



Ascentis Entry 3 and Level 1 Award and Certificate in
Skills Towards Enabling Progression (Step Up)
Specification

For Unit Criteria, please refer to the relevant Unit Booklets

For Regulation codes, please see page 4

Ofqual Start Date: 01/03/2013

Ofqual Review Date: 31/07/2027

Ofqual Certification Review Date: 31/07/2028

ABOUT ASCENTIS

Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

Ascentis is distinctive and unusual in that it is both:

- **an Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual, England), Council for the Curriculum, Examinations and Assessment (CCEA, Northern Ireland) and Qualifications Wales

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

ASCENTIS CONTACT DETAILS

Ascentis
Ascentis House
Lancaster Business Park
3 Mannin Way
Lancaster
LA1 3SW

Tel: 01524 845046
www.ascentis.co.uk

Company limited by guarantee. Registered in England and Wales No. 6799564. Registered Charity No. 1129180

TABLE OF CONTENTS

ASCENTIS ENTRY 3 AND LEVEL 1 AWARD AND CERTIFICATE IN SKILLS TOWARDS ENABLING PROGRESSION (STEP UP)

Introduction	4
Aims	4
Target Group	4
Regulation Codes	4
Rules of Combination	5
Guided Learning Hours (GLH) and Total Qualification Time (TQT)	32
Time Limit for the Process of Credit Accumulation and Exemptions	32
Recommended Prior Knowledge, Attainment and / or Experience	32
Age Range of Qualification	32
Opportunities for Progression	32
Resources to support the delivery of the qualification	32
Centre Recognition	33
Qualification Approval	33
Registration	33
Status in England, Wales and Northern Ireland	33
Reasonable Adjustments and Special Considerations	33
Enquiries and Appeals Procedure	33
Useful Links	33

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment	34
Internal Assessment	34
The Use of Artificial Intelligence (AI) in Assessments	34
Verification	35
Internal Verification	35
External Verification	35
Knowledge, Understanding and Skills required of Assessors and Internal Verifiers	35
Appendix 1: Summary Record of Achievement	36

ASCENTIS ENTRY 3 AND LEVEL 1 AWARD AND CERTIFICATE ON SKILLS TOWARDS ENABLING PROGRESSION (STEP UP)

Introduction

These qualifications main purpose are 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 qualification to meet the specific occupational requirements of the learners.

Aims

The aims of these qualifications are to enable learners:

- 1 Overcome barriers to entering work
- 2 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 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

Entry 3

600/8497/2 Ascentis Entry 3 Award in Skills Towards Enabling Progression (Step Up)
600/8498/4 Ascentis Entry 3 Certificate in Skills Towards Enabling Progression (Step Up)

Level 1

600/8496/0 Ascentis Level 1 Award in Skills Towards Enabling Progression (Step Up)
600/8494/7 Ascentis Level 1 Certificate in Skills Towards Enabling Progression (Step Up)

Rules 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				
Unit Title	Level	Credit Value	GLH	Unit Reference
Core Skills				
Accessing Public Transport	E3	3	30	L/504/9592
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Career Preparation	E3	1	10	J/505/3740
College Induction	E3	3	30	D/504/8124
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
Diversity in Society	E3	3	30	T/504/8565
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Emotional Intelligence	E3	3	30	J/505/3737
Employment Contracts and Payslips	E3	1	10	K/505/3746
Engage in Discussion	E3	1	10	F/503/3048
Food Safety and Storage	E3	3	30	J/505/8646
Getting to Know Woodlands	E3	3	30	M/505/6468
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
Grammar Skills	E3	1	10	A/503/3050
Groom a Small Animal	E3	2	20	D/505/0777
Health and Safety Awareness	E3	1	10	A/504/9913
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Introduction to Road Safety	E3	3	30	F/505/8712
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Issues of Substance Misuse	E3	1	10	A/504/8437
Living in the Community	E3	3	30	R/505/8598
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Managing Social Relationships	E3	2	20	H/505/8623
Participating in a Vocational Taster	E3	2	20	R/506/5308

Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Personal Learning Goals	E3	3	30	A/505/8787
Personal Study Skills	E3	3	30	L/505/3741
Planning for Personal Development	E3	1	10	K/505/3665
Preparation for Production Skills	E3	3	30	M/505/3683
Preparation for Work Experience	E3	1	10	L/505/8583
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Reading Key Personal Words	E3	1	10	K/503/3156
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Recognising Employment Opportunities	E3	1	10	K/504/8529
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Rights and Responsibilities of Citizenship	E3	3	30	L/505/3674
Skills for Employability	E3	3	30	F/505/8788
Skills for Shopping	E3	3	30	A/504/8695
Speaking to Communicate	E3	1	10	F/506/0671
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Spelling in Practice	E3	1	10	A/503/3162
Take Part in an Activity	E3	2	20	T/504/8713
Teamwork Skills	E3	2	20	R/505/5698
The Local Community	E3	1	10	F/505/3672
Understanding Family Relationships	E3	3	30	D/505/1279
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Understanding Self and Others	E3	3	30	K/506/0678
Using a Personal Learning Programme	E3	3	30	J/505/8789
Using Computers for Family Learning	E3	2	20	A/504/8857
Using Punctuation	E3	1	10	F/503/3289
Volunteering	E3	2	20	M/505/8592
Work Experience	E3	3	30	L/504/8720
Writing Composition Skills	E3	1	10	T/506/1770
Young People, Law and Order	E3	3	30	K/505/3679
Optional Units				
Administration				
Reception and Filing Skills	E3	3	30	H/505/3194
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Agriculture and Animal Care				
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
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
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
Child Development and Well Being				
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Human Growth and Development	E3	3	30	R/505/3675
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
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Respecting Children	E3	3	30	J/504/9610
Crafts, Creative Arts and Design				
Basic Craft Skills	E3	3	30	H/505/5687
Garment Making	E3	3	30	Y/505/3600
Needle/Textile Crafts	E3	3	30	D/505/5686
Using Mixed Media in 2D	E3	3	30	J/505/3608
Environmental Conservation				
Environmental Sustainability	E3	1	10	J/505/8503
History				
Discover Local History	E3	3	30	A/505/3606
Horticulture and Forestry				
Amenity Horticulture Skills	E3	3	30	K/505/8929
Clearing and Weeding a Garden	E3	2	20	F/505/0397
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
Introduction to Cultivating Plant Cuttings	E3	3	30	A/504/5330
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Planting in a Container	E3	3	30	D/505/0407
Sowing and Growing Plants	E3	3	30	K/505/3195
ICT				
Audio and Video Software	E3	2	15	Y/505/6366
Computer Basics	E3	1	10	R/505/1652
Computer Security and Privacy	E3	1	10	L/505/8535
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Desktop Publishing Software	E3	2	15	F/505/3185
Digital Lifestyle	E3	2	20	K/505/1673
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
IT User Fundamentals	E3	2	20	K/505/3214
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Presentation Software	E3	2	20	A/505/3217
Spreadsheet Software	E3	2	15	L/505/3223
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225

