OCN LONDON

QUALIFICATION GUIDE
Entry Level Qualifications in Entry to Employment

OCN London

OCN London Qualification Guide

OCNLR Entry Level Award in Entry to Employment (Entry 1)
Qualification No: 603/5863/4

OCNLR Entry Level Certificate in Entry to Employment (Entry 1)
Qualification No: 603/5864/6

OCNLR Entry Level Award in Entry to Employment (Entry 2)
Qualification No: 603/5866/X

OCNLR Entry Level Certificate in Entry to Employment (Entry 2)
Qualification No: 603/5867/1

OCNLR Entry Level Award in Entry to Employment (Entry 3)
Qualification No: 603/5870/1

OCNLR Entry Level Certificate in Entry to Employment (Entry 3)
Qualification No: 603/5872/5

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness.

We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

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

To navigate within this Qualification Guide

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General Information

This qualification guide contains details of everything you need to know about the OCNLR Entry Level Qualifications in Entry to Employment (Entry Levels 1, 2 and 3). It makes reference to the curriculum areas covered, identifies the learners for whom the qualifications have been developed and specifies the rules of combination for achievement of the qualifications. The guide also covers important aspects of assessment and moderation that are particular to the qualifications. The guide should be used by all involved in the delivery and assessment of the qualifications.

The Curriculum and Relationship Development Manager (CRDM) for your Centre will provide support and advice on how to seek approval to offer these qualifications. Please contact the main switchboard for the name of your CRDM if you do not already know it. If you are not yet an OCN London Approved Centre but wish to use these qualifications, please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The OCNLR Entry Level Qualifications in Entry to Employment (Entry Levels 1, 2 and 3) are designed to enable Entry Level learners to progress directly into employment or into learning at a higher level as part of a progression pathway into employment in specific vocational sectors of their choosing.

The qualifications have been developed to replace the OCNLR Using Employability Skills suite of qualifications, which were introduced in 2013 and to raise awareness of the employment opportunities available for Entry Level learners.

Since 2013 there have been significant changes in employment opportunities for Entry Level learners and therefore the OCNLR Entry Level Qualifications in Entry to Employment aim to update and refresh the unit content so that the qualifications are relevant, current and fit for purpose for Entry Level learners and help them develop the skills they need today to access employment opportunities.

The OCNLR Entry Level Qualifications in Entry to Employment include a range of employability and vocational units. The employability units have been updated and broadened for today's employment market, and specific vocational unit groups have been created to give access to vocational skills in the following areas:
- Business Administration
- Building and Construction
- Catering and Hospitality
- Early Years
- Health and Social Care
- Horticulture, Animal Care and Environment
- Public Services
- Retail and Customer Service
- Sport and Fitness

The OCNLR Entry Level Qualifications in Entry to Employment (Entry Levels 1, 2 and 3) are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The OCNLR Entry Level Qualifications in Entry to Employment are available at Entry Levels 1, 2 and 3 only. See Table 1 for details.

Table 1: OCNLR Entry Level Qualifications in Entry to Employment (Entry Levels 1, 2 and 3)

Qualification	Qualification number	Credit value	Operational start date	Review date	TQT	GLH
OCNLR Entry Level Award in Entry to Employment (Entry 1)	603/5863/4	6	1st June 2020	31st May 2025	60	60
OCNLR Entry Level Award in Entry to Employment (Entry 2)	603/5866/X	6	1st June 2020	31st May 2025	60	60
OCNLR Entry Level Award in Entry to Employment (Entry 3)	603/5870/1	6	1st June 2020	31st May 2025	60	60
OCNLR Entry Level Certificate in Entry to Employment (Entry 1)	603/5864/6	13	1st June 2020	31st May 2025	130	130
OCNLR Entry Level Certificate in Entry to Employment (Entry 2)	603/5867/1	13	1st June 2020	31st May 2025	130	130
OCNLR Entry Level Certificate in Entry to Employment (Entry 3)	603/5872/5	13	1st June 2020	31st May 2025	130	130

Assessment requirements for all the above qualifications: internally assessed, internally and externally moderated.

