

Ascentis Entry 3 and Level 1 Award, Certificate and Diploma in Skills Towards Enabling Progression (Step Up) Rule of Combination



For Regulation codes, please see page 4

| | |
|-----------------------------------|------------|
| Ofqual Start Date: | 01/03/2013 |
| Ofqual Review Date: | 31/07/2025 |
| Ofqual Certification Review Date: | 31/07/2026 |

| | |
|--|------------|
| 600/8495/9 – Ascentis Level 1 Diploma in Skills Towards Enabling Progression (Step Up) | |
| 600/8499/6 – Ascentis Entry 3 Diploma in Skills Towards Enabling Progression (Step up) | |
| Ofqual Start Date: | 01/03/2013 |
| Ofqual End Date: | 31/07/2022 |
| Ofqual Certification End Date: | 31/07/2023 |

The Ascentis Entry Level Diploma (Entry 3) and Level 1 Diploma in Skills Towards Enabling Progression qualifications are being withdrawn. The last date of registration for learners is 31st July 2022 after which no further learners can be registered.

The certification end date is 31st July 2023. If you require any further clarification, please email development@ascentis.co.uk.

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
- Ascentis Entry Level Diploma in Skills Towards Enabling Progression (Step Up) (Entry 3): 600/8499/6

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
- Ascentis Level 1 Diploma in Skills Towards Enabling Progression (Step Up): 600/8495/9

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.

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
- Entry Level Diploma in Skills towards Enabling Progression (Step Up) (Entry 3) is 326
- Level 1 Award in Skills towards Enabling Progression (Step Up) is 36
- Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 146
- Level 1 Diploma in Skills towards Enabling Progression (Step Up) is 286

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
- Entry Level Diploma in Skills towards Enabling Progression (Step Up) (Entry 3) is 370
- Level 1 Award in Skills towards Enabling Progression (Step Up) is 60
- Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 210
- Level 1 Diploma in Skills towards Enabling Progression (Step Up) is 390

Age Range of Qualification

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

Rule 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 ref |
| Issues of Substance Misuse | E3 | 1 | 10 | A/504/8437 |
| Skills for Shopping | E3 | 3 | 30 | A/504/8695 |
| Using Computers for Family Learning | E3 | 2 | 20 | A/504/8857 |
| Health and Safety Awareness | E3 | 1 | 10 | A/504/9913 |
| Drug and Alcohol Misuse Awareness | E3 | 3 | 30 | A/505/8708 |
| Grammar and Punctuation in Practical Use | E3 | 1 | 10 | A/506/1768 |
| College Induction | E3 | 3 | 30 | D/504/8124 |
| Understanding Family Relationships | E3 | 3 | 30 | D/505/1279 |
| Introduction to Developing Parenting Skills | E3 | 3 | 30 | D/505/8569 |
| Understanding How and Why to Support Children in Family Learning | E3 | 3 | 30 | D/505/8572 |
| Recognising Own Skills for Personal Development | E3 | 3 | 30 | D/505/8958 |
| Personal Budgeting and Managing Money | E3 | 3 | 30 | D/506/5313 |
| Engage in Discussion | E3 | 1 | 10 | F/503/3048 |
| Developing Skills for Gaining Employment | E3 | 3 | 30 | F/504/8519 |
| The Local Community | E3 | 1 | 10 | F/505/3672 |
| Introduction to Road Safety | E3 | 3 | 30 | F/505/8712 |
| Skills for Employability | E3 | 3 | 30 | F/505/8788 |
| Speaking to Communicate | E3 | 1 | 10 | F/506/0671 |
| Home and Personal Safety Awareness | E3 | 3 | 30 | H/504/8433 |
| Introduction to a Training Course | E3 | 3 | 30 | H/504/8495 |
| Recognise Trees and Plants and their Importance to Wildlife | E3 | 2 | 20 | H/504/9565 |
| Introduction to Understanding Sex and Relationships | E3 | 3 | 30 | H/505/8573 |
| Managing Social Relationships | E3 | 2 | 20 | H/505/8623 |
| Alcohol and Drug Misuse Awareness | E3 | 3 | 30 | H/505/8783 |
| Aspects of Citizenship | E3 | 3 | 30 | J/504/8425 |
| Time | E3 | 1 | 10 | J/504/8716 |
| Emotional Intelligence | E3 | 3 | 30 | J/505/3737 |
| Career Preparation | E3 | 1 | 10 | J/505/3740 |
| Introduction to Making and Using Story Sacks for Family Learning | E3 | 2 | 20 | J/505/8548 |

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|--|----|---|----|------------|
| Food Safety and Storage | E3 | 3 | 30 | J/505/8646 |
| Using a Personal Learning Programme | E3 | 3 | 30 | J/505/8789 |
| Making Choices in Pursuit of Personal Goals | E3 | 3 | 30 | J/506/0574 |
| Recognising Employment Opportunities | E3 | 1 | 10 | K/504/8529 |
| Planning for Personal Development | E3 | 1 | 10 | K/505/3665 |
| Young People, Law and Order | E3 | 3 | 30 | K/505/3679 |
| Employment Contracts and Payslips | E3 | 1 | 10 | K/505/3746 |
| Division of Whole Numbers | E3 | 1 | 10 | K/505/4010 |
| Understanding Self and Others | E3 | 3 | 30 | K/506/0678 |
| Work Experience | E3 | 3 | 30 | L/504/8720 |
| Accessing Public Transport | E3 | 3 | 30 | L/504/9592 |
| Money: Adding and Subtracting | E3 | 1 | 10 | L/505/3089 |
| Personal Study Skills | E3 | 3 | 30 | L/505/3741 |
| Preparation for Work Experience | E3 | 1 | 10 | L/505/8583 |
| Introduction to Customer Service Skills | E3 | 3 | 30 | L/505/8597 |
| Preparation for Production Skills | E3 | 3 | 30 | M/505/3683 |
| Data Handling: Extracting and Interpreting | E3 | 1 | 10 | M/505/4008 |
| Volunteering | E3 | 2 | 20 | M/505/8592 |
| Teamwork Skills | E3 | 2 | 20 | R/505/5698 |
| Introduction to Group and Teamwork Communication Skills | E3 | 3 | 30 | R/505/8570 |
| Living in the Community | E3 | 3 | 30 | R/505/8598 |
| Participating in a Vocational Taster | E3 | 2 | 20 | R/506/5308 |
| Diversity in Society | E3 | 3 | 30 | T/504/8565 |
| Data Handling: Recording and Representing Data | E3 | 1 | 10 | T/505/4009 |
| Developing and Applying Number Skills | E3 | 1 | 10 | T/506/5317 |
| Introduction to Food, Drink and Cooking | E3 | 3 | 30 | Y/504/8509 |
| Preparing for a Recruitment Interview | E3 | 2 | 20 | Y/505/3743 |
| Introduction to Assertiveness and Decision Making Skills | E3 | 3 | 30 | Y/505/8568 |
| Developing Skills for a Healthy Lifestyle | E3 | 3 | 30 | Y/506/5312 |
| Take Part in an Activity | E3 | 2 | 20 | T/504/8713 |
| Spelling and Handwriting Skills | E3 | 1 | 10 | A/503/3159 |
| Getting to Know Woodlands | E3 | 3 | 30 | M/505/6468 |
| Measure: Capacity and Temperature | E3 | 1 | 10 | A/505/4013 |
| Rights and Responsibilities of Citizenship | E3 | 3 | 30 | L/505/3674 |
| Spelling in Practice | E3 | 1 | 10 | A/503/3162 |
| Reading Key Personal Words | E3 | 1 | 10 | K/503/3156 |
| Writing Composition Skills | E3 | 1 | 10 | T/506/1770 |
| Using Punctuation | E3 | 1 | 10 | F/503/3289 |
| Grammar Skills | E3 | 1 | 10 | A/503/3050 |
| Personal Learning Goals | E3 | 3 | 30 | A/505/8787 |
| Reading Grammar and Punctuation | E3 | 1 | 10 | H/503/3155 |

| | | | | |
|--|----|---|----|------------|
| Groom a Small Animal | E3 | 2 | 20 | D/505/0777 |
| Administration | | | | |
| Using the Telephone and Photocopier | E3 | 3 | 30 | A/505/8790 |
| Reception and Filing Skills | E3 | 3 | 30 | H/505/3194 |
| Animal Care | | | | |
| 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 |
| 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 |
| 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 |
| Crafts, Creative Arts and Design | | | | |
| Needle/Textile Crafts | E3 | 3 | 30 | D/505/5686 |
| Basic Craft Skills | E3 | 3 | 30 | H/505/5687 |
| Using Mixed Media in 2D | E3 | 3 | 30 | J/505/3608 |
| Garment Making | E3 | 3 | 30 | Y/505/3600 |
| Child Development and Well Being | | | | |
| Communication Between Children Aged 0-3 Years and Adults | E3 | 3 | 30 | F/504/9606 |
| Introduction to Preparing, Presenting and Keeping Food for Children and Young People | E3 | 3 | 30 | J/505/8713 |
| 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 |
| Human Growth and Development | E3 | 3 | 30 | R/505/3675 |
| Environmental Conservation | | | | |
| Environmental Sustainability | E3 | 1 | 10 | J/505/8503 |
| Horticulture and Forestry | | | | |
| 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 |
| Clearing and Weeding a Garden | E3 | 2 | 20 | F/505/0397 |
| Sowing and Growing Plants | E3 | 3 | 30 | K/505/3195 |
| Amenity Horticulture Skills | E3 | 3 | 30 | K/505/8929 |
| Introduction to Propagation of Plants | E3 | 3 | 30 | Y/505/3211 |
| Introduction to Cultivating Plant Cuttings | E3 | 3 | 30 | A/504/5330 |
| Introduction to Garden Maintenance Skills | E3 | 3 | 30 | T/505/8786 |

| History | | | | |
|--|----|---|----|------------|
| Discover Local History | E3 | 3 | 30 | A/505/3606 |
| ICT | | | | |
| Presentation Software | E3 | 2 | 20 | A/505/3217 |
| Personal Digital Photograph Processing | E3 | 1 | 10 | F/505/1677 |
| Desktop Publishing Software | E3 | 2 | 15 | F/505/3185 |
| Data Management Software | E3 | 2 | 15 | H/505/6368 |
| Design and Imaging Software | E3 | 2 | 15 | H/505/6371 |
| Using Graphics Software | E3 | 1 | 10 | J/504/8960 |
| Digital Lifestyle | E3 | 2 | 20 | K/505/1673 |
| IT User Fundamentals | E3 | 2 | 20 | K/505/3214 |
| Spreadsheet Software | E3 | 2 | 15 | L/505/3223 |
| Using Mobile IT Devices | E3 | 1 | 10 | L/505/6378 |
| Computer Security and Privacy | E3 | 1 | 10 | L/505/8535 |
| Introduction to Using the Internet for Shopping | E3 | 1 | 10 | L/506/5307 |
| Word Processing Software | E3 | 2 | 15 | M/505/3229 |
| Computer Basics | E3 | 1 | 10 | R/505/1652 |
| The Internet and World Wide Web | E3 | 1 | 10 | T/505/8545 |
| Using Email | E3 | 1 | 10 | Y/505/3225 |
| Audio and Video Software | E3 | 2 | 15 | Y/505/6366 |
| Performing Arts | | | | |
| Basic Performance Skills | E3 | 3 | 30 | D/505/1007 |
| Physical Performance Skills | E3 | 3 | 30 | Y/505/3595 |
| Retail and Commercial Enterprises | | | | |
| Introduction to Keeping the Work Area Clean, Tidy and Safe in a Retail Environment | E3 | 3 | 30 | A/501/9522 |
| Basic Cooking | E3 | 2 | 20 | K/505/3181 |
| Hairdressing: Introduction to Assisting a Stylist | E3 | 3 | 30 | L/505/3187 |
| Hand Care | E3 | 2 | 20 | L/505/6106 |
| Skin Care | E3 | 2 | 20 | F/505/6135 |
| Plan and Participate in Short Walks | E3 | 3 | 30 | L/506/4481 |
| Basic Food Preparation | E3 | 2 | 20 | M/505/3182 |
| Serving Food and Drink | E3 | 2 | 20 | T/505/6133 |
| Introduction to Looking after Customers in a Retail Environment | E3 | 3 | 30 | T/505/8402 |
| Hair Plaiting | E3 | 3 | 30 | F/505/8595 |
| Customer Service in the Hospitality Industry | E3 | 1 | 10 | T/505/3183 |
| Sport, Leisure and Recreation | | | | |
| Indoor Team Games | E3 | 3 | 30 | A/505/8644 |
| Taking Part in Sport | E3 | 3 | 30 | F/505/8600 |
| Improving Own Fitness | E3 | 3 | 30 | L/505/8549 |

| Transport, Operations and Maintenance | | | | |
|---|----|---|----|------------|
| 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 |
| Checking and Maintaining Fluid Levels on a Car | E3 | 1 | 10 | L/505/0094 |
| Washing a Car Exterior | E3 | 1 | 10 | L/505/0418 |
| Identification of Basic External and Internal Car Parts | E3 | 1 | 10 | R/505/3188 |
| Checking and Maintaining Car Tyre Pressures and Tread | E3 | 1 | 10 | T/505/4401 |
| Valeting a Car Interior | E3 | 1 | 10 | T/505/8707 |
| Clean and Prepare a Cycle for Use | E3 | 1 | 10 | J/504/9574 |

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 ref |
|--|-------|--------------|-----|------------|
| Issues of Substance Misuse | E3 | 1 | 10 | A/504/8437 |
| Skills for Shopping | E3 | 3 | 30 | A/504/8695 |
| Using Computers for Family Learning | E3 | 2 | 20 | A/504/8857 |
| Health and Safety Awareness | E3 | 1 | 10 | A/504/9913 |
| Drug and Alcohol Misuse Awareness | E3 | 3 | 30 | A/505/8708 |
| Grammar and Punctuation in Practical Use | E3 | 1 | 10 | A/506/1768 |
| College Induction | E3 | 3 | 30 | D/504/8124 |
| Understanding Family Relationships | E3 | 3 | 30 | D/505/1279 |
| Introduction to Developing Parenting Skills | E3 | 3 | 30 | D/505/8569 |
| Understanding How and Why to Support Children in Family Learning | E3 | 3 | 30 | D/505/8572 |
| Recognising Own Skills for Personal Development | E3 | 3 | 30 | D/505/8958 |
| Personal Budgeting and Managing Money | E3 | 3 | 30 | D/506/5313 |
| Engage in Discussion | E3 | 1 | 10 | F/503/3048 |
| Developing Skills for Gaining Employment | E3 | 3 | 30 | F/504/8519 |
| The Local Community | E3 | 1 | 10 | F/505/3672 |
| Introduction to Road Safety | E3 | 3 | 30 | F/505/8712 |
| Skills for Employability | E3 | 3 | 30 | F/505/8788 |
| Speaking to Communicate | E3 | 1 | 10 | F/506/0671 |
| Home and Personal Safety Awareness | E3 | 3 | 30 | H/504/8433 |
| Introduction to a Training Course | E3 | 3 | 30 | H/504/8495 |
| Recognise Trees and Plants and their Importance to Wildlife | E3 | 2 | 20 | H/504/9565 |
| Introduction to Understanding Sex and Relationships | E3 | 3 | 30 | H/505/8573 |
| Managing Social Relationships | E3 | 2 | 20 | H/505/8623 |
| Alcohol and Drug Misuse Awareness | E3 | 3 | 30 | H/505/8783 |
| Aspects of Citizenship | E3 | 3 | 30 | J/504/8425 |
| Time | E3 | 1 | 10 | J/504/8716 |
| Emotional Intelligence | E3 | 3 | 30 | J/505/3737 |
| Career Preparation | E3 | 1 | 10 | J/505/3740 |
| Introduction to Making and Using Story Sacks for Family Learning | E3 | 2 | 20 | J/505/8548 |
| Food Safety and Storage | E3 | 3 | 30 | J/505/8646 |
| Using a Personal Learning Programme | E3 | 3 | 30 | J/505/8789 |

