Ascentis Entry 3 and Level 1 Award and Certificate

in

Skills Towards Enabling Progression (Step Up)

Overview Specification

For Regulation codes, please see page 4

Ofqual Start Date: 01/03/2013
Ofqual Review Date: 31/07/2027
Ofqual Certification Review Date: 31/07/2028

Qualification Overview

These qualifications' main purpose is to help you to achieve a skill set that will enable you to operate independently and effectively in life, learning and work.

Many young people and adults need support to overcome barriers which are preventing them from achieving what they want to in life and work. These qualifications offer a flexible and broad range of subjects which can be tailored to your needs to help you to learn new skills and knowledge.

There are several features of these qualifications that make them very appropriate for their target learners:

- Unit certification is available for each of the units
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- Evidence can be generated within a wide range of organisational contexts, allowing the qualifications to meet the specific occupational requirements of the learners

Aims

The aims of these qualifications are to enable learners:

1 To overcome barriers to entering work
2 To operate independently and effectively in life, learning and work

Target Group

These qualifications are designed for learners who would benefit from an individualised curriculum and can be used for learners aged 14 and above.

They are designed to support those who:

- need to develop their English, maths and interpersonal skills in order to progress in learning or employment.
- would prefer an alternative to an academic qualification.
- lack confidence in their own ability to progress in learning or work.
- would benefit from studying vocational taster units to help make career choices.

Regulation Codes

Ofqual Regulation Numbers:

Entry 3

- Ascentis Entry Level Award in Skills Towards Enabling Progression (Step Up) (Entry 3): 600/8497/2
- Ascentis Entry Level Certificate in Skills Towards Enabling Progression (Step Up) (Entry 3): 600/8498/4

Level 1

- Ascentis Level 1 Award in Skills Towards Enabling Progression (Step Up): 600/8496/0
- Ascentis Level 1 Certificate in Skills Towards Enabling Progression (Step Up): 600/8494/7

Assessment Method

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

Many Ascentis units include suggested content to support wider learning opportunities across three priority areas:

- Digital
- Well-being
- Sustainability.

They are not compulsory and do not form part of the assessment. They are suggestions for tutors who may wish to link the unit content into these areas to further support learner progression in education, training and work.

Guided Learning Hours (GLH)

The recommended guided learning hours for these qualifications is:

- Entry Level Award in Skills towards Enabling Progression (Step Up) (Entry 3) is 25
- Entry Level Certificate in Skills towards Enabling Progression (Step Up) (Entry 3) is 121
- Level 1 Award in Skills towards Enabling Progression (Step Up) is 36
- Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 146

Total Qualification Time (TQT)

The total qualification time for these qualifications is:

- Entry Level Award in Skills towards Enabling Progression (Step Up) (Entry 3) is 30
- Entry Level Certificate in Skills towards Enabling Progression (Step Up) (Entry 3) is 150
- Level 1 Award in Skills towards Enabling Progression (Step Up) is 60
- Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 210

Age Range of Qualification

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

Rules of Combination

PLEASE NOTE: Units with the same title at different levels are barred.

Ascentis Entry 3 Award in Skills Towards Enabling Progression (Step Up)				
Learners must achieve 3 credits from any unit group				
				Maximum Credits: 3
Core Skills				
Title	**Level**	**Credit Value**	**GLH**	**Unit Reference**
Accessing Public Transport	E3	3	30	L/504/9592
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Career Preparation	E3	1	10	J/505/3740
College Induction	E3	3	30	D/504/8124
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
Diversity in Society	E3	3	30	T/504/8565
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Emotional Intelligence	E3	3	30	J/505/3737
Employment Contracts and Payslips	E3	1	10	K/505/3746
Engage in Discussion	E3	1	10	F/503/3048
Food Safety and Storage	E3	3	30	J/505/8646
Getting to Know Woodlands	E3	3	30	M/505/6468
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
Grammar Skills	E3	1	10	A/503/3050
Groom a Small Animal	E3	2	20	D/505/0777
Health and Safety Awareness	E3	1	10	A/504/9913
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Introduction to Road Safety	E3	3	30	F/505/8712
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Issues of Substance Misuse	E3	1	10	A/504/8437

Living in the Community	E3	3	30	R/505/8598
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Managing Social Relationships	E3	2	20	H/505/8623
Participating in a Vocational Taster	E3	2	20	R/506/5308
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Personal Learning Goals	E3	3	30	A/505/8787
Personal Study Skills	E3	3	30	L/505/3741
Planning for Personal Development	E3	1	10	K/505/3665
Preparation for Production Skills	E3	3	30	M/505/3683
Preparation for Work Experience	E3	1	10	L/505/8583
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Reading Key Personal Words	E3	1	10	K/503/3156
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Recognising Employment Opportunities	E3	1	10	K/504/8529
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Rights and Responsibilities of Citizenship	E3	3	30	L/505/3674
Skills for Employability	E3	3	30	F/505/8788
Skills for Shopping	E3	3	30	A/504/8695
Speaking to Communicate	E3	1	10	F/506/0671
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Spelling in Practice	E3	1	10	A/503/3162
Take Part in an Activity	E3	2	20	T/504/8713
Teamwork Skills	E3	2	20	R/505/5698
The Local Community	E3	1	10	F/505/3672
Understanding Family Relationships	E3	3	30	D/505/1279
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Understanding Self and Others	E3	3	30	K/506/0678
Using a Personal Learning Programme	E3	3	30	J/505/8789
Using Computers for Family Learning	E3	2	20	A/504/8857
Using Punctuation	E3	1	10	F/503/3289
Volunteering	E3	2	20	M/505/8592
Work Experience	E3	3	30	L/504/8720
Writing Composition Skills	E3	1	10	T/506/1770
Young People, Law and Order	E3	3	30	K/505/3679

