

# OCN LONDON

## UNIT BOOK

### Entry Level Qualifications in Progression



web: [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk) tel: 020 7278 5511 email: [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk)

## About This Unit Book

This unit book contains a complete list of units for the **OCNLR Entry Level Progression Qualifications**.

The book should be used in conjunction with the **OCNLR Entry Level Qualifications in Progression** Qualification Guide, which can be found, alongside this Unit Book, at the respective qualification's web page, as follows:

**OCNLR Entry Level Award in Progression** web page –

<http://www.ocnlondon.org.uk/qualifications/our-qualifications/life-skills/ocnlr-entry-3-award-in-progression>

**OCNLR Entry Level Extended Award in Progression** web page –

<http://www.ocnlondon.org.uk/qualifications/our-qualifications/life-skills/ocnlr-entry-3-extended-award-in-progression>

**OCNLR Entry Level Certificate in Progression** web page –

<http://www.ocnlondon.org.uk/qualifications/our-qualifications/life-skills/ocnlr-entry-3-certificate-in-progression>

**OCNLR Entry Level Diploma in Progression** web page –

<http://www.ocnlondon.org.uk/qualifications/our-qualifications/life-skills/ocnlr-entry-3-diploma-in-progression>

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## How to use this Unit Book

### How to Access individual Unit Specifications

This Unit Book lists all the units relating to these OCNLR Entry Level Progression qualifications. Clicking on the Ofqual Code in the list of units will open the actual unit specification from the web. You will therefore need access to the internet to open the unit specifications themselves. If you have opened this Unit Book within a web browser, just click on a link and the full unit will open. (If you have problems call or email OCN London. See contact details in the footer of each page.)

### How to Search and Find Units

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

The Core and Optional units are graphically shown in the Table of Contents on page 3. It is important when designing a course to ensure that the qualification ‘rules of combination’ are met to enable learners to achieve the qualification aimed for. These are different for the Award, Extended Award, the Certificate, and the Diploma, and are set out below.

### Rules of Combination

#### Entry Level Award in Progression

Learners must achieve 3 credits at Entry Level.

#### Entry Level Extended Award in Progression

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

#### Entry Level 3 Certificate in Progression

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

#### Entry Level 3 Diploma in Progression

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

### Level 1 Units?

Although these qualifications are all at entry level a limited number of level 1 units can be achieved that count towards the Rule of Combination for the qualification. The Level 1 units are mostly in the ‘Level 1 Core’ group of units but a few are also included in the ‘Administration’ and Business Management’ optional unit sub groups. To help identify them graphically and separate them from entry level units, the level 1 unit rows are coloured grey.

