

# Ascentis Entry Level 3 Award, Certificate and Diploma in Work Preparation Overview Specification



**Ofqual Number:**

603/3939/1 Entry 3 Award  
Ofqual Start Date: 01/02/2019  
Ofqual Review Date: 31/07/2024  
Ofqual Certification Review Date: 31/07/2025

600/8984/2 Entry 3 Certificate  
Ofqual Start Date: 01/08/2014  
Ofqual Review Date: 31/07/2023  
Ofqual Certification Review Date: 31/07/2024

600/8985/4 Entry 3 Diploma  
Ofqual Start Date: 01/08/2014  
Ofqual Review Date: 31/07/2024  
Ofqual Certification Review Date: 31/07/2025

# Qualification Overview

These qualifications at Entry Level 3 are part of a suite of Work Preparation qualifications available through Ascentis. They have been designed to help learners develop skills to prepare them for employment in a range of workplaces.

## Aims

The aims of the vocational Work Preparation qualifications are to:

- Meet the needs of learners on 16-19 Study Programmes.
- Meet the needs of learners on Traineeship Programmes.
- Meet the needs of learners who wish to progress to Apprenticeships.
- Prepare learners for the world of work.
- Prepare learners for further, work-related study.
- Ensure learners have an understanding of values and attitudes relevant to employment.
- Help learners develop the general employability skills needed for successful and fulfilling employment.
- Help learners identify specific occupational areas in which they may wish to pursue a career.
- Help learners develop the skills necessary to find and gain employment.

## Target Group

These qualifications are for learners who:

- Are not yet ready for a vocational course (e.g. NVQ).
- Need to develop a range of transferable skills to use in the workplace.
- Want to build the skills and confidence needed to apply for work.
- Are considering returning to employment after a period out of work.
- Have found it hard to get a job and need to develop their skills and knowledge.

## Regulation Codes

Ofqual Qualification Numbers:

- Ascentis Entry Level Award in Work Preparation (Entry 3): 603/3939/1
- Ascentis Entry Level Certificate in Work Preparation (Entry 3): 600/8984/2
- Ascentis Entry Level Diploma in Work Preparation (Entry 3): 600/8985/4

## Assessment Method

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria. They are then verified by the centre and externally verified by Ascentis.

## Resources to Support the Delivery of the Qualification

Ascentis has devised a suite of learner workbooks and tutor presentation resources to support units within this qualification. The tasks can be contextualised to meet specific needs of learners and emerging local employment needs. Please refer to the separate **Employability Resource Mapping Document** available on QuartzWeb to identify the appropriate workbook for the units you are delivering.

# Rule of Combination

## Ascentis Entry Level Award in Work Preparation (Entry 3)

Learners must achieve 7 credits in total. A minimum of 4 credits must be taken from Group A 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.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice L/505/5697.

### Unit Group A (Employability): Learner must achieve a minimum of 4 credits from Group A.

Title	Level	Credit Value	GLH	Unit Reference
Applying for a Job	3	1	10	H/505/3180
Building Working Relationships with Colleagues	3	2	20	R/504/9447
Communication in the Workplace	3	2	20	T/504/9456
Customer Care	3	2	20	H/504/9467
CV Writing	3	1	10	L/505/4968
Developing Meeting Skills	3	1	10	L/504/9480
Exploring Job Opportunities	3	1	10	A/504/5148
Improving Own Learning and Performance	3	2	20	R/504/9495
Interview Skills	3	1	10	Y/505/3189
Introduction to Enterprise Skills	3	1	10	D/505/3193
Oral Presentation Skills	3	3	10	T/505/5614
Personal Presentation in the Workplace	3	1	10	H/504/9503
Planning and Reviewing Learning	3	2	16	K/504/5212
Presentation Software	3	2	15	A/502/0170
Problem-solving Skills for Work	3	2	20	J/505/3219
Recognising and Respecting Diversity in the Workplace	3	1	10	J/504/9560
Recognising Prejudice and Discrimination	3	1	10	F/504/9508
Responsible Work Practice	3	1	10	L/505/5697
Rights and Responsibilities in the Workplace	3	1	10	A/504/5215
Teamwork Skills	3	2	20	R/504/9514
Understanding Change in the Workplace	3	2	20	H/504/9517
Understanding Opportunities in Work Based Learning	3	1	10	K/504/9373
Understanding Structures in the Workplace	3	2	20	K/504/9521
Work Experience	3	1	10	M/504/9360

