

# Ascentis Level 2 Certificate and Diploma in Skills for Further Education and Employment Rule of Combination



**Ofqual Number:**  
Level 2 Certificate 603/5983/3  
Level 2 Diploma 603/5984/5

Ofqual Start Date: 01/08/2020  
Ofqual Review Date: 31/07/2023  
Ofqual Certification Review Date: 31/07/2023

# Qualification Overview

The Ascentis Level 2 Certificate and Diploma in Skills for Further Education and Development are designed to help learners make an informed choice about a career in education and training, business and administration, law, applied science or health science. Achievement of these qualifications could act as progression towards programmes of study at Level 2 or Level 3 such as an Apprenticeship programme or the Access to HE Diploma.

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

- Assessment is through the building up of a portfolio of evidence, allowing flexibility in terms of the learner putting together evidence most appropriate to their learning situation
- They have a flexible optional structure that allows learners and tutors to choose learning that is relevant to their specific needs
- Units are available at both Level 1 and Level 2
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres

## Aims

The aims of the qualifications are to enable learners:

- 1 To develop vocational skills to progress with learning to the next level
- 2 To develop skills to support study at higher levels
- 3 In some cases, to progress into entry level roles in the sector

## Target Group

These qualifications are aimed at a range of learners who are looking to develop their skills and knowledge to go onto further study or work. They are for learners who may have gaps in their skills and knowledge or are interested in a specific career and are not yet ready to access a Level 3 qualification.

## Regulation Codes

Ofqual Regulation Numbers:

- Ascentis Level 2 Certificate in Skills for Further Education and Employment: 603/5983/3
- Ascentis Level 2 Diploma in Skills for Further Education and Employment: 603/5984/5

## **Assessment Method**

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

On completion of the learners' evidence for either the individual units or the Certificate/Diploma, the assessor is required to complete the Summary Record of Achievement for each learner. The Summary Record of Achievement asks assessors and the internal verifier to confirm that the rules of combination have been followed. This is particularly important in cases where a learner has taken units at different levels. The Summary Record of Achievement form is provided in Appendix 1.

Centres are required to retain all evidence from all learners for external verification and for four weeks afterwards in case any appeal is made.

## **Resources to support the Delivery of the Qualification**

There are Ascentis-devised learner workbooks and tutor PowerPoint resources available, to support the delivery of these qualifications.

# Rule of Combination

To achieve the **Level 2 Certificate in Skills for Further Education and Employment** learners must achieve 21 credits. Learners must achieve a minimum of 8 credits from the Personal Development units. The remaining credits can come from any other group (Groups B–F). At least 12 credits must be at Level 2.

To achieve the **Level 2 Diploma in Skills for Further Education and Employment** learners must achieve 45 credits. Learners must achieve a minimum of 15 credits from the Personal Development units. The remaining credits can come from any other group (Groups B–F). At least 25 credits must be at Level 2.

<b>Ascentis Level 2 Certificate and Diploma in Skills for Further Education and Employment</b>				
				Minimum credits: Certificate: 21 Diploma: 45
				Minimum credit value at level of qualification or above: Certificate: 12 Diploma: 25
<b>Group A - Personal Development Units</b>		Minimum Credit (from Group A) Personal Development Units: 8		
Title	Level	Credit Value	GLH	Unit ref
Academic Writing Skills	Level 2	3	30	M/618/1786
Carrying Out Own Volunteering Role	Level 2	1	10	F/508/5571
Developing Self	Level 2	2	20	K/508/5547
Essay Writing	Level 2	3	30	T/618/1787
Identity and Cultural Diversity	Level 2	2	20	F/508/5568
Managing Your Own Money	Level 2	2	20	M/508/5579
Organisation and Evaluation of Study	Level 2	2	20	A/618/1788
Practical Presentation Skills	Level 2	3	30	F/618/1789
Prejudice and Discrimination	Level 2	3	30	T/618/1790
Presentation Software	Level 2	3	30	A/618/1791
Research Skills	Level 2	3	30	F/618/1792
Research Skills for Academic Study	Level 2	2	20	J/618/1793
Researching and Understanding Opportunities for Study in Higher Education	Level 2	3	30	L/618/1794
Stress and Stress Management Techniques	Level 2	3	30	R/618/1795
Time Management	Level 2	2	20	Y/618/1796
Word Processing Software	Level 2	3	30	D/618/1797
Using Email	Level 2	2	20	H/618/1798