Purpose of the qualifications

The purpose of the OCNLR Entry Level Qualifications in Entry to Employment (Entry Levels 1, 2 and 3) is to help Entry Level learners develop key employability and vocational skills and progress onto higher level study or into employment.

Who the qualifications are for

The OCNLR Entry Level Qualifications in Entry to Employment (Entry Levels 1, 2 and 3) are suitable for Entry Level learners who:
- wish to take their first steps towards gaining employment;
- have special needs, learning difficulties (SEND);
- have no previous qualifications or educational experience;
- are looking for either a full-time or a part-time course;
- are long-term unemployed;
- are facing redundancy;
- need a short, introductory course;
- would like to develop relevant work or learning skills to progress to a higher level;
- want to begin work in supported employment.

Entry guidance

The qualifications are suitable for learners of all ages. There are no specific entry requirements for the qualifications, but centres are responsible for ensuring that these qualifications are appropriate for the age and ability of their learners.

Progression and related qualifications

These qualifications will provide learners with the skills to enter employment in a variety of vocational areas and successful learners may consider further study at the same or higher levels.

Structure of the Qualifications

Rules of combination for achievement

OCNLR Entry Level Qualifications in Entry to Employment (Entry 1)

Award (Entry 1)
The OCNLR Entry Level Award in Entry to Employment (Entry 1) comprises a range of optional employability and vocational units. Learners must achieve 6 credits in total:

- a minimum of 2 credits must be taken from Group 1 (Employability Skills);
- the remaining 4 credits may be taken from Group 1 (Employability Skills) and/or Group 2 (Vocational Skills).

Certificate (Entry 1)
The OCNLR Entry Level Certificate in Entry to Employment (Entry 1) comprises a range of optional employability and vocational units. Learners must achieve 13 credits in total:

- a minimum of 4 credits must be taken from Group 1 (Employability Skills);
- the remaining 9 credits may be taken from Group 1 (Employability Skills) and/or Group 2 (Vocational Skills).

Entry 1 qualifications

Table 2: Organisation of E1 qualification units

Organisation of E1 qualification units	
Group 1: Employability Skills	
a)	Introduction to Work
b)	Workplace Skills
c)	Literacy, Numeracy and Communication Skills
d)	Career Preparation
Group 2: Vocational Skills	
a)	Business Administration
b)	Building and Construction
c)	Catering and Hospitality
d)	Horticulture, Animal Care and the Environment
e)	Public Services
f)	Retail and Customer Care
g)	Sport and Fitness

Table 3: Entry Level Qualifications in Entry to Employment (Entry 1) – units

For unit content please click the Ofqual Unit Reference Number

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Group 1: Employability Skills					
a) Introduction to Work					
Y/617/9210	HC6/E1/LQ/001	Developing Skills for Gaining Employment	E1	3	30
A/504/1231	HC1/E1/LQ/002	Making Career Choices	E1	2	20
J/504/1233	HB1/E1/LQ/029	Preparing for and Taking Part in an Interview	E1	2	20
b) Workplace Skills					
J/504/1409	HB1/E1/LQ/031	Follow Instructions in the Workplace	E1	2	20
A/504/1410	PL1/E1/LQ/001	Health and Safety Procedures in the Workplace	E1	2	20
F/504/1411	HD6/E1/LQ/037	Induction to Work	E1	2	20
F/504/1280	HC1/E1/LQ/003	Looking and Acting the Part in the Workplace	E1	2	20
K/504/1239	WB2/E1/LQ/001	Making a Product	E1	2	20
D/504/1240	HC4/E1/LQ/001	Undertaking an Enterprise Project	E1	2	20
D/504/1416	HB7/E1/LQ/005	Working with Others	E1	2	20
c) Literacy, Numeracy and Communication Skills					
Y/618/1281	CN0/E1/LQ/003	Digital Skills in the Workplace	E1	3	30
D/617/9290	CN0/E1/LQ/001	Using a Computer	E1	2	20
K/617/9292	CN0/E1/LQ/002	Using a Mobile Device	E1	2	20
K/504/1404	HD2/E1/LQ/003	Using Communication Skills in a Workplace	E1	2	20
Y/504/1284	HD4/E1/LQ/014	Using Number Skills in a Workplace	E1	2	20
R/504/1414	HD3/E1/LQ/006	Using Reading Skills in a Workplace	E1	2	20
Y/504/1415	HD3/E1/LQ/005	Using Writing Skills in a Workplace	E1	2	20
d) Career Preparation					
T/504/1244	HC1/E1/LQ/007	Working as a Volunteer	E1	2	20
M/504/1257	HC1/E1/LQ/011	Working in Catering	E1	2	20
T/504/1261	HC1/E1/LQ/012	Working in Horticulture	E1	2	20
Group 2: Vocational Skills					
a) Business Administration					
D/617/9158	AY7/E1/LQ/001	Reception and Filing Skills	E1	3	30
Y/617/9160	AY7/E1/LQ/002	Using the Telephone and Photocopier	E1	3	30
b) Building and Construction					
A/617/9149	TG2/E1/LQ/001	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	E1	3	30

