

Ascentis Entry Level Award, Certificate and Diploma in Work Preparation Rule of Combination



Ofqual Numbers:

Award	603/3939/1
Ofqual Start Date:	01/02/2019
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Certificate	600/8984/2
Ofqual Start Date:	01/08/2014
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Diploma	600/8985/4
Ofqual Start Date:	01/08/2014
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Qualification Overview

These qualifications are part of a suite of Work Preparation qualifications available through Ascentis, which have been designed to help learners develop skills to prepare them for employment in a range of workplaces.

Aims

The aims of the vocational Work Preparation qualifications are to:

- Meet the needs of learners on 16-19 Study Programmes
- Meet the needs of learners on Traineeship Programmes
- Meet the needs of learners who wish to progress to Apprenticeships
- Prepare learners for the world of work
- Prepare learners for further, work-related study
- Ensure learners have an understanding of values and attitudes relevant to employment
- Help learners develop the general employability skills needed for successful and fulfilling employment
- Help learners identify specific occupational areas in which they may wish to pursue a career
- Help learners develop the skills necessary to find and gain employment

Target Group

These qualifications are for learners who:

- are not yet ready for a vocational course (e.g. NVQ)
- need to develop a range of transferable skills to use in the workplace
- want to build the skills and confidence needed to apply for work
- are considering returning to employment after a period out of work
- need to develop skills and knowledge that will help those who have found it hard to get a job

Regulation Codes

Ofqual Qualification Numbers:

Ascentis Entry Level Award in Work Preparation (Entry 3): 603/3939/1

Ascentis Entry Level Certificate in Work Preparation (Entry 3): 600/8984/2

Ascentis Entry Level Diploma in Work Preparation (Entry 3): 600/8985/4

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 Work Preparation (Entry 3)

Learners must achieve 7 credits in total. A minimum of 4 credits must be taken from Group A and a minimum of 1 credit (maximum of 2 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice L/505/5697.

Unit Group A (Employability): Learner must achieve a minimum of 4 credits from Group A

Title	Level	Credit Value	GLH	Unit ref
Responsible Work Practice	3	1	10	L/505/5697
Exploring Job Opportunities	3	1	10	A/504/5148
Rights and Responsibilities in the Workplace	3	1	10	A/504/5215
Introduction to Enterprise Skills	3	1	10	D/505/3193
Recognising Prejudice and Discrimination	3	1	10	F/504/9508
Customer Care	3	2	20	H/504/9467
Personal Presentation in the Workplace	3	1	10	H/504/9503
Understanding Change in the Workplace	3	2	20	H/504/9517
Applying for a Job	3	1	10	H/505/3180
Recognising and Respecting Diversity in the Workplace	3	1	10	J/504/9560
Problem solving skills for work	3	2	20	J/505/3219
Planning and Reviewing Learning	3	2	16	K/504/5212
Understanding Opportunities in Work Based Learning	3	1	10	K/504/9373
Understanding Structures in the Workplace	3	2	20	K/504/9521
Developing Meeting Skills	3	1	10	L/504/9480
CV Writing	3	1	10	L/505/4968
Work Experience	3	1	10	M/504/9360
Building Working Relationships with Colleagues	3	2	20	R/504/9447
Improving own Learning and Performance	3	2	20	R/504/9495
Teamwork Skills	3	2	20	R/504/9514
Communication in the Workplace	3	2	20	T/504/9456
Oral Presentation Skills	3	3	10	T/505/5614
Interview Skills	3	1	10	Y/505/3189
Presentation Software	3	2	15	A/502/0170

Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 2 credits must be taken from Group B

Title	Level	Credit Value	GLH	Unit ref
Introduction to Travel and Tourism	3	1	10	A/504/9877

Introduction to Land Based Industries	3	1	10	A/504/9880
Introduction to Engineering	3	1	10	F/504/9878
Introduction to Health and Social Care	3	1	10	F/504/9881
Introduction to Hairdressing	3	1	10	J/504/9879
Introduction to Retail	3	1	10	J/504/9882
Introduction to Business Administration	3	1	10	K/504/9874
Introduction to Building and Construction	3	1	10	L/504/9883
Introduction to the Information and Communication Technology Sector	3	1	10	M/504/9875
Introduction to Hospitality	3	1	10	R/504/9884
Introduction to Catering	3	1	10	T/504/9876
Introduction to the Creative Industries	3	1	10	Y/504/9885
Introduction to the Hospitality Industry	3	1	10	A/502/4834
Introduction to the Performing Arts	3	3	30	M/504/4711

Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 2 credits in total for the Award.