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|--|----|---|----|------------|
| Making Choices in Pursuit of Personal Goals | E3 | 3 | 30 | J/506/0574 |
| Recognising Employment Opportunities | E3 | 1 | 10 | K/504/8529 |
| Planning for Personal Development | E3 | 1 | 10 | K/505/3665 |
| Young People, Law and Order | E3 | 3 | 30 | K/505/3679 |
| Employment Contracts and Payslips | E3 | 1 | 10 | K/505/3746 |
| Division of Whole Numbers | E3 | 1 | 10 | K/505/4010 |
| Understanding Self and Others | E3 | 3 | 30 | K/506/0678 |
| Work Experience | E3 | 3 | 30 | L/504/8720 |
| Accessing Public Transport | E3 | 3 | 30 | L/504/9592 |
| Money: Adding and Subtracting | E3 | 1 | 10 | L/505/3089 |
| Personal Study Skills | E3 | 3 | 30 | L/505/3741 |
| Preparation for Work Experience | E3 | 1 | 10 | L/505/8583 |
| Introduction to Customer Service Skills | E3 | 3 | 30 | L/505/8597 |
| Preparation for Production Skills | E3 | 3 | 30 | M/505/3683 |
| Data Handling: Extracting and Interpreting | E3 | 1 | 10 | M/505/4008 |
| Volunteering | E3 | 2 | 20 | M/505/8592 |
| Teamwork Skills | E3 | 2 | 20 | R/505/5698 |
| Introduction to Group and Teamwork Communication Skills | E3 | 3 | 30 | R/505/8570 |
| Living in the Community | E3 | 3 | 30 | R/505/8598 |
| Participating in a Vocational Taster | E3 | 2 | 20 | R/506/5308 |
| Diversity in Society | E3 | 3 | 30 | T/504/8565 |
| Data Handling: Recording and Representing Data | E3 | 1 | 10 | T/505/4009 |
| Developing and Applying Number Skills | E3 | 1 | 10 | T/506/5317 |
| Introduction to Food, Drink and Cooking | E3 | 3 | 30 | Y/504/8509 |
| Preparing for a Recruitment Interview | E3 | 2 | 20 | Y/505/3743 |
| Introduction to Assertiveness and Decision Making Skills | E3 | 3 | 30 | Y/505/8568 |
| Developing Skills for a Healthy Lifestyle | E3 | 3 | 30 | Y/506/5312 |
| Take Part in an Activity | E3 | 2 | 20 | T/504/8713 |
| Spelling and Handwriting Skills | E3 | 1 | 10 | A/503/3159 |
| Getting to Know Woodlands | E3 | 3 | 30 | M/505/6468 |
| Measure: Capacity and Temperature | E3 | 1 | 10 | A/505/4013 |
| Rights and Responsibilities of Citizenship | E3 | 3 | 30 | L/505/3674 |
| Spelling in Practice | E3 | 1 | 10 | A/503/3162 |
| Reading Key Personal Words | E3 | 1 | 10 | K/503/3156 |
| Writing Composition Skills | E3 | 1 | 10 | T/506/1770 |
| Using Punctuation | E3 | 1 | 10 | F/503/3289 |
| Grammar Skills | E3 | 1 | 10 | A/503/3050 |
| Personal Learning Goals | E3 | 3 | 30 | A/505/8787 |
| Reading Grammar and Punctuation | E3 | 1 | 10 | H/503/3155 |
| Undertaking an Enterprise Project | E3 | 6 | 60 | F/504/8570 |
| Groom a Small Animal | E3 | 2 | 20 | D/505/0777 |

| Optional Units | | | | |
|--|----|---|----|------------|
| Animal Care | | | | |
| 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 |
| 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 |
| Administration | | | | |
| Using the Telephone and Photocopier | E3 | 3 | 30 | A/505/8790 |
| Reception and Filing Skills | E3 | 3 | 30 | H/505/3194 |
| 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 |
| Crafts, Creative Arts and Design | | | | |
| Needle/Textile Crafts | E3 | 3 | 30 | D/505/5686 |
| Basic Craft Skills | E3 | 3 | 30 | H/505/5687 |
| Using Mixed Media in 2D | E3 | 3 | 30 | J/505/3608 |
| Garment Making | E3 | 3 | 30 | Y/505/3600 |
| Child Development and Well Being | | | | |
| Communication Between Children Aged 0-3 Years and Adults | E3 | 3 | 30 | F/504/9606 |
| Introduction to Preparing, Presenting and Keeping Food for Children and Young People | E3 | 3 | 30 | J/505/8713 |
| 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 |
| Human Growth and Development | E3 | 3 | 30 | R/505/3675 |
| Environmental Conservation | | | | |
| Environmental Sustainability | E3 | 1 | 10 | J/505/8503 |
| Horticulture and Forestry | | | | |
| 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 |
| Clearing and Weeding a Garden | E3 | 2 | 20 | F/505/0397 |
| Sowing and Growing Plants | E3 | 3 | 30 | K/505/3195 |
| Amenity Horticulture Skills | E3 | 3 | 30 | K/505/8929 |
| Introduction to Propagation of Plants | E3 | 3 | 30 | Y/505/3211 |
| Planting in a Container | E3 | 3 | 30 | D/505/0407 |
| Introduction to cultivating plant cuttings | E3 | 3 | 30 | A/504/5330 |
| Introduction to Garden Maintenance Skills | E3 | 3 | 30 | T/505/8786 |

| History | | | | |
|--|----|---|----|------------|
| Discover Local History | E3 | 3 | 30 | A/505/3606 |
| ICT for Users | | | | |
| Presentation Software | E3 | 2 | 20 | A/505/3217 |
| Personal Digital Photograph Processing | E3 | 1 | 10 | F/505/1677 |
| Desktop Publishing Software | E3 | 2 | 15 | F/505/3185 |
| Data Management Software | E3 | 2 | 15 | H/505/6368 |
| Design and Imaging Software | E3 | 2 | 15 | H/505/6371 |
| Using Graphics Software | E3 | 1 | 10 | J/504/8960 |
| Digital Lifestyle | E3 | 2 | 20 | K/505/1673 |
| IT User Fundamentals | E3 | 2 | 20 | K/505/3214 |
| Spreadsheet Software | E3 | 2 | 15 | L/505/3223 |
| Using Mobile IT Devices | E3 | 1 | 10 | L/505/6378 |
| Computer Security and Privacy | E3 | 1 | 10 | L/505/8535 |
| Introduction to Using the Internet for Shopping | E3 | 1 | 10 | L/506/5307 |
| Word Processing Software | E3 | 2 | 15 | M/505/3229 |
| Computer Basics | E3 | 1 | 10 | R/505/1652 |
| The Internet and World Wide Web | E3 | 1 | 10 | T/505/8545 |
| Using Email | E3 | 1 | 10 | Y/505/3225 |
| Audio and Video Software | E3 | 2 | 15 | Y/505/6366 |
| Performing Arts | | | | |
| Basic Performance Skills | E3 | 3 | 30 | D/505/1007 |
| Physical Performance Skills | E3 | 3 | 30 | Y/505/3595 |
| Retail and Commercial Enterprises | | | | |
| Introduction to keeping the work area clean, tidy and safe in a retail environment | E3 | 3 | 30 | A/501/9522 |
| Basic Cooking | E3 | 2 | 20 | K/505/3181 |
| Hairdressing: Introduction to Assisting a Stylist | E3 | 3 | 30 | L/505/3187 |
| Plan and Participate in Short Walks | E3 | 3 | 30 | L/506/4481 |
| Basic Food Preparation | E3 | 2 | 20 | M/505/3182 |
| Serving Food and Drink | E3 | 2 | 20 | T/505/6133 |
| Introduction to Looking after Customers in a Retail Environment | E3 | 3 | 30 | T/505/8402 |
| Hair Plaiting | E3 | 3 | 30 | F/505/8595 |
| Customer Service in the Hospitality Industry | E3 | 1 | 10 | T/505/3183 |
| Sport, Leisure and Recreation | | | | |
| Indoor Team Games | E3 | 3 | 30 | A/505/8644 |
| Taking Part in Sport | E3 | 3 | 30 | F/505/8600 |
| Improving Own Fitness | E3 | 3 | 30 | L/505/8549 |
| Transport, Operations and Maintenance | | | | |
| Motor Vehicle Workshop Tools and Equipment | E3 | 2 | 20 | A/505/0107 |

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|--|----|---|----|------------|
| Routine Vehicle Checks | E3 | 2 | 20 | F/505/3221 |
| Routine Wheel and Tyre Checks | E3 | 2 | 20 | J/505/3222 |
| Checking and Maintaining Fluid Levels on a Car | E3 | 1 | 10 | L/505/0094 |
| Washing a Car Exterior | E3 | 1 | 10 | L/505/0418 |
| Identification of Basic External and Internal Car Parts | E3 | 1 | 10 | R/505/3188 |
| Checking and Maintaining Car Tyre Pressures and Tread | E3 | 1 | 10 | T/505/4401 |
| Valeting a Car Interior | E3 | 1 | 10 | T/505/8707 |
| Clean and Prepare a Cycle for Use | E3 | 1 | 10 | J/504/9574 |
| Level 1 Units | | | | |
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Handling Data | 1 | 2 | 18 | A/503/3291 |
| Preparing to be a Good Tenant and Neighbour | 1 | 1 | 9 | A/504/1147 |
| Personal and Interpersonal Conflict | 1 | 3 | 27 | A/504/8826 |
| Emotional Intelligence | 1 | 3 | 27 | A/505/4111 |
| Numbers, Decimals, Fractions and Percentages | 1 | 3 | 30 | A/505/4867 |
| Understanding Your Pay | 1 | 3 | 27 | A/505/5291 |
| Developing Confidence and Self-Esteem | 1 | 1 | 9 | A/506/5318 |
| Understanding and Using Percentages | 1 | 2 | 18 | D/503/3252 |
| Writing for Meaning Skills | 1 | 3 | 27 | D/503/3302 |
| Developing Personal Confidence and Self Awareness | 1 | 3 | 27 | D/504/8432 |
| Improving Own Learning and Performance | 1 | 2 | 16 | D/504/9497 |
| Family Relationships | 1 | 3 | 27 | D/505/1282 |
| Personal Relationships | 1 | 3 | 27 | D/505/1539 |
| Equality and Diversity | 1 | 3 | 24 | D/505/1959 |
| Independent Skills for Living in the Community | 1 | 3 | 27 | D/505/3999 |
| Interpersonal Skills | 1 | 3 | 27 | D/505/4067 |
| Personal Learning Programme | 1 | 3 | 27 | D/505/4070 |
| Job Seeking Skills | 1 | 3 | 27 | D/505/4103 |
| Planning a Move into a New Home | 1 | 1 | 9 | D/505/4666 |
| Improving Assertiveness and Decision Making | 1 | 3 | 27 | D/505/8555 |
| Understanding Motivation | 1 | 1 | 9 | D/506/5327 |
| Spelling Rules and Strategies in Practical Use | 1 | 3 | 27 | F/503/3163 |
| Understanding Volume | 1 | 1 | 9 | F/503/3258 |
| Using Calculations: Multiplication and Division of Whole Numbers | 1 | 2 | 18 | F/503/3356 |
| Spelling Skills | 1 | 3 | 27 | F/503/3390 |

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| Understand How to Look After a New Home | 1 | 1 | 9 | F/504/1151 |
| Further Education Enrichment Activity | 1 | 2 | 18 | F/505/4076 |
| Understanding Work-Based Placements | 1 | 1 | 9 | F/505/8645 |
| Alcohol Awareness for the Individual | 1 | 3 | 27 | F/505/8791 |
| Understanding Diversity within Society | 1 | 3 | 27 | F/505/8807 |
| Understanding and Using 2D Shapes | 1 | 1 | 9 | H/503/3169 |
| Personal Learning Skills | 1 | 6 | 54 | H/505/4071 |
| Understanding Rights and Responsibilities of Citizenship | 1 | 3 | 27 | H/505/4099 |
| Personal Career Planning | 1 | 3 | 27 | H/505/4104 |
| Problem Solving in the Workplace | 1 | 3 | 27 | H/505/8587 |
| Approaches to Learning | 1 | 1 | 9 | H/505/8718 |
| Introduction to Drug Awareness for the Individual | 1 | 3 | 27 | H/506/1215 |
| Using Calculations: Addition and Subtraction of Whole Numbers | 1 | 1 | 9 | J/503/3259 |
| Understanding Perimeter and Area | 1 | 1 | 9 | J/503/3276 |
| Understand How to Apply for Housing | 1 | 1 | 9 | J/504/1149 |
| Understand How to Look After Personal Health and Hygiene | 1 | 1 | 9 | J/504/1152 |
| Communication in the Workplace | 1 | 3 | 27 | J/504/7517 |
| Sex and Relationships | 1 | 3 | 24 | J/504/8196 |
| Independent Shopping for Household Items | 1 | 3 | 27 | J/504/8277 |
| Health and Safety in a Practical Environment | 1 | 1 | 9 | J/504/9364 |
| Group and Teamwork Communication Skills | 1 | 2 | 18 | J/505/0451 |
| Understanding Own Response to Body Image | 1 | 2 | 18 | J/505/1244 |
| Making Choices in Pursuit of Personal Goals | 1 | 3 | 27 | J/505/4080 |
| Take Part in an Activity | 1 | 1 | 9 | J/505/4337 |
| Managing Own Relationship with Others | 1 | 3 | 27 | J/505/8551 |
| How the Body Works | 1 | 2 | 18 | J/505/8615 |
| Transforming Own Behaviour in Conflict | 1 | 3 | 27 | J/506/5323 |
| Data Calculations | 1 | 1 | 9 | K/503/3044 |
| Calculations using Fractions, Decimals and Percentages | 1 | 3 | 24 | K/505/1947 |
| Measures and Shape | 1 | 3 | 24 | K/505/2063 |
| Personal Development Skills | 1 | 3 | 27 | K/505/4069 |
| Personal Career Preparation | 1 | 1 | 9 | K/505/4105 |
| Health and Hygiene in the Home | 1 | 3 | 27 | K/505/8557 |
| Understanding Pay and Payslips | 1 | 1 | 9 | K/505/8610 |

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| Understanding HE: Raising Aspirations | 1 | 2 | 18 | K/505/8719 |
| Preparing for a Recruitment Interview | 1 | 3 | 27 | K/505/8722 |
| Preparation for Work | 1 | 3 | 27 | K/505/8848 |
| Calculation: Whole Numbers | 1 | 3 | 27 | K/505/9031 |
| Young Parenthood | 1 | 2 | 18 | K/506/0728 |
| Understanding Welfare at Work | 1 | 3 | 30 | K/618/6307 |
| Punctuation and Grammar Skills | 1 | 2 | 18 | L/503/3392 |
| Understanding Financial Products and Services | 1 | 1 | 9 | L/504/1153 |
| Healthy Living | 1 | 3 | 27 | L/504/8264 |
| Active Citizenship in the Local Community | 1 | 1 | 9 | L/504/8510 |
| Time Management | 1 | 3 | 27 | L/504/8717 |
| Improving Own Confidence | 1 | 3 | 27 | L/505/4078 |
| Managing Your Own Learning | 1 | 3 | 27 | L/505/8552 |
| Work, Review and Plan | 1 | 3 | 27 | L/505/8616 |
| Carrying Out an Independent Research Project | 1 | 3 | 27 | L/505/8633 |
| Understanding Personal Awareness | 1 | 3 | 27 | L/506/0673 |
| Recognising Issues of Substance Misuse | 1 | 1 | 9 | M/505/1237 |
| Research Project | 1 | 3 | 16 | M/505/2081 |
| Skills for Independent Life | 1 | 3 | 27 | M/505/4073 |
| Prepare for Interview | 1 | 1 | 9 | M/505/4106 |
| Understanding what Volunteering is About | 1 | 1 | 9 | M/505/8611 |
| Speaking and Listening Skills | 1 | 3 | 27 | M/505/8656 |
| Understanding Welfare at Work | 1 | 3 | 27 | M/506/1993 |
| Understanding Numbers | 1 | 2 | 18 | R/503/3166 |
| Understanding and Using Decimals | 1 | 2 | 18 | R/503/3278 |
| Developing Customer Service Skills | 1 | 3 | 27 | R/503/9226 |
| Understanding and Using Shapes | 1 | 3 | 27 | R/503/9291 |
| Personal Money Management | 1 | 1 | 9 | R/504/1154 |
| Work Placement | 1 | 3 | 27 | R/504/8198 |
| Induction to Study | 1 | 3 | 27 | R/504/8279 |
| Aspects of Citizenship | 1 | 3 | 27 | R/504/8511 |
| Presentation Skills | 1 | 2 | 18 | R/505/0453 |
| Understanding Stress and Stress Management Techniques | 1 | 3 | 27 | R/505/1246 |
| Understanding Young People, Law and Order | 1 | 3 | 27 | R/505/4101 |
| Recognising Employment Opportunities | 1 | 1 | 9 | R/505/4342 |
| Preparing for Interviews | 1 | 1 | 9 | R/505/5300 |
| Personal Budgeting and Money Management | 1 | 3 | 27 | R/505/8567 |
| Employment Rights, Contracts and Pay | 1 | 3 | 27 | R/505/8794 |
| Measure: Time and Temperature | 1 | 2 | 18 | R/506/0920 |
| Skills Used in Reading for Meaning | 1 | 3 | 27 | T/503/3158 |

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| Participating in a Vocational Taster | 1 | 2 | 20 | T/504/8632 |
| Prejudice and Discrimination | 1 | 3 | 27 | T/504/8842 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Preparing for Work | 1 | 3 | 27 | T/505/4107 |
| Undertaking an Enterprise Project | 1 | 3 | 27 | T/505/4446 |
| Assertive Living | 1 | 3 | 27 | T/506/5320 |
| Understanding and Using Fractions | 1 | 2 | 18 | Y/503/3170 |
| Probability | 1 | 1 | 9 | Y/503/3282 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Personal Development | 1 | 3 | 27 | Y/506/0577 |
| Understanding the Importance of a Balanced Diet and Regular Exercise | 1 | 1 | 9 | Y/506/0613 |
| Personal Budgeting and Managing Money | 1 | 3 | 27 | Y/506/0787 |
| Using Cooking Skills in the Domestic Kitchen | 1 | 3 | 27 | Y/506/0790 |
| Developing Confidence Working With Animals | 1 | 3 | 27 | J/506/0476 |
| Assist with Maintaining the Health and Wellbeing of Animals | 1 | 6 | 54 | L/505/0726 |
| Principles of the Care of Animals | 1 | 2 | 18 | M/505/8575 |
| Assist with Animal Accommodation | 1 | 2 | 18 | T/505/8612 |
| Assist with Feedstuffs for Small Animals | 1 | 2 | 18 | H/505/3051 |
| Assist with the Care of Animals | 1 | 2 | 18 | A/505/8613 |
| Use and Maintain Woodworking Tools | 1 | 3 | 27 | A/505/8725 |
| Health and Safety in Construction | 1 | 3 | 30 | D/505/1363 |
| Wallpapering Skills | 1 | 3 | 27 | D/506/5330 |
| Use of Tools and Equipment for Bricklaying | 1 | 3 | 27 | F/505/8614 |
| Constructing a One Brick Wide Wall using Bricklaying Skills | 1 | 3 | 27 | H/504/9629 |
| Using Floor and Wall Tiling Techniques | 1 | 3 | 27 | H/504/9646 |
| Developing Plumbing Skills | 1 | 4 | 36 | H/505/8668 |
| Carpentry Hand Skills | 1 | 3 | 27 | J/503/2659 |
| Assemble Units for Interiors | 1 | 1 | 10 | J/505/8601 |
| Using Painting Skills for Interior Ceilings and Walls | 1 | 3 | 27 | K/504/9647 |
| Constructing a Cavity Wall Using Bricklaying Skills | 1 | 3 | 27 | L/504/9625 |
| Decorative Paint Effects for Interior Walls | 1 | 3 | 27 | L/505/4114 |
| Using Plastering Skills - Floating Coat to an Attached Pier | 1 | 3 | 27 | M/504/9648 |
| Fitting Units for Interiors | 1 | 1 | 10 | M/505/0539 |
| Plastering Techniques | 1 | 3 | 27 | R/504/9643 |
| Introduction to Plastering Techniques | 1 | 3 | 27 | R/505/4969 |
| Fix and Fit Work Surfaces | 1 | 1 | 10 | R/505/8603 |