Using Graphics Software	E3	1	10	J/504/8960
Using Mobile IT Devices	E3	1	10	L/505/6378
Word Processing Software	E3	2	15	M/505/3229
Performing Arts				
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Retail and Commercial Enterprises				
Basic Cooking	E3	2	20	K/505/3181
Basic Food Preparation	E3	2	20	M/505/3182
Customer Service in the Hospitality Industry	E3	1	10	T/505/3183
Hair Plaiting	E3	3	30	F/505/8595
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Hand Care	E3	2	20	L/505/6106
Introduction to Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	E3	3	30	A/501/9522
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Serving Food and Drink	E3	2	20	T/505/6133
Skin Care	E3	2	20	F/505/6135
Sport, Leisure and Recreation				
Improving Own Fitness	E3	3	30	L/505/8549
Indoor Team Games	E3	3	30	A/505/8644
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Taking Part in Sport	E3	3	30	F/505/8600
Transport, Operations and Maintenance				
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
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
Valeting a Car Interior	E3	1	10	T/505/8707
Washing a Car Exterior	E3	1	10	L/505/0418

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 Title	Level	Credit Value	GLH	Unit Reference
Core Skills				
Accessing Public Transport	E3	3	30	L/504/9592
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Career Preparation	E3	1	10	J/505/3740
College Induction	E3	3	30	D/504/8124
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
Diversity in Society	E3	3	30	T/504/8565
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Emotional Intelligence	E3	3	30	J/505/3737
Employment Contracts and Payslips	E3	1	10	K/505/3746
Engage in Discussion	E3	1	10	F/503/3048
Food Safety and Storage	E3	3	30	J/505/8646
Getting to Know Woodlands	E3	3	30	M/505/6468
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
Grammar Skills	E3	1	10	A/503/3050
Groom a Small Animal	E3	2	20	D/505/0777
Health and Safety Awareness	E3	1	10	A/504/9913
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Introduction to Road Safety	E3	3	30	F/505/8712
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Issues of Substance Misuse	E3	1	10	A/504/8437
Living in the Community	E3	3	30	R/505/8598
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Managing Social Relationships	E3	2	20	H/505/8623
Participating in a Vocational Taster	E3	2	20	R/506/5308
Personal Budgeting and Managing Money	E3	3	30	D/506/5313

Personal Learning Goals	E3	3	30	A/505/8787
Personal Study Skills	E3	3	30	L/505/3741
Planning for Personal Development	E3	1	10	K/505/3665
Preparation for Production Skills	E3	3	30	M/505/3683
Preparation for Work Experience	E3	1	10	L/505/8583
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Reading Key Personal Words	E3	1	10	K/503/3156
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Recognising Employment Opportunities	E3	1	10	K/504/8529
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Rights and Responsibilities of Citizenship	E3	3	30	L/505/3674
Skills for Employability	E3	3	30	F/505/8788
Skills for Shopping	E3	3	30	A/504/8695
Speaking to Communicate	E3	1	10	F/506/0671
Speaking to Communicate	E3	1	10	F/506/0671
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Spelling in Practice	E3	1	10	A/503/3162
Take Part in an Activity	E3	2	20	T/504/8713
Teamwork Skills	E3	2	20	R/505/5698
The Local Community	E3	1	10	F/505/3672
Understanding Family Relationships	E3	3	30	D/505/1279
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Understanding Self and Others	E3	3	30	K/506/0678
Undertaking an Enterprise Project	E3	6	60	F/504/8570
Using a Personal Learning Programme	E3	3	30	J/505/8789
Using Computers for Family Learning	E3	2	20	A/504/8857
Using Punctuation	E3	1	10	F/503/3289
Volunteering	E3	2	20	M/505/8592
Work Experience	E3	3	30	L/504/8720
Writing Composition Skills	E3	1	10	T/506/1770
Young People, Law and Order	E3	3	30	K/505/3679
Optional Units				
Administration				
Reception and Filing Skills	E3	3	30	H/505/3194
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Agriculture and Animal Care				
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
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