### 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 Reference
Introduction to Building and Construction	3	1	10	L/504/9883

Introduction to Business Administration	3	1	10	K/504/9874
Introduction to Catering	3	1	10	T/504/9876
Introduction to Engineering	3	1	10	F/504/9878
Introduction to Hairdressing	3	1	10	J/504/9879
Introduction to Health and Social Care	3	1	10	F/504/9881
Introduction to Hospitality	3	1	10	R/504/9884
Introduction to Land Based Industries	3	1	10	A/504/9880
Introduction to Retail	3	1	10	J/504/9882
Introduction to the Creative Industries	3	1	10	Y/504/9885
Introduction to the Hospitality Industry	3	1	10	A/502/4834
Introduction to the Information and Communication Technology Sector	3	1	10	M/504/9875
Introduction to the Performing Arts	3	3	30	M/504/4711
Introduction to Travel and Tourism	3	1	10	A/504/9877

**Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 2 credits in total for the Award.**

Title	Level	Credit Value	GLH	Unit Reference
Basic Food Preparation	3	2	20	J/600/0711
Basic Performing Arts Skills	3	3	30	H/504/7816
Clean and Prepare a Cycle for Use	3	1	10	J/504/9574
Customer Service	3	2	18	R/504/5138
Effective Relationships with Customers and Colleagues	3	2	20	A/601/6064
Groom a Small Animal	3	2	20	Y/503/9311
Health and Safety in a Practical Environment	3	1	10	F/504/9363
Identification of Basic External and Internal Car Parts	3	1	10	R/505/3188
Media Literacy: Introduction to Understanding News	3	2	20	F/505/4966
Presentation Software Skills	3	2	15	M/505/1691
Recognise Trees and Plants and Their Importance to Wildlife	3	2	20	H/504/9565
Remove and Replace Cycle Wheels, Tyres and Inner Tubes	3	1	10	D/504/9581
Routine Vehicle Checks	3	2	20	F/505/3221
Spreadsheet Software	3	2	15	M/506/2609
Using Email	3	1	10	Y/505/3225
Washing a Car Exterior	3	1	7	K/505/3228
Word Processing Software	3	2	15	M/505/3229

## Ascentis Entry Level Certificate in Work Preparation (Entry 3)

Learners must achieve 15 credits in total. A minimum of 8 credits must be taken from Group A and a minimum of 1 credit (maximum of 3 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice L/505/5697.

### Unit Group A (Employability): A minimum of 8 credits must be taken from Group A.

Title	Level	Credit Value	GLH	Unit Reference
Applying for a Job	3	1	10	H/505/3180
Building Working Relationships with Colleagues	3	2	20	R/504/9447
Communication in the Workplace	3	2	20	T/504/9456
Customer Care	3	2	20	H/504/9467
CV Writing	3	1	10	L/505/4968
Developing Meeting Skills	3	1	10	L/504/9480
Exploring Job Opportunities	3	1	10	A/504/5148
Improving Own Learning and Performance	3	2	20	R/504/9495
Interview Skills	3	1	10	Y/505/3189
Introduction to Enterprise Skills	3	1	10	D/505/3193
Oral Presentation Skills	3	3	10	T/505/5614
Personal Presentation in the Workplace	3	1	10	H/504/9503
Planning and Reviewing Learning	3	2	16	K/504/5212
Presentation Software	3	2	15	A/502/0170
Problem-solving Skills for Work	3	2	20	J/505/3219
Recognising and Respecting Diversity in the Workplace	3	1	10	J/504/9560
Recognising Prejudice and Discrimination	3	1	10	F/504/9508
Responsible Work Practice	3	1	10	L/505/5697
Rights and Responsibilities in the Workplace	3	1	10	A/504/5215
Teamwork Skills	3	2	20	R/504/9514
Understanding Change in the Workplace	3	2	20	H/504/9517
Understanding Opportunities in Work Based Learning	3	1	10	K/504/9373
Understanding Structures in the Workplace	3	2	20	K/504/9521
Work Experience	3	1	10	M/504/9360

### Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 3 credits must be taken from Group B.