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| Using Plastering Skills - Plastering to a Window Reveal | 1 | 3 | 27 | T/504/9649 |
| Constructing a Half Brick Wall Using Bricklaying Skills | 1 | 3 | 27 | Y/504/9627 |
| Preparing Ceilings and Walls for Decoration | 1 | 3 | 27 | Y/504/9644 |
| Business Communication | 1 | 3 | 27 | F/505/4109 |
| Understanding Time Management in the Workplace | 1 | 2 | 18 | R/505/8584 |
| Industrial Fabric Printing | 1 | 6 | 54 | R/505/8729 |
| Using Craft Skills with Natural Materials | 1 | 3 | 27 | T/505/8609 |
| Using Craft Activities with Children and Young People | 1 | 3 | 27 | D/504/9614 |
| 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 |
| Caring for Your Baby | 1 | 3 | 27 | M/505/8933 |
| Caring for Young Children | 1 | 3 | 27 | T/505/3054 |
| Understanding Play | 1 | 3 | 27 | Y/504/9613 |
| Understanding Ecology and Conservation | 1 | 3 | 27 | Y/505/6576 |
| 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 |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1 | 3 | 27 | J/505/8808 |
| Understanding Nutrition, Performance and Healthy Eating | 1 | 3 | 27 | R/505/3269 |
| Creative Writing Skills | 1 | 3 | 27 | M/505/4042 |
| Technical Skills for Performance in the Arts | 1 | 3 | 27 | M/505/8723 |
| Introduction to the Hospitality Industry | 1 | 2 | 20 | A/505/3198 |
| Understanding Customer Service | 1 | 3 | 27 | A/506/1043 |
| Preparing and Serving Drinks | 1 | 3 | 27 | D/505/8636 |
| Customer Service in the Hospitality Industry | 1 | 3 | 20 | F/505/3056 |
| Salon Reception Duties | 1 | 3 | 22 | H/504/9601 |
| Food Service | 1 | 2 | 18 | J/505/3060 |
| Basic Food Preparation and Cooking | 1 | 3 | 30 | K/505/3052 |
| Using Kitchen Equipment | 1 | 1 | 10 | T/502/5075 |
| Planning own Fitness Programme | 1 | 4 | 30 | D/504/8947 |
| Take part in Exercise and Fitness | 1 | 3 | 27 | D/505/8801 |
| The Angling Environment | 1 | 3 | 27 | D/506/4713 |
| Using an Ordnance Survey Map | 1 | 2 | 18 | F/505/8631 |

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| Planning a Trip to a Visitor Attraction | 1 | 3 | 25 | H/504/7993 |
| Developing Angling Skills | 1 | 3 | 27 | J/505/8629 |
| Participating in Leisure Activities | 1 | 3 | 27 | L/505/0659 |
| Taking Part in Sport | 1 | 3 | 27 | R/505/1330 |
| 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 |
| Tools, Equipment and Materials for Vehicle Maintenance | 1 | 4 | 36 | K/505/8669 |
| 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 |
| Design Software | 1 | 3 | 20 | A/505/6389 |
| IT Software Fundamentals | 1 | 3 | 20 | A/505/6392 |
| Word Processing Software | 1 | 3 | 20 | D/505/6398 |
| Video Software Skills | 1 | 2 | 18 | F/505/1730 |
| Spreadsheet Software | 1 | 3 | 20 | F/505/3204 |
| Using the Internet | 1 | 3 | 20 | H/505/3275 |
| Using Email | 1 | 2 | 15 | L/505/3271 |
| Multimedia Software Skills | 1 | 3 | 27 | M/505/1688 |
| Presentation Software | 1 | 3 | 20 | M/505/3201 |
| 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 |
| Using Mobile IT Devices | 1 | 2 | 15 | Y/505/3273 |
| Carry Out a Systematic Cycle Check | 1 | 1 | 9 | H/504/9582 |
| Tools and Equipment for Garment Making | 1 | 3 | 27 | K/505/8803 |
| Using Commercial Garment Patterns | 1 | 3 | 27 | K/506/5329 |
| Garment Construction Skills: Making a Simple Top | 1 | 3 | 27 | K/505/8560 |

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

Learners must achieve 37 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 12 credits can be taken at Level 1.

Maximum Credits: 37

Unit Group A: Core Skills

| Title | Level | Credit Value | GLH | Unit ref |
|--|-------|--------------|-----|------------|
| Issues of Substance Misuse | E3 | 1 | 10 | A/504/8437 |
| Skills for Shopping | E3 | 3 | 30 | A/504/8695 |
| Using Computers for Family Learning | E3 | 2 | 20 | A/504/8857 |
| Health and Safety Awareness | E3 | 1 | 10 | A/504/9913 |
| Drug and Alcohol Misuse Awareness | E3 | 3 | 30 | A/505/8708 |
| Grammar and Punctuation in Practical Use | E3 | 1 | 10 | A/506/1768 |
| College Induction | E3 | 3 | 30 | D/504/8124 |
| Understanding Family Relationships | E3 | 3 | 30 | D/505/1279 |
| Introduction to Developing Parenting Skills | E3 | 3 | 30 | D/505/8569 |
| Understanding How and Why to Support Children in Family Learning | E3 | 3 | 30 | D/505/8572 |
| Recognising Own Skills for Personal Development | E3 | 3 | 30 | D/505/8958 |
| Personal Budgeting and Managing Money | E3 | 3 | 30 | D/506/5313 |
| Engage in Discussion | E3 | 1 | 10 | F/503/3048 |
| Developing Skills for Gaining Employment | E3 | 3 | 30 | F/504/8519 |
| The Local Community | E3 | 1 | 10 | F/505/3672 |
| Introduction to Road Safety | E3 | 3 | 30 | F/505/8712 |
| Skills for Employability | E3 | 3 | 30 | F/505/8788 |
| Speaking to Communicate | E3 | 1 | 10 | F/506/0671 |
| Home and Personal Safety Awareness | E3 | 3 | 30 | H/504/8433 |
| Introduction to a Training Course | E3 | 3 | 30 | H/504/8495 |
| Recognise Trees and Plants and their Importance to Wildlife | E3 | 2 | 20 | H/504/9565 |
| Introduction to Understanding Sex and Relationships | E3 | 3 | 30 | H/505/8573 |
| Managing Social Relationships | E3 | 2 | 20 | H/505/8623 |
| Alcohol and Drug Misuse Awareness | E3 | 3 | 30 | H/505/8783 |
| Aspects of Citizenship | E3 | 3 | 30 | J/504/8425 |
| Time | E3 | 1 | 10 | J/504/8716 |
| Emotional Intelligence | E3 | 3 | 30 | J/505/3737 |
| Career Preparation | E3 | 1 | 10 | J/505/3740 |
| Introduction to Making and Using Story Sacks for Family Learning | E3 | 2 | 20 | J/505/8548 |
| Food Safety and Storage | E3 | 3 | 30 | J/505/8646 |
| Using a Personal Learning Programme | E3 | 3 | 30 | J/505/8789 |

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| Making Choices in Pursuit of Personal Goals | E3 | 3 | 30 | J/506/0574 |
| Recognising Employment Opportunities | E3 | 1 | 10 | K/504/8529 |
| Planning for Personal Development | E3 | 1 | 10 | K/505/3665 |
| Young People, Law and Order | E3 | 3 | 30 | K/505/3679 |
| Employment Contracts and Payslips | E3 | 1 | 10 | K/505/3746 |
| Division of Whole Numbers | E3 | 1 | 10 | K/505/4010 |
| Understanding Self and Others | E3 | 3 | 30 | K/506/0678 |
| Work Experience | E3 | 3 | 30 | L/504/8720 |
| Accessing Public Transport | E3 | 3 | 30 | L/504/9592 |
| Money: Adding and Subtracting | E3 | 1 | 10 | L/505/3089 |
| Personal Study Skills | E3 | 3 | 30 | L/505/3741 |
| Preparation for Work Experience | E3 | 1 | 10 | L/505/8583 |
| Introduction to Customer Service Skills | E3 | 3 | 30 | L/505/8597 |
| Preparation for Production Skills | E3 | 3 | 30 | M/505/3683 |
| Data Handling: Extracting and Interpreting | E3 | 1 | 10 | M/505/4008 |
| Volunteering | E3 | 2 | 20 | M/505/8592 |
| Teamwork Skills | E3 | 2 | 20 | R/505/5698 |
| Introduction to Group and Teamwork Communication Skills | E3 | 3 | 30 | R/505/8570 |
| Living in the Community | E3 | 3 | 30 | R/505/8598 |
| Participating in a Vocational Taster | E3 | 2 | 20 | R/506/5308 |
| Diversity in Society | E3 | 3 | 30 | T/504/8565 |
| Data Handling: Recording and Representing Data | E3 | 1 | 10 | T/505/4009 |
| Developing and Applying Number Skills | E3 | 1 | 10 | T/506/5317 |
| Introduction to Food, Drink and Cooking | E3 | 3 | 30 | Y/504/8509 |
| Preparing for a Recruitment Interview | E3 | 2 | 20 | Y/505/3743 |
| Introduction to Assertiveness and Decision Making Skills | E3 | 3 | 30 | Y/505/8568 |
| Developing Skills for a Healthy Lifestyle | E3 | 3 | 30 | Y/506/5312 |
| Take Part in an Activity | E3 | 2 | 20 | T/504/8713 |
| Spelling and Handwriting Skills | E3 | 1 | 10 | A/503/3159 |
| Getting to Know Woodlands | E3 | 3 | 30 | M/505/6468 |
| Measure: Capacity and Temperature | E3 | 1 | 10 | A/505/4013 |
| Rights and Responsibilities of Citizenship | E3 | 3 | 30 | L/505/3674 |
| Spelling in Practice | E3 | 1 | 10 | A/503/3162 |
| Reading Key Personal Words | E3 | 1 | 10 | K/503/3156 |
| Writing Composition Skills | E3 | 1 | 10 | T/506/1770 |
| Using Punctuation | E3 | 1 | 10 | F/503/3289 |
| Grammar Skills | E3 | 1 | 10 | A/503/3050 |
| Personal Learning Goals | E3 | 3 | 30 | A/505/8787 |
| Reading Grammar and Punctuation | E3 | 1 | 10 | H/503/3155 |
| Undertaking an Enterprise Project | E3 | 6 | 60 | F/504/8570 |
| Groom a Small Animal | E3 | 2 | 20 | D/505/0777 |

| Optional Units | | | | |
|--|----|---|----|------------|
| Animal Care | | | | |
| 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 |
| 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 |
| Administration | | | | |
| Using the Telephone and Photocopier | E3 | 3 | 30 | A/505/8790 |
| Reception and Filing Skills | E3 | 3 | 30 | H/505/3194 |
| 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 |
| Crafts, Creative Arts and Design | | | | |
| Needle/Textile Crafts | E3 | 3 | 30 | D/505/5686 |
| Basic Craft Skills | E3 | 3 | 30 | H/505/5687 |
| Using Mixed Media in 2D | E3 | 3 | 30 | J/505/3608 |
| Garment Making | E3 | 3 | 30 | Y/505/3600 |
| Child Development and Well Being | | | | |
| Communication Between Children Aged 0-3 Years and Adults | E3 | 3 | 30 | F/504/9606 |
| Introduction to Preparing, Presenting and Keeping Food for Children and Young People | E3 | 3 | 30 | J/505/8713 |
| 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 |
| Human Growth and Development | E3 | 3 | 30 | R/505/3675 |
| Environmental Conservation | | | | |
| Environmental Sustainability | E3 | 1 | 10 | J/505/8503 |
| Horticulture and Forestry | | | | |
| 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 |
| Clearing and Weeding a Garden | E3 | 2 | 20 | F/505/0397 |
| Sowing and Growing Plants | E3 | 3 | 30 | K/505/3195 |
| Amenity Horticulture Skills | E3 | 3 | 30 | K/505/8929 |
| Introduction to Propagation of Plants | E3 | 3 | 30 | Y/505/3211 |
| Planting in a Container | E3 | 3 | 30 | D/505/0407 |
| Introduction to cultivating plant cuttings | E3 | 3 | 30 | A/504/5330 |
| Introduction to Garden Maintenance Skills | E3 | 3 | 30 | T/505/8786 |

| History | | | | |
|--|----|---|----|------------|
| Discover Local History | E3 | 3 | 30 | A/505/3606 |
| ICT for Users | | | | |
| Presentation Software | E3 | 2 | 20 | A/505/3217 |
| Personal Digital Photograph Processing | E3 | 1 | 10 | F/505/1677 |
| Desktop Publishing Software | E3 | 2 | 15 | F/505/3185 |
| Data Management Software | E3 | 2 | 15 | H/505/6368 |
| Design and Imaging Software | E3 | 2 | 15 | H/505/6371 |
| Using Graphics Software | E3 | 1 | 10 | J/504/8960 |
| Digital Lifestyle | E3 | 2 | 20 | K/505/1673 |
| IT User Fundamentals | E3 | 2 | 20 | K/505/3214 |
| Spreadsheet Software | E3 | 2 | 15 | L/505/3223 |
| Using Mobile IT Devices | E3 | 1 | 10 | L/505/6378 |
| Computer Security and Privacy | E3 | 1 | 10 | L/505/8535 |
| Introduction to Using the Internet for Shopping | E3 | 1 | 10 | L/506/5307 |
| Word Processing Software | E3 | 2 | 15 | M/505/3229 |
| Computer Basics | E3 | 1 | 10 | R/505/1652 |
| The Internet and World Wide Web | E3 | 1 | 10 | T/505/8545 |
| Using Email | E3 | 1 | 10 | Y/505/3225 |
| Audio and Video Software | E3 | 2 | 15 | Y/505/6366 |
| Performing Arts | | | | |
| Basic Performance Skills | E3 | 3 | 30 | D/505/1007 |
| Physical Performance Skills | E3 | 3 | 30 | Y/505/3595 |
| Retail and Commercial Enterprises | | | | |
| Introduction to keeping the work area clean, tidy and safe in a retail environment | E3 | 3 | 30 | A/501/9522 |
| Basic Cooking | E3 | 2 | 20 | K/505/3181 |
| Hairdressing: Introduction to Assisting a Stylist | E3 | 3 | 30 | L/505/3187 |
| Plan and Participate in Short Walks | E3 | 3 | 30 | L/506/4481 |
| Basic Food Preparation | E3 | 2 | 20 | M/505/3182 |
| Serving Food and Drink | E3 | 2 | 20 | T/505/6133 |
| Introduction to Looking after Customers in a Retail Environment | E3 | 3 | 30 | T/505/8402 |
| Hair Plaiting | E3 | 3 | 30 | F/505/8595 |
| Customer Service in the Hospitality Industry | E3 | 1 | 10 | T/505/3183 |
| Sport, Leisure and Recreation | | | | |
| Indoor Team Games | E3 | 3 | 30 | A/505/8644 |
| Taking Part in Sport | E3 | 3 | 30 | F/505/8600 |
| Improving Own Fitness | E3 | 3 | 30 | L/505/8549 |
| Transport, Operations and Maintenance | | | | |
| Motor Vehicle Workshop Tools and Equipment | E3 | 2 | 20 | A/505/0107 |

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| Routine Vehicle Checks | E3 | 2 | 20 | F/505/3221 |
| Routine Wheel and Tyre Checks | E3 | 2 | 20 | J/505/3222 |
| Checking and Maintaining Fluid Levels on a Car | E3 | 1 | 10 | L/505/0094 |
| Washing a Car Exterior | E3 | 1 | 10 | L/505/0418 |
| Identification of Basic External and Internal Car Parts | E3 | 1 | 10 | R/505/3188 |
| Checking and Maintaining Car Tyre Pressures and Tread | E3 | 1 | 10 | T/505/4401 |
| Valeting a Car Interior | E3 | 1 | 10 | T/505/8707 |
| Clean and Prepare a Cycle for Use | E3 | 1 | 10 | J/504/9574 |
| Level 1 Units | | | | |
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Handling Data | 1 | 2 | 18 | A/503/3291 |
| Preparing to be a good tenant and neighbour | 1 | 1 | 9 | A/504/1147 |
| Personal and Interpersonal Conflict | 1 | 3 | 27 | A/504/8826 |
| Emotional Intelligence | 1 | 3 | 27 | A/505/4111 |
| Numbers, Decimals, Fractions and Percentages | 1 | 3 | 30 | A/505/4867 |
| Understanding Your Pay | 1 | 3 | 27 | A/505/5291 |
| Developing Confidence and Self-Esteem | 1 | 1 | 9 | A/506/5318 |
| Understanding and Using Percentages | 1 | 2 | 18 | D/503/3252 |
| Writing for Meaning Skills | 1 | 3 | 27 | D/503/3302 |
| Developing Personal Confidence and Self Awareness | 1 | 3 | 27 | D/504/8432 |
| Improving own learning and performance | 1 | 2 | 16 | D/504/9497 |
| Family Relationships | 1 | 3 | 27 | D/505/1282 |
| Personal Relationships | 1 | 3 | 27 | D/505/1539 |
| Equality and Diversity | 1 | 3 | 24 | D/505/1959 |
| Independent Skills for Living in the Community | 1 | 3 | 27 | D/505/3999 |
| Interpersonal Skills | 1 | 3 | 27 | D/505/4067 |
| Personal Learning Programme | 1 | 3 | 27 | D/505/4070 |
| Job Seeking Skills | 1 | 3 | 27 | D/505/4103 |
| Planning a move into a new home | 1 | 1 | 9 | D/505/4666 |
| Improving Assertiveness and Decision Making | 1 | 3 | 27 | D/505/8555 |
| Understanding Motivation | 1 | 1 | 9 | D/506/5327 |
| Spelling Rules and Strategies in Practical Use | 1 | 3 | 27 | F/503/3163 |
| Understanding Volume | 1 | 1 | 9 | F/503/3258 |
| Using Calculations: Multiplication and Division of Whole Numbers | 1 | 2 | 18 | F/503/3356 |
| Spelling Skills | 1 | 3 | 27 | F/503/3390 |