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
Child Development and Well Being				
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Human Growth and Development	E3	3	30	R/505/3675
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
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Respecting Children	E3	3	30	J/504/9610
Crafts, Creative Arts and Design				
Basic Craft Skills	E3	3	30	H/505/5687
Garment Making	E3	3	30	Y/505/3600
Needle/Textile Crafts	E3	3	30	D/505/5686
Using Mixed Media in 2D	E3	3	30	J/505/3608
Environmental Conservation				
Environmental Sustainability	E3	1	10	J/505/8503
History				
Discover Local History	E3	3	30	A/505/3606
Horticulture and Forestry				
Amenity Horticulture Skills	E3	3	30	K/505/8929
Clearing and Weeding a Garden	E3	2	20	F/505/0397
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
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Planting in a Container	E3	3	30	D/505/0407
Sowing and Growing Plants	E3	3	30	K/505/3195
ICT for Users				
Audio and Video Software	E3	2	15	Y/505/6366
Computer Basics	E3	1	10	R/505/1652
Computer Security and Privacy	E3	1	10	L/505/8535
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Desktop Publishing Software	E3	2	15	F/505/3185
Digital Lifestyle	E3	2	20	K/505/1673
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
IT User Fundamentals	E3	2	20	K/505/3214
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Presentation Software	E3	2	20	A/505/3217
Spreadsheet Software	E3	2	15	L/505/3223

The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Using Graphics Software	E3	1	10	J/504/8960
Using Mobile IT Devices	E3	1	10	L/505/6378
Word Processing Software	E3	2	15	M/505/3229
Performing Arts				
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Retail and Commercial Enterprises				
Basic Cooking	E3	2	20	K/505/3181
Basic Food Preparation	E3	2	20	M/505/3182
Customer Service in the Hospitality Industry	E3	1	10	T/505/3183
Hair Plaiting	E3	3	30	F/505/8595
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Serving Food and Drink	E3	2	20	T/505/6133
Sport, Leisure and Recreation				
Improving Own Fitness	E3	3	30	L/505/8549
Indoor Team Games	E3	3	30	A/505/8644
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Taking Part in Sport	E3	3	30	F/505/8600
Transport, Operations and Maintenance				
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
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
Valeting a Car Interior	E3	1	10	T/505/8707
Washing a Car Exterior	E3	1	10	L/505/0418
Level 1 Units				
Active Citizenship in the Local Community	1	1	9	L/504/8510
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Approaches to Learning	1	1	9	H/505/8718
Aspects of Citizenship	1	3	27	R/504/8511
Assemble Units for Interiors	1	1	10	J/505/8601
Assertive Living	1	3	27	T/506/5320
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726

Assist with the Care of Animals	1	2	18	A/505/8613
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Building a Personal Career Portfolio	1	3	27	T/505/3989
Business Communication	1	3	27	F/505/4109
Caring for Young Children	1	3	27	T/505/3054
Caring for Your Baby	1	3	27	M/505/8933
Carpentry Hand Skills	1	3	27	J/503/2659
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
Carrying Out an Independent Research Project	1	3	27	L/505/8633
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Communication in the Workplace	1	3	27	J/504/7517
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Creative Writing Skills	1	3	27	M/505/4042
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Design Software	1	3	20	A/505/6389
Desktop Publishing Software	1	3	20	R/505/3059
Developing Angling Skills	1	3	27	J/505/8629
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Developing Confidence Working With Animals	1	3	27	J/506/0476
Developing Customer Service Skills	1	3	27	R/503/9226
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Developing Plumbing Skills	1	4	36	H/505/8668
Developing Skills for Listening to Children	1	3	27	H/503/8193
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Emotional Intelligence	1	3	27	A/505/4111
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Equality and Diversity	1	3	24	D/505/1959
Family Relationships	1	3	27	D/505/1282
Fitting Units for Interiors	1	1	10	M/505/0539
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Food Service	1	2	18	J/505/3060
Further Education Enrichment Activity	1	2	18	F/505/4076
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Health and Hygiene in the Home	1	3	27	K/505/8557
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Healthy Living	1	3	27	L/504/8264

How the Body Works	1	2	18	J/505/8615
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Imaging Software	1	3	20	R/505/3062
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Improving Own Confidence	1	3	27	L/505/4078
Improving own learning and performance	1	2	16	D/504/9497
Independent Shopping for Household Items	1	3	27	J/504/8277
Independent Skills for Living in the Community	1	3	27	D/505/3999
Induction to Study	1	3	27	R/504/8279
Industrial Fabric Printing	1	6	54	R/505/8729
Interpersonal Skills	1	3	27	D/505/4067
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Introduction to Plastering Techniques	1	3	27	R/505/4969
Introduction to the Hospitality Industry	1	2	20	A/505/3198
IT Communication Fundamentals	1	2	15	T/505/6391
IT Software Fundamentals	1	3	20	A/505/6392
Job Seeking Skills	1	3	27	D/505/4103
Maintaining a Wheeled Vehicle for personal use	1	2	18	M/504/8578
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Managing Own Relationship with Others	1	3	27	J/505/8551
Managing Your Own Learning	1	3	27	L/505/8552
Measures and Shape	1	3	24	K/505/2063
Multimedia Software Skills	1	3	27	M/505/1688
Organic Horticulture	1	3	27	L/505/0600
Participating in a Vocational Taster	1	2	20	T/504/8632
Participating in Leisure Activities	1	3	27	L/505/0659
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Personal Budgeting and Money Management	1	3	27	R/505/8567
Personal Career Planning	1	3	27	H/505/4104
Personal Career Preparation	1	1	9	K/505/4105
Personal Development	1	3	27	Y/506/0577
Personal Development Skills	1	3	27	K/505/4069
Personal Learning Programme	1	3	27	D/505/4070
Personal Learning Skills	1	6	54	H/505/4071
Personal Money Management	1	1	9	R/504/1154
Personal Relationships	1	3	27	D/505/1539
Planning a move into a new home	1	1	9	D/505/4666
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Planning own Fitness Programme	1	4	30	D/504/8947
Plastering Techniques	1	3	27	R/504/9643
Prejudice and Discrimination	1	3	27	T/504/8842