### **Navigation through this document**

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

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

# Core Units

## Level E3 Core Skills

(Units 1 to 112 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
1	Accessing Public Transport	<a href="#">M/506/0617</a>	E3	3
2	Alcohol and Drug Misuse Awareness	<a href="#">T/504/8484</a>	E3	3
3	Applying Number Skills	<a href="#">Y/505/4004</a>	E3	1
4	Aspects of Citizenship	<a href="#">J/504/8425</a>	E3	3
5	Assertiveness and Decision Making Skills	<a href="#">L/504/8538</a>	E3	3
6	Basic Food Preparation	<a href="#">M/505/3182</a>	E3	2
7	Budgetary Control within a Business Environment	<a href="#">T/504/9358</a>	E3	3
8	Business Meeting Techniques	<a href="#">J/505/8792</a>	E3	3
9	College Induction	<a href="#">D/504/8124</a>	E3	3
10	Core Skills For Art And Craft	<a href="#">L/506/0527</a>	E3	3
11	Data Handling: Extracting And Interpreting Data	<a href="#">D/506/0693</a>	E3	1
12	Data Handling: Recording And Representing Data	<a href="#">H/506/0694</a>	E3	1
13	Developing an Awareness of Social and Physical Aspects of Adult Relationships	<a href="#">R/504/8492</a>	E3	1
14	Developing and Applying Addition and Subtraction Skills	<a href="#">F/506/0914</a>	E3	1
15	Developing and Applying Fraction Skills	<a href="#">J/506/0915</a>	E3	1
16	Developing and Applying Shape and Space Skills	<a href="#">L/506/0916</a>	E3	1
17	Developing Domestic Skills	<a href="#">J/504/8506</a>	E3	3
18	Developing Personal Hygiene Skills for Healthy Hands and Feet	<a href="#">H/504/8481</a>	E3	1
19	Developing Personal Hygiene Skills for Oral Health	<a href="#">L/504/8524</a>	E3	1
20	Developing Skills for a Healthy Lifestyle	<a href="#">J/504/8490</a>	E3	3
21	Developing Skills for Gaining Employment	<a href="#">F/504/8519</a>	E3	3
22	Developing Skills for Listening to Children	<a href="#">T/504/8517</a>	E3	3
23	Developing Skills for Table Setting in your Home	<a href="#">R/504/8508</a>	E3	1
24	Diversity in Society	<a href="#">T/504/8565</a>	E3	3
25	Division of Whole Numbers	<a href="#">K/505/4010</a>	E3	1
26	Employment Contract and Payslip Basics	<a href="#">R/504/8864</a>	E3	1
27	Engage in Discussion	<a href="#">F/503/3048</a>	E3	1
28	Family Relationships	<a href="#">M/504/8807</a>	E3	3
29	Food and Nutrition for Children	<a href="#">A/505/1578</a>	E3	3
30	Food Safety and Storage	<a href="#">J/505/8646</a>	E3	3
31	General Skills for Independent Living	<a href="#">A/504/8521</a>	E3	3
32	Grammar and Punctuation in Practical Use	<a href="#">T/506/0893</a>	E3	1
33	Grammar Skills	<a href="#">A/503/3050</a>	E3	1
34	Handling Stock in a Retail Environment	<a href="#">A/504/8177</a>	E3	3
35	Health and Fitness	<a href="#">Y/505/9123</a>	E3	3
36	Health and Safety Awareness in the Workplace	<a href="#">R/504/8489</a>	E3	1
37	Home and Personal Safety Awareness	<a href="#">H/504/8433</a>	E3	3
38	Improving own Spelling	<a href="#">F/503/3051</a>	E3	1

## Level E3 Core Skills

(Units 1 to 112 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
39	Introduction to a Training Course	<a href="#">H/504/8495</a>	E3	3
40	Introduction to Career Preparation	<a href="#">M/504/8497</a>	E3	1
41	Introduction to Customer Service Skills	<a href="#">L/505/8597</a>	E3	3
42	Introduction to Developing a Personal Learning Programme	<a href="#">T/504/8498</a>	E3	3
43	Introduction to Developing Parenting Skills	<a href="#">D/505/8569</a>	E3	3
44	Introduction to Developing Skills for Caring for your Child	<a href="#">A/504/8518</a>	E3	3
45	Introduction to Food, Drink and Cooking	<a href="#">Y/504/8509</a>	E3	3
46	Introduction to Group and Teamwork Communication Skills	<a href="#">R/505/8570</a>	E3	3
47	Introduction to Lip Reading Skills	<a href="#">R/505/8715</a>	E3	3
48	Introduction to the Hospitality Industry	<a href="#">A/502/4834</a>	E3	1
49	Introduction to Understanding Sex and Relationships	<a href="#">H/505/8573</a>	E3	3
50	Issues of Substance Misuse	<a href="#">A/504/8437</a>	E3	1
51	Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	<a href="#">F/504/8178</a>	E3	3
52	Living in the Community	<a href="#">R/505/8598</a>	E3	3
53	Looking After Customers in a Retail Environment	<a href="#">J/504/8179</a>	E3	3
54	Making And Using Story Sacks For Family Learning	<a href="#">A/506/0698</a>	E3	2
55	Making Choices in Pursuit of Personal Goals	<a href="#">J/506/0574</a>	E3	3
56	Managing Social Relationships	<a href="#">H/505/8623</a>	E3	2
57	Measure: Capacity and Temperature	<a href="#">Y/505/0918</a>	E3	1
58	Measure: Distance And Length	<a href="#">D/506/0919</a>	E3	1
59	Measure: Weight	<a href="#">D/503/3378</a>	E3	1
60	Money: Adding And Subtracting	<a href="#">D/506/0922</a>	E3	1
61	Multiplication of Whole Numbers	<a href="#">T/505/5645</a>	E3	1
62	Participate in an Activity	<a href="#">H/507/6412</a>	E3	3
63	Participating in Leisure Activities	<a href="#">D/505/1315</a>	E3	3
64	Personal Body Hygiene Awareness	<a href="#">K/505/8543</a>	E3	1
65	Personal Budgeting And Managing Money	<a href="#">R/506/0786</a>	E3	3
66	Personal Learning Goals	<a href="#">A/505/8787</a>	E3	3
67	Personal Study Skills	<a href="#">A/504/8289</a>	E3	3
68	Physical Performance Skills	<a href="#">F/505/0996</a>	E3	3
69	Planning And Participating In Short Walks	<a href="#">L/506/0947</a>	E3	3
70	Planning Physical Care Needs of Young Children	<a href="#">R/504/8184</a>	E3	3
71	Preparation for a Recruitment Interview	<a href="#">H/504/8528</a>	E3	2
72	Presentation Software	<a href="#">A/505/3217</a>	E3	2
73	Reading Comprehension	<a href="#">D/503/3154</a>	E3	1
74	Reading Grammar and Punctuation	<a href="#">H/503/3155</a>	E3	1
75	Reading Key Personal Words	<a href="#">K/503/3156</a>	E3	1