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| Understand how to look after a new home | 1 | 1 | 9 | F/504/1151 |
| Further Education Enrichment Activity | 1 | 2 | 18 | F/505/4076 |
| Understanding Work-Based Placements | 1 | 1 | 9 | F/505/8645 |
| Alcohol Awareness for the Individual | 1 | 3 | 27 | F/505/8791 |
| Understanding Diversity within Society | 1 | 3 | 27 | F/505/8807 |
| Understanding and Using 2D Shapes | 1 | 1 | 9 | H/503/3169 |
| Personal Learning Skills | 1 | 6 | 54 | H/505/4071 |
| Understanding Rights and Responsibilities of Citizenship | 1 | 3 | 27 | H/505/4099 |
| Personal Career Planning | 1 | 3 | 27 | H/505/4104 |
| Problem Solving in the Workplace | 1 | 3 | 27 | H/505/8587 |
| Approaches to Learning | 1 | 1 | 9 | H/505/8718 |
| Introduction to Drug Awareness for the Individual | 1 | 3 | 27 | H/506/1215 |
| Using Calculations: Addition and Subtraction of Whole Numbers | 1 | 1 | 9 | J/503/3259 |
| Understanding Perimeter and Area | 1 | 1 | 9 | J/503/3276 |
| Understand how to apply for housing | 1 | 1 | 9 | J/504/1149 |
| Understand how to look after personal health and hygiene | 1 | 1 | 9 | J/504/1152 |
| Communication in the Workplace | 1 | 3 | 27 | J/504/7517 |
| Sex and Relationships | 1 | 3 | 24 | J/504/8196 |
| Independent Shopping for Household Items | 1 | 3 | 27 | J/504/8277 |
| Health and Safety in a Practical Environment | 1 | 1 | 9 | J/504/9364 |
| Group and Teamwork Communication Skills | 1 | 2 | 18 | J/505/0451 |
| Understanding Own Response to Body Image | 1 | 2 | 18 | J/505/1244 |
| Making Choices in Pursuit of Personal Goals | 1 | 3 | 27 | J/505/4080 |
| Take Part in an Activity | 1 | 1 | 9 | J/505/4337 |
| Managing Own Relationship with Others | 1 | 3 | 27 | J/505/8551 |
| How the Body Works | 1 | 2 | 18 | J/505/8615 |
| Transforming Own Behaviour in Conflict | 1 | 3 | 27 | J/506/5323 |
| Data Calculations | 1 | 1 | 9 | K/503/3044 |
| Calculations using Fractions, Decimals and Percentages | 1 | 3 | 24 | K/505/1947 |
| Measures and Shape | 1 | 3 | 24 | K/505/2063 |
| Personal Development Skills | 1 | 3 | 27 | K/505/4069 |
| Personal Career Preparation | 1 | 1 | 9 | K/505/4105 |
| Health and Hygiene in the Home | 1 | 3 | 27 | K/505/8557 |
| Understanding Pay and Payslips | 1 | 1 | 9 | K/505/8610 |
| Understanding HE: Raising Aspirations | 1 | 2 | 18 | K/505/8719 |

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|---|---|---|----|------------|
| Preparing for a Recruitment Interview | 1 | 3 | 27 | K/505/8722 |
| Preparation for Work | 1 | 3 | 27 | K/505/8848 |
| Calculation: Whole Numbers | 1 | 3 | 27 | K/505/9031 |
| Young Parenthood | 1 | 2 | 18 | K/506/0728 |
| Understanding Welfare at Work | 1 | 3 | 30 | K/618/6307 |
| Punctuation and Grammar Skills | 1 | 2 | 18 | L/503/3392 |
| Understanding financial products and services | 1 | 1 | 9 | L/504/1153 |
| Healthy Living | 1 | 3 | 27 | L/504/8264 |
| Active Citizenship in the Local Community | 1 | 1 | 9 | L/504/8510 |
| Time Management | 1 | 3 | 27 | L/504/8717 |
| Improving Own Confidence | 1 | 3 | 27 | L/505/4078 |
| Managing Your Own Learning | 1 | 3 | 27 | L/505/8552 |
| Work, Review and Plan | 1 | 3 | 27 | L/505/8616 |
| Carrying Out an Independent Research Project | 1 | 3 | 27 | L/505/8633 |
| Understanding Personal Awareness | 1 | 3 | 27 | L/506/0673 |
| Recognising Issues of Substance Misuse | 1 | 1 | 9 | M/505/1237 |
| Research Project | 1 | 3 | 16 | M/505/2081 |
| Skills for Independent Life | 1 | 3 | 27 | M/505/4073 |
| Prepare for Interview | 1 | 1 | 9 | M/505/4106 |
| Understanding what Volunteering is About | 1 | 1 | 9 | M/505/8611 |
| Speaking and Listening Skills | 1 | 3 | 27 | M/505/8656 |
| Understanding Welfare at Work | 1 | 3 | 27 | M/506/1993 |
| Understanding Numbers | 1 | 2 | 18 | R/503/3166 |
| Understanding and Using Decimals | 1 | 2 | 18 | R/503/3278 |
| Developing Customer Service Skills | 1 | 3 | 27 | R/503/9226 |
| Understanding and Using Shapes | 1 | 3 | 27 | R/503/9291 |
| Personal Money Management | 1 | 1 | 9 | R/504/1154 |
| Work Placement | 1 | 3 | 27 | R/504/8198 |
| Induction to Study | 1 | 3 | 27 | R/504/8279 |
| Aspects of Citizenship | 1 | 3 | 27 | R/504/8511 |
| Presentation Skills | 1 | 2 | 18 | R/505/0453 |
| Understanding Stress and Stress Management Techniques | 1 | 3 | 27 | R/505/1246 |
| Understanding Young People, Law and Order | 1 | 3 | 27 | R/505/4101 |
| Recognising Employment Opportunities | 1 | 1 | 9 | R/505/4342 |
| Preparing for Interviews | 1 | 1 | 9 | R/505/5300 |
| Personal Budgeting and Money Management | 1 | 3 | 27 | R/505/8567 |
| Employment Rights, Contracts and Pay | 1 | 3 | 27 | R/505/8794 |
| Measure: Time and Temperature | 1 | 2 | 18 | R/506/0920 |
| Skills Used in Reading for Meaning | 1 | 3 | 27 | T/503/3158 |
| Participating in a Vocational Taster | 1 | 2 | 20 | T/504/8632 |

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|--|---|---|----|------------|
| Prejudice and Discrimination | 1 | 3 | 27 | T/504/8842 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Preparing for Work | 1 | 3 | 27 | T/505/4107 |
| Undertaking an Enterprise Project | 1 | 3 | 27 | T/505/4446 |
| Assertive Living | 1 | 3 | 27 | T/506/5320 |
| Understanding and Using Fractions | 1 | 2 | 18 | Y/503/3170 |
| Probability | 1 | 1 | 9 | Y/503/3282 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Personal Development | 1 | 3 | 27 | Y/506/0577 |
| Understanding the Importance of a Balanced Diet and Regular Exercise | 1 | 1 | 9 | Y/506/0613 |
| Personal Budgeting and Managing Money | 1 | 3 | 27 | Y/506/0787 |
| Using Cooking Skills in the Domestic Kitchen | 1 | 3 | 27 | Y/506/0790 |
| Developing Confidence Working With Animals | 1 | 3 | 27 | J/506/0476 |
| Assist with Maintaining the Health and Wellbeing of Animals | 1 | 6 | 54 | L/505/0726 |
| Principles of the Care of Animals | 1 | 2 | 18 | M/505/8575 |
| Assist with Animal Accommodation | 1 | 2 | 18 | T/505/8612 |
| Assist with Feedstuffs for Small Animals | 1 | 2 | 18 | H/505/3051 |
| Assist with the Care of Animals | 1 | 2 | 18 | A/505/8613 |
| Use and Maintain Woodworking Tools | 1 | 3 | 27 | A/505/8725 |
| Health and Safety in Construction | 1 | 3 | 30 | D/505/1363 |
| Wallpapering Skills | 1 | 3 | 27 | D/506/5330 |
| Use of Tools and Equipment for Bricklaying | 1 | 3 | 27 | F/505/8614 |
| Constructing a One Brick Wide Wall using Bricklaying Skills | 1 | 3 | 27 | H/504/9629 |
| Using Floor and Wall Tiling Techniques | 1 | 3 | 27 | H/504/9646 |
| Developing Plumbing Skills | 1 | 4 | 36 | H/505/8668 |
| Carpentry Hand Skills | 1 | 3 | 27 | J/503/2659 |
| Assemble Units for Interiors | 1 | 1 | 10 | J/505/8601 |
| Using Painting Skills for Interior Ceilings and Walls | 1 | 3 | 27 | K/504/9647 |
| Constructing a Cavity Wall Using Bricklaying Skills | 1 | 3 | 27 | L/504/9625 |
| Decorative Paint Effects for Interior Walls | 1 | 3 | 27 | L/505/4114 |
| Using Plastering Skills - Floating Coat to an Attached Pier | 1 | 3 | 27 | M/504/9648 |
| Fitting Units for Interiors | 1 | 1 | 10 | M/505/0539 |
| Plastering Techniques | 1 | 3 | 27 | R/504/9643 |
| Introduction to Plastering Techniques | 1 | 3 | 27 | R/505/4969 |
| Fix and Fit Work Surfaces | 1 | 1 | 10 | R/505/8603 |
| Using Plastering Skills - Plastering to a Window Reveal | 1 | 3 | 27 | T/504/9649 |

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| Constructing a Half Brick Wall Using Bricklaying Skills | 1 | 3 | 27 | Y/504/9627 |
| Preparing Ceilings and Walls for Decoration | 1 | 3 | 27 | Y/504/9644 |
| Business Communication | 1 | 3 | 27 | F/505/4109 |
| Understanding Time Management in the Workplace | 1 | 2 | 18 | R/505/8584 |
| Industrial Fabric Printing | 1 | 6 | 54 | R/505/8729 |
| Using Craft Skills with Natural Materials | 1 | 3 | 27 | T/505/8609 |
| Using Craft Activities with Children and Young People | 1 | 3 | 27 | D/504/9614 |
| 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 |
| Caring for Your Baby | 1 | 3 | 27 | M/505/8933 |
| Caring for Young Children | 1 | 3 | 27 | T/505/3054 |
| Understanding Play | 1 | 3 | 27 | Y/504/9613 |
| Understanding Ecology and Conservation | 1 | 3 | 27 | Y/505/6576 |
| 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 |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1 | 3 | 27 | J/505/8808 |
| Understanding Nutrition, Performance and Healthy Eating | 1 | 3 | 27 | R/505/3269 |
| Creative Writing Skills | 1 | 3 | 27 | M/505/4042 |
| Technical Skills for Performance in the Arts | 1 | 3 | 27 | M/505/8723 |
| Introduction to the Hospitality Industry | 1 | 2 | 20 | A/505/3198 |
| Understanding Customer Service | 1 | 3 | 27 | A/506/1043 |
| Preparing and Serving Drinks | 1 | 3 | 27 | D/505/8636 |
| Customer Service in the Hospitality Industry | 1 | 3 | 20 | F/505/3056 |
| Salon Reception Duties | 1 | 3 | 22 | H/504/9601 |
| Food Service | 1 | 2 | 18 | J/505/3060 |
| Basic Food Preparation and Cooking | 1 | 3 | 30 | K/505/3052 |
| Using Kitchen Equipment | 1 | 1 | 10 | T/502/5075 |
| Planning own Fitness Programme | 1 | 4 | 30 | D/504/8947 |
| Take part in Exercise and Fitness | 1 | 3 | 27 | D/505/8801 |
| The Angling Environment | 1 | 3 | 27 | D/506/4713 |
| Using an Ordnance Survey Map | 1 | 2 | 18 | F/505/8631 |
| Planning a Trip to a Visitor Attraction | 1 | 3 | 25 | H/504/7993 |
| Developing Angling Skills | 1 | 3 | 27 | J/505/8629 |

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| Participating in Leisure Activities | 1 | 3 | 27 | L/505/0659 |
| Taking Part in Sport | 1 | 3 | 27 | R/505/1330 |
| 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 |
| Tools, Equipment and Materials for Vehicle Maintenance | 1 | 4 | 36 | K/505/8669 |
| 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 |
| Design Software | 1 | 3 | 20 | A/505/6389 |
| IT Software Fundamentals | 1 | 3 | 20 | A/505/6392 |
| Word Processing Software | 1 | 3 | 20 | D/505/6398 |
| Video Software Skills | 1 | 2 | 18 | F/505/1730 |
| Spreadsheet Software | 1 | 3 | 20 | F/505/3204 |
| Using the Internet | 1 | 3 | 20 | H/505/3275 |
| Using Email | 1 | 2 | 15 | L/505/3271 |
| Multimedia Software Skills | 1 | 3 | 27 | M/505/1688 |
| Presentation Software | 1 | 3 | 20 | M/505/3201 |
| 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 |
| Using Mobile IT Devices | 1 | 2 | 15 | Y/505/3273 |
| Carry Out a Systematic Cycle Check | 1 | 1 | 9 | H/504/9582 |
| Tools and Equipment for Garment Making | 1 | 3 | 27 | K/505/8803 |
| Using Commercial Garment Patterns | 1 | 3 | 27 | K/506/5329 |
| Garment Construction Skills: Making a Simple Top | 1 | 3 | 27 | K/505/8560 |

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 ref |
|--|-------|--------------|-----|------------|
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Handling Data | 1 | 2 | 18 | A/503/3291 |
| Preparing to be a good tenant and neighbour | 1 | 1 | 9 | A/504/1147 |
| Personal and Interpersonal Conflict | 1 | 3 | 27 | A/504/8826 |
| Emotional Intelligence | 1 | 3 | 27 | A/505/4111 |
| Numbers, Decimals, Fractions and Percentages | 1 | 3 | 30 | A/505/4867 |
| Understanding Your Pay | 1 | 3 | 27 | A/505/5291 |
| Developing Confidence and Self-Esteem | 1 | 1 | 9 | A/506/5318 |
| Understanding and Using Percentages | 1 | 2 | 18 | D/503/3252 |
| Writing for Meaning Skills | 1 | 3 | 27 | D/503/3302 |
| Developing Personal Confidence and Self Awareness | 1 | 3 | 27 | D/504/8432 |
| Improving own learning and performance | 1 | 2 | 16 | D/504/9497 |
| Family Relationships | 1 | 3 | 27 | D/505/1282 |
| Personal Relationships | 1 | 3 | 27 | D/505/1539 |
| Equality and Diversity | 1 | 3 | 24 | D/505/1959 |
| Independent Skills for Living in the Community | 1 | 3 | 27 | D/505/3999 |
| Interpersonal Skills | 1 | 3 | 27 | D/505/4067 |
| Personal Learning Programme | 1 | 3 | 27 | D/505/4070 |
| Job Seeking Skills | 1 | 3 | 27 | D/505/4103 |
| Planning a move into a new home | 1 | 1 | 9 | D/505/4666 |
| Improving Assertiveness and Decision Making | 1 | 3 | 27 | D/505/8555 |
| Understanding Motivation | 1 | 1 | 9 | D/506/5327 |
| Spelling Rules and Strategies in Practical Use | 1 | 3 | 27 | F/503/3163 |
| Understanding Volume | 1 | 1 | 9 | F/503/3258 |
| Using Calculations: Multiplication and Division of Whole Numbers | 1 | 2 | 18 | F/503/3356 |
| Spelling Skills | 1 | 3 | 27 | F/503/3390 |
| Understand how to look after a new home | 1 | 1 | 9 | F/504/1151 |
| Further Education Enrichment Activity | 1 | 2 | 18 | F/505/4076 |
| Understanding Work-Based Placements | 1 | 1 | 9 | F/505/8645 |
| Alcohol Awareness for the Individual | 1 | 3 | 27 | F/505/8791 |
| Understanding Diversity within Society | 1 | 3 | 27 | F/505/8807 |

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| Understanding and Using 2D Shapes | 1 | 1 | 9 | H/503/3169 |
| Personal Learning Skills | 1 | 6 | 54 | H/505/4071 |
| Understanding Rights and Responsibilities of Citizenship | 1 | 3 | 27 | H/505/4099 |
| Personal Career Planning | 1 | 3 | 27 | H/505/4104 |
| Problem Solving in the Workplace | 1 | 3 | 27 | H/505/8587 |
| Approaches to Learning | 1 | 1 | 9 | H/505/8718 |
| Introduction to Drug Awareness for the Individual | 1 | 3 | 27 | H/506/1215 |
| Using Calculations: Addition and Subtraction of Whole Numbers | 1 | 1 | 9 | J/503/3259 |
| Understanding Perimeter and Area | 1 | 1 | 9 | J/503/3276 |
| Understand how to apply for housing | 1 | 1 | 9 | J/504/1149 |
| Understand how to look after personal health and hygiene | 1 | 1 | 9 | J/504/1152 |
| Communication in the Workplace | 1 | 3 | 27 | J/504/7517 |
| Sex and Relationships | 1 | 3 | 24 | J/504/8196 |
| Independent Shopping for Household Items | 1 | 3 | 27 | J/504/8277 |
| Health and Safety in a Practical Environment | 1 | 1 | 9 | J/504/9364 |
| Group and Teamwork Communication Skills | 1 | 2 | 18 | J/505/0451 |
| Understanding Own Response to Body Image | 1 | 2 | 18 | J/505/1244 |
| Making Choices in Pursuit of Personal Goals | 1 | 3 | 27 | J/505/4080 |
| Take Part in an Activity | 1 | 1 | 9 | J/505/4337 |
| Managing Own Relationship with Others | 1 | 3 | 27 | J/505/8551 |
| How the Body Works | 1 | 2 | 18 | J/505/8615 |
| Transforming Own Behaviour in Conflict | 1 | 3 | 27 | J/506/5323 |
| Data Calculations | 1 | 1 | 9 | K/503/3044 |
| Calculations using Fractions, Decimals and Percentages | 1 | 3 | 24 | K/505/1947 |
| Measures and Shape | 1 | 3 | 24 | K/505/2063 |
| Personal Development Skills | 1 | 3 | 27 | K/505/4069 |
| Personal Career Preparation | 1 | 1 | 9 | K/505/4105 |
| Health and Hygiene in the Home | 1 | 3 | 27 | K/505/8557 |
| Understanding Pay and Payslips | 1 | 1 | 9 | K/505/8610 |
| Understanding HE: Raising Aspirations | 1 | 2 | 18 | K/505/8719 |
| Preparing for a Recruitment Interview | 1 | 3 | 27 | K/505/8722 |
| Preparation for Work | 1 | 3 | 27 | K/505/8848 |
| Calculation: Whole Numbers | 1 | 3 | 27 | K/505/9031 |
| Young Parenthood | 1 | 2 | 18 | K/506/0728 |
| Understanding Welfare at Work | 1 | 3 | 30 | K/618/6307 |
| Punctuation and Grammar Skills | 1 | 2 | 18 | L/503/3392 |