Otional Units				
Administration				
Reception and Filing Skills	E3	3	30	H/505/3194
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Animal Care				
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Building and Construction				
Health and Safety in Construction	E3	3	30	H/505/1381
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Child Development and Well Being				
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Human Growth and Development	E3	3	30	R/505/3675
Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Respecting Children	E3	3	30	J/504/9610
Crafts, Creative Arts and Design				
Basic Craft Skills	E3	3	30	H/505/5687
Garment Making	E3	3	30	Y/505/3600
Needle/Textile Crafts	E3	3	30	D/505/5686
Using Mixed Media in 2D	E3	3	30	J/505/3608
Environmental Conservation				
Environmental Sustainability	E3	1	10	J/505/8503
History				
Discover Local History	E3	3	30	A/505/3606
Horticulture and Forestry				
Amenity Horticulture Skills	E3	3	30	K/505/8929
Clearing and Weeding a Garden	E3	2	20	F/505/0397
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Introduction to Cultivating Plant Cuttings	E3	3	30	A/504/5330

Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Sowing and Growing Plants	E3	3	30	K/505/3195
ICT				
Audio and Video Software	E3	2	15	Y/505/6366
Computer Basics	E3	1	10	R/505/1652
Computer Security and Privacy	E3	1	10	L/505/8535
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Desktop Publishing Software	E3	2	15	F/505/3185
Digital Lifestyle	E3	2	20	K/505/1673
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
IT User Fundamentals	E3	2	20	K/505/3214
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Presentation Software	E3	2	20	A/505/3217
Spreadsheet Software	E3	2	15	L/505/3223
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Using Graphics Software	E3	1	10	J/504/8960
Using Mobile IT Devices	E3	1	10	L/505/6378
Word Processing Software	E3	2	15	M/505/3229
Performing Arts				
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Retail and Commercial Enterprises				
Basic Cooking	E3	2	20	K/505/3181
Basic Food Preparation	E3	2	20	M/505/3182
Customer Service in the Hospitality Industry	E3	1	10	T/505/3183
Hair Plaiting	E3	3	30	F/505/8595
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Hand Care	E3	2	20	L/505/6106
Introduction to Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	E3	3	30	A/501/9522
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Serving Food and Drink	E3	2	20	T/505/6133
Skin Care	E3	2	20	F/505/6135
Sport, Leisure and Recreation				
Improving Own Fitness	E3	3	30	L/505/8549
Indoor Team Games	E3	3	30	A/505/8644
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Taking Part in Sport	E3	3	30	F/505/8600

Transport, Operations and Maintenance				
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107
Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Valeting a Car Interior	E3	1	10	T/505/8707
Washing a Car Exterior	E3	1	10	L/505/0418

Ascentis Entry 3 Certificate in Skills Towards Enabling Progression (Step Up)

Learners must achieve 15 credits overall. 3 credits must be achieved from Core Skills. Learners may achieve the remaining credits from any unit group. A maximum of 6 credits may be taken from the ICT units. A maximum of 6 credits can be taken at Level 1.

Maximum Credits: 15

Unit Group A: Core Skills

Title	Level	Credit Value	GLH	Unit Reference
Accessing Public Transport	E3	3	30	L/504/9592
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Career Preparation	E3	1	10	J/505/3740
College Induction	E3	3	30	D/504/8124
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
Diversity in Society	E3	3	30	T/504/8565
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Emotional Intelligence	E3	3	30	J/505/3737
Employment Contracts and Payslips	E3	1	10	K/505/3746
Engage in Discussion	E3	1	10	F/503/3048
Food Safety and Storage	E3	3	30	J/505/8646
Getting to Know Woodlands	E3	3	30	M/505/6468
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
Grammar Skills	E3	1	10	A/503/3050
Groom a Small Animal	E3	2	20	D/505/0777
Health and Safety Awareness	E3	1	10	A/504/9913
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Introduction to Road Safety	E3	3	30	F/505/8712
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Issues of Substance Misuse	E3	1	10	A/504/8437
Living in the Community	E3	3	30	R/505/8598
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Managing Social Relationships	E3	2	20	H/505/8623

Participating in a Vocational Taster	E3	2	20	R/506/5308
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Personal Learning Goals	E3	3	30	A/505/8787
Personal Study Skills	E3	3	30	L/505/3741
Planning for Personal Development	E3	1	10	K/505/3665
Preparation for Production Skills	E3	3	30	M/505/3683
Preparation for Work Experience	E3	1	10	L/505/8583
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Reading Key Personal Words	E3	1	10	K/503/3156
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Recognising Employment Opportunities	E3	1	10	K/504/8529
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Rights and Responsibilities of Citizenship	E3	3	30	L/505/3674
Skills for Employability	E3	3	30	F/505/8788
Skills for Shopping	E3	3	30	A/504/8695
Speaking to Communicate	E3	1	10	F/506/0671
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Spelling in Practice	E3	1	10	A/503/3162
Take Part in an Activity	E3	2	20	T/504/8713
Teamwork Skills	E3	2	20	R/505/5698
The Local Community	E3	1	10	F/505/3672
Understanding Family Relationships	E3	3	30	D/505/1279
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Understanding Self and Others	E3	3	30	K/506/0678
Undertaking an Enterprise Project	E3	6	60	F/504/8570
Using a Personal Learning Programme	E3	3	30	J/505/8789
Using Computers for Family Learning	E3	2	20	A/504/8857
Using Punctuation	E3	1	10	F/503/3289
Volunteering	E3	2	20	M/505/8592
Work Experience	E3	3	30	L/504/8720
Writing Composition Skills	E3	1	10	T/506/1770
Young People, Law and Order	E3	3	30	K/505/3679