## Level E3 Core Skills

(Units 1 to 112 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
76	Recognising Employment Opportunities	<a href="#">K/504/8529</a>	E3	1
77	Recognising Own Skills for Personal Development	<a href="#">D/505/8958</a>	E3	3
78	Recognising Small Animals	<a href="#">A/505/6084</a>	E3	2
79	Respecting Children as Individuals	<a href="#">Y/504/8185</a>	E3	3
80	Rights and Responsibilities of Citizenship	<a href="#">J/504/8537</a>	E3	3
81	Road Safety Awareness	<a href="#">J/504/0888</a>	E3	3
82	Skills for Employability	<a href="#">F/505/8788</a>	E3	3
83	Skills for Hygiene in the Home and Everyday Life	<a href="#">L/504/8491</a>	E3	3
84	Skills for Shopping	<a href="#">A/504/8695</a>	E3	3
85	Skills for Shopping for your Home	<a href="#">Y/505/8571</a>	E3	3
86	Speaking to Communicate	<a href="#">F/506/0671</a>	E3	1
87	Spelling and Handwriting Skills	<a href="#">A/503/3159</a>	E3	1
88	Spelling in Practice	<a href="#">A/503/3162</a>	E3	1
89	Take Part in an Activity	<a href="#">T/504/8713</a>	E3	1
90	Teamwork Skills	<a href="#">K/504/8532</a>	E3	3
91	The Angling Environment	<a href="#">F/503/3874</a>	E3	3
92	The Local Community	<a href="#">H/506/0565</a>	E3	1
93	Time	<a href="#">J/504/8716</a>	E3	1
94	Understand the Grooming of Small Animals	<a href="#">T/505/6083</a>	E3	2
95	Understanding a Work Experience Placement	<a href="#">J/506/0798</a>	E3	3
96	Understanding Business Communication	<a href="#">H/506/0548</a>	E3	3
97	Understanding Financial Services	<a href="#">H/600/9867</a>	E3	1
98	Understanding How and Why to Support Children in Family Learning	<a href="#">D/505/8572</a>	E3	3
99	Understanding Self And Others	<a href="#">K/506/0678</a>	E3	3
100	Understanding Young People, Law and Order	<a href="#">K/506/0647</a>	E3	3
101	Undertaking an Enterprise Project	<a href="#">F/504/8570</a>	E3	6
102	Using Addition and Subtraction	<a href="#">F/503/3275</a>	E3	1
103	Using Computers for Family Learning	<a href="#">A/504/8857</a>	E3	2
104	Using Email	<a href="#">Y/505/3225</a>	E3	1
105	Using Listening and Responding Skills	<a href="#">T/503/3287</a>	E3	1
106	Using Punctuation	<a href="#">F/503/3289</a>	E3	1
107	Using the Internet	<a href="#">H/505/3227</a>	E3	1
108	Valeting a Car Interior	<a href="#">K/504/2889</a>	E3	3
109	Word Processing Software	<a href="#">M/505/3229</a>	E3	2
110	Writing Composition Skills	<a href="#">K/506/0910</a>	E3	1
111	Young Parenthood	<a href="#">K/504/8899</a>	E3	2

