

Ascentis Level 1 Award, Certificate and Diploma in Work Preparation Overview Specification



Ofqual Numbers:

Award	603/3956/1
Ofqual Start Date:	01/02/2019
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Certificate	600/9024/8
Ofqual Start Date:	01/08/2014
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Diploma	600/9025/X
Ofqual Start Date:	01/05/2013
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Qualification Overview

These qualifications at Level 1 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 Level 1 Award in Work Preparation: 603/3956/1
- Ascentis Level 1 Certificate in Work Preparation: 600/9024/8
- Ascentis Level 1 Diploma in Work Preparation: 600/9025/X

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.

Rule of Combination

Ascentis Level 1 Award in Work Preparation

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 Y/504/9370.

Unit Group A (Employability): A minimum of 4 credits must be taken from Group A.

Title	Level	Credit Value	GLH	Unit Reference
Applying for a Job	1	1	10	K/505/3049
Building a Personal Career Portfolio	1	3	27	T/505/3989
Building Working Relationships with Colleagues	1	2	20	M/505/3053
Communicating in the Workplace	1	2	18	A/504/9460
Customer Care	1	2	16	A/503/4893
CV Writing	1	1	9	L/600/9944
Enterprise Skills	1	1	8	A/504/5151
Exploring Job Opportunities	1	1	8	T/504/5147
Improving Own Learning and Performance	1	2	16	D/504/9497
Interview Skills	1	1	10	H/505/3065
Oral Presentation Skills	1	3	27	T/505/4902
Personal Presentation in the Workplace	1	1	9	K/504/9504
Planning and Reviewing Learning	1	2	20	L/503/5210
Recognising and Respecting Diversity in the Workplace	1	1	9	L/503/4896
Recognising Prejudice and Discrimination	1	1	9	J/504/9509
Responsible Work Practice	1	1	9	Y/504/9370
Rights and Responsibilities in the Workplace	1	1	8	T/504/5214
Solving Problems in the Workplace	1	2	18	J/504/9512
Teamwork Skills	1	2	18	Y/504/9515
Understanding Change in the Workplace	1	2	18	K/504/9518
Using the Internet	1	3	20	T/502/4296
Word Processing Software	1	3	20	L/502/4627
Work Experience	1	1	9	T/504/9361

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 Business and Administration	1	1	9	A/504/9894
Introduction to Catering	1	1	9	D/504/9886
Introduction to Hairdressing and Beauty	1	1	9	L/504/9897

Introduction to Health and Social Care	1	1	9	M/504/9889
Introduction to Hospitality	1	1	9	K/504/9891
Introduction to Land Based Industries	1	1	9	T/504/9893
Introduction to Retail	1	1	9	F/504/9895
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 ref
Assist with Feedstuffs for Small Animals	1	2	18	H/600/0473
Assist with Maintaining Plants	1	4	36	H/502/4102
Assist with Planting and Establishing Plants	1	3	27	F/502/4088
Awareness of the Role and Responsibilities of the Adult Social Care Worker	1	1	10	F/502/9727
Basic Food Preparation and Cooking	1	3	30	K/502/5042
Caring for Young Children	1	3	27	T/505/3054
Customer Service in the Hospitality Industry	1	3	20	J/502/4898
Food Service	1	3	30	K/502/4957
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Improve Own Performance in a Business Environment	1	1	7	T/601/2448
Introduction to the Adult Social Care Sector	1	1	10	F/506/3246
Introductory Awareness of Person-Centred Support in Health, Social Care and Children's and Young People's Settings	1	2	18	D/502/9718
Participating in Leisure Activities	1	3	27	L/503/9273
Practical Skills for Dry Stone Walls	1	6	6	Y/501/4893
Prepare to Set Out Construction Components	1	3	27	M/505/0170
Presentation Software	1	3	20	K/502/4621
Self-Management Skills	1	2	18	A/504/9586
Sound and Audio Production Skills	1	3	27	L/505/0998
Understand the Range of Service Provision and Roles Within Health and Social Care (Adults and Children and Young People), Early Years and Childcare	1	3	26	A/602/6187
Understanding Child Development	1	3	27	R/504/9612
Understanding Customer Service in the Retail Sector	1	2	17	T/502/5819
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding the Retail Selling Process	1	2	13	T/502/5805
Using Email	1	2	15	J/502/4299
Using Office Equipment in a Business Environment	1	2	9	T/600/4950
Work in a Business Environment	1	3	17	A/601/2449

Work with Other People in a Business Environment	1	2	9	A/601/2452
Working with Others in Health, Social Care and Children's and Young People's Settings	1	2	16	Y/506/0689

Ascentis Level 1 Certificate in Work Preparation

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 Y/504/9370.