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|---|---|---|----|------------|
| Understanding financial products and services | 1 | 1 | 9 | L/504/1153 |
| Healthy Living | 1 | 3 | 27 | L/504/8264 |
| Active Citizenship in the Local Community | 1 | 1 | 9 | L/504/8510 |
| Time Management | 1 | 3 | 27 | L/504/8717 |
| Improving Own Confidence | 1 | 3 | 27 | L/505/4078 |
| Managing Your Own Learning | 1 | 3 | 27 | L/505/8552 |
| Work, Review and Plan | 1 | 3 | 27 | L/505/8616 |
| Carrying Out an Independent Research Project | 1 | 3 | 27 | L/505/8633 |
| Understanding Personal Awareness | 1 | 3 | 27 | L/506/0673 |
| Recognising Issues of Substance Misuse | 1 | 1 | 9 | M/505/1237 |
| Research Project | 1 | 3 | 16 | M/505/2081 |
| Skills for Independent Life | 1 | 3 | 27 | M/505/4073 |
| Prepare for Interview | 1 | 1 | 9 | M/505/4106 |
| Understanding what Volunteering is About | 1 | 1 | 9 | M/505/8611 |
| Speaking and Listening Skills | 1 | 3 | 27 | M/505/8656 |
| Understanding Welfare at Work | 1 | 3 | 27 | M/506/1993 |
| Understanding Numbers | 1 | 2 | 18 | R/503/3166 |
| Understanding and Using Decimals | 1 | 2 | 18 | R/503/3278 |
| Developing Customer Service Skills | 1 | 3 | 27 | R/503/9226 |
| Understanding and Using Shapes | 1 | 3 | 27 | R/503/9291 |
| Personal Money Management | 1 | 1 | 9 | R/504/1154 |
| Work Placement | 1 | 3 | 27 | R/504/8198 |
| Induction to Study | 1 | 3 | 27 | R/504/8279 |
| Aspects of Citizenship | 1 | 3 | 27 | R/504/8511 |
| Presentation Skills | 1 | 2 | 18 | R/505/0453 |
| Understanding Stress and Stress Management Techniques | 1 | 3 | 27 | R/505/1246 |
| Understanding Young People, Law and Order | 1 | 3 | 27 | R/505/4101 |
| Recognising Employment Opportunities | 1 | 1 | 9 | R/505/4342 |
| Preparing for Interviews | 1 | 1 | 9 | R/505/5300 |
| Personal Budgeting and Money Management | 1 | 3 | 27 | R/505/8567 |
| Employment Rights, Contracts and Pay | 1 | 3 | 27 | R/505/8794 |
| Measure: Time and Temperature | 1 | 2 | 18 | R/506/0920 |
| Skills Used in Reading for Meaning | 1 | 3 | 27 | T/503/3158 |
| Participating in a Vocational Taster | 1 | 2 | 20 | T/504/8632 |
| Prejudice and Discrimination | 1 | 3 | 27 | T/504/8842 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Preparing for Work | 1 | 3 | 27 | T/505/4107 |
| Undertaking an Enterprise Project | 1 | 3 | 27 | T/505/4446 |
| Assertive Living | 1 | 3 | 27 | T/506/5320 |
| Understanding and Using Fractions | 1 | 2 | 18 | Y/503/3170 |

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|--|---|---|----|------------|
| Probability | 1 | 1 | 9 | Y/503/3282 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Personal Development | 1 | 3 | 27 | Y/506/0577 |
| Understanding the Importance of a Balanced Diet and Regular Exercise | 1 | 1 | 9 | Y/506/0613 |
| Personal Budgeting and Managing Money | 1 | 3 | 27 | Y/506/0787 |
| Using Cooking Skills in the Domestic Kitchen | 1 | 3 | 27 | Y/506/0790 |
| College Induction | 1 | 3 | 27 | H/503/3043 |
| Principles of Dealing with Animal Accommodation | 1 | 2 | 18 | A/505/8627 |
| Work Experience | 1 | 3 | 27 | T/505/8724 |
| Agriculture and Animal Care | | | | |
| Developing Confidence Working With Animals | 1 | 3 | 27 | J/506/0476 |
| Assist with Maintaining the Health and Wellbeing of Animals | 1 | 6 | 54 | L/505/0726 |
| Principles of the Care of Animals | 1 | 2 | 18 | M/505/8575 |
| Assist with Animal Accommodation | 1 | 2 | 18 | T/505/8612 |
| Assist with Feedstuffs for Small Animals | 1 | 2 | 18 | H/505/3051 |
| Assist with the Care of Animals | 1 | 2 | 18 | A/505/8613 |
| Building and Construction | | | | |
| Use and Maintain Woodworking Tools | 1 | 3 | 27 | A/505/8725 |
| Health and Safety in Construction | 1 | 3 | 30 | D/505/1363 |
| Wallpapering Skills | 1 | 3 | 27 | D/506/5330 |
| Use of Tools and Equipment for Bricklaying | 1 | 3 | 27 | F/505/8614 |
| Constructing a One Brick Wide Wall using Bricklaying Skills | 1 | 3 | 27 | H/504/9629 |
| Using Floor and Wall Tiling Techniques | 1 | 3 | 27 | H/504/9646 |
| Developing Plumbing Skills | 1 | 4 | 36 | H/505/8668 |
| Carpentry Hand Skills | 1 | 3 | 27 | J/503/2659 |
| Assemble Units for Interiors | 1 | 1 | 10 | J/505/8601 |
| Using Painting Skills for Interior Ceilings and Walls | 1 | 3 | 27 | K/504/9647 |
| Constructing a Cavity Wall Using Bricklaying Skills | 1 | 3 | 27 | L/504/9625 |
| Decorative Paint Effects for Interior Walls | 1 | 3 | 27 | L/505/4114 |
| Using Plastering Skills - Floating Coat to an Attached Pier | 1 | 3 | 27 | M/504/9648 |
| Fitting Units for Interiors | 1 | 1 | 10 | M/505/0539 |
| Plastering Techniques | 1 | 3 | 27 | R/504/9643 |
| Introduction to Plastering Techniques | 1 | 3 | 27 | R/505/4969 |
| Fix and Fit Work Surfaces | 1 | 1 | 10 | R/505/8603 |
| Using Plastering Skills - Plastering to a Window Reveal | 1 | 3 | 27 | T/504/9649 |

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|---|---|---|----|------------|
| Constructing a Half Brick Wall Using Bricklaying Skills | 1 | 3 | 27 | Y/504/9627 |
| Preparing Ceilings and Walls for Decoration | 1 | 3 | 27 | Y/504/9644 |
| Business Management | | | | |
| Business Communication | 1 | 3 | 27 | F/505/4109 |
| Understanding Time Management in the Workplace | 1 | 2 | 18 | R/505/8584 |
| Crafts, Creative Arts and Design | | | | |
| Industrial Fabric Printing | 1 | 6 | 54 | R/505/8729 |
| Using Craft Skills with Natural Materials | 1 | 3 | 27 | T/505/8609 |
| Tools and Equipment for Garment Making | 1 | 3 | 27 | K/505/8803 |
| Using Commercial Garment Patterns | 1 | 3 | 27 | K/506/5329 |
| Garment Construction Skills: Making a Simple Top | 1 | 3 | 27 | K/505/8560 |
| Child Development and Well Being | | | | |
| Using Craft Activities with Children and Young People | 1 | 3 | 27 | D/504/9614 |
| 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 |
| Caring for Your Baby | 1 | 3 | 27 | M/505/8933 |
| Caring for Young Children | 1 | 3 | 27 | T/505/3054 |
| Understanding Play | 1 | 3 | 27 | Y/504/9613 |
| Environmental Conservation | | | | |
| Understanding Ecology and Conservation | 1 | 3 | 27 | Y/505/6576 |
| 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 |
| Health and Social Care | | | | |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1 | 3 | 27 | J/505/8808 |
| Understanding Nutrition, Performance and Healthy Eating | 1 | 3 | 27 | R/505/3269 |
| Introduction to Care Work | 1 | 2 | 10 | M/504/6524 |
| Performing Arts | | | | |
| Creative Writing Skills | 1 | 3 | 27 | M/505/4042 |
| Technical Skills for Performance in the Arts | 1 | 3 | 27 | M/505/8723 |
| Song Writing Skills | 1 | 3 | 24 | D/504/7166 |
| Using the Internet as a Medium for Music | 1 | 3 | 27 | F/505/8726 |
| Sound and Audio Production Skills | 1 | 3 | 27 | L/505/0998 |

| Retail and Commercial Enterprise | | | | |
|--|---|---|----|------------|
| Introduction to the Hospitality Industry | 1 | 2 | 20 | A/505/3198 |
| Understanding Customer Service | 1 | 3 | 27 | A/506/1043 |
| Preparing and Serving Drinks | 1 | 3 | 27 | D/505/8636 |
| Customer Service in the Hospitality Industry | 1 | 3 | 20 | F/505/3056 |
| Salon Reception Duties | 1 | 3 | 22 | H/504/9601 |
| Food Service | 1 | 2 | 18 | J/505/3060 |
| Basic Food Preparation and Cooking | 1 | 3 | 30 | K/505/3052 |
| Using Kitchen Equipment | 1 | 1 | 10 | T/502/5075 |
| Sport, Leisure and Recreation | | | | |
| Planning own Fitness Programme | 1 | 4 | 30 | D/504/8947 |
| Take part in Exercise and Fitness | 1 | 3 | 27 | D/505/8801 |
| The Angling Environment | 1 | 3 | 27 | D/506/4713 |
| Using an Ordnance Survey Map | 1 | 2 | 18 | F/505/8631 |
| Planning a Trip to a Visitor Attraction | 1 | 3 | 25 | H/504/7993 |
| Developing Angling Skills | 1 | 3 | 27 | J/505/8629 |
| Participating in Leisure Activities | 1 | 3 | 27 | L/505/0659 |
| Taking Part in Sport | 1 | 3 | 27 | R/505/1330 |
| Transport and Engineering | | | | |
| 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 |
| Tools, Equipment and Materials for Vehicle Maintenance | 1 | 4 | 36 | K/505/8669 |
| 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 |
| ICT | | | | |
| Design Software | 1 | 3 | 20 | A/505/6389 |
| IT Software Fundamentals | 1 | 3 | 20 | A/505/6392 |
| Word Processing Software | 1 | 3 | 20 | D/505/6398 |
| Video Software Skills | 1 | 2 | 18 | F/505/1730 |
| Spreadsheet Software | 1 | 3 | 20 | F/505/3204 |
| Using the Internet | 1 | 3 | 20 | H/505/3275 |
| Using Email | 1 | 2 | 15 | L/505/3271 |
| Multimedia Software Skills | 1 | 3 | 27 | M/505/1688 |
| Presentation Software | 1 | 3 | 20 | M/505/3201 |
| 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 |
| Using Mobile IT Devices | 1 | 2 | 15 | Y/505/3273 |

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 ref |
|--|-------|--------------|-----|------------|
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Handling Data | 1 | 2 | 18 | A/503/3291 |
| Preparing to be a good tenant and neighbour | 1 | 1 | 9 | A/504/1147 |
| Personal and Interpersonal Conflict | 1 | 3 | 27 | A/504/8826 |
| Emotional Intelligence | 1 | 3 | 27 | A/505/4111 |
| Numbers, Decimals, Fractions and Percentages | 1 | 3 | 30 | A/505/4867 |
| Understanding Your Pay | 1 | 3 | 27 | A/505/5291 |
| Developing Confidence and Self-Esteem | 1 | 1 | 9 | A/506/5318 |
| Understanding and Using Percentages | 1 | 2 | 18 | D/503/3252 |
| Writing for Meaning Skills | 1 | 3 | 27 | D/503/3302 |
| Developing Personal Confidence and Self Awareness | 1 | 3 | 27 | D/504/8432 |
| Improving own learning and performance | 1 | 2 | 16 | D/504/9497 |
| Family Relationships | 1 | 3 | 27 | D/505/1282 |
| Personal Relationships | 1 | 3 | 27 | D/505/1539 |
| Equality and Diversity | 1 | 3 | 24 | D/505/1959 |
| Independent Skills for Living in the Community | 1 | 3 | 27 | D/505/3999 |
| Interpersonal Skills | 1 | 3 | 27 | D/505/4067 |
| Personal Learning Programme | 1 | 3 | 27 | D/505/4070 |
| Job Seeking Skills | 1 | 3 | 27 | D/505/4103 |
| Planning a move into a new home | 1 | 1 | 9 | D/505/4666 |
| Improving Assertiveness and Decision Making | 1 | 3 | 27 | D/505/8555 |
| Understanding Motivation | 1 | 1 | 9 | D/506/5327 |
| Spelling Rules and Strategies in Practical Use | 1 | 3 | 27 | F/503/3163 |
| Understanding Volume | 1 | 1 | 9 | F/503/3258 |
| Using Calculations: Multiplication and Division of Whole Numbers | 1 | 2 | 18 | F/503/3356 |
| Spelling Skills | 1 | 3 | 27 | F/503/3390 |
| Understand how to look after a new home | 1 | 1 | 9 | F/504/1151 |
| Further Education Enrichment Activity | 1 | 2 | 18 | F/505/4076 |
| Understanding Work-Based Placements | 1 | 1 | 9 | F/505/8645 |
| Alcohol Awareness for the Individual | 1 | 3 | 27 | F/505/8791 |

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|---|---|---|----|------------|
| Understanding Diversity within Society | 1 | 3 | 27 | F/505/8807 |
| Understanding and Using 2D Shapes | 1 | 1 | 9 | H/503/3169 |
| Personal Learning Skills | 1 | 6 | 54 | H/505/4071 |
| Understanding Rights and Responsibilities of Citizenship | 1 | 3 | 27 | H/505/4099 |
| Personal Career Planning | 1 | 3 | 27 | H/505/4104 |
| Problem Solving in the Workplace | 1 | 3 | 27 | H/505/8587 |
| Approaches to Learning | 1 | 1 | 9 | H/505/8718 |
| Introduction to Drug Awareness for the Individual | 1 | 3 | 27 | H/506/1215 |
| Using Calculations: Addition and Subtraction of Whole Numbers | 1 | 1 | 9 | J/503/3259 |
| Understanding Perimeter and Area | 1 | 1 | 9 | J/503/3276 |
| Understand how to apply for housing | 1 | 1 | 9 | J/504/1149 |
| Understand how to look after personal health and hygiene | 1 | 1 | 9 | J/504/1152 |
| Communication in the Workplace | 1 | 3 | 27 | J/504/7517 |
| Sex and Relationships | 1 | 3 | 24 | J/504/8196 |
| Independent Shopping for Household Items | 1 | 3 | 27 | J/504/8277 |
| Health and Safety in a Practical Environment | 1 | 1 | 9 | J/504/9364 |
| Group and Teamwork Communication Skills | 1 | 2 | 18 | J/505/0451 |
| Understanding Own Response to Body Image | 1 | 2 | 18 | J/505/1244 |
| Making Choices in Pursuit of Personal Goals | 1 | 3 | 27 | J/505/4080 |
| Take Part in an Activity | 1 | 1 | 9 | J/505/4337 |
| Managing Own Relationship with Others | 1 | 3 | 27 | J/505/8551 |
| How the Body Works | 1 | 2 | 18 | J/505/8615 |
| Transforming Own Behaviour in Conflict | 1 | 3 | 27 | J/506/5323 |
| Data Calculations | 1 | 1 | 9 | K/503/3044 |
| Calculations using Fractions, Decimals and Percentages | 1 | 3 | 24 | K/505/1947 |
| Measures and Shape | 1 | 3 | 24 | K/505/2063 |
| Personal Development Skills | 1 | 3 | 27 | K/505/4069 |
| Personal Career Preparation | 1 | 1 | 9 | K/505/4105 |
| Health and Hygiene in the Home | 1 | 3 | 27 | K/505/8557 |
| Understanding Pay and Payslips | 1 | 1 | 9 | K/505/8610 |
| Understanding HE: Raising Aspirations | 1 | 2 | 18 | K/505/8719 |
| Preparing for a Recruitment Interview | 1 | 3 | 27 | K/505/8722 |
| Preparation for Work | 1 | 3 | 27 | K/505/8848 |
| Calculation: Whole Numbers | 1 | 3 | 27 | K/505/9031 |
| Young Parenthood | 1 | 2 | 18 | K/506/0728 |
| Understanding Welfare at Work | 1 | 3 | 30 | K/618/6307 |

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|---|---|---|----|------------|
| Punctuation and Grammar Skills | 1 | 2 | 18 | L/503/3392 |
| Understanding financial products and services | 1 | 1 | 9 | L/504/1153 |
| Healthy Living | 1 | 3 | 27 | L/504/8264 |
| Active Citizenship in the Local Community | 1 | 1 | 9 | L/504/8510 |
| Time Management | 1 | 3 | 27 | L/504/8717 |
| Improving Own Confidence | 1 | 3 | 27 | L/505/4078 |
| Managing Your Own Learning | 1 | 3 | 27 | L/505/8552 |
| Work, Review and Plan | 1 | 3 | 27 | L/505/8616 |
| Carrying Out an Independent Research Project | 1 | 3 | 27 | L/505/8633 |
| Understanding Personal Awareness | 1 | 3 | 27 | L/506/0673 |
| Recognising Issues of Substance Misuse | 1 | 1 | 9 | M/505/1237 |
| Research Project | 1 | 3 | 16 | M/505/2081 |
| Skills for Independent Life | 1 | 3 | 27 | M/505/4073 |
| Prepare for Interview | 1 | 1 | 9 | M/505/4106 |
| Understanding what Volunteering is About | 1 | 1 | 9 | M/505/8611 |
| Speaking and Listening Skills | 1 | 3 | 27 | M/505/8656 |
| Understanding Welfare at Work | 1 | 3 | 27 | M/506/1993 |
| Understanding Numbers | 1 | 2 | 18 | R/503/3166 |
| Understanding and Using Decimals | 1 | 2 | 18 | R/503/3278 |
| Developing Customer Service Skills | 1 | 3 | 27 | R/503/9226 |
| Understanding and Using Shapes | 1 | 3 | 27 | R/503/9291 |
| Personal Money Management | 1 | 1 | 9 | R/504/1154 |
| Work Placement | 1 | 3 | 27 | R/504/8198 |
| Induction to Study | 1 | 3 | 27 | R/504/8279 |
| Aspects of Citizenship | 1 | 3 | 27 | R/504/8511 |
| Presentation Skills | 1 | 2 | 18 | R/505/0453 |
| Understanding Stress and Stress Management Techniques | 1 | 3 | 27 | R/505/1246 |
| Understanding Young People, Law and Order | 1 | 3 | 27 | R/505/4101 |
| Recognising Employment Opportunities | 1 | 1 | 9 | R/505/4342 |
| Preparing for Interviews | 1 | 1 | 9 | R/505/5300 |
| Personal Budgeting and Money Management | 1 | 3 | 27 | R/505/8567 |
| Employment Rights, Contracts and Pay | 1 | 3 | 27 | R/505/8794 |
| Measure: Time and Temperature | 1 | 2 | 18 | R/506/0920 |
| Skills Used in Reading for Meaning | 1 | 3 | 27 | T/503/3158 |
| Participating in a Vocational Taster | 1 | 2 | 20 | T/504/8632 |
| Prejudice and Discrimination | 1 | 3 | 27 | T/504/8842 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Preparing for Work | 1 | 3 | 27 | T/505/4107 |
| Undertaking an Enterprise Project | 1 | 3 | 27 | T/505/4446 |
| Assertive Living | 1 | 3 | 27 | T/506/5320 |