# Level 1 Core Skills

(Units 1 to 119 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
1	Action Planning to Improve Performance in Mathematics	<a href="#">D/504/2937</a>	L1	1
2	Active Citizenship in the Local Community	<a href="#">L/504/8510</a>	L1	1
3	Alcohol Awareness for the Individual	<a href="#">F/505/8791</a>	L1	3
4	Aspects of Citizenship	<a href="#">R/504/8511</a>	L1	3
5	Assertive Living	<a href="#">L/506/0558</a>	L1	3
6	Banking and Other Financial Organisations	<a href="#">R/504/7486</a>	L1	1
7	Basic Food Preparation and Cooking	<a href="#">K/505/4072</a>	L1	3
8	Behaviour in Conflict	<a href="#">R/504/8718</a>	L1	3
9	Body Image	<a href="#">F/504/8813</a>	L1	2
10	Building a Personal Skills Portfolio	<a href="#">A/504/8566</a>	L1	3
11	Career Planning	<a href="#">M/504/8645</a>	L1	3
12	Career Preparation	<a href="#">L/506/0737</a>	L1	1
13	Caring for your Child	<a href="#">F/505/8564</a>	L1	3
14	Changing Roles and Relationships in Adolescence	<a href="#">H/504/8724</a>	L1	3
15	Communication in the Workplace	<a href="#">J/504/7517</a>	L1	3
16	Communication Skills for Group and Teamwork	<a href="#">A/504/7689</a>	L1	3
17	Customer Service	<a href="#">T/504/8727</a>	L1	3
18	Data Calculations	<a href="#">K/503/3044</a>	L1	1
19	Developing a Personal Learning Programme	<a href="#">M/504/8287</a>	L1	3
20	Developing Confidence and Self-Esteem	<a href="#">K/503/0967</a>	L1	1
21	Developing Own Interpersonal Skills	<a href="#">D/504/8429</a>	L1	3
22	Developing Personal Confidence and Self Awareness	<a href="#">D/504/8432</a>	L1	3
23	Developing Skills for Independent Life	<a href="#">J/506/0560</a>	L1	3
24	Domestic Cooking Skills	<a href="#">H/504/8870</a>	L1	3
25	Drug Awareness	<a href="#">T/504/8291</a>	L1	3
26	Drugs and Substance Misuse	<a href="#">T/503/0969</a>	L1	1
27	Eating Disorders	<a href="#">R/504/8797</a>	L1	1
28	Employment Rights, Contracts and Pay	<a href="#">R/505/8794</a>	L1	3
29	Family Relationships	<a href="#">M/504/8225</a>	L1	3
30	Food Safety in the Home and Community	<a href="#">H/505/6063</a>	L1	2
31	Handling Data	<a href="#">R/506/1050</a>	L1	2
32	Health and Hygiene in the Home	<a href="#">F/505/8557</a>	L1	3
33	Health and Safety Awareness in a Working Environment	<a href="#">J/504/8487</a>	L1	1
34	Health and Safety in a Practical Environment	<a href="#">Y/505/4441</a>	L1	1
35	Healthy Living	<a href="#">L/504/8264</a>	L1	3
36	Household Skills	<a href="#">J/505/4001</a>	L1	3
37	Improving Assertiveness and Decision Making	<a href="#">D/505/8555</a>	L1	3
38	Improving Own Confidence	<a href="#">T/504/8274</a>	L1	3
39	Improving Own Learning and Performance	<a href="#">D/504/9497</a>	L1	3