Preparation for Work	1	3	27	K/505/8848
Prepare for Interview	1	1	9	M/505/4106
Preparing and Serving Drinks	1	3	27	D/505/8636
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparing for Interviews	1	1	9	R/505/5300
Preparing for Work	1	3	27	T/505/4107
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Presentation Skills	1	2	18	R/505/0453
Presentation Software	1	3	20	M/505/3201
Principles of the Care of Animals	1	2	18	M/505/8575
Problem Solving in the Workplace	1	3	27	H/505/8587
Punctuation and Grammar Skills	1	2	18	L/503/3392
Recognising Employment Opportunities	1	1	9	R/505/4342
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Repair a Cycle Puncture	1	1	9	M/504/9584
Research Project	1	3	16	M/505/2081
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
Sex and Relationships	1	3	24	J/504/8196
Skills for Independent Life	1	3	27	M/505/4073
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Sowing and Growing Techniques	1	3	27	H/505/8797
Speaking and Listening Skills	1	3	27	M/505/8656
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Spelling Skills	1	3	27	F/503/3390
Spreadsheet Software	1	3	20	F/505/3204
Take Part in an Activity	1	1	9	J/505/4337
Take part in Exercise and Fitness	1	3	27	D/505/8801
Taking Part in Sport	1	3	27	R/505/1330
Teamwork Skills	1	2	18	Y/504/9515
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
The Angling Environment	1	3	27	D/506/4713
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Time Management	1	3	27	L/504/8717
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after a new home	1	1	9	F/504/1151
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Understanding and Using Shapes	1	3	27	R/503/9291
Understanding Customer Service	1	3	27	A/506/1043

Understanding Diversity within Society	1	3	27	F/505/8807
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Understanding financial products and services	1	1	9	L/504/1153
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Understanding Motivation	1	1	9	D/506/5327
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Understanding Own Response to Body Image	1	2	18	J/505/1244
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding Personal Awareness	1	3	27	L/506/0673
Understanding Play	1	3	27	Y/504/9613
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Understanding Welfare at Work	1	3	30	K/618/6307
Understanding what Volunteering is About	1	1	9	M/505/8611
Understanding Work-Based Placements	1	1	9	F/505/8645
Understanding Young People, Law and Order	1	3	27	R/505/4101
Understanding Your Pay	1	3	27	A/505/5291
Undertaking an Enterprise Project	1	3	27	T/505/4446
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Using an Ordnance Survey Map	1	2	18	F/505/8631
Using Commercial Garment Patterns	1	3	27	K/506/5329
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Using Email	1	2	15	L/505/3271
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Using Kitchen Equipment	1	1	10	T/502/5075
Using Mobile IT Devices	1	2	15	Y/505/3273
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Using the Internet	1	3	20	H/505/3275
Video Software Skills	1	2	18	F/505/1730
Wallpapering Skills	1	3	27	D/506/5330
Word Processing Software	1	3	20	D/505/6398
Work Placement	1	3	27	R/504/8198
Work, Review and Plan	1	3	27	L/505/8616
Writing for Meaning Skills	1	3	27	D/503/3302

Young Parenthood	1	2	18	K/506/0728
------------------	---	---	----	------------

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				
Title	Level	Credit Value	GLH	Unit Reference
Core Skills				
Active Citizenship in the Local Community	1	1	9	L/504/8510
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Approaches to Learning	1	1	9	H/505/8718
Aspects of Citizenship	1	3	27	R/504/8511
Assertive Living	1	3	27	T/506/5320
Building a Personal Career Portfolio	1	3	27	T/505/3989
Carrying Out an Independent Research Project	1	3	27	L/505/8633
College Induction	1	3	27	H/503/3043
Communication in the Workplace	1	3	27	J/504/7517
CV Writing	1	1	9	L/600/9944
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Developing Customer Service Skills	1	3	27	R/503/9226
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Developing Practical Skills and Techniques	1	3	27	Y/617/2905
Emotional Intelligence	1	3	27	A/505/4111
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Equality and Diversity	1	3	24	D/505/1959
Family Relationships	1	3	27	D/505/1282
Further Education Enrichment Activity	1	2	18	F/505/4076
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Health and Hygiene in the Home	1	3	27	K/505/8557
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Healthy Living	1	3	27	L/504/8264
How the Body Works	1	2	18	J/505/8615
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Improving Own Confidence	1	3	27	L/505/4078
Improving own learning and performance	1	2	16	D/504/9497
Independent Shopping for Household Items	1	3	27	J/504/8277
Independent Skills for Living in the Community	1	3	27	D/505/3999
Induction to Study	1	3	27	R/504/8279
Interpersonal Skills	1	3	27	D/505/4067
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Job Seeking Skills	1	3	27	D/505/4103
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080