M/617/9150	TG8/E1/LQ/001	Cutting and Hanging Wall Coverings	E1	3	30
A/617/9152	PL5/E1/LQ/001	Health and Safety: Construction	E1	3	30
R/617/9156	TG7/E1/LQ/001	Introduction to Carpentry and Joinery	E1	3	30
L/617/9155	HB1/E1/LQ/038	Introduction to Painting and Decorating	E1	3	30
c) Catering and Hospitality					
H/617/9162	NF4/E1/LQ/001	Basic Food Preparation	E1	2	20
M/617/9164	HD8/E1/LQ/011	Food Safety and Storage	E1	3	30
J/617/9168	HJ1/E1/LQ/005	Introduction to Food, Drink and Cooking	E1	3	30
A/617/9166	NA1/E1/LQ/001	Introduction to the Hospitality Industry	E1	1	10
d) Horticulture, Animal Care and the Environment					
F/617/9170	SP2/E1/LQ/001	Developing Confidence Working with Animals	E1	3	30
Y/617/9174	HB1/E1/LQ/036	Environmental Issues	E1	2	20
R/617/9190	SE2/E1/LQ/001	Garden Maintenance Skills	E1	3	30
D/617/9192	SP5/E1/LQ/001	Introduction to the Care of Animals	E1	3	30
F/617/9198	SE2/E1/LQ/002	Sowing and Growing Plants	E1	3	30
K/505/8705	SE7/E1/LQ/004	Understanding Skills Required for Floristry	E1	1	10
e) Public Services					
H/617/9095	QH4/E1/LQ/002	Assisting the Public	E1	3	30
K/617/9101	QH4/E1/LQ/003	Career Planning for the Public Services	E1	3	30
T/617/9103	QH4/E1/LQ/001	Working in Public Services	E1	3	30
f) Retail and Customer Care					
Y/617/9109	BC3/E1/LQ/001	Handling Stock in a Retail Environment	E1	3	30
L/617/9110	BA3/E1/LQ/001	Introduction to Customer Service Skills	E1	3	30
H/617/9114	BC3/E1/LQ/001	Looking After Customers in a Retail Environment	E1	3	30
g) Sport and Fitness					
Y/617/9756	MA1/E1/LQ/001	Basic Performance Skills	E1	3	30
H/617/9131	HJ5/E1/LQ/002	Health and Fitness	E1	3	30
R/617/9142	HJ1/E1/LQ/004	Improving Own Fitness	E1	3	30
D/617/9144	MA3/E1/LQ/001	Indoor Team Games	E1	3	30

Rules of combination for achievement

OCNLR Entry Level Qualifications in Entry to Employment (Entry 2)

Award (Entry 2)
The OCNLR Entry Level Award in Entry to Employment (Entry 2) comprises a range of optional employability and vocational units. Learners must achieve 6 credits in total:

- a minimum of 2 credits must be taken from Group 1 (Employability Skills);
- the remaining 4 credits may be taken from Group 1 (Employability Skills) and/or Group 2 (Vocational Skills).

Certificate (Entry 2)
The OCNLR Entry Level Certificate in Entry to Employment (Entry 2) comprises a range of optional employability and vocational units. Learners must achieve 13 credits in total:

- a minimum of 4 credits must be taken from Group 1 (Employability Skills);
- the remaining 9 credits may be taken from Group 1 (Employability Skills) and/or Group 2 (Vocational Skills).