## Level 1 Core Skills

(Units 1 to 119 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
40	Independent Shopping for Household Items	<a href="#">J/504/8277</a>	L1	3
41	Induction to Study	<a href="#">R/504/8279</a>	L1	3
42	Introduction to Peer Support Skills	<a href="#">M/505/8625</a>	L1	2
43	Issues of Substance Misuse	<a href="#">H/504/8688</a>	L1	1
44	Job Seeking Skills	<a href="#">J/506/0736</a>	L1	3
45	Living in the Community	<a href="#">K/504/8563</a>	L1	3
46	Maintaining a Wheeled Vehicle for Personal Use	<a href="#">M/504/8578</a>	L1	2
47	Making and Using Story Sacks	<a href="#">K/504/8580</a>	L1	3
48	Making Choices in Pursuit of Personal Goals	<a href="#">L/506/0575</a>	L1	3
49	Managing Personal Relationships	<a href="#">K/504/8627</a>	L1	3
50	Managing Your Own Learning	<a href="#">L/504/8552</a>	L1	3
51	Measure: Time and Temperature	<a href="#">R/506/0920</a>	L1	2
52	Parenting Skills	<a href="#">L/505/8566</a>	L1	3
53	Peer Mediation	<a href="#">R/504/8816</a>	L1	3
54	Personal and Interpersonal Conflict	<a href="#">A/504/8826</a>	L1	3
55	Personal Awareness	<a href="#">K/504/8837</a>	L1	3
56	Personal Budgeting and Managing Money	<a href="#">Y/506/0787</a>	L1	3
57	Personal Development	<a href="#">J/504/7792</a>	L1	3
58	Personal Learning Skills	<a href="#">D/504/7796</a>	L1	6
59	Personal Learning Skills	<a href="#">D/504/7796</a>	L1	6
60	Personal Relationships	<a href="#">T/504/8839</a>	L1	3
61	Planning and Leading an Activity	<a href="#">F/507/6370</a>	L1	3
62	Preparing for a Recruitment Interview	<a href="#">K/505/8722</a>	L1	3
63	Preparing for Interviews	<a href="#">R/505/5300</a>	L1	1
64	Preparing for Work	<a href="#">Y/506/0739</a>	L1	3
65	Presentation Skills	<a href="#">T/504/8131</a>	L1	2
66	Probability	<a href="#">K/506/0924</a>	L1	1
67	Problem Solving in the Workplace	<a href="#">H/505/8587</a>	L1	3
68	Punctuation and Grammar Skills	<a href="#">J/506/0896</a>	L1	2
69	Reading for Meaning	<a href="#">Y/506/0899</a>	L1	3
70	Recognising Employment Opportunities	<a href="#">R/504/8685</a>	L1	1
71	Responsible Road Vehicle Ownership and Use	<a href="#">H/504/8691</a>	L1	2
72	Rights and Responsibilities of Citizenship	<a href="#">J/504/8845</a>	L1	3
73	Sex and Relationships Education	<a href="#">Y/504/8557</a>	L1	3
74	Skills for Lip Reading	<a href="#">R/504/7780</a>	L1	6
75	Speaking and Listening Skills	<a href="#">J/506/0669</a>	L1	3
76	Spelling Rules and Strategies in Practical Use	<a href="#">A/505/5386</a>	L1	3
77	Spelling Skills	<a href="#">H/506/0906</a>	L1	3
78	Stress and Stress Management Techniques	<a href="#">Y/504/8817</a>	L1	3
79	Study Skills	<a href="#">L/504/8197</a>	L1	3
80	Supporting a Child with Reading	<a href="#">J/504/8697</a>	L1	3