Title	Level	Credit Value	GLH	Unit ref
Effective relationships with customers and colleagues	3	2	20	A/601/6064
Remove and Replace Cycle Wheels, Tyres and Inner Tubes	3	1	10	D/504/9581
Routine Vehicle Checks	3	2	20	F/505/3221
Media Literacy: Introduction to Understanding News	3	2	20	F/505/4966
Recognise Trees and Plants and their Importance to Wildlife	3	2	20	H/504/9565
Clean and Prepare a Cycle for Use	3	1	10	J/504/9574
Basic Food Preparation	3	2	20	J/600/0711
Washing a Car Exterior	3	1	7	K/505/3228
Presentation Software Skills	3	2	15	M/505/1691
Word Processing Software	3	2	15	M/505/3229
Spreadsheet Software	3	2	15	M/506/2609
Customer service	3	2	18	R/504/5138
Identification of Basic External and Internal Car Parts	3	1	10	R/505/3188
Groom a Small Animal	3	2	20	Y/503/9311
Using Email	3	1	10	Y/505/3225
Health and Safety in a Practical Environment	3	1	10	F/504/9363
Basic Performing Arts Skills	3	3	30	H/504/7816

Ascentis Entry Level Certificate in Work Preparation (Entry 3)

Learners must achieve 15 credits in total. A minimum of 8 credits must be taken from Group A and a minimum of 1 credit (maximum of 3 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice L/505/5697.

Unit Group A (Employability): A minimum of 8 credits must be taken from Group A

Title	Level	Credit Value	GLH	Unit ref
Responsible Work Practice	3	1	10	L/505/5697
Exploring Job Opportunities	3	1	10	A/504/5148
Rights and Responsibilities in the Workplace	3	1	10	A/504/5215
Introduction to Enterprise Skills	3	1	10	D/505/3193
Recognising Prejudice and Discrimination	3	1	10	F/504/9508
Customer Care	3	2	20	H/504/9467
Personal Presentation in the Workplace	3	1	10	H/504/9503
Understanding Change in the Workplace	3	2	20	H/504/9517
Applying for a Job	3	1	10	H/505/3180
Recognising and Respecting Diversity in the Workplace	3	1	10	J/504/9560
Problem solving skills for work	3	2	20	J/505/3219
Planning and Reviewing Learning	3	2	16	K/504/5212
Understanding Opportunities in Work Based Learning	3	1	10	K/504/9373
Understanding Structures in the Workplace	3	2	20	K/504/9521
Developing Meeting Skills	3	1	10	L/504/9480
CV Writing	3	1	10	L/505/4968
Work Experience	3	1	10	M/504/9360
Building Working Relationships with Colleagues	3	2	20	R/504/9447
Improving own Learning and Performance	3	2	20	R/504/9495
Teamwork Skills	3	2	20	R/504/9514
Communication in the Workplace	3	2	20	T/504/9456
Oral Presentation Skills	3	3	10	T/505/5614
Interview Skills	3	1	10	Y/505/3189
Presentation Software	3	2	15	A/502/0170

Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 3 credits must be taken from Group B

Title	Level	Credit Value	GLH	Unit ref
Introduction to Travel and Tourism	3	1	10	A/504/9877
Introduction to Land Based Industries	3	1	10	A/504/9880
Introduction to Engineering	3	1	10	F/504/9878
Introduction to Health and Social Care	3	1	10	F/504/9881
Introduction to Hairdressing	3	1	10	J/504/9879