Entry 2 qualifications

Table 4: Organisation of E2 qualification units

Organisation of E2 qualification units
Group 1: Employability Skills
a) Introduction to Work
b) Workplace Skills
c) Literacy, Numeracy and Communication Skills
d) Career Preparation
Group 2: Vocational Skills
a) Business Administration
b) Building and Construction
c) Catering and Hospitality
d) Horticulture, Animal Care and the Environment
e) Public Services
f) Retail and Customer Care
g) Sport and Fitness

Table 5: Entry Level Qualifications in Entry to Employment (Entry 2) – units

For unit content please click the Ofqual Unit Reference Number

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Group 1: Employability Skills					
a) Introduction to Work					
R/504/1297	HC1/E2/LQ/001	Applying for Jobs and Courses	E2	2	20
D/617/9225	HC6/E1/LQ/002	Developing Skills for Gaining Employment	E2	3	30
T/504/1292	HC1/E2/LQ/002	Making Career Choices	E2	2	20
J/504/1295	HB1/E2/LQ/013	Preparing for and Taking Part in an Interview	E2	2	20
b) Workplace Skills					
M/504/1307	HD6/E2/LQ/014	Carry Out a Practical Activity in the Workplace	E2	2	20
T/504/1468	HB1/E2/LQ/014	Decision Making in the Workplace	E2	2	20
M/504/1470	HB1/E2/LQ/015	Follow Instructions in the Workplace	E2	2	20
T/504/1471	PL1/E2/LQ/001	Health and Safety Procedures in the Workplace	E2	2	20
F/504/1473	HC4/E2/LQ/001	Induction to Work	E2	2	20
M/504/1288	HD6/E2/LQ/013	Looking and Acting the Part in the Workplace	E2	2	20
D/504/1450	WB2/E2/LQ/001	Making a Product	E2	2	20
J/504/1300	HC1/E2/LQ/003	Undertaking an Enterprise Project	E2	2	20
K/504/1466	HB7/E2/LQ/003	Working with Others	E2	2	20
c) Literacy, Numeracy and Communication Skills					
M/618/1285	CN0/E2/LQ/003	Digital Skills for the Workplace	E2	3	30
H/617/9291	CN0/E2/LQ/001	Using a Computer	E1	2	20
M/617/9293	CN0/E2/LQ/002	Using a Mobile Device	E1	2	20
R/504/1476	HD2/E2/LQ/001	Using Communication Skills in a Workplace	E2	2	20
Y/504/1463	HD4/E2/LQ/001	Using Number Skills in a Workplace	E2	2	20
D/504/1464	HD3/E2/LQ/002	Using Reading Skills in a Workplace	E2	2	20
H/504/1465	HD3/E2/LQ/001	Using Writing Skills in a Workplace	E2	2	20
d) Career Preparation					
Y/504/1303	HC1/E2/LQ/007	Working as a Volunteer	E2	2	20
L/504/1458	HC1/E2/LQ/010	Working in an Office	E2	2	20
R/504/1459	HC1/E2/LQ/011	Working in Catering	E2	2	20
L/504/1461	HC1/E2/LQ/012	Working in Horticulture	E2	2	20
M/504/1453	HC1/E2/LQ/014	Working in Retail	E2	2	20