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|--|---|---|----|------------|
| Understanding and Using Fractions | 1 | 2 | 18 | Y/503/3170 |
| Probability | 1 | 1 | 9 | Y/503/3282 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Personal Development | 1 | 3 | 27 | Y/506/0577 |
| Understanding the Importance of a Balanced Diet and Regular Exercise | 1 | 1 | 9 | Y/506/0613 |
| Personal Budgeting and Managing Money | 1 | 3 | 27 | Y/506/0787 |
| Using Cooking Skills in the Domestic Kitchen | 1 | 3 | 27 | Y/506/0790 |
| Carry Out a Systematic Cycle Check | 1 | 1 | 9 | H/504/9582 |
| College Induction | 1 | 3 | 27 | H/503/3043 |
| Principles of Dealing with Animal Accommodation | 1 | 2 | 18 | A/505/8627 |
| Work Experience | 1 | 3 | 27 | T/505/8724 |
| Agriculture and Animal Care | | | | |
| Developing Confidence Working With Animals | 1 | 3 | 27 | J/506/0476 |
| Assist with Maintaining the Health and Wellbeing of Animals | 1 | 6 | 54 | L/505/0726 |
| Principles of the Care of Animals | 1 | 2 | 18 | M/505/8575 |
| Assist with Animal Accommodation | 1 | 2 | 18 | T/505/8612 |
| Assist with Feedstuffs for Small Animals | 1 | 2 | 18 | H/505/3051 |
| Assist with the Care of Animals | 1 | 2 | 18 | A/505/8613 |
| Building and Construction | | | | |
| Use and Maintain Woodworking Tools | 1 | 3 | 27 | A/505/8725 |
| Health and Safety in Construction | 1 | 3 | 30 | D/505/1363 |
| Wallpapering Skills | 1 | 3 | 27 | D/506/5330 |
| Use of Tools and Equipment for Bricklaying | 1 | 3 | 27 | F/505/8614 |
| Constructing a One Brick Wide Wall using Bricklaying Skills | 1 | 3 | 27 | H/504/9629 |
| Using Floor and Wall Tiling Techniques | 1 | 3 | 27 | H/504/9646 |
| Developing Plumbing Skills | 1 | 4 | 36 | H/505/8668 |
| Carpentry Hand Skills | 1 | 3 | 27 | J/503/2659 |
| Assemble Units for Interiors | 1 | 1 | 10 | J/505/8601 |
| Using Painting Skills for Interior Ceilings and Walls | 1 | 3 | 27 | K/504/9647 |
| Constructing a Cavity Wall Using Bricklaying Skills | 1 | 3 | 27 | L/504/9625 |
| Decorative Paint Effects for Interior Walls | 1 | 3 | 27 | L/505/4114 |
| Using Plastering Skills - Floating Coat to an Attached Pier | 1 | 3 | 27 | M/504/9648 |
| Fitting Units for Interiors | 1 | 1 | 10 | M/505/0539 |
| Plastering Techniques | 1 | 3 | 27 | R/504/9643 |
| Introduction to Plastering Techniques | 1 | 3 | 27 | R/505/4969 |
| Fix and Fit Work Surfaces | 1 | 1 | 10 | R/505/8603 |

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|---|---|---|----|------------|
| Using Plastering Skills - Plastering to a Window Reveal | 1 | 3 | 27 | T/504/9649 |
| Constructing a Half Brick Wall Using Bricklaying Skills | 1 | 3 | 27 | Y/504/9627 |
| Preparing Ceilings and Walls for Decoration | 1 | 3 | 27 | Y/504/9644 |
| Business Management | | | | |
| Business Communication | 1 | 3 | 27 | F/505/4109 |
| Understanding Time Management in the Workplace | 1 | 2 | 18 | R/505/8584 |
| Crafts, Creative Arts and Design | | | | |
| Industrial Fabric Printing | 1 | 6 | 54 | R/505/8729 |
| Using Craft Skills with Natural Materials | 1 | 3 | 27 | T/505/8609 |
| Tools and Equipment for Garment Making | 1 | 3 | 27 | K/505/8803 |
| Using Commercial Garment Patterns | 1 | 3 | 27 | K/506/5329 |
| Garment Construction Skills: Making a Simple Top | 1 | 3 | 27 | K/505/8560 |
| Child Development and Well Being | | | | |
| Using Craft Activities with Children and Young People | 1 | 3 | 27 | D/504/9614 |
| 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 |
| Caring for Your Baby | 1 | 3 | 27 | M/505/8933 |
| Caring for Young Children | 1 | 3 | 27 | T/505/3054 |
| Understanding Play | 1 | 3 | 27 | Y/504/9613 |
| Environmental Conservation | | | | |
| Understanding Ecology and Conservation | 1 | 3 | 27 | Y/505/6576 |
| 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 |
| Health and Social Care | | | | |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1 | 3 | 27 | J/505/8808 |
| Understanding Nutrition, Performance and Healthy Eating | 1 | 3 | 27 | R/505/3269 |
| Introduction to Care Work | 1 | 2 | 10 | M/504/6524 |
| Performing Arts | | | | |
| Creative Writing Skills | 1 | 3 | 27 | M/505/4042 |
| Technical Skills for Performance in the Arts | 1 | 3 | 27 | M/505/8723 |
| Song Writing Skills | 1 | 3 | 24 | D/504/7166 |
| Using the Internet as a Medium for Music | 1 | 3 | 27 | F/505/8726 |

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|--|---|---|----|------------|
| Sound and Audio Production Skills | 1 | 3 | 27 | L/505/0998 |
| Retail and Commercial Enterprise | | | | |
| Introduction to the Hospitality Industry | 1 | 2 | 20 | A/505/3198 |
| Understanding Customer Service | 1 | 3 | 27 | A/506/1043 |
| Preparing and Serving Drinks | 1 | 3 | 27 | D/505/8636 |
| Customer Service in the Hospitality Industry | 1 | 3 | 20 | F/505/3056 |
| Salon Reception Duties | 1 | 3 | 22 | H/504/9601 |
| Food Service | 1 | 2 | 18 | J/505/3060 |
| Basic Food Preparation and Cooking | 1 | 3 | 30 | K/505/3052 |
| Using Kitchen Equipment | 1 | 1 | 10 | T/502/5075 |
| Sport, Leisure and Recreation | | | | |
| Planning own Fitness Programme | 1 | 4 | 30 | D/504/8947 |
| Take part in Exercise and Fitness | 1 | 3 | 27 | D/505/8801 |
| The Angling Environment | 1 | 3 | 27 | D/506/4713 |
| Using an Ordnance Survey Map | 1 | 2 | 18 | F/505/8631 |
| Planning a Trip to a Visitor Attraction | 1 | 3 | 25 | H/504/7993 |
| Developing Angling Skills | 1 | 3 | 27 | J/505/8629 |
| Participating in Leisure Activities | 1 | 3 | 27 | L/505/0659 |
| Taking Part in Sport | 1 | 3 | 27 | R/505/1330 |
| Transport and Engineering | | | | |
| 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 |
| Tools, Equipment and Materials for Vehicle Maintenance | 1 | 4 | 36 | K/505/8669 |
| 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 |
| ICT | | | | |
| Design Software | 1 | 3 | 20 | A/505/6389 |
| IT Software Fundamentals | 1 | 3 | 20 | A/505/6392 |
| Word Processing Software | 1 | 3 | 20 | D/505/6398 |
| Video Software Skills | 1 | 2 | 18 | F/505/1730 |
| Spreadsheet Software | 1 | 3 | 20 | F/505/3204 |
| Using the Internet | 1 | 3 | 20 | H/505/3275 |
| Using Email | 1 | 2 | 15 | L/505/3271 |
| Multimedia Software Skills | 1 | 3 | 27 | M/505/1688 |
| Presentation Software | 1 | 3 | 20 | M/505/3201 |
| 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 |

| | | | | |
|--|----|---|----|------------|
| Using Mobile IT Devices | 1 | 2 | 15 | Y/505/3273 |
| Entry 3 units | | | | |
| Issues of Substance Misuse | E3 | 1 | 10 | A/504/8437 |
| Skills for Shopping | E3 | 3 | 30 | A/504/8695 |
| Using Computers for Family Learning | E3 | 2 | 20 | A/504/8857 |
| Health and Safety Awareness | E3 | 1 | 10 | A/504/9913 |
| Drug and Alcohol Misuse Awareness | E3 | 3 | 30 | A/505/8708 |
| Grammar and Punctuation in Practical Use | E3 | 1 | 10 | A/506/1768 |
| College Induction | E3 | 3 | 30 | D/504/8124 |
| Understanding Family Relationships | E3 | 3 | 30 | D/505/1279 |
| Introduction to Developing Parenting Skills | E3 | 3 | 30 | D/505/8569 |
| Understanding How and Why to Support Children in Family Learning | E3 | 3 | 30 | D/505/8572 |
| Recognising Own Skills for Personal Development | E3 | 3 | 30 | D/505/8958 |
| Personal Budgeting and Managing Money | E3 | 3 | 30 | D/506/5313 |
| Engage in Discussion | E3 | 1 | 10 | F/503/3048 |
| Developing Skills for Gaining Employment | E3 | 3 | 30 | F/504/8519 |
| The Local Community | E3 | 1 | 10 | F/505/3672 |
| Introduction to Road Safety | E3 | 3 | 30 | F/505/8712 |
| Skills for Employability | E3 | 3 | 30 | F/505/8788 |
| Speaking to Communicate | E3 | 1 | 10 | F/506/0671 |
| Home and Personal Safety Awareness | E3 | 3 | 30 | H/504/8433 |
| Introduction to a Training Course | E3 | 3 | 30 | H/504/8495 |
| Recognise Trees and Plants and their Importance to Wildlife | E3 | 2 | 20 | H/504/9565 |
| Introduction to Understanding Sex and Relationships | E3 | 3 | 30 | H/505/8573 |
| Managing Social Relationships | E3 | 2 | 20 | H/505/8623 |
| Alcohol and Drug Misuse Awareness | E3 | 3 | 30 | H/505/8783 |
| Aspects of Citizenship | E3 | 3 | 30 | J/504/8425 |
| Time | E3 | 1 | 10 | J/504/8716 |
| Emotional Intelligence | E3 | 3 | 30 | J/505/3737 |
| Career Preparation | E3 | 1 | 10 | J/505/3740 |
| Introduction to Making and Using Story Sacks for Family Learning | E3 | 2 | 20 | J/505/8548 |
| Food Safety and Storage | E3 | 3 | 30 | J/505/8646 |
| Using a Personal Learning Programme | E3 | 3 | 30 | J/505/8789 |
| Making Choices in Pursuit of Personal Goals | E3 | 3 | 30 | J/506/0574 |
| Recognising Employment Opportunities | E3 | 1 | 10 | K/504/8529 |
| Planning for Personal Development | E3 | 1 | 10 | K/505/3665 |
| Young People, Law and Order | E3 | 3 | 30 | K/505/3679 |
| Employment Contracts and Payslips | E3 | 1 | 10 | K/505/3746 |
| Division of Whole Numbers | E3 | 1 | 10 | K/505/4010 |
| Understanding Self and Others | E3 | 3 | 30 | K/506/0678 |

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| Work Experience | E3 | 3 | 30 | L/504/8720 |
| Accessing Public Transport | E3 | 3 | 30 | L/504/9592 |
| Money: Adding and Subtracting | E3 | 1 | 10 | L/505/3089 |
| Personal Study Skills | E3 | 3 | 30 | L/505/3741 |
| Preparation for Work Experience | E3 | 1 | 10 | L/505/8583 |
| Introduction to Customer Service Skills | E3 | 3 | 30 | L/505/8597 |
| Preparation for Production Skills | E3 | 3 | 30 | M/505/3683 |
| Data Handling: Extracting and Interpreting | E3 | 1 | 10 | M/505/4008 |
| Volunteering | E3 | 2 | 20 | M/505/8592 |
| Teamwork Skills | E3 | 2 | 20 | R/505/5698 |
| Introduction to Group and Teamwork Communication Skills | E3 | 3 | 30 | R/505/8570 |
| Living in the Community | E3 | 3 | 30 | R/505/8598 |
| Participating in a Vocational Taster | E3 | 2 | 20 | R/506/5308 |
| Diversity in Society | E3 | 3 | 30 | T/504/8565 |
| Data Handling: Recording and Representing Data | E3 | 1 | 10 | T/505/4009 |
| Developing and Applying Number Skills | E3 | 1 | 10 | T/506/5317 |
| Introduction to Food, Drink and Cooking | E3 | 3 | 30 | Y/504/8509 |
| Preparing for a Recruitment Interview | E3 | 2 | 20 | Y/505/3743 |
| Introduction to Assertiveness and Decision Making Skills | E3 | 3 | 30 | Y/505/8568 |
| Developing Skills for a Healthy Lifestyle | E3 | 3 | 30 | Y/506/5312 |
| Take Part in an Activity | E3 | 2 | 20 | T/504/8713 |
| Spelling and Handwriting Skills | E3 | 1 | 10 | A/503/3159 |
| Getting to Know Woodlands | E3 | 3 | 30 | M/505/6468 |
| 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 |
| 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 |
| Using the Telephone and Photocopier | E3 | 3 | 30 | A/505/8790 |
| Reception and Filing Skills | E3 | 3 | 30 | H/505/3194 |
| Health and Safety in Construction | E3 | 3 | 30 | H/505/1381 |
| Introduction to Carpentry and Joinery | E3 | 3 | 30 | Y/505/3192 |
| Needle/Textile Crafts | E3 | 3 | 30 | D/505/5686 |
| Basic Craft Skills | E3 | 3 | 30 | H/505/5687 |
| Using Mixed Media in 2D | E3 | 3 | 30 | J/505/3608 |
| Communication Between Children Aged 0-3 Years and Adults | E3 | 3 | 30 | F/504/9606 |
| Introduction to Preparing, Presenting and Keeping Food for Children and Young People | E3 | 3 | 30 | J/505/8713 |

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| 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 |
| Human Growth and Development | E3 | 3 | 30 | R/505/3675 |
| Environmental Sustainability | E3 | 1 | 10 | J/505/8503 |
| 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 |
| Clearing and Weeding a Garden | E3 | 2 | 20 | F/505/0397 |
| Sowing and Growing Plants | E3 | 3 | 30 | K/505/3195 |
| Amenity Horticulture Skills | E3 | 3 | 30 | K/505/8929 |
| Introduction to Propagation of Plants | E3 | 3 | 30 | Y/505/3211 |
| Planting in a Container | E3 | 3 | 30 | D/505/0407 |
| Introduction to cultivating plant cuttings | E3 | 3 | 30 | A/504/5330 |
| Introduction to Garden Maintenance Skills | E3 | 3 | 30 | T/505/8786 |
| Discover Local History | E3 | 3 | 30 | A/505/3606 |
| Presentation Software | E3 | 2 | 20 | A/505/3217 |
| Personal Digital Photograph Processing | E3 | 1 | 10 | F/505/1677 |
| Desktop Publishing Software | E3 | 2 | 15 | F/505/3185 |
| Data Management Software | E3 | 2 | 15 | H/505/6368 |
| Design and Imaging Software | E3 | 2 | 15 | H/505/6371 |
| Using Graphics Software | E3 | 1 | 10 | J/504/8960 |
| Digital Lifestyle | E3 | 2 | 20 | K/505/1673 |
| IT User Fundamentals | E3 | 2 | 20 | K/505/3214 |
| Spreadsheet Software | E3 | 2 | 15 | L/505/3223 |
| Using Mobile IT Devices | E3 | 1 | 10 | L/505/6378 |
| Computer Security and Privacy | E3 | 1 | 10 | L/505/8535 |
| Introduction to Using the Internet for Shopping | E3 | 1 | 10 | L/506/5307 |
| Word Processing Software | E3 | 2 | 15 | M/505/3229 |
| Computer Basics | E3 | 1 | 10 | R/505/1652 |
| The Internet and World Wide Web | E3 | 1 | 10 | T/505/8545 |
| Using Email | E3 | 1 | 10 | Y/505/3225 |
| Audio and Video Software | E3 | 2 | 15 | Y/505/6366 |
| Basic Performance Skills | E3 | 3 | 30 | D/505/1007 |
| Physical Performance Skills | E3 | 3 | 30 | Y/505/3595 |
| Introduction to keeping the work area clean, tidy and safe in a retail environment | E3 | 3 | 30 | A/501/9522 |
| Basic Cooking | E3 | 2 | 20 | K/505/3181 |
| Hairdressing: Introduction to Assisting a Stylist | E3 | 3 | 30 | L/505/3187 |
| Plan and Participate in Short Walks | E3 | 3 | 30 | L/506/4481 |
| Basic Food Preparation | E3 | 2 | 20 | M/505/3182 |