Managing Own Relationship with Others	1	3	27	J/505/8551
Managing Your Own Learning	1	3	27	L/505/8552
Measures and Shape	1	3	24	K/505/2063
Participating in a Vocational Taster	1	2	20	T/504/8632
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Personal Budgeting and Money Management	1	3	27	R/505/8567
Personal Career Planning	1	3	27	H/505/4104
Personal Career Preparation	1	1	9	K/505/4105
Personal Development	1	3	27	Y/506/0577
Personal Development Skills	1	3	27	K/505/4069
Personal Learning Programme	1	3	27	D/505/4070
Personal Learning Skills	1	6	54	H/505/4071
Personal Money Management	1	1	9	R/504/1154
Personal Relationships	1	3	27	D/505/1539
Planning a move into a new home	1	1	9	D/505/4666
Prejudice and Discrimination	1	3	27	T/504/8842
Preparation for Work	1	3	27	K/505/8848
Prepare for Interview	1	1	9	M/505/4106
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparing for Interviews	1	1	9	R/505/5300
Preparing for Work	1	3	27	T/505/4107
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Presentation Skills	1	2	18	R/505/0453
Principles of Dealing with Animal Accommodation	1	2	18	A/505/8627
Problem Solving in the Workplace	1	3	27	H/505/8587
Punctuation and Grammar Skills	1	2	18	L/503/3392
Recognising Employment Opportunities	1	1	9	R/505/4342
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Sex and Relationships	1	3	24	J/504/8196
Skills for Independent Life	1	3	27	M/505/4073
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Speaking and Listening Skills	1	3	27	M/505/8656
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Spelling Skills	1	3	27	F/503/3390
Take Part in an Activity	1	1	9	J/505/4337
Teamwork Skills	1	2	18	Y/504/9515
Time Management	1	3	27	L/504/8717
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Understanding and Using Shapes	1	3	27	R/503/9291
Understand how to apply for housing	1	1	9	J/504/1149

Understand how to look after a new home	1	1	9	F/504/1151
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding financial products and services	1	1	9	L/504/1153
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Understanding Motivation	1	1	9	D/506/5327
Understanding Own Response to Body Image	1	2	18	J/505/1244
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding Personal Awareness	1	3	27	L/506/0673
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Understanding what Volunteering is About	1	1	9	M/505/8611
Understanding Welfare at Work	1	3	30	K/618/6307
Understanding Work-Based Placements	1	1	9	F/505/8645
Understanding Young People, Law and Order	1	3	27	R/505/4101
Understanding Your Pay	1	3	27	A/505/5291
Undertaking an Enterprise Project	1	3	27	T/505/4446
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Work Experience	1	3	27	T/505/8724
Work Placement	1	3	27	R/504/8198
Work, Review and Plan	1	3	27	L/505/8616
Writing for Meaning Skills	1	3	27	D/503/3302
Young Parenthood	1	2	18	K/506/0728
Optional Units				
Agriculture and Animal Care				
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Assist with the Care of Animals	1	2	18	A/505/8613
Developing Confidence Working With Animals	1	3	27	J/506/0476
Principles of the Care of Animals	1	2	18	M/505/8575
Building and Construction				
Assemble Units for Interiors	1	1	10	J/505/8601
Carpentry Hand Skills	1	3	27	J/503/2659
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Developing Plumbing Skills	1	4	36	H/505/8668
Fitting Units for Interiors	1	1	10	M/505/0539
Fix and Fit Work Surfaces	1	1	10	R/505/8603

Health and Safety in Construction	1	3	30	D/505/1363
Introduction to Plastering Techniques	1	3	27	R/505/4969
Plastering Techniques	1	3	27	R/504/9643
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Wallpapering Skills	1	3	27	D/506/5330
Business Management				
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Child Development and Well Being				
Caring for Young Children	1	3	27	T/505/3054
Caring for Your Baby	1	3	27	M/505/8933
Developing Skills for Listening to Children	1	3	27	H/503/8193
Introduction to Child Care	1	2	10	F/504/7287
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Understanding Play	1	3	27	Y/504/9613
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Crafts, Creative Arts and Design				
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Industrial Fabric Printing	1	6	54	R/505/8729
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Environmental Conservation				
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Health and Social Care				
Introduction to Care Work	1	2	10	M/504/6524
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Horticulture and Forestry				
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
Organic Horticulture	1	3	27	L/505/0600
Sowing and Growing Techniques	1	3	27	H/505/8797
ICT				
Design Software	1	3	20	A/505/6389

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
IT Software Fundamentals	1	3	20	A/505/6392
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Spreadsheet Software	1	3	20	F/505/3204
Using Email	1	2	15	L/505/3271
Using Mobile IT Devices	1	2	15	Y/505/3273
Using the Internet	1	3	20	H/505/3275
Video Software Skills	1	2	18	F/505/1730
Word Processing Software	1	3	20	D/505/6398
Performing Arts				
Creative Writing Skills	1	3	27	M/505/4042
Song Writing Skills	1	3	24	D/504/7166
Sound and Audio Production Skills	1	3	27	L/505/0998
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Using the Internet as a Medium for Music	1	3	27	F/505/8726
Retail and Commercial Enterprise				
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Food Service	1	2	18	J/505/3060
Introduction to Catering	1	2	10	R/504/6516
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Preparing and Serving Drinks	1	3	27	D/505/8636
Salon Reception Duties	1	3	22	H/504/9601
Understanding Customer Service	1	3	27	A/506/1043
Using Kitchen Equipment	1	1	10	T/502/5075
Sport, Leisure and Recreation				
Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
Taking Part in Sport	1	3	27	R/505/1330
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631
Transport, Operations and Maintenance				
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
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
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669

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 may be taken at Entry 3 or Level 2.

Maximum credits: 21

Title	Level	Credit Value	GLH	Unit Reference
Core Skills				
Active Citizenship in the Local Community	1	1	9	L/504/8510
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Approaches to Learning	1	1	9	H/505/8718
Aspects of Citizenship	1	3	27	R/504/8511
Assertive Living	1	3	27	T/506/5320
Building a Personal Career Portfolio	1	3	27	T/505/3989
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
Carrying Out an Independent Research Project	1	3	27	L/505/8633
College Induction	1	3	27	H/503/3043
Communication in the Workplace	1	3	27	J/504/7517
CV Writing	1	1	9	L/600/9944
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Developing Customer Service Skills	1	3	27	R/503/9226
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Developing Practical Skills and Techniques	1	3	27	Y/617/2905
Emotional Intelligence	1	3	27	A/505/4111
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Equality and Diversity	1	3	24	D/505/1959
Family Relationships	1	3	27	D/505/1282
Further Education Enrichment Activity	1	2	18	F/505/4076
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Health and Hygiene in the Home	1	3	27	K/505/8557
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Healthy Living	1	3	27	L/504/8264
How the Body Works	1	2	18	J/505/8615
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Improving Own Confidence	1	3	27	L/505/4078
Improving own learning and performance	1	2	16	D/504/9497
Independent Shopping for Household Items	1	3	27	J/504/8277
Independent Skills for Living in the Community	1	3	27	D/505/3999