Group 2: Vocational Skills					
a) Business Administration					
H/617/9159	AY7/E2/LQ/001	Reception and Filing Skills	E2	3	30
D/617/9161	AY7/E2/LQ/002	Using the Telephone and Photocopier	E2	3	30
b) Building and Construction					
T/617/9148	TG2/E2/LQ/001	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	E2	3	30
T/617/9151	PL5/E2/LQ/001	Cutting and Hanging Wall Coverings	E2	3	30
F/617/9153	PL5/E2/LQ/002	Health and Safety: Construction	E2	3	30
J/617/9154	TG7/E2/LQ/001	Introduction to Carpentry and Joinery	E2	3	30
Y/617/9157	TG8/E2/LQ/001	Introduction to Painting and Decorating	E2	3	30
c) Catering and Hospitality					
K/617/9163	NF4/E2/LQ/001	Basic Food Preparation	E2	2	20
T/617/9165	HD8/E2/LQ/012	Food Safety and Storage	E2	3	30
L/617/9169	HJ1/E2/LQ/005	Introduction to Food, Drink and Cooking	E2	3	30
F/617/9167	NA1/E2/LQ/001	Introduction to the Hospitality Industry	E2	1	10
d) Horticulture, Animal Care and the Environment					
J/617/9171	SP2/E2/LQ/001	Developing Confidence Working with Animals	E2	3	30
D/617/9175	HB1/E2/LQ/020	Environmental Issues	E2	2	20
Y/617/9191	SE2/E2/LQ/001	Garden Maintenance Skills	E2	3	30
H/617/9193	SP5/E2/LQ/001	Introduction to the Care of Animals	E2	3	30
M/617/9200	SE2/E2/LQ/002	Sowing and Growing Plants	E2	3	30
Y/617/9207	SE7/E2/LQ/001	Understanding Skills Required for Floristry	E2	1	10
e) Public Services					
H/617/9100	QH4/E2/LQ/002	Assisting the Public	E2	3	27
M/617/9102	QH4/E2/LQ/003	Career Planning for the Public Services	E2	3	28
A/617/9104	QH4/E2/LQ/001	Working in Public Services	E2	3	28
f) Retail and Customer Service					
R/617/9108	BC3/E2/LQ/001	Handling Stock in a Retail Environment	E2	3	30
R/617/9111	BA3/E2/LQ/001	Introduction to Customer Service Skills	E2	3	30
K/617/9115	BC3/E2/LQ/001	Looking After Customers in a Retail Environment	E2	3	30
g) Sport and Fitness					
Y/617/9756	MA1/E1/LQ/001	Basic Performance Skills	E2	3	30
T/617/9134	HJ5/E2/LQ/002	Health and Fitness	E2	3	30
Y/617/9143	HJ1/E2/LQ/004	Improving Own Fitness	E2	3	30
H/617/9145	MA3/E2/LQ/001	Indoor Team Games	E2	3	30
Y/617/9756	MA1/E1/LQ/001	Basic Performance Skills	E2	3	30
T/617/9134	HJ5/E2/LQ/002	Health and Fitness	E2	3	30

Barred combinations

The following units cannot be taken together

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

Rules of combination for achievement

OCNLR Entry Level Qualifications in Entry to Employment (Entry 3)

Award (Entry 3)
The OCNLR Entry Level Award in Entry to Employment (Entry 3) comprises a range of optional employability and vocational units. Learners must achieve 6 credits in total:

- A minimum of 2 credits must be taken from Group 1 (Employability Skills);
- The remaining 4 credits may be taken from Group 1 (Employability Skills) and/or Group 2 (Vocational Skills).

Certificate (Entry 3)
The OCNLR Entry Level Certificate in Entry to Employment (Entry 3) comprises a range of optional employability and vocational units. Learners must achieve 13 credits in total:

- a minimum of 4 credits must be taken from Group 1 (Employability Skills);
- the remaining 9 credits may be taken from Group 1 (Employability Skills) and/or Group 2 (Vocational Skills).

Entry 3 qualifications

Table 6: Organisation of E3 qualification units

Organisation of E3 qualification units	
Group 1: Employability Skills	
a)	Introduction to Work
b)	Workplace Skills
c)	Literacy, Numeracy and Communication Skills
d)	Career Preparation
Group 2: Vocational Skills	
a)	Business Administration
b)	Building and Construction
c)	Catering and Hospitality
d)	Early Years
e)	Health and Social Care
f)	Horticulture, Animal Care and the Environment
g)	Public Services
h)	Retail and Customer Care
i)	Sport and Fitness

