Ascentis Entry Level 3 Certificate in Skills for Employment Rule of Combination

Ofqual Number:	**600/3175/X**
Ofqual Start Date:	01/10/2011
Ofqual Review Date:	31/07/2023
Ofqual Certification Review Date:	31/07/2024

Qualification Overview

The Ascentis Certificate in Skills for Employment is at Entry 3 and provides an introduction to the knowledge and skills needed to gain employment. All the units are optional, allowing individual learners to build up skills they may need to search for employment, apply for a job, gain work-related skills and build confidence.

There are several features of this qualification that makes it 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
- There is a facility to mix and match units at different levels to support and promote progression through the levels

Aims

The aims of the qualifications are:

- To provide learners with the knowledge and skills they need for gaining employment
- To give learners the confidence to progress with further training or employment

Target Group

These qualifications are aimed at young people aged 14+ and adult learners who need the knowledge and skills to gain employment.

Regulation Codes

Ofqual Qualification Number: 600/3175/X

Assessment Method

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

Rule of Combination

Ascentis Entry Level Certificate in Skills for Employment (Entry 3)				
To achieve the Entry Level Certificate in Skills for Employment (Entry 3) learners must achieve a minimum of 13 credits from the optional units. A minimum of 7 credits must be taken from units at the level of the Certificate and the remaining credits can be taken from any of the optional units.				
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**
Entry 2				
Communicating with others at work	Entry 2	1	10	F/508/5313
Exploring job opportunities	Entry 2	2	20	K/508/5516
Health and safety in the workplace	Entry 2	1	10	T/508/5518
Introduction to working with others	Entry 2	2	20	T/508/5521
Planning and reviewing learning	Entry 2	2	20	M/508/5520
Rights and responsibilities at work	Entry 2	1	10	A/508/5522
Understanding work standards	Entry 2	2	20	M/508/5517
Introduction to customer care	Entry 2	1	10	A/508/5519
Managing personal finance	Entry 2	3	20	R/506/3879
Introduction to Retail Skills	Entry 2	3	30	M/503/4678
Entry 3				
Applying for a job	Entry 3	1	10	D/508/5478
Communicating with others at work	Entry 3	1	10	Y/508/5480
Exploring job opportunities	Entry 3	1	10	H/508/5482
Introduction to working with others	Entry 3	2	20	T/508/5485
Maintaining work standards	Entry 3	2	20	F/508/5487
Planning and reviewing learning	Entry 3	2	20	D/508/5495
Rights and responsibilities at work	Entry 3	1	10	K/508/5497
Building confidence and self esteem	Entry 3	2	20	K/508/5502
Effective communication for work	Entry 3	2	20	M/508/5503
Food hygiene and safety	Entry 3	2	20	T/508/5504
ICT for employment	Entry 3	1	10	J/508/5507
Introduction to Customer Care	Entry 3	1	10	R/508/5509
Managing personal finance	Entry 3	3	20	Y/506/3883
Oral Presentation Skills	Entry 3	3	30	L/508/5511
Health and Safety in the Workplace	Entry 3	1	10	M/508/5484
Level 1				
Applying for a job	Level 1	1	10	Y/508/5527
Communicating with others at work	Level 1	1	10	F/508/5523
Exploring job opportunities	Level 1	1	10	L/508/5525
Introduction to working with others	Level 1	2	20	H/508/5529
Health and Safety in the workplace	Level 1	2	20	J/508/5524
Maintaining work standards	Level 1	2	20	Y/508/5530
Planning and reviewing learning	Level 1	2	20	D/508/5528
Rights and responsibilities at work	Level 1	1	10	R/508/5526

Unit title	Level	Credits	GLH	Reference
Awareness of protection and safeguarding in health and social care adults and children and young people, early years and childcare	Level 1	3	24	D/508/5531
Building on volunteering to develop a career	Level 1	1	10	R/506/4045
Communication in the Workplace	Level 1	3	27	D/508/5643
Developing Personal Confidence and Self Awareness	Level 1	3	27	Y/508/5642
Developing Presentation Skills	Level 1	2	18	K/508/5533
ICT for employment	Level 1	2	12	H/508/5532
Improving Own Confidence	Level 1	3	27	R/508/5641
Introduction to Customer Care	Level 1	1	10	M/508/5534
Introduction to Safeguarding Children	Level 1	3	27	T/508/5535
Managing personal finance	Level 1	3	20	A/508/5536
Oral Presentation Skills	Level 1	3	27	F/508/5537
Preparing for and giving a presentation	Level 1	2	20	J/508/5538
Understanding what volunteering is all about	Level 1	1	10	L/508/5539
Preparing for Interviews	Level 1	1	9	F/508/5540
CV Writing	Level 1	1	9	J/508/5541

Credits from equivalent units

Please contact the Ascentis office to request equivalences, and ask to speak to a member of the Qualifications Development Team.