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| Serving Food and Drink | E3 | 2 | 20 | T/505/6133 |
| Introduction to Looking after Customers in a Retail Environment | E3 | 3 | 30 | T/505/8402 |
| Indoor Team Games | E3 | 3 | 30 | A/505/8644 |
| Taking Part in Sport | E3 | 3 | 30 | F/505/8600 |
| Improving Own Fitness | E3 | 3 | 30 | L/505/8549 |
| 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 |
| Checking and Maintaining Fluid Levels on a Car | E3 | 1 | 10 | L/505/0094 |
| Washing a Car Exterior | E3 | 1 | 10 | L/505/0418 |
| Identification of Basic External and Internal Car Parts | E3 | 1 | 10 | R/505/3188 |
| Checking and Maintaining Car Tyre Pressures and Tread | E3 | 1 | 10 | T/505/4401 |
| Valeting a Car Interior | E3 | 1 | 10 | T/505/8707 |
| Clean and Prepare a Cycle for Use | E3 | 1 | 10 | J/504/9574 |
| Personal Learning Goals | E3 | 3 | 30 | A/505/8787 |
| Garment Making | E3 | 3 | 30 | Y/505/3600 |
| Reading Grammar and Punctuation | E3 | 1 | 10 | H/503/3155 |
| Groom a Small Animal | E3 | 2 | 20 | D/505/0777 |
| Hair Plaiting | E3 | 3 | 30 | F/505/8595 |
| Level 2 Units | | | | |
| Prejudice and Discrimination | 2 | 3 | 24 | A/504/8843 |
| Career Planning | 2 | 3 | 20 | A/505/1225 |
| Mentoring Practice | 2 | 2 | 16 | A/505/1287 |
| Teamwork Skills | 2 | 2 | 16 | D/504/9516 |
| Learning from Volunteering | 2 | 2 | 16 | D/505/7194 |
| Understanding Welfare at Work | 2 | 3 | 24 | D/506/5344 |
| Team Building Skills | 2 | 3 | 24 | H/504/8657 |
| Undertaking an Enterprise Project | 2 | 3 | 24 | H/504/8867 |
| Work Experience | 2 | 3 | 24 | H/504/8884 |
| Personal Development Skills | 2 | 3 | 24 | H/505/5057 |
| Interpersonal Skills | 2 | 3 | 24 | H/505/5060 |
| Recognising Employment Opportunities | 2 | 1 | 8 | H/505/5124 |
| Introduction to Mentoring | 2 | 1 | 8 | H/505/8671 |
| Mentoring Skills | 2 | 3 | 24 | J/505/1289 |
| Making Choices in Pursuit of Personal Goals | 2 | 3 | 24 | J/505/5052 |
| Drug Awareness | 2 | 3 | 24 | J/506/0588 |
| Preparation for a Recruitment Interview | 2 | 2 | 16 | J/506/5340 |
| Understanding Customer Service | 2 | 3 | 24 | K/503/2668 |
| Personal Budgeting and Managing Money | 2 | 3 | 24 | K/503/3173 |
| Communication in the Workplace | 2 | 3 | 24 | L/503/7619 |

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| Recognising Issues of Substance Misuse | 2 | 1 | 8 | L/505/1262 |
| Problem Solving Skills | 2 | 3 | 24 | L/506/5341 |
| Recognising and Dealing with Bullying | 2 | 2 | 16 | M/505/0802 |
| Personal and Social Responsibility | 2 | 3 | 24 | M/505/5109 |
| Equality and Diversity | 2 | 3 | 24 | R/505/1974 |
| Group and Teamwork Communication Skills | 2 | 3 | 24 | R/505/8925 |
| Speaking and Listening Skills | 2 | 3 | 24 | Y/503/3377 |
| Sex and Relationships Education | 2 | 3 | 24 | Y/504/2886 |
| Aspects of Citizenship | 2 | 3 | 24 | Y/504/8512 |
| Personal Risk | 2 | 1 | 8 | Y/505/5119 |
| Understanding Young People, Law and Order | 2 | 3 | 24 | Y/505/8912 |
| Developing Personal Learning Skills | 2 | 3 | 24 | Y/506/5374 |
| Managing Your Own Learning | 2 | 3 | 24 | K/505/8915 |
| Health and Safety Awareness in a Working Environment | 2 | 3 | 24 | M/504/8693 |
| Leadership Skills | 2 | 3 | 24 | R/505/7192 |
| Understanding Business Organisations | 2 | 3 | 24 | F/504/9587 |
| Understanding how to Meet the Physical Needs of Children | 2 | 3 | 24 | F/505/8838 |
| Understanding the Intellectual and Language Development of Children from Birth to Eight | 2 | 3 | 24 | A/506/5366 |
| Understanding Ageing and the Older Person | 2 | 3 | 24 | A/505/4674 |
| Dementia Awareness | 2 | 2 | 16 | A/505/8935 |
| Understanding Mental Health | 2 | 3 | 24 | L/505/4680 |
| Understanding Continence Care | 2 | 3 | 24 | L/505/8888 |
| Understanding Counselling Theories | 2 | 3 | 24 | M/505/8883 |
| Nutrition and Weight Management | 2 | 6 | 48 | T/504/8968 |
| Skills in Providing Personal Care in Care Settings | 2 | 3 | 24 | Y/505/8926 |
| Care Planning Skills for the Care Worker | 2 | 3 | 24 | D/505/8703 |
| The Role of the Care Worker in Caring for the Person with Dementia | 2 | 3 | 24 | T/504/9084 |
| Understanding Health Promotion in Care Settings | 2 | 3 | 24 | A/505/8837 |
| Sound and Audio Production Skills | 2 | 3 | 24 | D/505/4974 |
| Careers in Leisure and Tourism | 2 | 3 | 24 | J/505/4810 |
| Taking Part in Sport for Personal Improvement | 2 | 3 | 24 | M/505/7233 |

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

Learners must achieve 39 credits overall. 9 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 9 credits can be taken at Entry 3 or Level 2.

Maximum credits: 39

Core Skills

| Title | Level | Credit Value | GLH | Unit ref |
|--|-------|--------------|-----|------------|
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Handling Data | 1 | 2 | 18 | A/503/3291 |
| Preparing to be a good tenant and neighbour | 1 | 1 | 9 | A/504/1147 |
| Personal and Interpersonal Conflict | 1 | 3 | 27 | A/504/8826 |
| Emotional Intelligence | 1 | 3 | 27 | A/505/4111 |
| Numbers, Decimals, Fractions and Percentages | 1 | 3 | 30 | A/505/4867 |
| Understanding Your Pay | 1 | 3 | 27 | A/505/5291 |
| Developing Confidence and Self-Esteem | 1 | 1 | 9 | A/506/5318 |
| Understanding and Using Percentages | 1 | 2 | 18 | D/503/3252 |
| Writing for Meaning Skills | 1 | 3 | 27 | D/503/3302 |
| Developing Personal Confidence and Self Awareness | 1 | 3 | 27 | D/504/8432 |
| Improving own learning and performance | 1 | 2 | 16 | D/504/9497 |
| Family Relationships | 1 | 3 | 27 | D/505/1282 |
| Personal Relationships | 1 | 3 | 27 | D/505/1539 |
| Equality and Diversity | 1 | 3 | 24 | D/505/1959 |
| Independent Skills for Living in the Community | 1 | 3 | 27 | D/505/3999 |
| Interpersonal Skills | 1 | 3 | 27 | D/505/4067 |
| Personal Learning Programme | 1 | 3 | 27 | D/505/4070 |
| Job Seeking Skills | 1 | 3 | 27 | D/505/4103 |
| Planning a move into a new home | 1 | 1 | 9 | D/505/4666 |
| Improving Assertiveness and Decision Making | 1 | 3 | 27 | D/505/8555 |
| Understanding Motivation | 1 | 1 | 9 | D/506/5327 |
| Spelling Rules and Strategies in Practical Use | 1 | 3 | 27 | F/503/3163 |
| Understanding Volume | 1 | 1 | 9 | F/503/3258 |
| Using Calculations: Multiplication and Division of Whole Numbers | 1 | 2 | 18 | F/503/3356 |
| Spelling Skills | 1 | 3 | 27 | F/503/3390 |
| Understand how to look after a new home | 1 | 1 | 9 | F/504/1151 |
| Further Education Enrichment Activity | 1 | 2 | 18 | F/505/4076 |
| Understanding Work-Based Placements | 1 | 1 | 9 | F/505/8645 |
| Alcohol Awareness for the Individual | 1 | 3 | 27 | F/505/8791 |

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| Understanding Diversity within Society | 1 | 3 | 27 | F/505/8807 |
| Understanding and Using 2D Shapes | 1 | 1 | 9 | H/503/3169 |
| Personal Learning Skills | 1 | 6 | 54 | H/505/4071 |
| Understanding Rights and Responsibilities of Citizenship | 1 | 3 | 27 | H/505/4099 |
| Personal Career Planning | 1 | 3 | 27 | H/505/4104 |
| Problem Solving in the Workplace | 1 | 3 | 27 | H/505/8587 |
| Approaches to Learning | 1 | 1 | 9 | H/505/8718 |
| Introduction to Drug Awareness for the Individual | 1 | 3 | 27 | H/506/1215 |
| Using Calculations: Addition and Subtraction of Whole Numbers | 1 | 1 | 9 | J/503/3259 |
| Understanding Perimeter and Area | 1 | 1 | 9 | J/503/3276 |
| Understand how to apply for housing | 1 | 1 | 9 | J/504/1149 |
| Understand how to look after personal health and hygiene | 1 | 1 | 9 | J/504/1152 |
| Communication in the Workplace | 1 | 3 | 27 | J/504/7517 |
| Sex and Relationships | 1 | 3 | 24 | J/504/8196 |
| Independent Shopping for Household Items | 1 | 3 | 27 | J/504/8277 |
| Health and Safety in a Practical Environment | 1 | 1 | 9 | J/504/9364 |
| Group and Teamwork Communication Skills | 1 | 2 | 18 | J/505/0451 |
| Understanding Own Response to Body Image | 1 | 2 | 18 | J/505/1244 |
| Making Choices in Pursuit of Personal Goals | 1 | 3 | 27 | J/505/4080 |
| Take Part in an Activity | 1 | 1 | 9 | J/505/4337 |
| Managing Own Relationship with Others | 1 | 3 | 27 | J/505/8551 |
| How the Body Works | 1 | 2 | 18 | J/505/8615 |
| Transforming Own Behaviour in Conflict | 1 | 3 | 27 | J/506/5323 |
| Data Calculations | 1 | 1 | 9 | K/503/3044 |
| Calculations using Fractions, Decimals and Percentages | 1 | 3 | 24 | K/505/1947 |
| Measures and Shape | 1 | 3 | 24 | K/505/2063 |
| Personal Development Skills | 1 | 3 | 27 | K/505/4069 |
| Personal Career Preparation | 1 | 1 | 9 | K/505/4105 |
| Health and Hygiene in the Home | 1 | 3 | 27 | K/505/8557 |
| Understanding Pay and Payslips | 1 | 1 | 9 | K/505/8610 |
| Understanding HE: Raising Aspirations | 1 | 2 | 18 | K/505/8719 |
| Preparing for a Recruitment Interview | 1 | 3 | 27 | K/505/8722 |
| Preparation for Work | 1 | 3 | 27 | K/505/8848 |
| Calculation: Whole Numbers | 1 | 3 | 27 | K/505/9031 |
| Young Parenthood | 1 | 2 | 18 | K/506/0728 |
| Understanding Welfare at Work | 1 | 3 | 30 | K/618/6307 |
| Punctuation and Grammar Skills | 1 | 2 | 18 | L/503/3392 |

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| Understanding financial products and services | 1 | 1 | 9 | L/504/1153 |
| Healthy Living | 1 | 3 | 27 | L/504/8264 |
| Active Citizenship in the Local Community | 1 | 1 | 9 | L/504/8510 |
| Time Management | 1 | 3 | 27 | L/504/8717 |
| Improving Own Confidence | 1 | 3 | 27 | L/505/4078 |
| Managing Your Own Learning | 1 | 3 | 27 | L/505/8552 |
| Work, Review and Plan | 1 | 3 | 27 | L/505/8616 |
| Carrying Out an Independent Research Project | 1 | 3 | 27 | L/505/8633 |
| Understanding Personal Awareness | 1 | 3 | 27 | L/506/0673 |
| Recognising Issues of Substance Misuse | 1 | 1 | 9 | M/505/1237 |
| Research Project | 1 | 3 | 16 | M/505/2081 |
| Skills for Independent Life | 1 | 3 | 27 | M/505/4073 |
| Prepare for Interview | 1 | 1 | 9 | M/505/4106 |
| Understanding what Volunteering is About | 1 | 1 | 9 | M/505/8611 |
| Speaking and Listening Skills | 1 | 3 | 27 | M/505/8656 |
| Understanding Welfare at Work | 1 | 3 | 27 | M/506/1993 |
| Understanding Numbers | 1 | 2 | 18 | R/503/3166 |
| Understanding and Using Decimals | 1 | 2 | 18 | R/503/3278 |
| Developing Customer Service Skills | 1 | 3 | 27 | R/503/9226 |
| Understanding and Using Shapes | 1 | 3 | 27 | R/503/9291 |
| Personal Money Management | 1 | 1 | 9 | R/504/1154 |
| Work Placement | 1 | 3 | 27 | R/504/8198 |
| Induction to Study | 1 | 3 | 27 | R/504/8279 |
| Aspects of Citizenship | 1 | 3 | 27 | R/504/8511 |
| Presentation Skills | 1 | 2 | 18 | R/505/0453 |
| Understanding Stress and Stress Management Techniques | 1 | 3 | 27 | R/505/1246 |
| Understanding Young People, Law and Order | 1 | 3 | 27 | R/505/4101 |
| Recognising Employment Opportunities | 1 | 1 | 9 | R/505/4342 |
| Preparing for Interviews | 1 | 1 | 9 | R/505/5300 |
| Personal Budgeting and Money Management | 1 | 3 | 27 | R/505/8567 |
| Employment Rights, Contracts and Pay | 1 | 3 | 27 | R/505/8794 |
| Measure: Time and Temperature | 1 | 2 | 18 | R/506/0920 |
| Skills Used in Reading for Meaning | 1 | 3 | 27 | T/503/3158 |
| Participating in a Vocational Taster | 1 | 2 | 20 | T/504/8632 |
| Prejudice and Discrimination | 1 | 3 | 27 | T/504/8842 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Preparing for Work | 1 | 3 | 27 | T/505/4107 |
| Undertaking an Enterprise Project | 1 | 3 | 27 | T/505/4446 |
| Assertive Living | 1 | 3 | 27 | T/506/5320 |
| Understanding and Using Fractions | 1 | 2 | 18 | Y/503/3170 |

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| Probability | 1 | 1 | 9 | Y/503/3282 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Personal Development | 1 | 3 | 27 | Y/506/0577 |
| Understanding the Importance of a Balanced Diet and Regular Exercise | 1 | 1 | 9 | Y/506/0613 |
| Personal Budgeting and Managing Money | 1 | 3 | 27 | Y/506/0787 |
| Using Cooking Skills in the Domestic Kitchen | 1 | 3 | 27 | Y/506/0790 |
| Carry Out a Systematic Cycle Check | 1 | 1 | 9 | H/504/9582 |
| College Induction | 1 | 3 | 27 | H/503/3043 |
| Principles of Dealing with Animal Accommodation | 1 | 2 | 18 | A/505/8627 |
| Work Experience | 1 | 3 | 27 | T/505/8724 |
| Agriculture and Animal Care | | | | |
| Developing Confidence Working With Animals | 1 | 3 | 27 | J/506/0476 |
| Assist with Maintaining the Health and Wellbeing of Animals | 1 | 6 | 54 | L/505/0726 |
| Principles of the Care of Animals | 1 | 2 | 18 | M/505/8575 |
| Assist with Animal Accommodation | 1 | 2 | 18 | T/505/8612 |
| Assist with Feedstuffs for Small Animals | 1 | 2 | 18 | H/505/3051 |
| Assist with the Care of Animals | 1 | 2 | 18 | A/505/8613 |
| Building and Construction | | | | |
| Use and Maintain Woodworking Tools | 1 | 3 | 27 | A/505/8725 |
| Health and Safety in Construction | 1 | 3 | 30 | D/505/1363 |
| Wallpapering Skills | 1 | 3 | 27 | D/506/5330 |
| Use of Tools and Equipment for Bricklaying | 1 | 3 | 27 | F/505/8614 |
| Constructing a One Brick Wide Wall using Bricklaying Skills | 1 | 3 | 27 | H/504/9629 |
| Using Floor and Wall Tiling Techniques | 1 | 3 | 27 | H/504/9646 |
| Developing Plumbing Skills | 1 | 4 | 36 | H/505/8668 |
| Carpentry Hand Skills | 1 | 3 | 27 | J/503/2659 |
| Assemble Units for Interiors | 1 | 1 | 10 | J/505/8601 |
| Using Painting Skills for Interior Ceilings and Walls | 1 | 3 | 27 | K/504/9647 |
| Constructing a Cavity Wall Using Bricklaying Skills | 1 | 3 | 27 | L/504/9625 |
| Decorative Paint Effects for Interior Walls | 1 | 3 | 27 | L/505/4114 |
| Using Plastering Skills - Floating Coat to an Attached Pier | 1 | 3 | 27 | M/504/9648 |
| Fitting Units for Interiors | 1 | 1 | 10 | M/505/0539 |
| Plastering Techniques | 1 | 3 | 27 | R/504/9643 |
| Introduction to Plastering Techniques | 1 | 3 | 27 | R/505/4969 |
| Fix and Fit Work Surfaces | 1 | 1 | 10 | R/505/8603 |

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| Using Plastering Skills - Plastering to a Window Reveal | 1 | 3 | 27 | T/504/9649 |
| Constructing a Half Brick Wall Using Bricklaying Skills | 1 | 3 | 27 | Y/504/9627 |
| Preparing Ceilings and Walls for Decoration | 1 | 3 | 27 | Y/504/9644 |
| Business Management | | | | |
| Business Communication | 1 | 3 | 27 | F/505/4109 |
| Understanding Time Management in the Workplace | 1 | 2 | 18 | R/505/8584 |
| Crafts, Creative Arts and Design | | | | |
| Industrial Fabric Printing | 1 | 6 | 54 | R/505/8729 |
| Using Craft Skills with Natural Materials | 1 | 3 | 27 | T/505/8609 |
| Tools and Equipment for Garment Making | 1 | 3 | 27 | K/505/8803 |
| Using Commercial Garment Patterns | 1 | 3 | 27 | K/506/5329 |
| Garment Construction Skills: Making a Simple Top | 1 | 3 | 27 | K/505/8560 |
| Child Development and Well Being | | | | |
| Using Craft Activities with Children and Young People | 1 | 3 | 27 | D/504/9614 |
| 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 |
| Caring for Your Baby | 1 | 3 | 27 | M/505/8933 |
| Caring for Young Children | 1 | 3 | 27 | T/505/3054 |
| Understanding Play | 1 | 3 | 27 | Y/504/9613 |
| Environmental Conservation | | | | |
| Understanding Ecology and Conservation | 1 | 3 | 27 | Y/505/6576 |
| 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 |
| Health and Social Care | | | | |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1 | 3 | 27 | J/505/8808 |
| Understanding Nutrition, Performance and Healthy Eating | 1 | 3 | 27 | R/505/3269 |
| Introduction to Care Work | 1 | 2 | 10 | M/504/6524 |
| Performing Arts | | | | |
| Creative Writing Skills | 1 | 3 | 27 | M/505/4042 |
| Technical Skills for Performance in the Arts | 1 | 3 | 27 | M/505/8723 |
| Song Writing Skills | 1 | 3 | 24 | D/504/7166 |
| Using the Internet as a Medium for Music | 1 | 3 | 27 | F/505/8726 |