Table 7: Entry Level Qualifications in Entry to Employment (Entry 3) units

For unit content please click the Ofqual Unit Reference Number

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Group 1: Employability Skills					
a) Introduction to Work					
Y/504/1480	HB1/E3/LQ/030	Applying for Jobs and Courses	E3	2	20
F/504/8519	HC6/E3/LQ/004	Developing Skills for Gaining Employment	E3	3	30
M/504/1484	HC1/E3/LQ/007	Making Career Choices	E3	2	20
D/504/1626	HB1/E3/LQ/029	Preparing for and Taking Part in an Interview	E3	2	20
F/505/8788	HC4/E3/LQ/032	Skills for Employability	E3	3	30
b) Workplace Skills					
Y/504/1639	HD6/E3/LQ/020	Carry Out a Practical Activity in the Workplace	E3	2	20
T/504/1681	HB1/E3/LQ/033	Decision Making in the Workplace	E3	2	20
J/504/1684	HB1/E3/LQ/034	Follow Instructions in the Workplace	E3	2	20
Y/504/1687	HB1/E3/LQ/035	Health and Safety Procedures in the Workplace	E3	2	20
Y/504/1690	HC4/E3/LQ/012	Induction to Work	E3	2	20
H/504/1482	HD6/E3/LQ/019	Looking and Acting the Part in the Workplace	E3	2	20
A/504/1651	WB2/E3/LQ/001	Making a Product	E3	2	20
J/504/1653	HC1/E3/LQ/009	Undertaking an Enterprise Project	E3	2	20
T/504/1695	HB7/E3/LQ/004	Working with Others	E3	2	20
c) Literacy, Numeracy and Communication Skills					
T/618/1286	CN0/E3/LQ/020	Digital Skills in the Workplace	E3	4	40
M/616/8245	CN0/E3/LQ/014	Personal Productivity Programmes	E3	3	30
J/504/1698	HD2/E3/LQ/001	Using Communication Skills in a Workplace	E3	2	20
Y/505/3225	CRE/E3/LQ/005	Using Email	E3	1	10
L/504/1699	CP0/E3/LQ/001	Using ICT Skills in the Workplace	E3	2	20
T/504/1700	HD4/E3/LQ/016	Using Number Skills in a Workplace	E3	2	20
A/504/1701	HD3/E3/LQ/016	Using Reading Skills in a Workplace	E3	2	20
H/505/3227	CRE/E3/LQ/006	Using the Internet	E3	1	10
F/504/1702	HD3/E3/LQ/014	Using Writing Skills in a Workplace	E3	2	20
d) Career Preparation					
J/503/2807	HC6/E3/LQ/001	Applying for a Job	E3	1	10

M/504/8497	HC1/E3/LQ/001	Introduction to Career Preparation	E3	1	10
A/618/1287	HC6/E3/LQ/010	Preparing a Personal CV	E3	1	10
K/504/8529	HC4/E3/LQ/031	Recognising Employment Opportunities	E3	1	10
J/506/0798	HC4/E3/LQ/034	Understanding a Work Experience Placement	E3	3	30
F/504/1635	HC1/E3/LQ/012	Working as a Volunteer	E3	2	20
J/504/1670	HC1/E3/LQ/015	Working in an Office	E3	2	20
R/504/1655	HC1/E3/LQ/016	Working in Catering	E3	2	20
K/504/1659	HC1/E3/LQ/017	Working in Horticulture	E3	2	20
M/504/1663	HC1/E3/LQ/019	Working in Retail	E3	2	20
Group 2: Vocational Skills					
a) Business Administration					
H/505/3194	AY7/E3/LQ/002	Reception and Filing Skills	E3	3	30
A/505/8790	AY8/E3/LQ/002	Using the Telephone and Photocopier	E3	3	30
b) Building and Construction					
D/505/3856	TG2/E3/LQ/008	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	E3	3	30
F/505/0626	TG8/E3/LQ/006	Cutting and Hanging Wall Coverings	E3	3	30
K/506/0518	PL5/E3/LQ/002	Health and Safety: Construction	E3	3	30
Y/505/3192	TG7/E3/LQ/001	Introduction to Carpentry and Joinery	E3	3	30
J/505/3897	TG8/E3/LQ/005	Introduction to Painting and Decorating	E3	3	30
c) Catering and Hospitality					
M/505/3182	NF4/E3/LQ/002	Basic Food Preparation	E3	2	20
J/505/8646	HD8/E3/LQ/015	Food Safety and Storage	E3	3	30
Y/504/8509	HJ1/E3/LQ/006	Introduction to Food, Drink and Cooking	E3	3	30
A/502/4834	NA1/E3/LQ/001	Introduction to the Hospitality Industry	E3	1	10
d) Early Years					
T/504/8517	HJ2/E3/LQ/001	Developing Skills for Listening to Children	E3	3	30
D/505/8572	HB1/E3/LQ/047	Understanding How and Why to Support Children in Family Learning	E3	3	30
e) Health and Social Care					
F/615/3216	PA1/E3/LQ/001	Introduction to Health and Social Care	E3	1	9
J/615/3217	PA1/E3/LQ/002	Job Opportunities in Health and Social Care	E3	3	20
f) Horticulture, Animal Care and the Environment					
F/506/0475	SP2/E3/LQ/004	Developing Confidence Working with Animals	E3	3	30
K/600/6484	HB1/E3/LQ/015	Environmental Issues	E3	2	20