## Level 1 Core Skills

(Units 1 to 119 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
81	Supporting a Child with Writing	<a href="#">A/504/8700</a>	L1	3
82	Supporting Children's Literacy and Numeracy Development	<a href="#">K/504/8711</a>	L1	3
83	Supporting Your Children in Family Learning	<a href="#">J/505/8596</a>	L1	3
84	Take Part in an Activity	<a href="#">A/504/8714</a>	L1	1
85	Teamwork Skills	<a href="#">J/504/8876</a>	L1	3
86	The Peer Mediation Process	<a href="#">T/504/8856</a>	L1	3
87	Time Management	<a href="#">L/504/8717</a>	L1	3
88	Understanding and Using 2D Shapes	<a href="#">A/506/0927</a>	L1	1
89	Understanding and Using Decimals	<a href="#">F/506/2928</a>	L1	2
90	Understanding and Using Fractions	<a href="#">J/506/0929</a>	L1	2
91	Understanding and Using Percentages	<a href="#">A/506/0930</a>	L1	2
92	Understanding Diversity within Society	<a href="#">M/504/8483</a>	L1	3
93	Understanding Equal Opportunities	<a href="#">M/506/0634</a>	L1	3
94	Understanding Length, Weight and Capacity	<a href="#">F/506/0931</a>	L1	1
95	Understanding Numbers	<a href="#">J/506/0932</a>	L1	2
96	Understanding Perimeter and Area	<a href="#">Y/505/5377</a>	L1	1
97	Understanding Prejudice and Discrimination	<a href="#">J/506/0638</a>	L1	3
98	Understanding Self in Conflict	<a href="#">J/505/8811</a>	L1	3
99	Understanding The Importance Of A Balanced Diet And Regular Exercise	<a href="#">Y/506/0613</a>	L1	1
100	Understanding the Role of a Mentor	<a href="#">T/506/3275</a>	L1	2
101	Understanding Time Management in the Workplace	<a href="#">R/505/8584</a>	L1	2
102	Understanding Volume	<a href="#">R/506/0934</a>	L1	1
103	Understanding Welfare at Work	<a href="#">M/506/1993</a>	L1	3
104	Understanding Work-Based Learning and Apprenticeships	<a href="#">Y/506/0742</a>	L1	1
105	Understanding Young People, Law and Order	<a href="#">T/506/0649</a>	L1	3
106	Understanding Your Pay	<a href="#">A/505/5291</a>	L1	3
107	Understanding your Pregnancy and Preparation for your Baby	<a href="#">D/505/8667</a>	L1	3
108	Undertaking an Enterprise Project	<a href="#">D/504/8866</a>	L1	3
109	Using a CV and Covering Letter to Apply for a Job	<a href="#">J/505/6931</a>	L1	2
110	Using an Ordnance Survey Map	<a href="#">F/505/8631</a>	L1	2
111	Using Calculations: Addition and Subtraction of Whole Numbers	<a href="#">D/506/0936</a>	L1	1
112	Using Calculations: Multiplication and Division of Whole Numbers	<a href="#">H/506/0937</a>	L1	2
113	Work Experience	<a href="#">T/505/8724</a>	L1	3
114	Work, Review and Plan	<a href="#">L/505/8616</a>	L1	3
115	Work-Based Placement	<a href="#">L/506/0804</a>	L1	3
116	Working Patterns	<a href="#">F/504/8861</a>	L1	1
117	Working with your Child to Develop Literacy Skills	<a href="#">F/504/8892</a>	L1	3

## Level 1 Core Skills

(Units 1 to 119 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
118	Working with Your Child to Develop Numeracy Skills	<a href="#">J/504/8893</a>	L1	3
119	Writing for Meaning Skills	<a href="#">M/506/0911</a>	L1	3
120	Young Parenthood	<a href="#">K/504/8904</a>	L1	2

# Optional Units

## Optional Units in subject groups

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

	Unit Name	Ofqual reference	Level	Credit
<b>1</b>	<b>Administration; unit group</b>			
1	Filing Skills	<a href="#">R/505/0825</a>	L1	3
2	Reception and Filing Skills	<a href="#">H/505/3194</a>	E3	3
3	Using Fax Machines and Photocopiers	<a href="#">D/505/0827</a>	L1	3
4	Using the Telephone and Photocopier	<a href="#">A/505/8790</a>	E3	3
<b>2</b>	<b>Animal Care; unit group</b>			
1	Developing Confidence Working with Animals	<a href="#">F/506/0475</a>	E3	3
2	Recognising Small Animals	<a href="#">A/505/6084</a>	E3	2
3	Understand the Grooming of Small Animals	<a href="#">T/505/6083</a>	E3	2
<b>3</b>	<b>Building and Construction; unit group</b>			
1	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	<a href="#">D/505/3856</a>	E3	3
2	Building a Three Brick Square Hollow Pillar	<a href="#">D/505/0309</a>	E3	3
3	Introduction to Assisting Workshop Practice in Brickwork	<a href="#">L/505/8180</a>	E3	3
4	Introduction to Brickwork	<a href="#">R/505/3191</a>	E3	3
5	Introduction to Building and Construction	<a href="#">L/504/9883</a>	E3	3
6	Introduction to Carpentry and Joinery	<a href="#">Y/505/3192</a>	E3	3
7	Introduction Painting and Decorating	<a href="#">J/505/3897</a>	E3	3
8	Health and Safety: Construction	<a href="#">K/506/0518</a>	E3	3
9	Cutting and Hanging Wall Coverings	<a href="#">F/505/0626</a>	E3	3
<b>4</b>	<b>Business Management; unit group</b>			
1	Budgetary Control within a Business Environment	<a href="#">T/504/9358</a>	L1	3
2	Business Meeting Techniques	<a href="#">J/505/8792</a>	L1	3
3	Understanding Business Communication	<a href="#">H/506/0548</a>	L1	3
4	Understanding Time Management in the Workplace	<a href="#">R/505/8584</a>	L1	2
<b>5</b>	<b>Child Development; unit group</b>			
1	Developing Skills for Listening to Children	<a href="#">T/504/8517</a>	E3	3
2	Food and Nutrition for Children	<a href="#">A/505/1578</a>	E3	3
3	Introduction to Developing Skills for Caring for your Child	<a href="#">A/504/8518</a>	E3	3
4	Introduction to Preparing, Presenting and Keeping Food for Children and Young People	<a href="#">J/505/8713</a>	E3	3