Induction to Study	1	3	27	R/504/8279
Interpersonal Skills	1	3	27	D/505/4067
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Job Seeking Skills	1	3	27	D/505/4103
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Managing Own Relationship with Others	1	3	27	J/505/8551
Managing Your Own Learning	1	3	27	L/505/8552
Measures and Shape	1	3	24	K/505/2063
Participating in a Vocational Taster	1	2	20	T/504/8632
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Personal Budgeting and Money Management	1	3	27	R/505/8567
Personal Career Planning	1	3	27	H/505/4104
Personal Career Preparation	1	1	9	K/505/4105
Personal Development	1	3	27	Y/506/0577
Personal Development Skills	1	3	27	K/505/4069
Personal Learning Programme	1	3	27	D/505/4070
Personal Learning Skills	1	6	54	H/505/4071
Personal Money Management	1	1	9	R/504/1154
Personal Relationships	1	3	27	D/505/1539
Planning a move into a new home	1	1	9	D/505/4666
Prejudice and Discrimination	1	3	27	T/504/8842
Preparation for Work	1	3	27	K/505/8848
Prepare for Interview	1	1	9	M/505/4106
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparing for Interviews	1	1	9	R/505/5300
Preparing for Work	1	3	27	T/505/4107
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Presentation Skills	1	2	18	R/505/0453
Principles of Dealing with Animal Accommodation	1	2	18	A/505/8627
Problem Solving in the Workplace	1	3	27	H/505/8587
Punctuation and Grammar Skills	1	2	18	L/503/3392
Recognising Employment Opportunities	1	1	9	R/505/4342
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Sex and Relationships	1	3	24	J/504/8196
Skills for Independent Life	1	3	27	M/505/4073
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Speaking and Listening Skills	1	3	27	M/505/8656
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Spelling Skills	1	3	27	F/503/3390
Take Part in an Activity	1	1	9	J/505/4337

Teamwork Skills	1	2	18	Y/504/9515
Time Management	1	3	27	L/504/8717
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after a new home	1	1	9	F/504/1151
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Understanding and Using Shapes	1	3	27	R/503/9291
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding financial products and services	1	1	9	L/504/1153
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Understanding Motivation	1	1	9	D/506/5327
Understanding Numbers	1	2	18	R/503/3166
Understanding Own Response to Body Image	1	2	18	J/505/1244
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding Personal Awareness	1	3	27	L/506/0673
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Understanding Welfare at Work	1	3	30	K/618/6307
Understanding what Volunteering is About	1	1	9	M/505/8611
Understanding Work-Based Placements	1	1	9	F/505/8645
Understanding Young People, Law and Order	1	3	27	R/505/4101
Understanding Your Pay	1	3	27	A/505/5291
Undertaking an Enterprise Project	1	3	27	T/505/4446
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Work Experience	1	3	27	T/505/8724
Work Placement	1	3	27	R/504/8198
Work, Review and Plan	1	3	27	L/505/8616
Writing for Meaning Skills	1	3	27	D/503/3302
Young Parenthood	1	2	18	K/506/0728
Optional Units				
Agriculture and Animal Care				
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Assist with the Care of Animals	1	2	18	A/505/8613
Developing Confidence Working With Animals	1	3	27	J/506/0476
Principles of the Care of Animals	1	2	18	M/505/8575
Building and Construction				
Assemble Units for Interiors	1	1	10	J/505/8601
Carpentry Hand Skills	1	3	27	J/503/2659
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625

Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Developing Plumbing Skills	1	4	36	H/505/8668
Fitting Units for Interiors	1	1	10	M/505/0539
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Health and Safety in Construction	1	3	30	D/505/1363
Introduction to Plastering Techniques	1	3	27	R/505/4969
Plastering Techniques	1	3	27	R/504/9643
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Wallpapering Skills	1	3	27	D/506/5330
Business Management				
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Child Development and Well Being				
Caring for Young Children	1	3	27	T/505/3054
Caring for Your Baby	1	3	27	M/505/8933
Developing Skills for Listening to Children	1	3	27	H/503/8193
Introduction to Child Care	1	2	10	F/504/7287
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Understanding Play	1	3	27	Y/504/9613
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Crafts, Creative Arts and Design				
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Industrial Fabric Printing	1	6	54	R/505/8729
Using Commercial Garment Patterns	1	3	27	K/506/5329
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Environmental Conservation				
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Health and Social Care				
Introduction to Care Work	1	2	10	M/504/6524
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Horticulture and Forestry				
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
Organic Horticulture	1	3	27	L/505/0600
Sowing and Growing Techniques	1	3	27	H/505/8797
ICT				
Design Software	1	3	20	A/505/6389
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
IT Software Fundamentals	1	3	20	A/505/6392
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Spreadsheet Software	1	3	20	F/505/3204
Using Email	1	2	15	L/505/3271
Using Mobile IT Devices	1	2	15	Y/505/3273
Using the Internet	1	3	20	H/505/3275
Video Software Skills	1	2	18	F/505/1730
Word Processing Software	1	3	20	D/505/6398
Performing Arts				
Creative Writing Skills	1	3	27	M/505/4042
Song Writing Skills	1	3	24	D/504/7166
Sound and Audio Production Skills	1	3	27	L/505/0998
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Using the Internet as a Medium for Music	1	3	27	F/505/8726
Retail and Commercial Enterprise				
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Food Service	1	2	18	J/505/3060
Introduction to Catering	1	2	10	R/504/6516
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Preparing and Serving Drinks	1	3	27	D/505/8636
Salon Reception Duties	1	3	22	H/504/9601
Understanding Customer Service	1	3	27	A/506/1043
Using Kitchen Equipment	1	1	10	T/502/5075
Sport, Leisure and Recreation				
Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
Taking Part in Sport	1	3	27	R/505/1330
The Angling Environment	1	3	27	D/506/4713