L/650/2207	QA1/E3/LQ/008	Ethical and Political Issues Relating to Land-Based Activities	E3	2	20
K/650/1983	QA1/E3/LQ/004	Exploring Careers in the Green Industries	E3	1	10
K/505/6467	SE2/E3/LQ/016	Garden Maintenance Skills	E3	3	30
D/650/2013	QA1/E3/LQ/007	Global Warming and Climate Change	E3	2	20
Y/650/2020	QA2/E3/LQ/001	Introduction to Sustainability	E3	1	10
J/615/3203	SP5/E3/LQ/002	Introduction to the Care of Animals	E3	3	30
R/650/1986	QA1/E3/LQ/005	Investigate an Environmental Issue	E3	3	30
H/650/1981	QA1/E3/LQ/003	Project in Sustainability	E3	3	30
K/505/3195	SE2/E3/LQ/011	Sowing and Growing Plants	E3	3	30
D/650/2031	AA3/E3/LQ/001	Supporting Sustainability in an Office Environment	E3	2	20
L/650/2009	QA1/E3/LQ/006	Sustainability Issues in Industry	E3	2	20
K/505/8705	SE7/E3/LQ/004	Understanding Skills Required for Floristry	E3	1	10
g) Public Services					
Y/616/3206	QH4/E3/LQ/001	Assisting the Public	E3	3	24
D/615/3207	QH4/E3/LQ/002	Career Planning for the Public Services	E3	3	27
D/615/3210	QH4/E3/LQ/005	Working in Public Services	E3	3	27
h) Retail and Customer Service					
A/504/8177	BC3/E3/LQ/001	Handling Stock in a Retail Environment	E3	3	30
L/505/8597	HC4/E3/LQ/030	Introduction to Customer Service Skills	E3	3	30
J/504/8179	BC3/E3/LQ/003	Looking After Customers in a Retail Environment	E3	3	30
i) Sport a					
D/505/1007	LC1/E3/LQ/004	Basic Performance Skills	E3	3	30
Y/505/9123	HJ5/E3/LQ/003	Health and Fitness	E3	3	30
L/505/8549	HJ1/E3/LQ/014	Improving Own Fitness	E3	3	30
A/505/8644	MA3/E3/LQ/002	Indoor Team Games	E3	3	30

Barred combinations

The following units cannot be taken together

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

Assessment and Moderation

Assessment process

The assessment process for these qualifications is 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 suggestions for the types of assessment activities that can be used to assess learners against the unit. Tutor/assessors should refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in the qualifications is in the OCNLR Assessment Guidance 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.

Tutor/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 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 the 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/assessor 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 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 tutor/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 tutor/assessor.

To be sufficiently knowledgeable

Each tutor/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.

OCNLR Assessment Guidance

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

OCNLR Assessment Guidance

OCNLR Assessment Guidance

About OCN London

OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London, we work with Centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those who have not previously benefitted from education.

Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with Centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you get the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

If you would like to deliver any of these qualifications, please contact our Curriculum Development Team on 020 7689 5867.

For further information call 020 7278 5511. E: enquiries@ocnlondon.org.uk

Or visit our website: www.ocnlondon.org.uk

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