

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



#### Ofqual Numbers:

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

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

<b>Diploma</b>	<b>600/9025/X</b>
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.

## 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 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
<b>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.</b>				
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
<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 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
<b>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.</b>				
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](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).