

Ascentis Level 2 Award and Certificate in Work Preparation Overview Specification



Ofqual Numbers:

Award	603/3957/3
Ofqual Start Date:	01/02/2019
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Certificate	600/8926/X
Ofqual Start Date:	01/05/2014
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Qualification Overview

These qualifications at Level 2 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 skills and knowledge.

Regulation Codes

Ofqual Qualification Numbers:

- Ascentis Level 2 Award in Work Preparation: 603/3957/3
- Ascentis Level 2 Certificate in Work Preparation: 600/8926/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 2 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 H/504/9372.

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	2	1	10	K/503/2864
Building a Personal Career Portfolio	2	3	24	T/504/9537
Building Working Relationships with Colleagues	2	2	20	K/504/9454
Communication in the Workplace	2	2	16	R/504/9464
Customer Care	2	2	16	K/504/9471
Exploring Job Opportunities	2	1	8	L/504/9494
Improving Own Learning and Performance	2	2	14	R/504/9500
Interview Skills	2	1	10	T/503/2866
Oral Presentation Skills	2	3	24	D/504/9502
Personal Presentation in the Workplace	2	1	8	M/504/9505
Recognising and Respecting Diversity in the Workplace	2	1	8	A/504/9507
Recognising Prejudice and Discrimination	2	1	8	A/504/9510
Responsible Work Practice	2	1	8	H/504/9372
Rights and Responsibilities in the Workplace	2	1	8	F/504/9511
Solving Problems in the Workplace	2	2	16	L/504/9513
Teamwork Skills	2	2	16	D/504/9516
Work Experience	2	1	8	A/504/9362

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 Building and Construction	2	1	8	Y/504/9904
Introduction to Business and Administration	2	1	8	Y/504/9899
Introduction to Catering	2	1	8	L/504/9902
Introduction to Engineering	2	1	8	D/504/9905
Introduction to Hairdressing and Beauty	2	1	8	F/504/9900
Introduction to Health and Social Care	2	1	8	K/504/9907
Introduction to Hospitality	2	1	8	T/504/9909
Introduction to Land-Based Industries	2	1	8	R/504/9898
Introduction to Retail	2	1	8	J/504/9901

Introduction to the Creative Industries	2	1	8	R/504/9903
Introduction to the Information and Communication Technology Sector	2	1	8	H/504/9906
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
Build Brick and Block Walls	2	2	16	A/504/9622
Communicate in a Business Environment	2	3	18	D/601/2475
Creative Craft Skills	2	3	24	J/504/4620
Developing Cooking Skills	2	3	24	K/504/9602
Developing Good Practice Skills for Use in the Kitchen	2	3	24	R/505/3286
Establishing Plants or Seeds in Soil	2	4	30	A/502/1223
Food Safety in Catering	2	1	9	H/502/0132
Health and Safety in a Practical Environment	2	1	8	R/504/9366
Hedgelaying	2	4	30	H/502/3743
Improve Own Performance in a Business Environment	2	2	6	L/601/2469
Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	2	1	9	H/601/5474
Painting Methods - Pictorial Language	2	3	24	A/504/4680
Plastering Techniques	2	3	24	H/503/8159
Practical Skills for Dry Stone Walling	2	4	30	H/503/2801
Principles of Communication in Adult Social Care Settings	2	2	17	L/602/2905
Principles of Personal Development in Adult Social Care Settings	2	2	17	L/602/3035
Principles of Safeguarding and Protection in Health and Social Care	2	3	26	A/601/8574
Produce Craft Work	2	3	20	H/505/3261
Provide Nutrients to Crops or Plants	2	2	15	L/502/0853
Understand How to Handle Information in Social Care Settings	2	1	9	A/505/3301
Understand the Role of the Social Care Worker	2	1	9	F/505/3302
Understanding Business Organisations	2	3	24	F/504/9587
Understanding Customer Service in the Retail Sector	2	3	22	M/502/5821
Understanding How Children Learn	2	3	24	K/504/9616
Understanding How to Meet the Physical Needs of Children	2	3	24	F/505/8838
Understanding How to Select Plants	2	3	24	F/506/5370
Understanding Organic Horticulture	2	3	24	D/505/3307
Understanding the Cognitive Development of Children	2	3	24	A/505/7218

Understanding the Physical Development of Children and Young People	2	3	24	A/504/9619
Understanding the Retail Selling Process	2	2	15	A/502/5806
Understanding the Value of Food and Nutrition for Children and Young People	2	3	24	M/504/9620
Using and Maintaining Woodworking Tools	2	3	24	F/503/8122
Using Email	2	3	20	M/502/4300
Wallpapering Skills	2	3	24	F/503/8119
Word Processing Software	2	4	30	R/502/4628
Work in a Business Environment	2	2	18	F/601/2470
Work with Other People in a Business Environment	2	3	24	K/505/0166
Working in Craft	2	3	24	H/504/7749

Ascentis Level 2 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 H/504/9372.