Introduction to Retail	3	1	10	J/504/9882
Introduction to Business Administration	3	1	10	K/504/9874
Introduction to Building and Construction	3	1	10	L/504/9883
Introduction to the Information and Communication Technology Sector	3	1	10	M/504/9875
Introduction to Hospitality	3	1	10	R/504/9884
Introduction to Catering	3	1	10	T/504/9876
Introduction to the Creative Industries	3	1	10	Y/504/9885
Introduction to the Performing Arts	3	3	30	M/504/4711
Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 15 credits in total for the Certificate.				
Title	Level	Credit Value	GLH	Unit ref
Introduction to the Hospitality Industry	3	1	10	A/502/4834
Planning For and Taking Part in a Visit	3	3	28	A/502/9497
Effective relationships with customers and colleagues	3	2	20	A/601/6064
Remove and Replace Cycle Wheels, Tyres and Inner Tubes	3	1	10	D/504/9581
Exploring a Career in the Creative Sector	3	3	30	D/504/9788
Participating in Leisure Activities	3	3	30	F/504/8181
Health and Safety in a Practical Environment	3	1	10	F/504/9363
Routine Vehicle Checks	3	2	20	F/505/3221
Media Literacy: Introduction to Understanding News	3	2	20	F/505/4966
Recognise Trees and Plants and their Importance to Wildlife	3	2	20	H/504/9565
Clean and Prepare a Cycle for Use	3	1	10	J/504/9574
Respecting Children	3	3	30	J/504/9610
Basic Food Preparation	3	2	20	J/600/0711
Valeting a Car Interior	3	3	30	K/504/2889
Sowing and Growing Plants	3	3	30	K/505/3195
Introduction to Carpentry and Joinery	3	3	30	L/501/5183
Washing a Car Exterior	3	1	7	K/505/3228
Developing Skills for Listening to Children	3	3	30	L/504/9608
Presentation Software Skills	3	2	15	M/505/1691
Word Processing Software	3	2	15	M/505/3229
Spreadsheet Software	3	2	15	M/506/2609
Customer service	3	2	18	R/504/5138
Identification of Basic External and Internal Car Parts	3	1	10	R/505/3188
Introduction to Food and Nutrition for Children and Young People	3	3	30	R/505/3210
Understanding Human Growth and Development	3	3	30	R/506/5311

Groom a Small Animal	3	2	20	Y/503/9311
Using Email	3	1	10	Y/505/3225
Developing Skills for a Healthy Lifestyle	3	3	30	Y/506/5312
Basic Performing Arts Skills	3	3	30	H/504/7816

Ascentis Entry Level Diploma in Work Preparation (Entry 3)

Learners must achieve 39 credits in total. A minimum of 20 credits must be taken from Group A and a minimum of 1 credit (maximum of 3 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice L/505/5697.

Unit Group A (Employability): A minimum of 20 credits must be taken from Group A

Title	Level	Credit Value	GLH	Unit ref
Responsible Work Practice	3	1	10	L/505/5697
Exploring Job Opportunities	3	1	10	A/504/5148
Rights and Responsibilities in the Workplace	3	1	10	A/504/5215
Introduction to Enterprise Skills	3	1	10	D/505/3193
Recognising Prejudice and Discrimination	3	1	10	F/504/9508
Customer Care	3	2	20	H/504/9467
Personal Presentation in the Workplace	3	1	10	H/504/9503
Understanding Change in the Workplace	3	2	20	H/504/9517
Applying for a Job	3	1	10	H/505/3180
Recognising and Respecting Diversity in the Workplace	3	1	10	J/504/9560
Problem solving skills for work	3	2	20	J/505/3219
Planning and Reviewing Learning	3	2	16	K/504/5212
Understanding Opportunities in Work Based Learning	3	1	10	K/504/9373
Understanding Structures in the Workplace	3	2	20	K/504/9521
Developing Meeting Skills	3	1	10	L/504/9480
CV Writing	3	1	10	L/505/4968
Work Experience	3	1	10	M/504/9360
Building Working Relationships with Colleagues	3	2	20	R/504/9447
Improving own Learning and Performance	3	2	20	R/504/9495
Teamwork Skills	3	2	20	R/504/9514
Communication in the Workplace	3	2	20	T/504/9456
Oral Presentation Skills	3	3	10	T/505/5614
Interview Skills	3	1	10	Y/505/3189
Presentation Software	3	2	15	A/502/0170

Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 3 credits must be taken from Group B

Title	Level	Credit Value	GLH	Unit ref
Introduction to Travel and Tourism	3	1	10	A/504/9877
Introduction to Land Based Industries	3	1	10	A/504/9880
Introduction to Engineering	3	1	10	F/504/9878
Introduction to Health and Social Care	3	1	10	F/504/9881
Introduction to Hairdressing	3	1	10	J/504/9879

Introduction to Retail	3	1	10	J/504/9882
Introduction to Business Administration	3	1	10	K/504/9874
Introduction to Building and Construction	3	1	10	L/504/9883
Introduction to the Information and Communication Technology Sector	3	1	10	M/504/9875
Introduction to Hospitality	3	1	10	R/504/9884
Introduction to Catering	3	1	10	T/504/9876
Introduction to the Creative Industries	3	1	10	Y/504/9885
Introduction to the Performing Arts	3	3	30	M/504/4711
Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 39 credits in total for the Diploma.				
Title	Level	Credit Value	GLH	Unit ref
Introduction to the Hospitality Industry	3	1	10	A/502/4834
Planning For and Taking Part in a Visit	3	3	28	A/502/9497
Effective relationships with customers and colleagues	3	2	20	A/601/6064
Remove and Replace Cycle Wheels, Tyres and Inner Tubes	3	1	10	D/504/9581
Exploring a Career in the Creative Sector	3	3	30	D/504/9788
Participating in Leisure Activities	3	3	30	F/504/8181
Health and Safety in a Practical Environment	3	1	10	F/504/9363
Routine Vehicle Checks	3	2	20	F/505/3221
Media Literacy: Introduction to Understanding News	3	2	20	F/505/4966
Recognise Trees and Plants and their Importance to Wildlife	3	2	20	H/504/9565
Clean and Prepare a Cycle for Use	3	1	10	J/504/9574
Respecting Children	3	3	30	J/504/9610
Basic Food Preparation	3	2	20	J/600/0711
Valeting a Car Interior	3	3	30	K/504/2889
Sowing and Growing Plants	3	3	30	K/505/3195
Introduction to Carpentry and Joinery	3	3	30	L/501/5183
Washing a Car Exterior	3	1	7	K/505/3228
Developing Skills for Listening to Children	3	3	30	L/504/9608
Presentation Software Skills	3	2	15	M/505/1691
Word Processing Software	3	2	15	M/505/3229
Spreadsheet Software	3	2	15	M/506/2609
Customer service	3	2	18	R/504/5138
Identification of Basic External and Internal Car Parts	3	1	10	R/505/3188
Introduction to Food and Nutrition for Children and Young People	3	3	30	R/505/3210
Understanding Human Growth and Development	3	3	30	R/506/5311

Groom a Small Animal	3	2	20	Y/503/9311
Using Email	3	1	10	Y/505/3225
Developing Skills for a Healthy Lifestyle	3	3	30	Y/506/5312
Basic Performing Arts Skills	3	3	30	H/504/7816

Guided Learning Hours (GLH)

The recommended guided learning hours for the Entry Level Award in Work Preparation (Entry 3) is: 70.

The recommended guided learning hours for the Entry Level Certificate in Work Preparation (Entry 3) is: 150.

The recommended guided learning hours for the Entry Level Diploma in Work Preparation (Entry 3) is: 390.

Total Qualification Time (TQT)

The total qualification time for the Entry Level Award in Work Preparation (Entry 3) is: 70.

The total qualification time for the Entry Level Certificate in Work Preparation (Entry 3) is: 150.

The total qualification time for the Entry Level Diploma in Work Preparation (Entry 3) is: 390.

Age Range of Qualification

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

Contact & Further Information

New Centres please email hello@ascentis.co.uk or call 01524 845046

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

Product Development for enquiries please email development@ascentis.co.uk