Optional Units				
Administration				
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Reception and Filing Skills	E3	3	30	H/505/3194
Animal Care				
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Building and Construction				
Health and Safety in Construction	E3	3	30	H/505/1381
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Child Development and Well Being				
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Human Growth and Development	E3	3	30	R/505/3675
Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Respecting Children	E3	3	30	J/504/9610
Crafts, Creative Arts and Design				
Basic Craft Skills	E3	3	30	H/505/5687
Garment Making	E3	3	30	Y/505/3600
Needle/Textile Crafts	E3	3	30	D/505/5686
Using Mixed Media in 2D	E3	3	30	J/505/3608
Environmental Conservation				
Environmental Sustainability	E3	1	10	J/505/8503
History				
Discover Local History	E3	3	30	A/505/3606
Horticulture and Forestry				
Amenity Horticulture Skills	E3	3	30	K/505/8929
Clearing and Weeding a Garden	E3	2	20	F/505/0397
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330

Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Planting in a Container	E3	3	30	D/505/0407
Sowing and Growing Plants	E3	3	30	K/505/3195
ICT for Users				
Audio and Video Software	E3	2	15	Y/505/6366
Computer Basics	E3	1	10	R/505/1652
Computer Security and Privacy	E3	1	10	L/505/8535
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Desktop Publishing Software	E3	2	15	F/505/3185
Digital Lifestyle	E3	2	20	K/505/1673
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
IT User Fundamentals	E3	2	20	K/505/3214
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Presentation Software	E3	2	20	A/505/3217
Spreadsheet Software	E3	2	15	L/505/3223
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Using Graphics Software	E3	1	10	J/504/8960
Using Mobile IT Devices	E3	1	10	L/505/6378
Word Processing Software	E3	2	15	M/505/3229
Performing Arts				
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Retail and Commercial Enterprises				
Basic Cooking	E3	2	20	K/505/3181
Basic Food Preparation	E3	2	20	M/505/3182
Customer Service in the Hospitality Industry	E3	1	10	T/505/3183
Hair Plaiting	E3	3	30	F/505/8595
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Serving Food and Drink	E3	2	20	T/505/6133
Sport, Leisure and Recreation				
Improving Own Fitness	E3	3	30	L/505/8549
Indoor Team Games	E3	3	30	A/505/8644
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Taking Part in Sport	E3	3	30	F/505/8600

Transport, Operations and Maintenance				
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107
Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Valeting a Car Interior	E3	1	10	T/505/8707
Washing a Car Exterior	E3	1	10	L/505/0418
Level 1 Units				
Active Citizenship in the Local Community	1	1	9	L/504/8510
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Approaches to Learning	1	1	9	H/505/8718
Aspects of Citizenship	1	3	27	R/504/8511
Assemble Units for Interiors	1	1	10	J/505/8601
Assertive Living	1	3	27	T/506/5320
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Assist with the Care of Animals	1	2	18	A/505/8613
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Building a Personal Career Portfolio	1	3	27	T/505/3989
Business Communication	1	3	27	F/505/4109
Caring for Young Children	1	3	27	T/505/3054
Caring for Your Baby	1	3	27	M/505/8933
Carpentry Hand Skills	1	3	27	J/503/2659
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
Carrying Out an Independent Research Project	1	3	27	L/505/8633
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Communication in the Workplace	1	3	27	J/504/7517
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Creative Writing Skills	1	3	27	M/505/4042

Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
CV Writing	1	1	9	L/600/9944
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Design Software	1	3	20	A/505/6389
Desktop Publishing Software	1	3	20	R/505/3059
Developing Angling Skills	1	3	27	J/505/8629
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Developing Confidence Working With Animals	1	3	27	J/506/0476
Developing Customer Service Skills	1	3	27	R/503/9226
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Developing Plumbing Skills	1	4	36	H/505/8668
Developing Skills for Listening to Children	1	3	27	H/503/8193
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Emotional Intelligence	1	3	27	A/505/4111
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Equality and Diversity	1	3	24	D/505/1959
Family Relationships	1	3	27	D/505/1282
Fitting Units for Interiors	1	1	10	M/505/0539
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Food Service	1	2	18	J/505/3060
Further Education Enrichment Activity	1	2	18	F/505/4076
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Health and Hygiene in the Home	1	3	27	K/505/8557
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Health and Safety in Construction	1	3	30	D/505/1363
Healthy Living	1	3	27	L/504/8264
How the Body Works	1	2	18	J/505/8615
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Imaging Software	1	3	20	R/505/3062
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Improving Own Confidence	1	3	27	L/505/4078
Improving Own Learning and Performance	1	2	16	D/504/9497