Using an Ordnance Survey Map	1	2	18	F/505/8631
Transport, Operations and Maintenance				
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
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
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Entry 3 Units				
Accessing Public Transport	E3	3	30	L/504/9592
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Amenity Horticulture Skills	E3	3	30	K/505/8929
Aspects of Citizenship	E3	3	30	J/504/8425
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Audio and Video Software	E3	2	15	Y/505/6366
Basic Cooking	E3	2	20	K/505/3181
Basic Craft Skills	E3	3	30	H/505/5687
Basic Food Preparation	E3	2	20	M/505/3182
Basic Performance Skills	E3	3	30	D/505/1007
Career Preparation	E3	1	10	J/505/3740
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Clearing and Weeding a Garden	E3	2	20	F/505/0397
College Induction	E3	3	30	D/504/8124
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Computer Basics	E3	1	10	R/505/1652
Computer Security and Privacy	E3	1	10	L/505/8535
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Desktop Publishing Software	E3	2	15	F/505/3185
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Digital Lifestyle	E3	2	20	K/505/1673
Discover Local History	E3	3	30	A/505/3606
Diversity in Society	E3	3	30	T/504/8565
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Emotional Intelligence	E3	3	30	J/505/3737

Employment Contracts and Payslips	E3	1	10	K/505/3746
Engage in Discussion	E3	1	10	F/503/3048
Environmental Sustainability	E3	1	10	J/505/8503
Food Safety and Storage	E3	3	30	J/505/8646
Garment Making	E3	3	30	Y/505/3600
Getting to Know Woodlands	E3	3	30	M/505/6468
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
Groom a Small Animal	E3	2	20	D/505/0777
Hair Plaiting	E3	3	30	F/505/8595
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Health and Safety Awareness	E3	1	10	A/504/9913
Health and Safety in Construction	E3	3	30	H/505/1381
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Human Growth and Development	E3	3	30	R/505/3675
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Improving Own Fitness	E3	3	30	L/505/8549
Indoor Team Games	E3	3	30	A/505/8644
Introduction to a Training Course	E3	3	30	H/504/8495
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
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
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Introduction to Road Safety	E3	3	30	F/505/8712
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
Issues of Substance Misuse	E3	1	10	A/504/8437
IT User Fundamentals	E3	2	20	K/505/3214
Living in the Community	E3	3	30	R/505/8598
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Managing Social Relationships	E3	2	20	H/505/8623

Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107
Needle/Textile Crafts	E3	3	30	D/505/5686
Participating in a Vocational Taster	E3	2	20	R/506/5308
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Personal Learning Goals	E3	3	30	A/505/8787
Personal Study Skills	E3	3	30	L/505/3741
Physical Performance Skills	E3	3	30	Y/505/3595
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Planning for Personal Development	E3	1	10	K/505/3665
Planting in a Container	E3	3	30	D/505/0407
Preparation for Production Skills	E3	3	30	M/505/3683
Preparation for Work Experience	E3	1	10	L/505/8583
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Presentation Software	E3	2	20	A/505/3217
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Reception and Filing Skills	E3	3	30	H/505/3194
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Recognising Employment Opportunities	E3	1	10	K/504/8529
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Respecting Children	E3	3	30	J/504/9610
Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Serving Food and Drink	E3	2	20	T/505/6133
Skills for Employability	E3	3	30	F/505/8788
Skills for Shopping	E3	3	30	A/504/8695
Sowing and Growing Plants	E3	3	30	K/505/3195
Speaking to Communicate	E3	1	10	F/506/0671
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Spreadsheet Software	E3	2	15	L/505/3223
Take Part in an Activity	E3	2	20	T/504/8713
Taking Part in Sport	E3	3	30	F/505/8600
Teamwork Skills	E3	2	20	R/505/5698
The Internet and World Wide Web	E3	1	10	T/505/8545
The Local Community	E3	1	10	F/505/3672
Understanding Family Relationships	E3	3	30	D/505/1279
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Understanding Self and Others	E3	3	30	K/506/0678
Using a Personal Learning Programme	E3	3	30	J/505/8789
Using Computers for Family Learning	E3	2	20	A/504/8857
Using Email	E3	1	10	Y/505/3225