Credits from exemptions

Please contact the Ascentis office to request exemptions, and ask to speak to a member of the Qualifications Development Team.

Barred combinations

Unit title	Reference		Unit title	Reference
Communicating with others at work (Entry 2)	D/501/6631	May not be taken with	Communicating with others at work (Entry 3)	H/500/5887
Communicating with others at work (Entry 2)	D/501/6631	May not be taken with	Communicating with others at work (Level 1)	F/500/5010
Communicating with others at work (Level1)	F/500/5010	May not be taken with	Communicating with others at work (Entry 3)	H/500/5887
Exploring job opportunities (Entry 2)	K/501/6633	May not be taken with	Exploring job opportunities (Entry 3)	T/500/5893
Exploring job opportunities (Entry 2)	K/501/6633	May not be taken with	Exploring job opportunities (Level 1)	D/500/5015
Exploring job opportunities (Level 1)	D/500/5015	May not be taken with	Exploring job opportunities (Entry 3)	T/500/5893

Health and safety in the workplace (Entry 2)	F/501/6640	May not be taken with	Health and safety in the workplace (Level 1)	A/501/4966
Health and safety in the workplace (Entry 2)	F/501/6640	May not be taken with	Health and safety in the workplace (Entry 3)	Y/501/4408
Health and safety in the workplace (Entry 3)	Y/501/4408	May not be taken with	Health and safety in the workplace (Level 1)	A/501/4966
Introduction to working with others (Entry 2)	T/501/6957	May not be taken with	Introduction to working with others (Entry 3)	K/500/5891
Introduction to working with others (Entry 2)	T/501/6957	May not be taken with	Introduction to working with others (Level 1)	J/500/5011
Introduction to working with others (Entry 3)	K/500/5891	May not be taken with	Introduction to working with others (Level 1)	J/500/5011
Planning and reviewing learning (Entry 2)	R/501/6626	May not be taken with	Planning and reviewing learning (Entry 3)	H/500/5890
Planning and reviewing learning (Entry 2)	R/501/6626	May not be taken with	Planning and reviewing learning (Level 1)	J/500/5008
Planning and reviewing learning (Level 1)	J/500/5008	May not be taken with	Planning and reviewing learning (Entry 3)	H/500/5890
Understanding work standards (Entry 2)	A/501/6958	May not be taken with	Maintaining work standards (Entry 3)	M/500/5889
Understanding work standards (Entry 2)	A/501/6958	May not be taken with	Maintaining work standards (Level 1)	L/500/5009
Maintaining work standards (Entry 3)	M/500/5889	May not be taken with	Maintaining work standards (Level 1)	L/500/5009

Rights and responsibilities at work (Entry 2)	L/501/6639	May not be taken with	Rights and responsibilities at work (Entry 3)	A/500/5894
Rights and responsibilities at work (Level 1)	H/500/5016	May not be taken with	Rights and responsibilities at work (Entry 2)	L/501/6639
Rights and responsibilities at work (Entry 3)	A/500/5894	May not be taken with	Rights and responsibilities at work (Level 1)	H/500/5016
Introduction to customer care (Entry 2)	J/501/6641	May not be taken with	Introduction to Customer Care (Entry 3)	D/501/4409
Introduction to customer care (Entry 2)	J/501/6641	May not be taken with	Introduction to Customer Care (Level 1)	D/501/7021
Introduction to Customer Care (Entry 3)	D/501/4409	May not be taken with	Introduction to Customer Care (Level 1)	D/501/7021
Managing personal finance (Entry 2)	T/501/6912	May not be taken with	Managing personal finance (Entry 3)	F/501/6931
Managing personal finance (Level 1)	R/501/6884	May not be taken with	Managing personal finance (Entry 3)	F/501/6931
Managing personal finance (Entry 2)	T/501/6912	May not be taken with	Managing personal finance (Level 1)	R/501/6884
Applying for a job (Entry 3)	M/500/5892	May not be taken with	Applying for a job (Level 1)	H/500/5789
Building confidence and self-esteem (Entry 3)	J/600/8615	May not be taken with	Developing Personal Confidence and Self Awareness (Level 1)	M/500/4693
Effective communication for work (Entry 3)	Y/502/3027	May not be taken with	Communicating with others at work (Level 1)	F/500/5010

ICT for employment (Entry 3)	J/502/4304	May not be taken with	ICT for employment (Level 1)	M/502/3602
Oral Presentation Skills (Entry 3)	L/600/9880	May not be taken with	Oral Presentation Skills (Level 1)	H/600/9920

Guided Learning Hours (GLH)

The recommended guided learning hours is 70.

Total Qualification Time (TQT)

The total qualification time is 130.

Age Range of Qualification

This qualification is suitable for young people aged 14-19 and adult learners.

Contact & Further Information

New Centres please email melanie.porritt@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