Independent Shopping for Household Items	1	3	27	J/504/8277
Independent Skills for Living in the Community	1	3	27	D/505/3999
Induction to Study	1	3	27	R/504/8279
Industrial Fabric Printing	1	6	54	R/505/8729
Interpersonal Skills	1	3	27	D/505/4067
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Introduction to Plastering Techniques	1	3	27	R/505/4969
Introduction to the Hospitality Industry	1	2	20	A/505/3198
IT Communication Fundamentals	1	2	15	T/505/6391
IT Software Fundamentals	1	3	20	A/505/6392
Job Seeking Skills	1	3	27	D/505/4103
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Managing Own Relationship with Others	1	3	27	J/505/8551
Managing Your Own Learning	1	3	27	L/505/8552
Measures and Shape	1	3	24	K/505/2063
Multimedia Software Skills	1	3	27	M/505/1688
Organic Horticulture	1	3	27	L/505/0600
Participating in a Vocational Taster	1	2	20	T/504/8632
Participating in Leisure Activities	1	3	27	L/505/0659
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Personal Budgeting and Money Management	1	3	27	R/505/8567
Personal Career Planning	1	3	27	H/505/4104
Personal Career Preparation	1	1	9	K/505/4105
Personal Development	1	3	27	Y/506/0577
Personal Development Skills	1	3	27	K/505/4069
Personal Learning Programme	1	3	27	D/505/4070
Personal Learning Skills	1	6	54	H/505/4071
Personal Money Management	1	1	9	R/504/1154
Personal Relationships	1	3	27	D/505/1539
Planning a Move into a New Home	1	1	9	D/505/4666
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Planning own Fitness Programme	1	4	30	D/504/8947
Plastering Techniques	1	3	27	R/504/9643
Prejudice and Discrimination	1	3	27	T/504/8842
Preparation for Work	1	3	27	K/505/8848
Prepare for Interview	1	1	9	M/505/4106

Preparing and Serving Drinks	1	3	27	D/505/8636
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparing for Interviews	1	1	9	R/505/5300
Preparing for Work	1	3	27	T/505/4107
Preparing to be a Good Tenant and Neighbour	1	1	9	A/504/1147
Presentation Skills	1	2	18	R/505/0453
Presentation Software	1	3	20	M/505/3201
Principles of the Care of Animals	1	2	18	M/505/8575
Problem Solving in the Workplace	1	3	27	H/505/8587
Punctuation and Grammar Skills	1	2	18	L/503/3392
Recognising Employment Opportunities	1	1	9	R/505/4342
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Repair a Cycle Puncture	1	1	9	M/504/9584
Research Project	1	3	16	M/505/2081
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
Salon Reception Duties	1	3	22	H/504/9601
Sex and Relationships	1	3	24	J/504/8196
Skills for Independent Life	1	3	27	M/505/4073
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Sowing and Growing Techniques	1	3	27	H/505/8797
Speaking and Listening Skills	1	3	27	M/505/8656
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Spelling Skills	1	3	27	F/503/3390
Spreadsheet Software	1	3	20	F/505/3204
Take Part in an Activity	1	1	9	J/505/4337
Take part in Exercise and Fitness	1	3	27	D/505/8801
Taking Part in Sport	1	3	27	R/505/1330
Teamwork Skills	1	2	18	Y/504/9515
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
The Angling Environment	1	3	27	D/506/4713
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Time Management	1	3	27	L/504/8717
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Understand How to Apply for Housing	1	1	9	J/504/1149

Understand How to Look After a New Home	1	1	9	F/504/1151
Understand How to Look After Personal Health and Hygiene	1	1	9	J/504/1152
Understanding and Using Shapes	1	3	27	R/503/9291
Understanding Customer Service	1	3	27	A/506/1043
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Understanding Financial Products and Services	1	1	9	L/504/1153
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Understanding Motivation	1	1	9	D/506/5327
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Understanding Own Response to Body Image	1	2	18	J/505/1244
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding Personal Awareness	1	3	27	L/506/0673
Understanding Play	1	3	27	Y/504/9613
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Understanding Welfare at Work	1	3	30	K/618/6307
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding what Volunteering is About	1	1	9	M/505/8611
Understanding Work-Based Placements	1	1	9	F/505/8645
Understanding Young People, Law and Order	1	3	27	R/505/4101
Understanding Your Pay	1	3	27	A/505/5291
Undertaking an Enterprise Project	1	3	27	T/505/4446
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Using an Ordnance Survey Map	1	2	18	F/505/8631
Using Commercial Garment Patterns	1	3	27	K/506/5329
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790

Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Using Email	1	2	15	L/505/3271
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Using Kitchen Equipment	1	1	10	T/502/5075
Using Mobile IT Devices	1	2	15	Y/505/3273
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Using the Internet	1	3	20	H/505/3275
Video Software Skills	1	2	18	F/505/1730
Wallpapering Skills	1	3	27	D/506/5330
Word Processing Software	1	3	20	D/505/6398
Work Placement	1	3	27	R/504/8198
Work, Review and Plan	1	3	27	L/505/8616
Writing for Meaning Skills	1	3	27	D/503/3302
Young Parenthood	1	2	18	K/506/0728

Ascentis Level 1 Award in Skills Towards Enabling Progression (Step Up)

Learners must achieve 6 credits from any group. A maximum of 3 credits may be taken from the ICT units.

