Equality Issues and Disabled People	L1	D5064680		✓	✓	✓	✓	✓		

Ethical Issues in Social Policy	L2	L5049706			✓	✓	✓	✓		✓
Food Service	L1	K5024957		✓	✓	✓	✓	✓	✓	
Garden Horticulture Skills	E3	T5049277	✓		✓	✓				
Grammar and Punctuation in Practical Use	E3	T5054012			✓	✓				
Hair Plaiting	E3	R5079922	✓		✓	✓				
Hairdressing: Introduction to Assisting a Stylist	E3	T5049344	✓		✓	✓				
Hairdressing: Introduction to Health and Safety	E3	A5049345	✓		✓	✓				
Hairdressing: Introduction to Working Relationships	E3	F5049346	✓		✓	✓				
Health and Fitness	E3	A5015194	✓		✓	✓				
Health and Safety in Construction	E3	K5050569	✓		✓	✓				
Health Promotion in Care Settings	L2	Y5048963			✓	✓	✓	✓	✓	✓
Health Psychology	L2	M5050377			✓	✓	✓	✓	✓	✓
How the Body Works	L1	R5051313		✓	✓	✓	✓	✓	✓	
Human Biology	L1	H5064681			✓	✓	✓	✓	✓	
Human Health and Disease	L2	K5049762			✓	✓	✓	✓	✓	✓

Human Physiology	L2	M5049763			✓	✓	✓	✓	✓	
Identification of Basic External and Internal Car Parts	E3	R5053188	✓		✓	✓				
Identification of Basic External and Internal Car Parts	L1	L5053061		✓	✓	✓	✓	✓	✓	
Identifying and Using Grains, Pulses and Dairy Produce in Cooking	L2	M5049603					✓	✓	✓	✓
Improving Own Fitness	E3	L5058549	✓		✓	✓				
Industrial Sewing Machinery Use and Equipment	L1	R5058732							✓	
Industrial Sewing Operations	L1	R5058620							✓	
Introduction to Carpentry and Joinery	E3	Y5053192	✓		✓	✓				
Introduction to Composing Music	L1	T5044953		✓	✓	✓		✓	✓	
Introduction to Food and Nutrition for Children and Young People	E3	R5053210	✓		✓	✓				
Introduction to History	L2	Y5049742			✓	✓	✓	✓		✓
Introduction to News Production	L1	Y5058618		✓	✓	✓	✓	✓	✓	

Introduction to Peer Support Skills	L1	M5058625		✓	✓	✓	✓	✓	✓	
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Introduction to Propagation of Plants	E3	Y5053211	✓		✓	✓				
Introduction to Sociology	L2	Y5049711			✓	✓	✓	✓		✓
Introduction to the Hospitality Industry	E3	A5024834	✓			✓				
Introduction to the Hospitality Industry	L1	T5079931		✓	✓	✓	✓	✓	✓	
Know How to Use Craft Activities to Support Your Child's Learning	L1	J5050255		✓	✓	✓	✓	✓	✓	
Know How to Use Play to Support Your Child's Learning	L1	T5050784		✓	✓		✓	✓	✓	
Life Processes and Living Things	L2	Y5054682					✓	✓	✓	✓
Making and Storing Baked Products	L2	F5054787					✓	✓	✓	✓
Materials and their Properties	L2	H5054684					✓	✓	✓	✓
Metalwork Crafts	E3	J5064687	✓		✓	✓				
Musical Ensemble Skills	L1	K5053990		✓	✓	✓		✓	✓	
Musical Theatre	L1	K5048045		✓	✓	✓	✓	✓	✓	
Needle/Textile Crafts	E3	R5048959	✓		✓	✓				
Nutrition and Weight Management	L2	T5048968					✓	✓	✓	



Nutrition, Performance and Healthy Eating	L2	M5048970					✓	✓	✓	✓
Oral Storytelling Skills for Performance	L1	J5058565		✓	✓	✓	✓	✓	✓	
Painting Skills	E3	A5051368	✓		✓	✓				
Participating in Leisure Activities	E3	D5051315	✓		✓	✓				
Personal Digital Photograph Processing	E3	F5051677	✓		✓	✓				
Personal Physical Fitness	L2	H5051333					✓	✓	✓	✓
Physical Processes	L2	T5054687					✓	✓	✓	✓
Physiology and Exercise	L2	K5049759			✓	✓	✓	✓	✓	
Planning and Promoting an Event	L2	J5049719			✓	✓	✓	✓		✓
Planning A Trip To A Visitor Attraction	L1	J5060946		✓	✓	✓		✓	✓	
Planning Walks	E3	F5051324	✓			✓				
Planting in a Container	E3	F5049279	✓		✓	✓				
Play and Child Development	L3	F5051582								✓
Play for Early Learning	L2	L5051603					✓	✓	✓	
Preparing and Serving Drinks	L1	H5080010		✓	✓	✓	✓	✓	✓	

