

# Ascentis Entry Level 1, 2 and 3 Award and Certificate in Using Employability Skills Rule of Combination



**Ofqual Numbers:** 600/9014/5 Entry 1 Award  
600/9015/7 Entry 1 Certificate  
600/9017/0 Entry 2 Award  
600/9018/2 Entry 2 Certificate  
600/9020/0 Entry 3 Award  
600/9021/2 Entry 3 Certificate

Ofqual Start Date: 01/05/2013  
Ofqual Review Date: 31/07/2021  
Ofqual Certification Review Date: 31/07/2022

# Qualification Overview

The Ascentis qualifications in Using Employability Skills aim to prepare Entry Level learners for the world of work by developing their skills in three areas: Personal and Social Development, Work Skills, and Vocational Skills. Using units from these areas will enable learners to develop the confidence to progress into a work placement or paid employment.

## Aims

The aims of the qualification are to enable learners:

- To overcome barriers which are preventing them from getting work
- To learn new skills and knowledge in the area of employability

## Target Group

These qualifications have been specifically developed to enable learners to achieve at a level relevant to their own current circumstances and situation. Learners may have learning difficulties or disabilities.

## Regulation Codes

Ofqual Qualification Numbers:

- Ascentis Entry Level Award in Using Employability Skills (Entry 1): 600/9014/5
- Ascentis Entry Level Certificate in Using Employability Skills (Entry 1): 600/9015/7
- Ascentis Entry Level Award in Using Employability Skills (Entry 2): 600/9017/0
- Ascentis Entry Level Certificate in Using Employability Skills (Entry 2): 600/9018/2
- Ascentis Entry Level Award in Using Employability Skills (Entry 3): 600/9020/0
- Ascentis Entry Level Certificate in Using Employability Skills (Entry 3): 600/9021/2

## Assessment Method

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

# Rule of Combination

## Ascentis Entry Level Award in Using Employability Skills (Entry 1)

The learner must achieve 8 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 4 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B.

### Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
Action Planning to Improve Performance	Entry 1	2	20	L/504/1234

### Optional Group A: The learner must achieve a minimum of 4 credits from Optional Group A.

Title	Level	Credit Value	GLH	Unit ref
Making Career Choices	Entry 1	2	20	A/504/1231
Dealing with Problems at Work	Entry 1	2	20	A/504/1407
Health and Safety Procedures in the Work Place	Entry 1	2	20	A/504/1410
Working with Others	Entry 1	2	20	D/504/1416
Managing Money	Entry 1	1	10	F/504/1232
Looking and Acting the Part in the Work Place	Entry 1	2	20	F/504/1280
Decision Making in the Work Place	Entry 1	2	20	F/504/1408
Preparing for and Taking Part in an Interview	Entry 1	2	20	J/504/1233
Travelling to and from Work	Entry 1	2	20	J/504/1281
Follow Instructions in the Work Place	Entry 1	2	20	J/504/1409
Using Communication Skills in a Work Place	Entry 1	2	20	K/504/1404
Applying for Jobs and Courses	Entry 1	2	20	R/504/1235
Using ICT Skills in a Work Place	Entry 1	2	20	R/504/1283
Using Reading Skills in a Work Place	Entry 1	2	20	R/504/1414
Building Confidence and Self Esteem	Entry 1	2	20	T/504/1230
Using Number Skills in a Work Place	Entry 1	2	20	Y/504/1284
Using Writing Skills in a Work Place	Entry 1	2	20	Y/504/1415

### Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Working in Retail	Entry 1	2	20	A/504/1245
Carry out a Practical Activity in the Work Place	Entry 1	2	20	D/504/1237
Undertaking an Enterprise Project	Entry 1	2	20	D/504/1240
Induction to Work	Entry 1	2	20	F/504/1411
Feeding Animals	Entry 1	2	20	H/504/1238
Using ICT Equipment in the Work Place	Entry 1	2	20	H/504/1241
Working in a Garage	Entry 1	2	20	H/504/1255
Making a Product	Entry 1	2	20	K/504/1239
Working as a Caretaker	Entry 1	2	20	K/504/1242
Working in an Office	Entry 1	2	20	K/504/1256