Maximum credits: 6

Core Skills

Title	Level	Credit Value	GLH	Unit Reference
Active Citizenship in the Local Community	1	1	9	L/504/8510
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Approaches to Learning	1	1	9	H/505/8718
Aspects of Citizenship	1	3	27	R/504/8511
Assertive Living	1	3	27	T/506/5320
Building a Personal Career Portfolio	1	3	27	T/505/3989
Carrying Out an Independent Research Project	1	3	27	L/505/8633
College Induction	1	3	27	H/503/3043
Communication in the Workplace	1	3	27	J/504/7517
CV Writing	1	1	9	L/600/9944
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Developing Customer Service Skills	1	3	27	R/503/9226
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Emotional Intelligence	1	3	27	A/505/4111
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Equality and Diversity	1	3	24	D/505/1959
Family Relationships	1	3	27	D/505/1282
Further Education Enrichment Activity	1	2	18	F/505/4076
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Health and Hygiene in the Home	1	3	27	K/505/8557
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Healthy Living	1	3	27	L/504/8264
How the Body Works	1	2	18	J/505/8615
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Improving Own Confidence	1	3	27	L/505/4078
Improving own learning and performance	1	2	16	D/504/9497
Independent Shopping for Household Items	1	3	27	J/504/8277
Independent Skills for Living in the Community	1	3	27	D/505/3999
Induction to Study	1	3	27	R/504/8279
Interpersonal Skills	1	3	27	D/505/4067

Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Job Seeking Skills	1	3	27	D/505/4103
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Managing Own Relationship with Others	1	3	27	J/505/8551
Managing Your Own Learning	1	3	27	L/505/8552
Measures and Shape	1	3	24	K/505/2063
Participating in a Vocational Taster	1	2	20	T/504/8632
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Personal Budgeting and Money Management	1	3	27	R/505/8567
Personal Career Planning	1	3	27	H/505/4104
Personal Career Preparation	1	1	9	K/505/4105
Personal Development	1	3	27	Y/506/0577
Personal Development Skills	1	3	27	K/505/4069
Personal Learning Programme	1	3	27	D/505/4070
Personal Learning Skills	1	6	54	H/505/4071
Personal Money Management	1	1	9	R/504/1154
Personal Relationships	1	3	27	D/505/1539
Planning a move into a new home	1	1	9	D/505/4666
Prejudice and Discrimination	1	3	27	T/504/8842
Preparation for Work	1	3	27	K/505/8848
Prepare for Interview	1	1	9	M/505/4106
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparing for Interviews	1	1	9	R/505/5300
Preparing for Work	1	3	27	T/505/4107
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Presentation Skills	1	2	18	R/505/0453
Principles of Dealing with Animal Accommodation	1	2	18	A/505/8627
Problem Solving in the Workplace	1	3	27	H/505/8587
Punctuation and Grammar Skills	1	2	18	L/503/3392
Recognising Employment Opportunities	1	1	9	R/505/4342
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Sex and Relationships	1	3	24	J/504/8196
Skills for Independent Life	1	3	27	M/505/4073
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Speaking and Listening Skills	1	3	27	M/505/8656
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Spelling Skills	1	3	27	F/503/3390
Take Part in an Activity	1	1	9	J/505/4337

Teamwork Skills	1	2	18	Y/504/9515
Time Management	1	3	27	L/504/8717
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after a new home	1	1	9	F/504/1151
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Understanding and Using Shapes	1	3	27	R/503/9291
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding financial products and services	1	1	9	L/504/1153
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Understanding Motivation	1	1	9	D/506/5327
Understanding Own Response to Body Image	1	2	18	J/505/1244
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding Personal Awareness	1	3	27	L/506/0673
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Understanding Welfare at Work	1	3	30	K/618/6307
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding what Volunteering is About	1	1	9	M/505/8611
Understanding Work-Based Placements	1	1	9	F/505/8645
Understanding Young People, Law and Order	1	3	27	R/505/4101
Understanding Your Pay	1	3	27	A/505/5291
Undertaking an Enterprise Project	1	3	27	T/505/4446
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Work Experience	1	3	27	T/505/8724
Work Placement	1	3	27	R/504/8198
Work, Review and Plan	1	3	27	L/505/8616
Writing for Meaning Skills	1	3	27	D/503/3302
Young Parenthood	1	2	18	K/506/0728
Optional Units				
Agriculture and Animal Care				
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726

Assist with the Care of Animals	1	2	18	A/505/8613
Developing Confidence Working With Animals	1	3	27	J/506/0476
Principles of the Care of Animals	1	2	18	M/505/8575
Building and Construction				
Assemble Units for Interiors	1	1	10	J/505/8601
Carpentry Hand Skills	1	3	27	J/503/2659
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Developing Plumbing Skills	1	4	36	H/505/8668
Fitting Units for Interiors	1	1	10	M/505/0539
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Health and Safety in Construction	1	3	30	D/505/1363
Introduction to Plastering Techniques	1	3	27	R/505/4969
Plastering Techniques	1	3	27	R/504/9643
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Wallpapering Skills	1	3	27	D/506/5330

Business Management				
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Child Development and Well Being				
Caring for Young Children	1	3	27	T/505/3054
Caring for Your Baby	1	3	27	M/505/8933
Developing Skills for Listening to Children	1	3	27	H/503/8193
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Understanding Play	1	3	27	Y/504/9613
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Crafts, Creative Arts and Design				
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Industrial Fabric Printing	1	6	54	R/505/8729
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Environmental Conservation				
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Health and Social Care				
Introduction to Care Work	1	2	10	M/504/6524
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Horticulture and Forestry				
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Organic Horticulture	1	3	27	L/505/0600
Sowing and Growing Techniques	1	3	27	H/505/8797
ICT				
Design Software	1	3	20	A/505/6389
Desktop Publishing Software	1	3	20	R/505/3059
Imaging Software	1	3	20	R/505/3062
IT Communication Fundamentals	1	2	15	T/505/6391
IT Software Fundamentals	1	3	20	A/505/6392
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Spreadsheet Software	1	3	20	F/505/3204