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	2	1	10	K/503/2864
Building a Personal Career Portfolio	2	3	24	T/504/9537
Building Working Relationships with Colleagues	2	2	20	K/504/9454
Communication in the Workplace	2	2	16	R/504/9464
Customer Care	2	2	16	K/504/9471
Exploring Job Opportunities	2	1	8	L/504/9494
Improving Own Learning and Performance	2	2	14	R/504/9500
Interview Skills	2	1	10	T/503/2866
Oral Presentation Skills	2	3	24	D/504/9502
Personal Presentation in the Workplace	2	1	8	M/504/9505
Recognising and Respecting Diversity in the Workplace	2	1	8	A/504/9507
Recognising Prejudice and Discrimination	2	1	8	A/504/9510
Responsible Work Practice	2	1	8	H/504/9372
Rights and Responsibilities in the Workplace	2	1	8	F/504/9511
Solving Problems in the Workplace	2	2	16	L/504/9513
Teamwork Skills	2	2	16	D/504/9516
Work Experience	2	1	8	A/504/9362

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 Building and Construction	2	1	8	Y/504/9904
Introduction to Business and Administration	2	1	8	Y/504/9899
Introduction to Catering	2	1	8	L/504/9902
Introduction to Engineering	2	1	8	D/504/9905
Introduction to Hairdressing and Beauty	2	1	8	F/504/9900
Introduction to Health and Social Care	2	1	8	K/504/9907
Introduction to Hospitality	2	1	8	T/504/9909
Introduction to Land-Based Industries	2	1	8	R/504/9898
Introduction to Retail	2	1	8	J/504/9901
Introduction to the Creative Industries	2	1	8	R/504/9903
Introduction to the Information and Communication Technology Sector	2	1	8	H/504/9906

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
Build Brick and Block Walls	2	2	16	A/504/9622
Communicate in a Business Environment	2	3	18	D/601/2475
Creative Craft Skills	2	3	24	J/504/4620
Developing Cooking Skills	2	3	24	K/504/9602
Developing Good Practice Skills for Use in the Kitchen	2	3	24	R/505/3286
Establishing Plants or Seeds in Soil	2	4	30	A/502/1223
Food Safety in Catering	2	1	9	H/502/0132
Health and Safety in a Practical Environment	2	1	8	R/504/9366
Hedgelaying	2	4	30	H/502/3743
Improve Own Performance in a Business Environment	2	2	6	L/601/2469
Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	2	1	9	H/601/5474
Painting Methods - Pictorial Language	2	3	24	A/504/4680
Plastering Techniques	2	3	24	H/503/8159
Practical Skills for Dry Stone Walling	2	4	30	H/503/2801
Principles of Communication in Adult Social Care Settings	2	2	17	L/602/2905
Principles of Personal Development in Adult Social Care Settings	2	2	17	L/602/3035
Principles of Safeguarding and Protection in Health and Social Care	2	3	26	A/601/8574
Produce Craft Work	2	3	20	H/505/3261
Provide Nutrients to Crops or Plants	2	2	15	L/502/0853
Understand How to Handle Information in Social Care Settings	2	1	9	A/505/3301
Understand the Role of the Social Care Worker	2	1	9	F/505/3302
Understanding Business Organisations	2	3	24	F/504/9587
Understanding Customer Service in the Retail Sector	2	3	22	M/502/5821
Understanding How Children Learn	2	3	24	K/504/9616
Understanding How to Meet the Physical Needs of Children	2	3	24	F/505/8838
Understanding How to Select Plants	2	3	24	F/506/5370
Understanding Organic Horticulture	2	3	24	D/505/3307
Understanding the Cognitive Development of Children	2	3	24	A/505/7218

Understanding the Physical Development of Children and Young People	2	3	24	A/504/9619
Understanding the Retail Selling Process	2	2	15	A/502/5806
Understanding the Value of Food and Nutrition for Children and Young People	2	3	24	M/504/9620
Using and Maintaining Woodworking Tools	2	3	24	F/503/8122
Using Email	2	3	20	M/502/4300
Wallpapering Skills	2	3	24	F/503/8119
Word Processing Software	2	4	30	R/502/4628
Work in a Business Environment	2	2	18	F/601/2470
Work with Other People in a Business Environment	2	3	24	K/505/0166
Working in Craft	2	3	24	H/504/7749

Guided Learning Hours (GLH)

The recommended guided learning hours for the Level 2 Award in Work Preparation is: 70.

The recommended guided learning hours for the Level 2 Certificate in Work Preparation is: 120.

Total Qualification Time (TQT)

The total qualification time for the Level 2 Award in Work Preparation is: 70.

The total qualification time for the Level 2 Certificate in Work Preparation is: 150.

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.