



Ascentis Entry Level, Level 1 & Level 2 Award in
Work Preparation (6 credits)

Rules of Combination

This booklet is to be used with the Work Preparation Specifications

Ofqual Number:

600/8983/0 Entry Level Award (6 credit)

Ofqual Start Date: 01/08/2014
Ofqual End Date: 31/07/2019
Ofqual Certification End Date: 31/07/2020

600/9023/6 Level 1 Award (6 credit)

Ofqual Start Date: 01/08/2014
Ofqual End Date: 31/07/2019
Ofqual Certification End Date: 31/07/2020

600/9028/5 Level 2 Award (6 credit)

Ofqual Start Date: 01/05/2013
Ofqual End Date: 31/07/2019
Ofqual Certification End Date: 31/07/2020

ABOUT ASCENTIS

Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

Ascentis is distinctive and unusual in that it is both:

- **An Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual)

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

ASCENTIS CONTACT DETAILS

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Company limited by guarantee. Registered in England and Wales No. 6799564. Registered Charity No. 1129180

Rules of Combination

| 600/8983/0 Ascentis Entry Level Award in Work Preparation (Entry 3) | | | | |
|---|-------|--------------|-----|------------|
| Learners must achieve 6 credits in total. A minimum of 4 credits must be taken from Group A (including the mandatory unit) and a minimum of 1 credit (maximum of 2 credits) from Group B. Remaining credit is awarded for units in Group A, B or C. | | | | |
| Unit Group A (Employability): A minimum of 4 credits must be taken from this group, including the mandatory unit. | | | | |
| Mandatory Unit: Learners must achieve this 1 credit unit. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Responsible Work Practice | E3 | 1 | 10 | L/505/5697 |
| Optional Units: Learners must achieve a minimum of 3 credits from this group. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Exploring Job Opportunities | E3 | 1 | 10 | A/504/5148 |
| Rights and Responsibilities in the Workplace | E3 | 1 | 10 | A/504/5215 |
| Introduction to enterprise skills | E3 | 1 | 10 | D/505/3193 |
| Recognising Prejudice and Discrimination | E3 | 1 | 10 | F/504/9508 |
| Customer Care | E3 | 2 | 20 | H/504/9467 |
| Personal Presentation in the Workplace | E3 | 1 | 10 | H/504/9503 |
| Understanding Change in the Workplace | E3 | 2 | 20 | H/504/9517 |
| Applying for a Job | E3 | 1 | 10 | H/505/3180 |
| Recognising and Respecting Diversity in the Workplace | E3 | 1 | 10 | J/504/9560 |
| Problem solving skills for work | E3 | 2 | 20 | J/505/3219 |
| Planning and Reviewing Learning | E3 | 2 | 16 | K/504/5212 |
| Understanding Opportunities in Work Based Learning | E3 | 1 | 10 | K/504/9373 |
| Understanding Structures in the Workplace | E3 | 2 | 20 | K/504/9521 |
| Developing Meeting Skills | E3 | 1 | 10 | L/504/9480 |
| CV Writing | E3 | 1 | 10 | L/505/4968 |
| Work Experience | E3 | 1 | 10 | M/504/9360 |
| Building Working Relationships with Colleagues | E3 | 2 | 20 | R/504/9447 |
| Improving own Learning and Performance | E3 | 2 | 20 | R/504/9495 |
| Teamwork Skills | E3 | 2 | 20 | R/504/9514 |
| Communication in the Workplace | E3 | 2 | 20 | T/504/9456 |
| Oral Presentation Skills | E3 | 3 | 10 | T/505/5614 |
| Interview Skills | E3 | 1 | 10 | Y/505/3189 |
| Presentation Software | E3 | 2 | 15 | A/502/0170 |
| Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 2 credits must be taken from this group. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Introduction to the Travel and Tourism Industries | E3 | 1 | 10 | A/504/9877 |
| Introduction to Land-Based Industries | E3 | 1 | 10 | A/504/9880 |
| Introduction to Engineering | E3 | 1 | 10 | F/504/9878 |
| Introduction to Health and Social Care | E3 | 1 | 10 | F/504/9881 |
| Introduction to Hairdressing | E3 | 1 | 10 | J/504/9879 |
| Introduction to Retail | E3 | 1 | 10 | J/504/9882 |