Using Email	1	2	15	L/505/3271
Using Mobile IT Devices	1	2	15	Y/505/3273
Using the Internet	1	3	20	H/505/3275
Video Software Skills	1	2	18	F/505/1730
Word Processing Software	1	3	20	D/505/6398
Retail and Commercial Enterprise				
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Food Service	1	2	18	J/505/3060
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Preparing and Serving Drinks	1	3	27	D/505/8636
Salon Reception Duties	1	3	22	H/504/9601
Understanding Customer Service	1	3	27	A/506/1043
Using Kitchen Equipment	1	1	10	T/502/5075
Sport, Leisure and Recreation				
Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
Taking Part in Sport	1	3	27	R/505/1330
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631
Transport, Operations and Maintenance				
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Repair a Cycle Puncture	1	1	9	M/504/9584
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669

Ascentis Level 1 Certificate in Skills Towards Enabling Progression (Step Up)

Learners must achieve 21 credits overall. 6 credits must be achieved from Core Skills. Learners may achieve the remaining credits from any unit group. A maximum of 6 credits may be taken from the ICT units. A maximum of 6 credits can be taken at Entry 3 or Level 2.

Maximum credits: 21

Core Skills

Title	Level	Credit Value	GLH	Unit Reference
Active Citizenship in the Local Community	1	1	9	L/504/8510
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Approaches to Learning	1	1	9	H/505/8718
Aspects of Citizenship	1	3	27	R/504/8511
Assertive Living	1	3	27	T/506/5320
Building a Personal Career Portfolio	1	3	27	T/505/3989
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
Carrying Out an Independent Research Project	1	3	27	L/505/8633
College Induction	1	3	27	H/503/3043
Communication in the Workplace	1	3	27	J/504/7517
CV Writing	1	1	9	L/600/9944
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Developing Customer Service Skills	1	3	27	R/503/9226
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Emotional Intelligence	1	3	27	A/505/4111
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Equality and Diversity	1	3	24	D/505/1959
Family Relationships	1	3	27	D/505/1282
Further Education Enrichment Activity	1	2	18	F/505/4076
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Health and Hygiene in the Home	1	3	27	K/505/8557
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Healthy Living	1	3	27	L/504/8264
How the Body Works	1	2	18	J/505/8615
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Improving Own Confidence	1	3	27	L/505/4078
Improving own learning and performance	1	2	16	D/504/9497
Independent Shopping for Household Items	1	3	27	J/504/8277
Independent Skills for Living in the Community	1	3	27	D/505/3999
Induction to Study	1	3	27	R/504/8279

Interpersonal Skills	1	3	27	D/505/4067
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Job Seeking Skills	1	3	27	D/505/4103
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Managing Own Relationship with Others	1	3	27	J/505/8551
Managing Your Own Learning	1	3	27	L/505/8552
Measures and Shape	1	3	24	K/505/2063
Participating in a Vocational Taster	1	2	20	T/504/8632
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Personal Budgeting and Money Management	1	3	27	R/505/8567
Personal Career Planning	1	3	27	H/505/4104
Personal Career Preparation	1	1	9	K/505/4105
Personal Development	1	3	27	Y/506/0577
Personal Development Skills	1	3	27	K/505/4069
Personal Learning Programme	1	3	27	D/505/4070
Personal Learning Skills	1	6	54	H/505/4071
Personal Money Management	1	1	9	R/504/1154
Personal Relationships	1	3	27	D/505/1539
Planning a move into a new home	1	1	9	D/505/4666
Prejudice and Discrimination	1	3	27	T/504/8842
Preparation for Work	1	3	27	K/505/8848
Prepare for Interview	1	1	9	M/505/4106
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparing for Interviews	1	1	9	R/505/5300
Preparing for Work	1	3	27	T/505/4107
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Presentation Skills	1	2	18	R/505/0453
Principles of Dealing with Animal Accommodation	1	2	18	A/505/8627
Problem Solving in the Workplace	1	3	27	H/505/8587
Punctuation and Grammar Skills	1	2	18	L/503/3392
Recognising Employment Opportunities	1	1	9	R/505/4342
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Sex and Relationships	1	3	24	J/504/8196
Skills for Independent Life	1	3	27	M/505/4073
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Speaking and Listening Skills	1	3	27	M/505/8656
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163

Spelling Skills	1	3	27	F/503/3390
Take Part in an Activity	1	1	9	J/505/4337
Teamwork Skills	1	2	18	Y/504/9515
Time Management	1	3	27	L/504/8717
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after a new home	1	1	9	F/504/1151
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Understanding and Using Shapes	1	3	27	R/503/9291
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding financial products and services	1	1	9	L/504/1153
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Understanding Motivation	1	1	9	D/506/5327
Understanding Own Response to Body Image	1	2	18	J/505/1244
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding Personal Awareness	1	3	27	L/506/0673
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Understanding Welfare at Work	1	3	30	K/618/6307
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding what Volunteering is About	1	1	9	M/505/8611
Understanding Work-Based Placements	1	1	9	F/505/8645
Understanding Young People, Law and Order	1	3	27	R/505/4101
Understanding Your Pay	1	3	27	A/505/5291
Undertaking an Enterprise Project	1	3	27	T/505/4446
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Work Experience	1	3	27	T/505/8724
Work Placement	1	3	27	R/504/8198
Work, Review and Plan	1	3	27	L/505/8616
Writing for Meaning Skills	1	3	27	D/503/3302
Young Parenthood	1	2	18	K/506/0728
Optional Units				
Agriculture and Animal Care				
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051

Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Assist with the Care of Animals	1	2	18	A/505/8613
Developing Confidence Working With Animals	1	3	27	J/506/0476
Principles of the Care of Animals	1	2	18	M/505/8575
Building and Construction				
Assemble Units for Interiors	1	1	10	J/505/8601
Carpentry Hand Skills	1	3	27	J/503/2659
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Developing Plumbing Skills	1	4	36	H/505/8668
Fitting Units for Interiors	1	1	10	M/505/0539
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Health and Safety in Construction	1	3	30	D/505/1363
Introduction to Plastering Techniques	1	3	27	R/505/4969
Plastering Techniques	1	3	27	R/504/9643
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Wallpapering Skills	1	3	27	D/506/5330
Business Management				
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Child Development and Well Being				
Caring for Young Children	1	3	27	T/505/3054
Caring for Your Baby	1	3	27	M/505/8933
Developing Skills for Listening to Children	1	3	27	H/503/8193
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Understanding Play	1	3	27	Y/504/9613

Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Crafts, Creative Arts and Design				
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Industrial Fabric Printing	1	6	54	R/505/8729
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Environmental Conservation				
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Health and Social Care				
Introduction to Care Work	1	2	10	M/504/6524
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Horticulture and Forestry				
Sowing and Growing Techniques	1	3	27	H/505/8797
Organic Horticulture	1	3	27	L/505/0600
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
ICT				
Design Software	1	3	20	A/505/6389
Desktop Publishing Software	1	3	20	R/505/3059
Imaging Software	1	3	20	R/505/3062
IT Communication Fundamentals	1	2	15	T/505/6391
IT Software Fundamentals	1	3	20	A/505/6392
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Spreadsheet Software	1	3	20	F/505/3204
Using Email	1	2	15	L/505/3271
Using Mobile IT Devices	1	2	15	Y/505/3273
Using the Internet	1	3	20	H/505/3275
Video Software Skills	1	2	18	F/505/1730
Word Processing Software	1	3	20	D/505/6398
Performing Arts				
Creative Writing Skills	1	3	27	M/505/4042
Song Writing Skills	1	3	24	D/504/7166
Sound and Audio Production Skills	1	3	27	L/505/0998
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Using the Internet as a Medium for Music	1	3	27	F/505/8726

Retail and Commercial Enterprise

Basic Food Preparation and Cooking	1	3	30	K/505/3052
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Food Service	1	2	18	J/505/3060
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Preparing and Serving Drinks	1	3	27	D/505/8636
Salon Reception Duties	1	3	22	H/504/9601
Understanding Customer Service	1	3	27	A/506/1043
Using Kitchen Equipment	1	1	10	T/502/5075

Sport, Leisure and Recreation

Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
Taking Part in Sport	1	3	27	R/505/1330
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631

Transport, Operations and Maintenance

Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Repair a Cycle Puncture	1	1	9	M/504/9584
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669

Entry 3 Units

Accessing Public Transport	E3	3	30	L/504/9592
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Amenity Horticulture Skills	E3	3	30	K/505/8929
Aspects of Citizenship	E3	3	30	J/504/8425
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Audio and Video Software	E3	2	15	Y/505/6366
Basic Cooking	E3	2	20	K/505/3181
Basic Craft Skills	E3	3	30	H/505/5687
Basic Food Preparation	E3	2	20	M/505/3182
Basic Performance Skills	E3	3	30	D/505/1007
Career Preparation	E3	1	10	J/505/3740

Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Clearing and Weeding a Garden	E3	2	20	F/505/0397
College Induction	E3	3	30	D/504/8124
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Computer Basics	E3	1	10	R/505/1652
Computer Security and Privacy	E3	1	10	L/505/8535
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Desktop Publishing Software	E3	2	15	F/505/3185
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Digital Lifestyle	E3	2	20	K/505/1673
Discover Local History	E3	3	30	A/505/3606
Diversity in Society	E3	3	30	T/504/8565
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Emotional Intelligence	E3	3	30	J/505/3737
Employment Contracts and Payslips	E3	1	10	K/505/3746
Engage in Discussion	E3	1	10	F/503/3048
Environmental Sustainability	E3	1	10	J/505/8503
Food Safety and Storage	E3	3	30	J/505/8646
Garment Making	E3	3	30	Y/505/3600
Getting to Know Woodlands	E3	3	30	M/505/6468
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
Groom a Small Animal	E3	2	20	D/505/0777
Hair Plaiting	E3	3	30	F/505/8595
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Health and Safety Awareness	E3	1	10	A/504/9913
Health and Safety in Construction	E3	3	30	H/505/1381
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Human Growth and Development	E3	3	30	R/505/3675
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188

Improving Own Fitness	E3	3	30	L/505/8549
Indoor Team Games	E3	3	30	A/505/8644
Introduction to a Training Course	E3	3	30	H/504/8495
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Introduction to Road Safety	E3	3	30	F/505/8712
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
Issues of Substance Misuse	E3	1	10	A/504/8437
IT User Fundamentals	E3	2	20	K/505/3214
Living in the Community	E3	3	30	R/505/8598
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Managing Social Relationships	E3	2	20	H/505/8623
Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107
Needle/Textile Crafts	E3	3	30	D/505/5686
Participating in a Vocational Taster	E3	2	20	R/506/5308
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Personal Learning Goals	E3	3	30	A/505/8787