## Optional Units in subject groups

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

	Unit Name	Ofqual reference	Level	Credit
5	Planning Physical Care Needs of Young Children	<a href="#">R/504/8184</a>	E3	3
6	Respecting Children as Individuals	<a href="#">Y/504/8185</a>	E3	3
7	Understanding Human Growth and Development	<a href="#">L/505/1620</a>	E3	3
<b>6</b>	<b>Creative Arts; unit group</b>			
1	Clothing Design	<a href="#">D/504/9967</a>	E3	3
2	Core Skills For Art And Craft	<a href="#">L/506/0527</a>	E3	3
3	Mixed Media in 2D	<a href="#">D/506/0533</a>	E3	3
4	Needle/Textile Crafts	<a href="#">H/506/0534</a>	E3	3
<b>7</b>	<b>Hair and Beauty; unit group</b>			
1	Hair Plaiting	<a href="#">A/506/9708</a>	E3	3
2	Hairdressing: Introduction to Assisting a Stylist	<a href="#">L/505/3187</a>	E3	3
3	Hairdressing: Introduction to Health and Safety	<a href="#">A/504/9345</a>	E3	3
4	Hairdressing: Working Relationships	<a href="#">L/506/0835</a>	E3	3
5	Hand Care	<a href="#">J/504/9347</a>	E3	3
6	Introduction to the Hair and Beauty Sector	<a href="#">F/506/8799</a>	E3	2
7	Skin Care	<a href="#">T/505/3927</a>	E3	3
<b>8</b>	<b>Health and Social Care; unit group</b>			
1	Developing Skills for a Healthy Lifestyle	<a href="#">J/504/8490</a>	E3	3
<b>9</b>	<b>Horticulture and Floristry; unit group</b>			
1	Soil Types and Garden Habitats	<a href="#">M/504/9245</a>	E3	3
2	Sowing and Growing Plants	<a href="#">K/505/3195</a>	E3	3
3	Developing Skills for Using and Maintaining Garden Tools	<a href="#">D/505/6465</a>	E3	3
4	Amenity Horticulture Skills	<a href="#">K/505/8929</a>	E3	3
5	Cultivating Plant Cuttings	<a href="#">H/505/6449</a>	E3	3
6	Garden Horticulture	<a href="#">H/505/6466</a>	E3	3
7	Garden Maintenance Skills	<a href="#">K/505/6457</a>	E3	3
8	Planting in a Container	<a href="#">T/505/6469</a>	E3	3
9	Practical Floristry Skills	<a href="#">T/504/9280</a>	E3	3
10	Introduction to Propagation of Plants	<a href="#">Y/505/3211</a>	E3	3
11	Understanding the Skills Required for Floristry	<a href="#">K/505/8706</a>	E3	1