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	1	1	10	K/505/3049
Building a Personal Career Portfolio	1	3	27	T/505/3989
Building Working Relationships with Colleagues	1	2	20	M/505/3053
Communicating in the Workplace	1	2	18	A/504/9460
Customer Care	1	2	16	A/503/4893
CV Writing	1	1	9	L/600/9944
Enterprise Skills	1	1	8	A/504/5151
Exploring Job Opportunities	1	1	8	T/504/5147
Improving Own Learning and Performance	1	2	16	D/504/9497
Interview Skills	1	1	10	H/505/3065
Oral Presentation Skills	1	3	27	T/505/4902
Personal Presentation in the Workplace	1	1	9	K/504/9504
Planning and Reviewing Learning	1	2	20	L/503/5210
Recognising and Respecting Diversity in the Workplace	1	1	9	L/503/4896
Recognising Prejudice and Discrimination	1	1	9	J/504/9509
Responsible Work Practice	1	1	9	Y/504/9370
Rights and Responsibilities in the Workplace	1	1	8	T/504/5214
Solving Problems in the Workplace	1	2	18	J/504/9512
Teamwork Skills	1	2	18	Y/504/9515
Understanding Change in the Workplace	1	2	18	K/504/9518
Using the Internet	1	3	20	T/502/4296
Word Processing Software	1	3	20	L/502/4627
Work Experience	1	1	9	T/504/9361

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 Business and Administration	1	1	9	A/504/9894
Introduction to Catering	1	1	9	D/504/9886
Introduction to Hairdressing and Beauty	1	1	9	L/504/9897
Introduction to Health and Social Care	1	1	9	M/504/9889
Introduction to Hospitality	1	1	9	K/504/9891
Introduction to Land Based Industries	1	1	9	T/504/9893
Introduction to Retail	1	1	9	F/504/9895

Introduction to the Creative Industries	1	1	9	J/504/9896
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.				
Title	Level	Credit Value	GLH	Unit ref
Assist with Feedstuffs for Small Animals	1	2	18	H/600/0473
Assist with Maintaining Plants	1	4	36	H/502/4102
Assist with Planting and Establishing Plants	1	3	27	F/502/4088
Awareness of the Role and Responsibilities of the Adult Social Care Worker	1	1	10	F/502/9727
Basic Food Preparation and Cooking	1	3	30	K/502/5042
Caring for Young Children	1	3	27	T/505/3054
Customer Service in the Hospitality Industry	1	3	20	J/502/4898
Explore Acting Skills	1	3	27	H/504/9811
Food Service	1	3	30	K/502/4957
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Improve Own Performance in a Business Environment	1	1	7	T/601/2448
Improvisation and Performance Skills	1	3	27	T/504/4841
Introduction to Radio Production and Interviewing	1	3	27	H/504/9839
Introduction to the Adult Social Care Sector	1	1	10	F/506/3246
Introductory Awareness of Person-Centred Support in Health, Social Care and Children's and Young People's Settings	1	2	18	D/502/9718
Participating in Leisure Activities	1	3	27	L/503/9273
Practical Skills for Dry Stone Walls	1	6	6	Y/501/4893
Prepare to Set Out Construction Components	1	3	27	M/505/0170
Presentation Software	1	3	20	K/502/4621
Self-Management Skills	1	2	18	A/504/9586
Sound and Audio Production Skills	1	3	27	L/505/0998
Understand the Range of Service Provision and Roles Within Health and Social Care (Adults and Children and Young People), Early Years and Childcare	1	3	26	A/602/6187
Understanding Child Development	1	3	27	R/504/9612
Understanding Customer Service in the Retail Sector	1	2	17	T/502/5819
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding the Retail Selling Process	1	2	13	T/502/5805
Using Email	1	2	15	J/502/4299

Using Office Equipment in a Business Environment	1	2	9	T/600/4950
Work in a Business Environment	1	3	17	A/601/2449
Work with Other People in a Business Environment	1	2	9	A/601/2452
Working with Others in Health, Social Care and Children's and Young People's Settings	1	2	16	Y/506/0689

Ascentis Level 1 Diploma in Work Preparation

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 Y/504/9370.