Title	Level	Credit Value	GLH	Unit Reference
Introduction to Building and Construction	3	1	10	L/504/9883
Introduction to Business Administration	3	1	10	K/504/9874
Introduction to Catering	3	1	10	T/504/9876
Introduction to Engineering	3	1	10	F/504/9878
Introduction to Hairdressing	3	1	10	J/504/9879

Introduction to Health and Social Care	3	1	10	F/504/9881
Introduction to Hospitality	3	1	10	R/504/9884
Introduction to Land Based Industries	3	1	10	A/504/9880
Introduction to Retail	3	1	10	J/504/9882
Introduction to the Creative Industries	3	1	10	Y/504/9885
Introduction to the Information and Communication Technology Sector	3	1	10	M/504/9875
Introduction to the Performing Arts	3	3	30	M/504/4711
Introduction to Travel and Tourism	3	1	10	A/504/9877
<b>Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 15 credits in total for the Certificate.</b>				
Title	Level	Credit Value	GLH	Unit Reference
Basic Food Preparation	3	2	20	J/600/0711
Basic Performing Arts Skills	3	3	30	H/504/7816
Clean and Prepare a Cycle for Use	3	1	10	J/504/9574
Customer Service	3	2	18	R/504/5138
Developing Skills for a Healthy Lifestyle	3	3	30	Y/506/5312
Developing Skills for Listening to Children	3	3	30	L/504/9608
Effective Relationships with Customers and Colleagues	3	2	20	A/601/6064
Exploring a Career in the Creative Sector	3	3	30	D/504/9788
Groom a Small Animal	3	2	20	Y/503/9311
Health and Safety in a Practical Environment	3	1	10	F/504/9363
Identification of Basic External and Internal Car Parts	3	1	10	R/505/3188
Introduction to Carpentry and Joinery	3	3	30	L/501/5183
Introduction to Food and Nutrition for Children and Young People	3	3	30	R/505/3210
Introduction to the Hospitality Industry	3	1	10	A/502/4834
Media Literacy: Introduction to Understanding News	3	2	20	F/505/4966
Participating in Leisure Activities	3	3	30	F/504/8181
Planning for and Taking Part in a Visit	3	3	28	A/502/9497
Presentation Software Skills	3	2	15	M/505/1691
Recognise Trees and Plants and their Importance to Wildlife	3	2	20	H/504/9565
Remove and Replace Cycle Wheels, Tyres and Inner Tubes	3	1	10	D/504/9581
Respecting Children	3	3	30	J/504/9610
Routine Vehicle Checks	3	2	20	F/505/3221
Sowing and Growing Plants	3	3	30	K/505/3195
Spreadsheet Software	3	2	15	M/506/2609
Understanding Human Growth and Development	3	3	30	R/506/5311
Using Email	3	1	10	Y/505/3225

Valeting a Car Interior	3	3	30	K/504/2889
Washing a Car Exterior	3	1	7	K/505/3228
Word Processing Software	3	2	15	M/505/3229



## Ascentis Entry Level Diploma in Work Preparation (Entry 3)

Learners must achieve 39 credits in total. A minimum of 20 credits must be taken from Group A and a minimum of 1 credit (maximum of 3 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice L/505/5697.

### Unit Group A (Employability): A minimum of 20 credits must be taken from Group A.

Title	Level	Credit Value	GLH	Unit Reference
Applying for a Job	3	1	10	H/505/3180
Building Working Relationships with Colleagues	3	2	20	R/504/9447
Communication in the Workplace	3	2	20	T/504/9456
Customer Care	3	2	20	H/504/9467
CV Writing	3	1	10	L/505/4968
Developing Meeting Skills	3	1	10	L/504/9480
Exploring Job Opportunities	3	1	10	A/504/5148
Improving Own Learning and Performance	3	2	20	R/504/9495
Interview Skills	3	1	10	Y/505/3189
Introduction to Enterprise Skills	3	1	10	D/505/3193
Oral Presentation Skills	3	3	10	T/505/5614
Personal Presentation in the Workplace	3	1	10	H/504/9503
Planning and Reviewing Learning	3	2	16	K/504/5212
Presentation Software	3	2	15	A/502/0170
Problem-solving Skills for Work	3	2	20	J/505/3219
Recognising and Respecting Diversity in the Workplace	3	1	10	J/504/9560
Recognising Prejudice and Discrimination	3	1	10	F/504/9508
Responsible Work Practice	3	1	10	L/505/5697
Rights and Responsibilities in the Workplace	3	1	10	A/504/5215
Teamwork Skills	3	2	20	R/504/9514
Understanding Change in the Workplace	3	2	20	H/504/9517
Understanding Opportunities in Work Based Learning	3	1	10	K/504/9373
Understanding Structures in the Workplace	3	2	20	K/504/9521
Work Experience	3	1	10	M/504/9360

### Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 3 credits must be taken from Group B.