<b>10</b>	<b>Hospitality and Catering; unit group</b>			
1	Basic Cooking	<a href="#">K/505/3181</a>	E3	2
2	Basic Food Preparation	<a href="#">M/505/3182</a>	E3	2
3	Introduction to the Hospitality Industry	<a href="#">A/502/4834</a>	E3	1
<b>11</b>	<b>History; unit group</b>			
1	Discover Local History	<a href="#">D/505/1072</a>	E3	3
<b>12</b>	<b>ICT; unit group</b>			
1	Audio and Video Software	<a href="#">Y/505/6366</a>	E3	2
2	Computer Basics	<a href="#">F/506/9757</a>	E3	1
3	Computer Security and Privacy	<a href="#">L/505/8535</a>	E3	1
4	Data Management Software	<a href="#">H/505/6368</a>	E3	2
5	Database Software	<a href="#">K/505/6369</a>	E3	2
6	Design and Imaging Software	<a href="#">H/505/6371</a>	E3	2
7	Desktop Publishing Software	<a href="#">F/505/3185</a>	E3	2
8	Digital Lifestyle	<a href="#">A/506/1771</a>	E3	1
9	Personal Digital Photograph Processing	<a href="#">F/505/1677</a>	E3	1
10	Using the Internet for Shopping	<a href="#">F/506/0380</a>	E3	1
11	IT User Fundamentals	<a href="#">K/505/3214</a>	E3	2
12	Personal Information Management Software	<a href="#">F/505/6376</a>	E3	1
13	Presentation Software	<a href="#">A/505/3217</a>	E3	2
14	Productivity Programs	<a href="#">F/506/1772</a>	E3	1
15	Specialist/Bespoke Software	<a href="#">J/505/6377</a>	E3	2
16	Spreadsheet Software	<a href="#">L/505/3223</a>	E3	2
17	The Internet and World Wide Web	<a href="#">H/506/0355</a>	E3	1
18	Using Email	<a href="#">Y/505/3225</a>	E3	1
19	Using Mobile IT Devices	<a href="#">L/505/6378</a>	E3	1
20	Using the Internet	<a href="#">H/505/3227</a>	E3	1
21	Word Processing Software	<a href="#">M/505/3229</a>	E3	2
<b>13</b>	<b>Performing Arts; unit group</b>			
1	Basic Performance Skills	<a href="#">D/505/1007</a>	E3	3
2	Physical Performance Skills	<a href="#">F/505/0996</a>	E3	3
<b>14</b>	<b>Retail; unit group</b>			
1	Handling Stock in a Retail Environment	<a href="#">A/504/8177</a>	E3	3
2	Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	<a href="#">F/504/8178</a>	E3	3
3	Looking After Customers in a Retail Environment	<a href="#">J/504/8179</a>	E3	3

<b>15</b>	<b>Sports Leisure and Recreation; unit group</b>			
1	Assist in Sports Coaching	<a href="#">H/505/0425</a>	E3	3
2	Developing Angling Skills	<a href="#">A/505/8594</a>	E3	3
3	Health and Fitness	<a href="#">Y/505/9123</a>	E3	3
4	Improving own Fitness	<a href="#">L/505/8549</a>	E3	3
5	Indoor Team Games	<a href="#">A/505/8644</a>	E3	3
6	Outdoor Craft Skills using Natural Materials	<a href="#">F/507/6627</a>	E3	3
7	Participating in Leisure Activities	<a href="#">D/505/1315</a>	E3	3
8	Planning And Participating In Short Walks	<a href="#">L/506/0947</a>	E3	3
9	The Angling Environment	<a href="#">F/503/3874</a>	E3	3
<b>16</b>	<b>Vehicle Maintenance; unit group</b>			
1	Checking and Maintaining Car Tyre Pressures and Tread	<a href="#">T/505/4401</a>	E3	1
2	Checking and Maintaining Fluid Levels on a Car	<a href="#">L/505/0094</a>	E3	1
3	Clean and Prepare a Cycle for Use	<a href="#">H/505/0098</a>	E3	1
4	Identification of Basic External and Internal Car Parts	<a href="#">R/505/3188</a>	E3	1
5	Lubricate and Tension a Single Speed Cycle Chain	<a href="#">L/504/9575</a>	E3	1
6	Motor Vehicle Workshop Tools and Equipment	<a href="#">T/505/3216</a>	E3	2
7	Remove and Replace Cycle Saddles, Seatposts and Handlebars	<a href="#">Y/504/9580</a>	E3	1
8	Remove and Replace Cycle Wheels, Tyres and Inner Tubes	<a href="#">D/505/8779</a>	E3	1
9	Routine Motorcycle Checks	<a href="#">A/505/3220</a>	E3	2
10	Routine Vehicle Checks	<a href="#">F/505/3221</a>	E3	2
11	Routine Wheel and Tyre Checks	<a href="#">J/505/3222</a>	E3	2
12	Valeting a Car Interior	<a href="#">K/504/2889</a>	E3	3
13	Washing a Car Exterior	<a href="#">K/505/3228</a>	E3	1
14	Wax and Polish a Car Exterior	<a href="#">R/505/0419</a>	E3	3

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