<b>Group B – Applied Science Units</b>				
<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit ref</b>
Chemistry and Our Earth	Level 2	5	50	K/618/1799
Energy and Our Universe	Level 2	5	50	R/618/1800
Aspects of Energy	Level 2	3	30	Y/618/1801
Investigating Space	Level 2	3	30	D/618/1802
Biology and Our Environment	Level 2	5	50	H/618/1803
Environmental Science	Level 2	5	50	K/618/1804
The Living Body	Level 2	5	50	M/618/1805
Forensic Science	Level 2	3	30	T/618/1806
The Investigative Process, Principles and Practical Skills	Level 2	3	30	A/618/1807
<b>Group C – Business Units</b>				
<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit ref</b>
Principles of Providing Administrative Services	Level 2	4	40	D/618/1783
Principles of Managing Information and Producing documents	Level 2	3	30	J/618/1809
Principles of Supporting Change in a Business Environment	Level 2	1	8	F/508/5649
Principles of Working in the Public Sector	Level 2	5	50	A/618/1810
The Marketing Environment	Level 2	3	30	J/618/1812
Understanding Online Business Activities	Level 2	3	30	L/618/1813
Creating Business Web Pages	Level 2	5	50	R/618/1814
Understanding Finance in a Business Context	Level 2	3	30	Y/618/1815
Budgeting and Managing Money	Level 2	3	30	D/618/1816
Business Studies	Level 2	2	20	H/618/1817
Marketing	Level 2	2	20	K/618/1818
Financial Management	Level 2	2	20	M/618/1819

<b>Group D – Education Units</b>				
<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit ref</b>
Introduction to Education	Level 2	3	30	H/618/1820
Effective Learning	Level 2	4	40	K/618/1821
The Role of Family Learning	Level 1	2	20	M/618/1822
Safeguarding the Welfare of Children and Young People	Level 2	3	20	K/601/3323
Child and Young Person Development	Level 2	2	20	A/618/1846
Preparing to Support Learning	Level 2	6	60	T/618/1823
Schools as Organisations	Level 2	3	30	A/618/1824
Understanding Rights and Responsibilities of Citizenship	Level 1	3	27	K/508/5631
Understanding Young People, Law and Order	Level 1	3	27	M/508/5632
Introduction to Counselling Skills Theories	Level 2	3	30	F/618/1825
Using Counselling Skills	Level 2	3	30	J/618/1826
<b>Group E – Health Science Units</b>				
<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit ref</b>
Introduction to Health Studies	Level 2	3	30	L/618/1827
Understanding the Physical Development of Children and Young People	Level 2	3	30	R/618/1828
Understanding Mental Health	Level 2	3	30	Y/618/1829
Understanding Child Protection Theory	Level 2	3	30	H/618/1784
The Sociology of Health	Level 2	2	20	R/618/1831
Nutrition, Performance and Healthy Eating	Level 2	3	30	Y/618/1832
Health Promotion in Care Settings	Level 2	3	30	D/618/1833
Principles of Safeguarding and Protection in Health and Social Care	Level 2	3	30	H/618/1834
Physiology and Exercise	Level 2	5	50	K/618/1835
Life Processes and Living Things	Level 2	3	30	M/618/1836
<b>Group F – Law Units</b>				
<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit ref</b>
Introduction to Law in the United Kingdom	Level 2	3	30	T/618/1837
Law in the workplace	Level 2	3	30	F/618/1839
Understanding Young People, Law and Order	Level 2	3	30	T/618/1840
Understanding Disability, Society and the Law	Level 2	3	30	A/618/1841
Understanding Retail Consumer Law	Level 2	2	20	F/618/1842
Law in Action: Criminal Law	Level 2	3	30	J/618/1843
Consumer Law	Level 2	1	10	L/618/1844

Credits from equivalent units:

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

Credits from exemptions:

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

**For any units of the same title at different levels, credit can only be taken from one of the units to count towards achievement of the full qualification.**

## Guided Learning Hours (GLH)

The recommended guided learning hours for the Certificate is 210.

The recommended guided learning hours for the Diploma is 450.

## Total Qualification Time (TQT)

The total qualification time for the Certificate is 210 hours.

The total qualification time for the Diploma is 450 hours.

## Age Range of Qualification

These qualifications are suitable for young people aged 16–18 and adult learners.

# 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, [www.ascentis.co.uk](http://www.ascentis.co.uk), to view the full specification.

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