| | | | | |
|---|-------|--------------|-----|------------|
| Introduction to Business Administration | E3 | 1 | 10 | K/504/9874 |
| Introduction to Building and Construction | E3 | 1 | 10 | L/504/9883 |
| Introduction to the Information and Communication Technology Sector | E3 | 1 | 10 | M/504/9875 |
| Introduction to Hospitality | E3 | 1 | 10 | R/504/9884 |
| Introduction to Catering | E3 | 1 | 10 | T/504/9876 |
| Introduction to the Creative Industries | E3 | 1 | 10 | Y/504/9885 |
| Introduction to the Hospitality Industry | E3 | 1 | 10 | A/502/4834 |
| Routine Motorcycle Checks | E3 | 2 | 20 | A/505/3220 |
| Using Desktop Publishing Software | E3 | 2 | 15 | A/506/0362 |
| Effective relationships with customers and colleagues | E3 | 2 | 20 | A/601/6064 |
| Customer Service in the Hospitality Industry | E3 | 1 | 10 | D/502/4874 |
| Remove and Replace Cycle Wheels, Tyres and Inner Tubes | E3 | 1 | 10 | D/504/9581 |
| Carrying out Plastering Operations | E3 | 2 | 20 | D/505/0164 |
| Introduction to Retail: Entry 3 | E3 | 2 | 10 | D/505/3212 |
| Using the Internet | E3 | 1 | 10 | F/502/0171 |
| Health and Safety in a Practical Environment | E3 | 1 | 10 | F/504/9363 |
| Making an Art or Craft Product | E3 | 2 | 20 | F/504/9802 |
| Routine Vehicle Checks | E3 | 2 | 20 | F/505/3221 |
| Media Literacy: Introduction to Understanding News | E3 | 2 | 20 | F/505/4966 |
| Recognise Trees and Plants and their Importance to Wildlife | E3 | 2 | 20 | H/504/9565 |
| Working in Business and Administration | E3 | 2 | 20 | H/600/1090 |
| Clean and Prepare a Cycle for Use | E3 | 1 | 10 | J/504/9574 |
| Routine Wheel and Tyre Checks | E3 | 2 | 20 | J/505/3222 |
| Basic Food Preparation | E3 | 2 | 20 | J/600/0711 |
| Washing a Car Exterior | E3 | 1 | 7 | K/505/3228 |
| Presenting a Professional Image in a Salon | E3 | 2 | 20 | K/506/6304 |
| Introduction to Measuring and Marking Out in Plumbing | E3 | 2 | 20 | L/504/9639 |
| Working in a Customer Focused Way | E3 | 2 | 16 | L/601/6067 |
| Working in Retail | E3 | 2 | 20 | M/504/1663 |
| Show Visitors around a Small Animal Enterprise | E3 | 2 | 20 | M/504/9567 |
| Presentation Software | E3 | 2 | 15 | M/505/1691 |
| Word Processing Software | E3 | 2 | 15 | M/505/3229 |
| Spreadsheet Software | E3 | 2 | 15 | M/506/2609 |
| Remove and Replace Motor Vehicle Road Wheels | E3 | 1 | 10 | M/506/6305 |
| Customer service | E3 | 2 | 18 | R/504/5138 |
| Identification of Basic External and Internal Car Parts | E3 | 1 | 10 | R/505/3188 |
| IT User Fundamentals | E3 | 2 | 15 | T/502/0166 |
| Motor Vehicle Workshop Tools and Equipment | E3 | 2 | 20 | T/505/3216 |
| Basic Cooking | E3 | 2 | 20 | Y/502/4808 |
| Groom a Small Animal | E3 | 2 | 20 | Y/503/9311 |
| Using Email | E3 | 1 | 10 | Y/505/3225 |
| Unit Group C (Sector Units): 1 credit can be taken from this group | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Health and Safety in a Practical Environment | E3 | 1 | 10 | F/504/9363 |

| 600/9023/6 Ascentis Level 1 Award in Work Preparation | | | | |
|---|-------|--------------|-----|------------|
| Learners must achieve 6 credits in total. A minimum of 4 credits must be taken from Group A (including the mandatory unit) and a minimum of 1 credit (maximum of 2 credits) from Group B. Remaining credit is awarded for units in Group A, B or C. | | | | |
| Group A (Employability): A minimum of 4 credits must be taken from this group, including the mandatory unit. | | | | |
| Mandatory Unit: Learners must achieve this 1 credit unit. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Responsible Work Practice | 1 | 1 | 9 | Y/504/9370 |
| Optional Units: Learners must achieve a minimum of 3 credits from this group. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Customer Care | 1 | 2 | 16 | A/503/4893 |
| Enterprise Skills | 1 | 1 | 8 | A/504/5151 |
| Communicating in the Workplace | 1 | 2 | 18 | A/504/9460 |
| Improving Own Learning and Performance | 1 | 2 | 16 | D/504/9497 |
| Understanding Structures in the Workplace | 1 | 2 | 18 | H/504/9520 |
| Interview Skills | 1 | 1 | 10 | H/505/3065 |
| Recognising Prejudice and Discrimination | 1 | 1 | 9 | J/504/9509 |
| Solving Problems in the Workplace | 1 | 2 | 18 | J/504/9512 |
| Personal Presentation in the Workplace | 1 | 1 | 9 | K/504/9504 |
| Understanding Change in the Workplace | 1 | 2 | 18 | K/504/9518 |
| Applying for a Job | 1 | 1 | 10 | K/505/3049 |
| Recognising and Respecting Diversity in the Workplace | 1 | 1 | 9 | L/503/4896 |
| Planning and Reviewing Learning | 1 | 2 | 20 | L/503/5210 |
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Understanding Opportunities in Work Based Learning and Apprenticeships | 1 | 1 | 9 | M/504/9374 |
| Developing Meeting Skills | 1 | 1 | 9 | M/504/9486 |
| Building Working Relationships with Colleagues | 1 | 2 | 20 | M/505/3053 |
| Exploring Job Opportunities | 1 | 1 | 8 | T/504/5147 |
| Rights and Responsibilities in the Workplace | 1 | 1 | 8 | T/504/5214 |
| Work Experience | 1 | 1 | 9 | T/504/9361 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Oral Presentation Skills | 1 | 3 | 27 | T/505/4902 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Word Processing Software | 1 | 3 | 20 | L/502/4627 |
| Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 2 credits must be taken from Group B | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Introduction to Business and Administration | 1 | 1 | 9 | A/504/9894 |
| Introduction to Catering | 1 | 1 | 9 | D/504/9886 |
| Introduction to Retail | 1 | 1 | 9 | F/504/9895 |