Personal Study Skills	E3	3	30	L/505/3741
Physical Performance Skills	E3	3	30	Y/505/3595
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Planning for Personal Development	E3	1	10	K/505/3665
Planting in a Container	E3	3	30	D/505/0407
Preparation for Production Skills	E3	3	30	M/505/3683
Preparation for Work Experience	E3	1	10	L/505/8583
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Presentation Software	E3	2	20	A/505/3217
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Reception and Filing Skills	E3	3	30	H/505/3194
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Recognising Employment Opportunities	E3	1	10	K/504/8529
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Respecting Children	E3	3	30	J/504/9610
Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Serving Food and Drink	E3	2	20	T/505/6133
Skills for Employability	E3	3	30	F/505/8788
Skills for Shopping	E3	3	30	A/504/8695
Sowing and Growing Plants	E3	3	30	K/505/3195
Speaking to Communicate	E3	1	10	F/506/0671
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Spreadsheet Software	E3	2	15	L/505/3223
Take Part in an Activity	E3	2	20	T/504/8713
Taking Part in Sport	E3	3	30	F/505/8600
Teamwork Skills	E3	2	20	R/505/5698
The Internet and World Wide Web	E3	1	10	T/505/8545
The Local Community	E3	1	10	F/505/3672
Understanding Family Relationships	E3	3	30	D/505/1279
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Understanding Self and Others	E3	3	30	K/506/0678
Using a Personal Learning Programme	E3	3	30	J/505/8789
Using Computers for Family Learning	E3	2	20	A/504/8857
Using Email	E3	1	10	Y/505/3225
Using Graphics Software	E3	1	10	J/504/8960
Using Mixed Media in 2D	E3	3	30	J/505/3608
Using Mobile IT Devices	E3	1	10	L/505/6378
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Valeting a Car Interior	E3	1	10	T/505/8707

Volunteering	E3	2	20	M/505/8592
Washing a Car Exterior	E3	1	10	L/505/0418
Word Processing Software	E3	2	15	M/505/3229
Work Experience	E3	3	30	L/504/8720
Writing Composition Skills	E3	1	10	T/506/1770
Young People, Law and Order	E3	3	30	K/505/3679
Level 2 Units				
Aspects of Citizenship	2	3	24	Y/504/8512
Care Planning Skills for the Care Worker	2	3	24	D/505/8703
Career Planning	2	3	20	A/505/1225
Careers in Leisure and Tourism	2	3	24	J/505/4810
Communication in the Workplace	2	3	24	L/503/7619
Dementia Awareness	2	2	16	A/505/8935
Developing Personal Learning Skills	2	3	24	Y/506/5374
Drug Awareness	2	3	24	J/506/0588
Equality and Diversity	2	3	24	R/505/1974
Group and Teamwork Communication Skills	2	3	24	R/505/8925
Health and Safety Awareness in a Working Environment	2	3	24	M/504/8693
Interpersonal Skills	2	3	24	H/505/5060
Introduction to Mentoring	2	1	8	H/505/8671
Leadership Skills	2	3	24	R/505/7192
Learning from Volunteering	2	2	16	D/505/7194
Making Choices in Pursuit of Personal Goals	2	3	24	J/505/5052
Managing Your Own Learning	2	3	24	K/505/8915
Mentoring Practice	2	2	16	A/505/1287
Mentoring Skills	2	3	24	J/505/1289
Nutrition and Weight Management	2	6	48	T/504/8968
Personal and Social Responsibility	2	3	24	M/505/5109
Personal Budgeting and Managing Money	2	3	24	K/503/3173
Personal Development Skills	2	3	24	H/505/5057
Personal Risk	2	1	8	Y/505/5119
Prejudice and Discrimination	2	3	24	A/504/8843
Preparation for a Recruitment Interview	2	2	16	J/506/5340
Problem Solving Skills	2	3	24	L/506/5341
Recognising and Dealing with Bullying	2	2	16	M/505/0802
Recognising Employment Opportunities	2	1	8	H/505/5124
Recognising Issues of Substance Misuse	2	1	8	L/505/1262
Sex and Relationships Education	2	3	24	Y/504/2886
Skills in Providing Personal Care in Care Settings	2	3	24	Y/505/8926
Sound and Audio Production Skills	2	3	24	D/505/4974
Speaking and Listening Skills	2	3	24	Y/503/3377

Taking Part in Sport for Personal Improvement	2	3	24	M/505/7233
Team Building Skills	2	3	24	H/504/8657
Teamwork Skills	2	2	16	D/504/9516
The Role of the Care Worker in Caring for the Person with Dementia	2	3	24	T/504/9084
Understanding Ageing and the Older Person	2	3	24	A/505/4674
Understanding Business Organisations	2	3	24	F/504/9587
Understanding Continence Care	2	3	24	L/505/8888
Understanding Counselling Theories	2	3	24	M/505/8883
Understanding Customer Service	2	3	24	K/503/2668
Understanding Health Promotion in Care Settings	2	3	24	A/505/8837
Understanding how to Meet the Physical Needs of Children	2	3	24	F/505/8838
Understanding Mental Health	2	3	24	L/505/4680
Understanding the Intellectual and Language Development of Children from Birth to Eight	2	3	24	A/506/5366
Understanding Welfare at Work	2	3	24	D/506/5344
Understanding Young People, Law and Order	2	3	24	Y/505/8912
Undertaking an Enterprise Project	2	3	24	H/504/8867
Work Experience	2	3	24	H/504/8884

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.**