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

Title	Level	Credit Value	GLH	Unit ref
Applying for a Job	1	1	10	K/505/3049
Building a Personal Career Portfolio	1	3	27	T/505/3989
Building Working Relationships with Colleagues	1	2	20	M/505/3053
Communicating in the Workplace	1	2	18	A/504/9460
Customer Care	1	2	16	A/503/4893
CV Writing	1	1	9	L/600/9944
Enterprise Skills	1	1	8	A/504/5151
Exploring Job Opportunities	1	1	8	T/504/5147
Improving Own Learning and Performance	1	2	16	D/504/9497
Interview Skills	1	1	10	H/505/3065
Oral Presentation Skills	1	3	27	T/505/4902
Personal Presentation in the Workplace	1	1	9	K/504/9504
Planning and Reviewing Learning	1	2	20	L/503/5210
Recognising and Respecting Diversity in the Workplace	1	1	9	L/503/4896
Recognising Prejudice and Discrimination	1	1	9	J/504/9509
Responsible Work Practice	1	1	9	Y/504/9370
Rights and Responsibilities in the Workplace	1	1	8	T/504/5214
Solving Problems in the Workplace	1	2	18	J/504/9512
Teamwork Skills	1	2	18	Y/504/9515
Understanding Change in the Workplace	1	2	18	K/504/9518
Using the Internet	1	3	20	T/502/4296
Word Processing Software	1	3	20	L/502/4627
Work Experience	1	1	9	T/504/9361

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 ref
Introduction to Business and Administration	1	1	9	A/504/9894
Introduction to Catering	1	1	9	D/504/9886
Introduction to Hairdressing and Beauty	1	1	9	L/504/9897
Introduction to Health and Social Care	1	1	9	M/504/9889
Introduction to Hospitality	1	1	9	K/504/9891
Introduction to Land Based Industries	1	1	9	T/504/9893
Introduction to Retail	1	1	9	F/504/9895

Introduction to the Creative Industries	1	1	9	J/504/9896
Unit Group C (Sector Units): Learners must take units from Group C for remaining credit required to achieve 39 credits in total for the Diploma.				
Title	Level	Credit Value	GLH	Unit ref
Assist with Feedstuffs for Small Animals	1	2	18	H/600/0473
Assist with Maintaining Plants	1	4	36	H/502/4102
Assist with Planting and Establishing Plants	1	3	27	F/502/4088
Awareness of the Role and Responsibilities of the Adult Social Care Worker	1	1	10	F/502/9727
Basic Food Preparation and Cooking	1	3	30	K/502/5042
Caring for Young Children	1	3	27	T/505/3054
Constructing a One Brick Wide Wall Using Bricklaying Skills	1	3	27	H/504/9629
Customer Service in the Hospitality Industry	1	3	20	J/502/4898
Explore Acting Skills	1	3	27	H/504/9811
Food Service	1	3	30	K/502/4957
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Improve Own Performance in a Business Environment	1	1	7	T/601/2448
Improvisation and Performance Skills	1	3	27	T/504/4841
Introduction to Radio Production and Interviewing	1	3	27	H/504/9839
Introduction to the Adult Social Care Sector	1	1	10	F/506/3246
Introductory Awareness of Person-Centred Support in Health, Social Care and Children's and Young People's Settings	1	2	18	D/502/9718
Participating in Leisure Activities	1	3	27	L/503/9273
Practical Skills for Dry Stone Walls	1	6	6	Y/501/4893
Prepare to Set Out Construction Components	1	3	27	M/505/0170
Presentation Software	1	3	20	K/502/4621
Self-Management Skills	1	2	18	A/504/9586
Sound and Audio Production Skills	1	3	27	L/505/0998
Understand the Range of Service Provision and Roles Within Health and Social Care (Adults and Children and Young People), Early Years and Childcare	1	3	26	A/602/6187
Understanding Child Development	1	3	27	R/504/9612
Understanding Customer Service in the Retail Sector	1	2	17	T/502/5819
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding the Retail Selling Process	1	2	13	T/502/5805
Using Email	1	2	15	J/502/4299

Using Office Equipment in a Business Environment	1	2	9	T/600/4950
Work in a Business Environment	1	3	17	A/601/2449
Work with Other People in a Business Environment	1	2	9	A/601/2452
Working with Others in Health, Social Care and Children's and Young People's Settings	1	2	16	Y/506/0689

Guided Learning Hours (GLH)

The recommended guided learning hours for the Level 1 Award in Work Preparation is: 70.

The recommended guided learning hours for the Level 1 Certificate in Work Preparation is: 135.

The recommended guided learning hours for the Level 1 Diploma in Work Preparation is: 351.

Total Qualification Time (TQT)

The total qualification time for the Level 1 Award in Work Preparation is: 70.

The total qualification time for the Level 1 Certificate in Work Preparation is: 150.

The total qualification time for the Level 1 Diploma in Work Preparation 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 or call 01524 845046.

Existing Centres please visit the Login area of our website, www.ascentis.co.uk, to view the full specification.

Product Development for enquiries please email development@ascentis.co.uk.