Title	Level	Credit Value	GLH	Unit Reference
Introduction to Building and Construction	3	1	10	L/504/9883
Introduction to Business Administration	3	1	10	K/504/9874
Introduction to Catering	3	1	10	T/504/9876
Introduction to Engineering	3	1	10	F/504/9878
Introduction to Hairdressing	3	1	10	J/504/9879

Introduction to Health and Social Care	3	1	10	F/504/9881
Introduction to Hospitality	3	1	10	R/504/9884
Introduction to Land Based Industries	3	1	10	A/504/9880
Introduction to Retail	3	1	10	J/504/9882
Introduction to the Creative Industries	3	1	10	Y/504/9885
Introduction to the Information and Communication Technology Sector	3	1	10	M/504/9875
Introduction to the Performing Arts	3	3	30	M/504/4711
Introduction to Travel and Tourism	3	1	10	A/504/9877
<b>Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 39 credits in total for the Diploma.</b>				
Title	Level	Credit Value	GLH	Unit ref
Basic Food Preparation	3	2	20	J/600/0711
Basic Performing Arts Skills	3	3	30	H/504/7816
Clean and Prepare a Cycle for Use	3	1	10	J/504/9574
Customer Service	3	2	18	R/504/5138
Developing Skills for a Healthy Lifestyle	3	3	30	Y/506/5312
Developing Skills for Listening to Children	3	3	30	L/504/9608
Effective Relationships with Customers and Colleagues	3	2	20	A/601/6064
Exploring a Career in the Creative Sector	3	3	30	D/504/9788
Groom a Small Animal	3	2	20	Y/503/9311
Health and Safety in a Practical Environment	3	1	10	F/504/9363
Identification of Basic External and Internal Car Parts	3	1	10	R/505/3188
Introduction to Carpentry and Joinery	3	3	30	L/501/5183
Introduction to Food and Nutrition for Children and Young People	3	3	30	R/505/3210
Introduction to the Hospitality Industry	3	1	10	A/502/4834
Media Literacy: Introduction to Understanding News	3	2	20	F/505/4966
Participating in Leisure Activities	3	3	30	F/504/8181
Planning For and Taking Part in a Visit	3	3	28	A/502/9497
Presentation Software Skills	3	2	15	M/505/1691
Recognise Trees and Plants and Their Importance to Wildlife	3	2	20	H/504/9565
Remove and Replace Cycle Wheels, Tyres and Inner Tubes	3	1	10	D/504/9581
Respecting Children	3	3	30	J/504/9610
Routine Vehicle Checks	3	2	20	F/505/3221
Sowing and Growing Plants	3	3	30	K/505/3195
Spreadsheet Software	3	2	15	M/506/2609
Understanding Human Growth and Development	3	3	30	R/506/5311
Using Email	3	1	10	Y/505/3225

Valeting a Car Interior	3	3	30	K/504/2889
Washing a Car Exterior	3	1	7	K/505/3228
Word Processing Software	3	2	15	M/505/3229

## Guided Learning Hours (GLH)

The recommended guided learning hours for the Entry Level Award in Work Preparation (Entry 3) is: 70.

The recommended guided learning hours for the Entry Level Certificate in Work Preparation (Entry 3) is: 150.

The recommended guided learning hours for the Entry Level Diploma in Work Preparation (Entry 3) is: 390.

## Total Qualification Time (TQT)

The total qualification time for the Entry Level Award in Work Preparation (Entry 3) is: 70.

The total qualification time for the Entry Level Certificate in Work Preparation (Entry 3) is: 150.

The total qualification time for the Entry Level Diploma in Work Preparation (Entry 3) is: 390.

## Age Range of Qualification

This qualification is suitable for learners aged 14+, 16–18 and 19+.

# Contact & Further Information

New Centres please email [hello@ascentis.co.uk](mailto:hello@ascentis.co.uk) or call 01524 845046.

Existing Centres please visit the Login area of our website, [www.ascentis.co.uk](http://www.ascentis.co.uk), to view the full specification.

Product Development for enquiries please email [development@ascentis.co.uk](mailto:development@ascentis.co.uk).