Providing Personal Care in Care Settings	L2	H5048951					✓	✓	✓	✓
Psychology	L2	T5050378			✓	✓	✓	✓	✓	✓
Rehearsing for a Production	L1	F5048052		✓	✓	✓	✓	✓	✓	
Respecting Children	E3	H5080007	✓		✓	✓				
Routine Motorcycle Maintenance	L1	K5050152		✓	✓	✓	✓	✓	✓	
Routine Vehicle Checks	E3	T5050154	✓		✓	✓				
Serving Food and Drink	E3	R5080004	✓		✓	✓				
Skeleton and Muscles	L2	T5049764			✓	✓	✓	✓	✓	✓
Skills for Listening to Your Child	L1	A5050835		✓	✓	✓	✓	✓	✓	
Song Writing Skills In Popular Music	L1	F5060847		✓	✓	✓		✓	✓	
Sound and Audio Production Skills	L1	L5050998		✓	✓	✓	✓	✓	✓	
Sowing and Growing Plants	E3	D5049256	✓		✓	✓				
Sports Coaching Skills	L3	K5051334								✓
Styling Men's Hair	L1	A5023795		✓	✓	✓	✓	✓	✓	
Styling Women's Hair	L1	F5023796		✓	✓	✓	✓	✓	✓	

Taking Part in Exercise and Fitness	L1	A5057221		✓	✓	✓		✓	✓	
Taking Part in Sport	E3	Y5017244	✓		✓	✓				

Taking Part in Sport	L1	R5051330		✓	✓	✓	✓	✓	✓	
Taking Part in Sport for Personal Improvement	L2	M5057233					✓	✓	✓	✓
Technical Skills for Performance	L1	T5050994		✓	✓	✓	✓	✓	✓	
The Angling Environment	L1	D5064713		✓	✓	✓	✓	✓	✓	
The Intellectual and Language Development of Children	L2	M5051609					✓	✓	✓	✓
The Investigative Process, Principles and Practical Skills	L2	T5049229					✓	✓	✓	✓
The Marketing Environment	L2	T5050803					✓	✓	✓	✓
The Principles of Care, Organisational Policies and the Role of the Care Worker	L1	A5049040		✓	✓	✓	✓	✓	✓	
The Role of Young People as Peer Mentors	L1	A5049085		✓	✓	✓	✓	✓	✓	
The Sociology of Health	L2	D5049709			✓	✓	✓	✓		✓
Tools, Equipment and Materials for Vehicle Maintenance	L1	K5058669		✓	✓	✓	✓	✓	✓	
Understanding Ageing and the Older Person	L2	Y5048588					✓	✓	✓	✓

Understanding Boundaries and Confidentiality	L2	L5066229					✓	✓	✓	
Understanding Child Protection Theory	L2	R5048525					✓	✓	✓	✓
Understanding Counselling Theories	L2	F5079995					✓	✓	✓	✓
Understanding Different Approaches to the Use of Counselling Skills	L3	R5056107								✓
Understanding Disability, Society and the Law	L2	R5048590					✓	✓	✓	✓
Understanding How Children Learn	L2	Y5051619					✓	✓	✓	✓
Understanding How to Conserve Grass as Hay and Silage	L2	A5056473					✓		✓	
Understanding how to Meet the Physical Needs of Children	L2	R5053305					✓	✓	✓	✓
Understanding Human Growth and Development	E3	L5051620	✓		✓	✓				
Understanding Mental Health	L2	H5048965					✓	✓	✓	✓
Understanding Nutrition, Performance and Healthy Eating	L1	R5053269		✓	✓	✓	✓	✓	✓	

Understanding Peer Mentoring	L1	T/617/553 6		✓	✓	✓				
Understanding Play	L1	Y5049613		✓	✓	✓	✓	✓	✓	
Understanding Play for Early Learning	L1	F5038167		✓	✓	✓	✓	✓	✓	
Understanding Spoken Language and Communication Difficulties in Children	L3	L5058907								✓
Understanding the Physical Development of Children and Young People	L2	D5048589					✓	✓	✓	✓
Understanding the Promotion of Physical Development of Children and Young People	L3	R5058682								✓
Understanding the Value of Food and Nutrition for Children and Young People	L2	M5049620					✓	✓	✓	✓
Use and Maintain Woodworking Tools	L1	A5058725		✓	✓	✓	✓	✓	✓	
Using Aural Skills in Music	L1	L5051004					✓		✓	
Using Craft Skills with Natural Materials	L1	T5058609		✓	✓	✓	✓	✓	✓	
Using Digital Sampling	L1	F5054501		✓	✓	✓	✓	✓	✓	

Techniques for Composing										
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Using kitchen equipment	L1	T5025075		✓	✓	✓	✓	✓	✓	
Using Mixed Media in 2D	E3	L5049981	✓		✓	✓				
Using the Internet as a Medium for Music	L1	R5047178		✓	✓	✓	✓	✓	✓	
Valeting a Car Interior	E3	K5042889	✓		✓	✓				
Washing a Car Exterior	E3	J5050160	✓		✓	✓				
Wax and Polish a Car Exterior	E3	L5050161	✓		✓	✓				
Woodworking Crafts	E3	Y5064693	✓		✓	✓				
Wool Processing	E3	A5064685	✓		✓	✓				
Work Experience	L1	K5005423					✓			



## Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

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Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.
- Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.

It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.

Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.

- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
  - Original certificates OR
  - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from the Skills and Education Group Awards website.

## Certification

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Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the web site.

## Exemptions

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This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

## Glossary of Terms

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### **GL (Guided Learning)**

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

### **TQT (Total Qualification Time)**

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.