600/9028/5 Ascentis Level 2 Award In Work Preparation

Learners must achieve 6 credits in total. A minimum of 4 credits must be taken from Group A (including the mandatory unit) and a minimum of 1 credit (maximum of 2 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Unit Group A (Employability): A minimum of 4 credits must be taken from Group A. The 1 credit mandatory unit must be taken.

Mandatory Unit: Learners must achieve this 1 credit unit.

| Title | Level | Credit Value | GLH | Unit ref |
|---------------------------|-------|--------------|-----|------------|
| Responsible Work Practice | 2 | 1 | 8 | H/504/9372 |

Optional Units: Learners must achieve a minimum of 3 credits from this group.

| Title | Level | Credit Value | GLH | Unit ref |
|--|-------|--------------|-----|------------|
| Work Experience | 2 | 1 | 8 | A/504/9362 |
| Enterprise Skills | 2 | 1 | 8 | A/504/9491 |
| Recognising and Respecting Diversity in the Workplace | 2 | 1 | 8 | A/504/9507 |
| Recognising Prejudice and Discrimination | 2 | 1 | 8 | A/504/9510 |
| Oral Presentation Skills | 2 | 3 | 24 | D/504/9502 |
| Teamwork Skills | 2 | 2 | 16 | D/504/9516 |
| Understanding Opportunities in Work Based Learning and Apprenticeships | 2 | 1 | 8 | F/504/9377 |
| Rights and Responsibilities in the Workplace | 2 | 1 | 8 | F/504/9511 |
| Applying for a Job | 2 | 1 | 10 | K/503/2864 |
| Building Working Relationships with Colleagues | 2 | 2 | 20 | K/504/9454 |
| Customer Care | 2 | 2 | 16 | K/504/9471 |
| Exploring Job Opportunities | 2 | 1 | 8 | L/504/9494 |
| Solving Problems in the Workplace | 2 | 2 | 16 | L/504/9513 |
| Personal Presentation in the Workplace | 2 | 1 | 8 | M/504/9505 |
| Understanding Change in the Workplace | 2 | 2 | 16 | M/504/9519 |
| Understanding Structures in the Workplace | 2 | 2 | 16 | M/504/9522 |
| Recognising Leadership Skills | 2 | 2 | 16 | M/505/0220 |
| Communication in the Workplace | 2 | 2 | 16 | R/504/9464 |
| Improving Own Learning and Performance | 2 | 2 | 14 | R/504/9500 |
| Interview Skills | 2 | 1 | 10 | T/503/2866 |
| Developing Meeting Skills | 2 | 1 | 8 | T/504/9490 |
| Planning and Reviewing Learning | 2 | 2 | 20 | T/504/9506 |
| Building a Personal Career Portfolio | 2 | 3 | 24 | T/504/9537 |

Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 2 credits must be taken from Group B.

| Title | Level | Credit Value | GLH | Unit ref |
|---|-------|--------------|-----|------------|
| Introduction to Engineering | 2 | 1 | 8 | D/504/9905 |
| Introduction to Hairdressing | 2 | 1 | 8 | F/504/9900 |
| Introduction to the Information and Communication Technology sector | 2 | 1 | 8 | H/504/9906 |
| Introduction to Retail | 2 | 1 | 8 | J/504/9901 |
| Introduction to Health and Social Care | 2 | 1 | 8 | K/504/9907 |
| Introduction to Catering | 2 | 1 | 8 | L/504/9902 |

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|---|-------|--------------|-----|------------|
| Introduction to the Travel and Tourism Industry | 2 | 1 | 8 | M/504/9908 |
| Introduction to Land-Based Industries | 2 | 1 | 8 | R/504/9898 |
| Introduction to the Creative Industries | 2 | 1 | 8 | R/504/9903 |
| Introduction to Hospitality | 2 | 1 | 8 | T/504/9909 |
| Introduction to Business and Administration | 2 | 1 | 8 | Y/504/9899 |
| Introduction to Building and Construction | 2 | 1 | 8 | Y/504/9904 |
| Unit Group C (Sector Units): Learners can take one unit from this group. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Health and Safety in a Practical Environment | 2 | 1 | 8 | R/504/9366 |