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| Sound and Audio Production Skills | 1 | 3 | 27 | L/505/0998 |
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| Retail and Commercial Enterprise | | | | |
|--|---|---|----|------------|
| Introduction to the Hospitality Industry | 1 | 2 | 20 | A/505/3198 |
| Understanding Customer Service | 1 | 3 | 27 | A/506/1043 |
| Preparing and Serving Drinks | 1 | 3 | 27 | D/505/8636 |
| Customer Service in the Hospitality Industry | 1 | 3 | 20 | F/505/3056 |
| Salon Reception Duties | 1 | 3 | 22 | H/504/9601 |
| Food Service | 1 | 2 | 18 | J/505/3060 |
| Basic Food Preparation and Cooking | 1 | 3 | 30 | K/505/3052 |
| Using Kitchen Equipment | 1 | 1 | 10 | T/502/5075 |
| Sport, Leisure and Recreation | | | | |
| Planning own Fitness Programme | 1 | 4 | 30 | D/504/8947 |
| Take part in Exercise and Fitness | 1 | 3 | 27 | D/505/8801 |
| The Angling Environment | 1 | 3 | 27 | D/506/4713 |
| Using an Ordnance Survey Map | 1 | 2 | 18 | F/505/8631 |
| Planning a Trip to a Visitor Attraction | 1 | 3 | 25 | H/504/7993 |
| Developing Angling Skills | 1 | 3 | 27 | J/505/8629 |
| Participating in Leisure Activities | 1 | 3 | 27 | L/505/0659 |
| Taking Part in Sport | 1 | 3 | 27 | R/505/1330 |
| Transport and Engineering | | | | |
| 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 |
| Tools, Equipment and Materials for Vehicle Maintenance | 1 | 4 | 36 | K/505/8669 |
| 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 |
| ICT | | | | |
| Design Software | 1 | 3 | 20 | A/505/6389 |
| IT Software Fundamentals | 1 | 3 | 20 | A/505/6392 |
| Word Processing Software | 1 | 3 | 20 | D/505/6398 |
| Video Software Skills | 1 | 2 | 18 | F/505/1730 |
| Spreadsheet Software | 1 | 3 | 20 | F/505/3204 |
| Using the Internet | 1 | 3 | 20 | H/505/3275 |
| Using Email | 1 | 2 | 15 | L/505/3271 |
| Multimedia Software Skills | 1 | 3 | 27 | M/505/1688 |
| Presentation Software | 1 | 3 | 20 | M/505/3201 |
| Desktop Publishing Software | 1 | 3 | 20 | R/505/3059 |
| Imaging Software | 1 | 3 | 20 | R/505/3062 |

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|--|----|---|----|------------|
| IT Communication Fundamentals | 1 | 2 | 15 | T/505/6391 |
| Using Mobile IT Devices | 1 | 2 | 15 | Y/505/3273 |
| Entry 3 units | | | | |
| Issues of Substance Misuse | E3 | 1 | 10 | A/504/8437 |
| Skills for Shopping | E3 | 3 | 30 | A/504/8695 |
| Using Computers for Family Learning | E3 | 2 | 20 | A/504/8857 |
| Health and Safety Awareness | E3 | 1 | 10 | A/504/9913 |
| Drug and Alcohol Misuse Awareness | E3 | 3 | 30 | A/505/8708 |
| Grammar and Punctuation in Practical Use | E3 | 1 | 10 | A/506/1768 |
| College Induction | E3 | 3 | 30 | D/504/8124 |
| Understanding Family Relationships | E3 | 3 | 30 | D/505/1279 |
| Introduction to Developing Parenting Skills | E3 | 3 | 30 | D/505/8569 |
| Understanding How and Why to Support Children in Family Learning | E3 | 3 | 30 | D/505/8572 |
| Recognising Own Skills for Personal Development | E3 | 3 | 30 | D/505/8958 |
| Personal Budgeting and Managing Money | E3 | 3 | 30 | D/506/5313 |
| Engage in Discussion | E3 | 1 | 10 | F/503/3048 |
| Developing Skills for Gaining Employment | E3 | 3 | 30 | F/504/8519 |
| The Local Community | E3 | 1 | 10 | F/505/3672 |
| Introduction to Road Safety | E3 | 3 | 30 | F/505/8712 |
| Skills for Employability | E3 | 3 | 30 | F/505/8788 |
| Speaking to Communicate | E3 | 1 | 10 | F/506/0671 |
| Home and Personal Safety Awareness | E3 | 3 | 30 | H/504/8433 |
| Introduction to a Training Course | E3 | 3 | 30 | H/504/8495 |
| Recognise Trees and Plants and their Importance to Wildlife | E3 | 2 | 20 | H/504/9565 |
| Introduction to Understanding Sex and Relationships | E3 | 3 | 30 | H/505/8573 |
| Managing Social Relationships | E3 | 2 | 20 | H/505/8623 |
| Alcohol and Drug Misuse Awareness | E3 | 3 | 30 | H/505/8783 |
| Aspects of Citizenship | E3 | 3 | 30 | J/504/8425 |
| Time | E3 | 1 | 10 | J/504/8716 |
| Emotional Intelligence | E3 | 3 | 30 | J/505/3737 |
| Career Preparation | E3 | 1 | 10 | J/505/3740 |
| Introduction to Making and Using Story Sacks for Family Learning | E3 | 2 | 20 | J/505/8548 |
| Food Safety and Storage | E3 | 3 | 30 | J/505/8646 |
| Using a Personal Learning Programme | E3 | 3 | 30 | J/505/8789 |
| Making Choices in Pursuit of Personal Goals | E3 | 3 | 30 | J/506/0574 |
| Recognising Employment Opportunities | E3 | 1 | 10 | K/504/8529 |
| Planning for Personal Development | E3 | 1 | 10 | K/505/3665 |
| Young People, Law and Order | E3 | 3 | 30 | K/505/3679 |
| Employment Contracts and Payslips | E3 | 1 | 10 | K/505/3746 |
| Division of Whole Numbers | E3 | 1 | 10 | K/505/4010 |

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|--|----|---|----|------------|
| Understanding Self and Others | E3 | 3 | 30 | K/506/0678 |
| Work Experience | E3 | 3 | 30 | L/504/8720 |
| Accessing Public Transport | E3 | 3 | 30 | L/504/9592 |
| Money: Adding and Subtracting | E3 | 1 | 10 | L/505/3089 |
| Personal Study Skills | E3 | 3 | 30 | L/505/3741 |
| Preparation for Work Experience | E3 | 1 | 10 | L/505/8583 |
| Introduction to Customer Service Skills | E3 | 3 | 30 | L/505/8597 |
| Preparation for Production Skills | E3 | 3 | 30 | M/505/3683 |
| Data Handling: Extracting and Interpreting | E3 | 1 | 10 | M/505/4008 |
| Volunteering | E3 | 2 | 20 | M/505/8592 |
| Teamwork Skills | E3 | 2 | 20 | R/505/5698 |
| Introduction to Group and Teamwork Communication Skills | E3 | 3 | 30 | R/505/8570 |
| Living in the Community | E3 | 3 | 30 | R/505/8598 |
| Participating in a Vocational Taster | E3 | 2 | 20 | R/506/5308 |
| Diversity in Society | E3 | 3 | 30 | T/504/8565 |
| Data Handling: Recording and Representing Data | E3 | 1 | 10 | T/505/4009 |
| Developing and Applying Number Skills | E3 | 1 | 10 | T/506/5317 |
| Introduction to Food, Drink and Cooking | E3 | 3 | 30 | Y/504/8509 |
| Preparing for a Recruitment Interview | E3 | 2 | 20 | Y/505/3743 |
| Introduction to Assertiveness and Decision Making Skills | E3 | 3 | 30 | Y/505/8568 |
| Developing Skills for a Healthy Lifestyle | E3 | 3 | 30 | Y/506/5312 |
| Take Part in an Activity | E3 | 2 | 20 | T/504/8713 |
| Spelling and Handwriting Skills | E3 | 1 | 10 | A/503/3159 |
| Getting to Know Woodlands | E3 | 3 | 30 | M/505/6468 |
| 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 |
| 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 |
| Using the Telephone and Photocopier | E3 | 3 | 30 | A/505/8790 |
| Reception and Filing Skills | E3 | 3 | 30 | H/505/3194 |
| Health and Safety in Construction | E3 | 3 | 30 | H/505/1381 |
| Introduction to Carpentry and Joinery | E3 | 3 | 30 | Y/505/3192 |
| Needle/Textile Crafts | E3 | 3 | 30 | D/505/5686 |
| Basic Craft Skills | E3 | 3 | 30 | H/505/5687 |
| Using Mixed Media in 2D | E3 | 3 | 30 | J/505/3608 |
| Communication Between Children Aged 0- 3 Years and Adults | E3 | 3 | 30 | F/504/9606 |

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|--|----|---|----|------------|
| Introduction to Preparing, Presenting and Keeping Food for Children and Young People | E3 | 3 | 30 | J/505/8713 |
| 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 |
| Human Growth and Development | E3 | 3 | 30 | R/505/3675 |
| Environmental Sustainability | E3 | 1 | 10 | J/505/8503 |
| 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 |
| Clearing and Weeding a Garden | E3 | 2 | 20 | F/505/0397 |
| Sowing and Growing Plants | E3 | 3 | 30 | K/505/3195 |
| Amenity Horticulture Skills | E3 | 3 | 30 | K/505/8929 |
| Introduction to Propagation of Plants | E3 | 3 | 30 | Y/505/3211 |
| Planting in a Container | E3 | 3 | 30 | D/505/0407 |
| Introduction to cultivating plant cuttings | E3 | 3 | 30 | A/504/5330 |
| Introduction to Garden Maintenance Skills | E3 | 3 | 30 | T/505/8786 |
| Discover Local History | E3 | 3 | 30 | A/505/3606 |
| Presentation Software | E3 | 2 | 20 | A/505/3217 |
| Personal Digital Photograph Processing | E3 | 1 | 10 | F/505/1677 |
| Desktop Publishing Software | E3 | 2 | 15 | F/505/3185 |
| Data Management Software | E3 | 2 | 15 | H/505/6368 |
| Design and Imaging Software | E3 | 2 | 15 | H/505/6371 |
| Using Graphics Software | E3 | 1 | 10 | J/504/8960 |
| Digital Lifestyle | E3 | 2 | 20 | K/505/1673 |
| IT User Fundamentals | E3 | 2 | 20 | K/505/3214 |
| Spreadsheet Software | E3 | 2 | 15 | L/505/3223 |
| Using Mobile IT Devices | E3 | 1 | 10 | L/505/6378 |
| Computer Security and Privacy | E3 | 1 | 10 | L/505/8535 |
| Introduction to Using the Internet for Shopping | E3 | 1 | 10 | L/506/5307 |
| Word Processing Software | E3 | 2 | 15 | M/505/3229 |
| Computer Basics | E3 | 1 | 10 | R/505/1652 |
| The Internet and World Wide Web | E3 | 1 | 10 | T/505/8545 |
| Using Email | E3 | 1 | 10 | Y/505/3225 |
| Audio and Video Software | E3 | 2 | 15 | Y/505/6366 |
| Basic Performance Skills | E3 | 3 | 30 | D/505/1007 |
| Physical Performance Skills | E3 | 3 | 30 | Y/505/3595 |
| Introduction to keeping the work area clean, tidy and safe in a retail environment | E3 | 3 | 30 | A/501/9522 |
| Basic Cooking | E3 | 2 | 20 | K/505/3181 |

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| Hairdressing: Introduction to Assisting a Stylist | E3 | 3 | 30 | L/505/3187 |
| Plan and Participate in Short Walks | E3 | 3 | 30 | L/506/4481 |
| Basic Food Preparation | E3 | 2 | 20 | M/505/3182 |
| Serving Food and Drink | E3 | 2 | 20 | T/505/6133 |
| Introduction to Looking after Customers in a Retail Environment | E3 | 3 | 30 | T/505/8402 |
| Indoor Team Games | E3 | 3 | 30 | A/505/8644 |
| Taking Part in Sport | E3 | 3 | 30 | F/505/8600 |
| Improving Own Fitness | E3 | 3 | 30 | L/505/8549 |
| 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 |
| Checking and Maintaining Fluid Levels on a Car | E3 | 1 | 10 | L/505/0094 |
| Washing a Car Exterior | E3 | 1 | 10 | L/505/0418 |
| Identification of Basic External and Internal Car Parts | E3 | 1 | 10 | R/505/3188 |
| Checking and Maintaining Car Tyre Pressures and Tread | E3 | 1 | 10 | T/505/4401 |
| Valeting a Car Interior | E3 | 1 | 10 | T/505/8707 |
| Clean and Prepare a Cycle for Use | E3 | 1 | 10 | J/504/9574 |
| Personal Learning Goals | E3 | 3 | 30 | A/505/8787 |
| Garment Making | E3 | 3 | 30 | Y/505/3600 |
| Reading Grammar and Punctuation | E3 | 1 | 10 | H/503/3155 |
| Groom a Small Animal | E3 | 2 | 20 | D/505/0777 |
| Hair Plaiting | E3 | 3 | 30 | F/505/8595 |
| Level 2 Units | | | | |
| Prejudice and Discrimination | 2 | 3 | 24 | A/504/8843 |
| Career Planning | 2 | 3 | 20 | A/505/1225 |
| Mentoring Practice | 2 | 2 | 16 | A/505/1287 |
| Teamwork Skills | 2 | 2 | 16 | D/504/9516 |
| Learning from Volunteering | 2 | 2 | 16 | D/505/7194 |
| Understanding Welfare at Work | 2 | 3 | 24 | D/506/5344 |
| Team Building Skills | 2 | 3 | 24 | H/504/8657 |
| Undertaking an Enterprise Project | 2 | 3 | 24 | H/504/8867 |
| Work Experience | 2 | 3 | 24 | H/504/8884 |
| Personal Development Skills | 2 | 3 | 24 | H/505/5057 |
| Interpersonal Skills | 2 | 3 | 24 | H/505/5060 |
| Recognising Employment Opportunities | 2 | 1 | 8 | H/505/5124 |
| Introduction to Mentoring | 2 | 1 | 8 | H/505/8671 |
| Mentoring Skills | 2 | 3 | 24 | J/505/1289 |
| Making Choices in Pursuit of Personal Goals | 2 | 3 | 24 | J/505/5052 |
| Drug Awareness | 2 | 3 | 24 | J/506/0588 |

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| Preparation for a Recruitment Interview | 2 | 2 | 16 | J/506/5340 |
| Understanding Customer Service | 2 | 3 | 24 | K/503/2668 |
| Personal Budgeting and Managing Money | 2 | 3 | 24 | K/503/3173 |
| Communication in the Workplace | 2 | 3 | 24 | L/503/7619 |
| Recognising Issues of Substance Misuse | 2 | 1 | 8 | L/505/1262 |
| Problem Solving Skills | 2 | 3 | 24 | L/506/5341 |
| Recognising and Dealing with Bullying | 2 | 2 | 16 | M/505/0802 |
| Personal and Social Responsibility | 2 | 3 | 24 | M/505/5109 |
| Equality and Diversity | 2 | 3 | 24 | R/505/1974 |
| Group and Teamwork Communication Skills | 2 | 3 | 24 | R/505/8925 |
| Speaking and Listening Skills | 2 | 3 | 24 | Y/503/3377 |
| Sex and Relationships Education | 2 | 3 | 24 | Y/504/2886 |
| Aspects of Citizenship | 2 | 3 | 24 | Y/504/8512 |
| Personal Risk | 2 | 1 | 8 | Y/505/5119 |
| Understanding Young People, Law and Order | 2 | 3 | 24 | Y/505/8912 |
| Developing Personal Learning Skills | 2 | 3 | 24 | Y/506/5374 |
| Managing Your Own Learning | 2 | 3 | 24 | K/505/8915 |
| Health and Safety Awareness in a Working Environment | 2 | 3 | 24 | M/504/8693 |
| Leadership Skills | 2 | 3 | 24 | R/505/7192 |
| Understanding Business Organisations | 2 | 3 | 24 | F/504/9587 |
| Understanding how to Meet the Physical Needs of Children | 2 | 3 | 24 | F/505/8838 |
| Understanding the Intellectual and Language Development of Children from Birth to Eight | 2 | 3 | 24 | A/506/5366 |
| Understanding Ageing and the Older Person | 2 | 3 | 24 | A/505/4674 |
| Dementia Awareness | 2 | 2 | 16 | A/505/8935 |
| Understanding Mental Health | 2 | 3 | 24 | L/505/4680 |
| Understanding Continence Care | 2 | 3 | 24 | L/505/8888 |
| Understanding Counselling Theories | 2 | 3 | 24 | M/505/8883 |
| Nutrition and Weight Management | 2 | 6 | 48 | T/504/8968 |
| Skills in Providing Personal Care in Care Settings | 2 | 3 | 24 | Y/505/8926 |
| Care Planning Skills for the Care Worker | 2 | 3 | 24 | D/505/8703 |
| The Role of the Care Worker in Caring for the Person with Dementia | 2 | 3 | 24 | T/504/9084 |
| Understanding Health Promotion in Care Settings | 2 | 3 | 24 | A/505/8837 |
| Sound and Audio Production Skills | 2 | 3 | 24 | D/505/4974 |
| Careers in Leisure and Tourism | 2 | 3 | 24 | J/505/4810 |
| Taking Part in Sport for Personal Improvement | 2 | 3 | 24 | M/505/7233 |

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.