Working on a Farm	Entry 1	2	20	L/504/1248
Reading and Writing Key Words in a Work Place	Entry 1	1	10	L/504/1413
Working as a Cleaner	Entry 1	2	20	M/504/1243
Working in Catering	Entry 1	2	20	M/504/1257
Working with Animals	Entry 1	2	20	R/504/1252
Working as a Volunteer	Entry 1	2	20	T/504/1244
Working in Horticulture	Entry 1	2	20	T/504/1261
Working in a Care Environment	Entry 1	2	20	Y/504/1236
Working in Hospitality	Entry 1	2	20	Y/504/1267

### Ascentis Entry Level Certificate in Using Employability Skills (Entry 1)

The learner must achieve 14 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 8 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B. The remaining 2 credits can be achieved from any combination of units in Optional Groups A and B.

#### Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
Action Planning to Improve Performance	Entry 1	2	20	L/504/1234

#### Optional Group A: The learner must achieve a minimum of 8 credits from Optional Group A.

Title	Level	Credit Value	GLH	Unit ref
Making Career Choices	Entry 1	2	20	A/504/1231
Dealing with Problems at Work	Entry 1	2	20	A/504/1407
Health and Safety Procedures in the Work Place	Entry 1	2	20	A/504/1410
Working with Others	Entry 1	2	20	D/504/1416
Managing Money	Entry 1	1	10	F/504/1232
Looking and Acting the Part in the Work Place	Entry 1	2	20	F/504/1280
Decision Making in the Work Place	Entry 1	2	20	F/504/1408
Preparing for and Taking Part in an Interview	Entry 1	2	20	J/504/1233
Travelling to and from Work	Entry 1	2	20	J/504/1281
Follow Instructions in the Work Place	Entry 1	2	20	J/504/1409
Using Communication Skills in a Work Place	Entry 1	2	20	K/504/1404
Applying for Jobs and Courses	Entry 1	2	20	R/504/1235
Using ICT Skills in a Work Place	Entry 1	2	20	R/504/1283
Using Reading Skills in a Work Place	Entry 1	2	20	R/504/1414
Building Confidence and Self Esteem	Entry 1	2	20	T/504/1230
Using Number Skills in a Work Place	Entry 1	2	20	Y/504/1284
Using Writing Skills in a Work Place	Entry 1	2	20	Y/504/1415

**Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.**

Title	Level	Credit Value	GLH	Unit ref
Working in Retail	Entry 1	2	20	A/504/1245
Carry out a Practical Activity in the Work Place	Entry 1	2	20	D/504/1237
Undertaking an Enterprise Project	Entry 1	2	20	D/504/1240
Induction to Work	Entry 1	2	20	F/504/1411
Feeding Animals	Entry 1	2	20	H/504/1238
Using ICT Equipment in the Work Place	Entry 1	2	20	H/504/1241
Working in a Garage	Entry 1	2	20	H/504/1255
Making a Product	Entry 1	2	20	K/504/1239
Working as a Caretaker	Entry 1	2	20	K/504/1242
Working in an Office	Entry 1	2	20	K/504/1256
Working on a Farm	Entry 1	2	20	L/504/1248
Reading and Writing Key Words in a Work Place	Entry 1	1	10	L/504/1413
Working as a Cleaner	Entry 1	2	20	M/504/1243
Working in Catering	Entry 1	2	20	M/504/1257
Working with Animals	Entry 1	2	20	R/504/1252
Working as a Volunteer	Entry 1	2	20	T/504/1244
Working in Horticulture	Entry 1	2	20	T/504/1261
Working in a Care Environment	Entry 1	2	20	Y/504/1236
Working in Hospitality	Entry 1	2	20	Y/504/1267

## Ascentis Entry Level Award in Using Employability Skills (Entry 2)

The learner must achieve 8 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 4 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B.

### Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
Action Planning to Improve Performance	Entry 2	2	20	L/504/1296

### Optional Group A: The learner must achieve a minimum of 4 credits from Optional Group A.

Title	Level	Credit Value	GLH	Unit ref
Managing Money	Entry 2	1	10	A/504/1293
Using Reading Skills in a Work Place	Entry 2	2	20	D/504/1464
Using ICT Skills in a Work Place	Entry 2	2	20	D/504/1478
Using Writing Skills in a Work Place	Entry 2	2	20	H/504/1465
Preparing for and Taking Part in an Interview	Entry 2	2	20	J/504/1295
Travelling to and from Work	Entry 2	2	20	J/504/1474
Working with Others	Entry 2	2	20	K/504/1466
Understanding a Pay Slip	Entry 2	1	10	L/504/1475
Looking and Acting the Part in the Work Place	Entry 2	2	20	M/504/1288
Dealing with Problems at Work	Entry 2	2	20	M/504/1467
Follow Instructions in the Work Place	Entry 2	2	20	M/504/1470
Applying for Jobs and Courses	Entry 2	2	20	R/504/1297
Using Communication Skills in a Work Place	Entry 2	2	20	R/504/1476
Making Career Choices	Entry 2	2	20	T/504/1292
Decision Making in the Work Place	Entry 2	2	20	T/504/1468
Health and Safety Procedures in the Work Place	Entry 2	2	20	T/504/1471
Building Confidence and Self Esteem	Entry 2	2	20	Y/504/1298
Using Number Skills in a Work Place	Entry 2	2	20	Y/504/1463

### Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 2	2	20	D/504/1450
Working with Animals	Entry 2	2	20	F/504/1456
Induction to Work	Entry 2	2	20	F/504/1473
Working as a Caretaker	Entry 2	2	20	H/504/1451
Undertaking an Enterprise Project	Entry 2	2	20	J/504/1300
Working in a Garage	Entry 2	2	20	J/504/1457
Working in a Care Environment	Entry 2	2	20	K/504/1306
Working as a Cleaner	Entry 2	2	20	K/504/1452
Working in an Office	Entry 2	2	20	L/504/1458
Working in Horticulture	Entry 2	2	20	L/504/1461
Carry out a Practical Activity in the Work Place	Entry 2	2	20	M/504/1307
Working in Retail	Entry 2	2	20	M/504/1453

Using ICT Equipment in the Workplace	Entry 2	2	20	R/504/1302
Working in Catering	Entry 2	2	20	R/504/1459
Working in Hospitality	Entry 2	2	20	R/504/1462
Feeding Animals	Entry 2	2	20	T/504/1308
Working on a Farm	Entry 2	2	20	T/504/1454
Working as a Volunteer	Entry 2	2	20	Y/504/1303

### Ascentis Entry Level Certificate in Using Employability Skills (Entry 2)

The learner must achieve 14 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 8 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B. The remaining 2 credits can be achieved from any combination of units in Optional Groups A and B.

#### Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
Action Planning to Improve Performance	Entry 2	2	20	L/504/1296

#### Optional Group A: The learner must achieve a minimum of 8 credits from Optional Group A.

Title	Level	Credit Value	GLH	Unit ref
Managing Money	Entry 2	1	10	A/504/1293
Using Reading Skills in a Work Place	Entry 2	2	20	D/504/1464
Using ICT Skills in a Work Place	Entry 2	2	20	D/504/1478
Using Writing Skills in a Work Place	Entry 2	2	20	H/504/1465
Preparing for and Taking Part in an Interview	Entry 2	2	20	J/504/1295
Travelling to and from Work	Entry 2	2	20	J/504/1474
Working with Others	Entry 2	2	20	K/504/1466
Understanding a Pay Slip	Entry 2	1	10	L/504/1475
Looking and Acting the Part in the Work Place	Entry 2	2	20	M/504/1288
Dealing with Problems at Work	Entry 2	2	20	M/504/1467
Follow Instructions in the Work Place	Entry 2	2	20	M/504/1470
Applying for Jobs and Courses	Entry 2	2	20	R/504/1297
Using Communication Skills in a Work Place	Entry 2	2	20	R/504/1476
Making Career Choices	Entry 2	2	20	T/504/1292
Decision Making in the Work Place	Entry 2	2	20	T/504/1468
Health and Safety Procedures in the Work Place	Entry 2	2	20	T/504/1471
Building Confidence and Self Esteem	Entry 2	2	20	Y/504/1298
Using Number Skills in a Work Place	Entry 2	2	20	Y/504/1463

#### Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 2	2	20	D/504/1450
Working with Animals	Entry 2	2	20	F/504/1456
Induction to Work	Entry 2	2	20	F/504/1473
Working as a Caretaker	Entry 2	2	20	H/504/1451

Undertaking an Enterprise Project	Entry 2	2	20	J/504/1300
Working in a Garage	Entry 2	2	20	J/504/1457
Working in a Care Environment	Entry 2	2	20	K/504/1306
Working as a Cleaner	Entry 2	2	20	K/504/1452
Working in an Office	Entry 2	2	20	L/504/1458
Working in Horticulture	Entry 2	2	20	L/504/1461
Carry out a Practical Activity in the Work Place	Entry 2	2	20	M/504/1307
Working in Retail	Entry 2	2	20	M/504/1453
Using ICT Equipment in the Workplace	Entry 2	2	20	R/504/1302
Working in Catering	Entry 2	2	20	R/504/1459
Working in Hospitality	Entry 2	2	20	R/504/1462
Feeding Animals	Entry 2	2	20	T/504/1308
Working on a Farm	Entry 2	2	20	T/504/1454
Working as a Volunteer	Entry 2	2	20	Y/504/1303



## Ascentis Entry Level Award in Using Employability Skills (Entry 3)

The learner must achieve 8 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 4 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B.

### Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
Action Planning to Improve Performance	Entry 3	2	20	Y/504/1625

### Optional Group A: The learner must achieve a minimum of 4 credits from Optional Group A.

Title	Level	Credit Value	GLH	Unit ref
Using Reading Skills in a Work Place	Entry 3	2	20	A/504/1701
Building Confidence and Self Esteem	Entry 3	2	20	K/508/5502
Preparing for and Taking Part in an Interview	Entry 3	2	20	D/504/1626
Using Writing Skills in a Work Place	Entry 3	2	20	F/504/1702
Looking and Acting the Part in the Work Place	Entry 3	2	20	H/504/1482
Travelling to and from Work	Entry 3	2	20	H/504/1692
Follow Instructions in the Work Place	Entry 3	2	20	J/504/1684
Using Communication Skills in a Work Place	Entry 3	2	20	J/504/1698
Using ICT Skills in a Work Place	Entry 3	2	20	L/504/1699
Making Career Choices	Entry 3	2	20	M/504/1484
Managing Money	Entry 3	1	10	T/504/1485
Dealing with Problems at Work	Entry 3	2	20	T/504/1678
Decision Making in the Work Place	Entry 3	2	20	T/504/1681
Working with Others	Entry 3	2	20	T/504/1695
Using Number Skills in a Work Place	Entry 3	2	20	T/504/1700
Applying for Jobs and Courses	Entry 3	2	20	Y/504/1480
Understanding a Pay Slip	Entry 3	1	10	Y/504/1673
Health and Safety Procedures in the Work Place	Entry 3	2	20	Y/504/1687

### Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 3	2	20	A/504/1651
Working as a Volunteer	Entry 3	2	20	F/504/1635
Working on a Farm	Entry 3	2	20	F/504/1666
Using ICT Equipment in a Work Place	Entry 3	2	20	H/504/1627
Working in Hospitality	Entry 3	2	20	H/504/1661
Undertaking an Enterprise Project	Entry 3	2	20	J/504/1653
Working in an Office	Entry 3	2	20	J/504/1670
Working as a Caretaker	Entry 3	2	20	K/504/1628
Working as a Cleaner	Entry 3	2	20	K/504/1631
Working in Horticulture	Entry 3	2	20	K/504/1659
Working in a Care Environment	Entry 3	2	20	L/504/1637
Working with Animals	Entry 3	2	20	L/504/1668

Feeding Animals	Entry 3	2	20	M/504/1646
Working in Retail	Entry 3	2	20	M/504/1663
Working in Catering	Entry 3	2	20	R/504/1655
Working in a Garage	Entry 3	2	20	R/504/1669
Carry out a Practical Activity in the Work Place	Entry 3	2	20	Y/504/1639
Induction to Work	Entry 3	2	20	Y/504/1690

### Ascentis Entry Level Certificate in Using Employability Skills (Entry 3)

The learner must achieve 14 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 8 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B. The remaining 2 credits can be achieved from any combination of units in Optional Groups A and B.

#### Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
Action Planning to Improve Performance	Entry 3	2	20	Y/504/1625

#### Optional Group A: The learner must achieve a minimum of 8 credits from Optional Group A.

Title	Level	Credit Value	GLH	Unit ref
Using Reading Skills in a Work Place	Entry 3	2	20	A/504/1701
Building Confidence and Self Esteem	Entry 3	2	20	K/508/5502
Preparing for and Taking Part in an Interview	Entry 3	2	20	D/504/1626
Using Writing Skills in a Work Place	Entry 3	2	20	F/504/1702
Looking and Acting the Part in the Work Place	Entry 3	2	20	H/504/1482
Travelling to and from Work	Entry 3	2	20	H/504/1692
Follow Instructions in the Work Place	Entry 3	2	20	J/504/1684
Using Communication Skills in a Work Place	Entry 3	2	20	J/504/1698
Using ICT Skills in a Work Place	Entry 3	2	20	L/504/1699
Making Career Choices	Entry 3	2	20	M/504/1484
Managing Money	Entry 3	1	10	T/504/1485
Dealing with Problems at Work	Entry 3	2	20	T/504/1678
Decision Making in the Work Place	Entry 3	2	20	T/504/1681
Working with Others	Entry 3	2	20	T/504/1695
Using Number Skills in a Work Place	Entry 3	2	20	T/504/1700
Applying for Jobs and Courses	Entry 3	2	20	Y/504/1480
Understanding a Pay Slip	Entry 3	1	10	Y/504/1673
Health and Safety Procedures in the Work Place	Entry 3	2	20	Y/504/1687

#### Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 3	2	20	A/504/1651
Working as a Volunteer	Entry 3	2	20	F/504/1635
Working on a Farm	Entry 3	2	20	F/504/1666
Using ICT Equipment in a Work Place	Entry 3	2	20	H/504/1627

Working in Hospitality	Entry 3	2	20	H/504/1661
Undertaking an Enterprise Project	Entry 3	2	20	J/504/1653
Working in an Office	Entry 3	2	20	J/504/1670
Working as a Caretaker	Entry 3	2	20	K/504/1628
Working as a Cleaner	Entry 3	2	20	K/504/1631
Working in Horticulture	Entry 3	2	20	K/504/1659
Working in a Care Environment	Entry 3	2	20	L/504/1637
Working with Animals	Entry 3	2	20	L/504/1668
Feeding Animals	Entry 3	2	20	M/504/1646
Working in Retail	Entry 3	2	20	M/504/1663
Working in Catering	Entry 3	2	20	R/504/1655
Working in a Garage	Entry 3	2	20	R/504/1669
Carry out a Practical Activity in the Work Place	Entry 3	2	20	Y/504/1639
Induction to Work	Entry 3	2	20	Y/504/1690

## Guided Learning Hours (GLH)

The recommended guided learning hours for Entry 1 Award in Using Employability Skills is 80.

The recommended guided learning hours for Entry 1 Certificate in Using Employability Skills is 140.

The recommended guided learning hours for Entry 2 Award in Using Employability Skills is 80.

The recommended guided learning hours for Entry 2 Certificate in Using Employability Skills is 140.

The recommended guided learning hours for Entry 3 Award in Using Employability Skills is 80.

The recommended guided learning hours for Entry 3 Certificate in Using Employability Skills is 140.

## Total Qualification Time (TQT)

The total qualification time for Entry 1 Award in Using Employability Skills is 80.

The total qualification time for Entry 1 Certificate in Using Employability Skills is 140.

The total qualification time for Entry 2 Award in Using Employability Skills is 80.

The total qualification time for Entry 2 Certificate in Using Employability Skills is 140.

The total qualification time for Entry 3 Award in Using Employability Skills is 80.

The total qualification time for Entry 3 Certificate in Using Employability Skills is 140.

## Age Range of Qualification

This qualification is suitable for learners aged 16-18 and 19+.

# Contact & Further Information

New Centres please email [hello@ascentis.co.uk](mailto:hello@ascentis.co.uk) or call 01524 845046

Existing Centres please visit the Login area of our website to view the full specification

Product Development for enquiries please email [development@ascentis.co.uk](mailto:development@ascentis.co.uk)