Using Graphics Software	E3	1	10	J/504/8960
Using Mixed Media in 2D	E3	3	30	J/505/3608
Using Mobile IT Devices	E3	1	10	L/505/6378
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Valeting a Car Interior	E3	1	10	T/505/8707
Volunteering	E3	2	20	M/505/8592
Washing a Car Exterior	E3	1	10	L/505/0418
Word Processing Software	E3	2	15	M/505/3229
Work Experience	E3	3	30	L/504/8720
Writing Composition Skills	E3	1	10	T/506/1770
Young People, Law and Order	E3	3	30	K/505/3679
Level 2 Units				
Aspects of Citizenship	2	3	24	Y/504/8512
Care Planning Skills for the Care Worker	2	3	24	D/505/8703
Career Planning	2	3	20	A/505/1225
Careers in Leisure and Tourism	2	3	24	J/505/4810
Communication in the Workplace	2	3	24	L/503/7619
Dementia Awareness	2	2	16	A/505/8935
Developing Personal Learning Skills	2	3	24	Y/506/5374
Drug Awareness	2	3	24	J/506/0588
Equality and Diversity	2	3	24	R/505/1974
Group and Teamwork Communication Skills	2	3	24	R/505/8925
Health and Safety Awareness in a Working Environment	2	3	24	M/504/8693
Interpersonal Skills	2	3	24	H/505/5060
Introduction to Mentoring	2	1	8	H/505/8671
Leadership Skills	2	3	24	R/505/7192
Learning from Volunteering	2	2	16	D/505/7194
Making Choices in Pursuit of Personal Goals	2	3	24	J/505/5052
Managing Your Own Learning	2	3	24	K/505/8915
Mentoring Practice	2	2	16	A/505/1287
Mentoring Skills	2	3	24	J/505/1289
Nutrition and Weight Management	2	6	48	T/504/8968
Personal and Social Responsibility	2	3	24	M/505/5109
Personal Budgeting and Managing Money	2	3	24	K/503/3173
Personal Development Skills	2	3	24	H/505/5057
Personal Risk	2	1	8	Y/505/5119
Prejudice and Discrimination	2	3	24	A/504/8843
Preparation for a Recruitment Interview	2	2	16	J/506/5340
Problem Solving Skills	2	3	24	L/506/5341
Recognising and Dealing with Bullying	2	2	16	M/505/0802
Recognising Employment Opportunities	2	1	8	H/505/5124
Recognising Issues of Substance Misuse	2	1	8	L/505/1262

Sex and Relationships Education	2	3	24	Y/504/2886
Skills in Providing Personal Care in Care Settings	2	3	24	Y/505/8926
Sound and Audio Production Skills	2	3	24	D/505/4974
Speaking and Listening Skills	2	3	24	Y/503/3377
Taking Part in Sport for Personal Improvement	2	3	24	M/505/7233
Team Building Skills	2	3	24	H/504/8657
Teamwork Skills	2	2	16	D/504/9516
The Role of the Care Worker in Caring for the Person with Dementia	2	3	24	T/504/9084
Understanding Ageing and the Older Person	2	3	24	A/505/4674
Understanding Business Organisations	2	3	24	F/504/9587
Understanding Continence Care	2	3	24	L/505/8888
Understanding Counselling Theories	2	3	24	M/505/8883
Understanding Customer Service	2	3	24	K/503/2668
Understanding Health Promotion in Care Settings	2	3	24	A/505/8837
Understanding how to Meet the Physical Needs of Children	2	3	24	F/505/8838
Understanding Mental Health	2	3	24	L/505/4680
Understanding the Intellectual and Language Development of Children from Birth to Eight	2	3	24	A/506/5366
Understanding Welfare at Work	2	3	24	D/506/5344
Understanding Young People, Law and Order	2	3	24	Y/505/8912
Undertaking an Enterprise Project	2	3	24	H/504/8867
Work Experience	2	3	24	H/504/8884

Unit certification is available for all units.

Guided Learning Hours (GLH)

The recommended guided learning hours for Ascentis Entry Level Award in Skills towards Enabling Progression (Step Up) (Entry 3) is 25

The recommended guided learning hours for Ascentis Entry Level Certificate in Skills towards Enabling Progression (Step Up) (Entry 3) is 121

The recommended guided learning hours for Ascentis Level 1 Award in Skills towards Enabling Progression (Step Up) is 36

The recommended guided learning hours for Ascentis Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 146

Total Qualification Time (TQT)

The total qualification time for Ascentis Entry Level Award in Skills towards Enabling Progression (Step Up) (Entry 3) is 30

The total qualification time for Ascentis Entry Level Certificate in Skills towards Enabling Progression (Step Up) (Entry 3) is 150

The total qualification time for Ascentis Level 1 Award in Skills towards Enabling Progression (Step Up) is 60

The total qualification time for Ascentis Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 210

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is usually within the life span of the qualification. Exemptions may have been achieved previous to the qualification start date; each case will be considered separately.

Recommended Prior Knowledge, Attainment and/or Experience

There is no prior knowledge required for these qualifications

Age Range of Qualification

This qualification is suitable for learners aged 14 – 19 and adult learners.

Opportunities for Progression

This qualification will give learners the confidence to operate independently and effectively in life, learning and work. Although it doesn't provide the work skills to do a specific job, it will allow learners to move into further training or into work.

Resources to support the Delivery of the Qualification

Many Ascentis units include suggested content to support wider learning opportunities across three priority areas:

- Digital
- Well-being
- Sustainability.

They are not compulsory and do not form part of the assessment. They are suggestions for tutors who may wish to link the unit content into these areas to further support learner progression in education, training and work.

Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Registration

All learners must normally be registered with Ascentis within seven weeks of commencement of a course via the Ascentis electronic registration portal. Late registration may result in a fee, refer to the latest version of the product catalogue.

Status in England, Wales and Northern Ireland

These qualifications are available in England and Northern Ireland. They are only offered in English. If you wish to deliver them in any other nation, please contact development@ascentis.co.uk

Reasonable Adjustments and Special Considerations

In the development of this qualification Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*¹. Full details of this procedure, including how to make an application, are available from the login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Useful Links

Web links and other resources featured in this specification are suggestions only to support the delivery of this qualification and should be implemented at the centre's discretion. The hyperlinks provided were live at the time this specification was last reviewed. Please kindly notify Ascentis if you find a link that is no longer active.

Please note: Ascentis is not responsible for the content of third-party websites and, whilst we check external links regularly, the owners of these sites may remove or amend these documents or web pages at any time.

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

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 award/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 4 weeks afterwards should any appeal be made.

Internal Assessment

Evidence for each unit is through building up a portfolio of evidence to demonstrate that all the assessment criteria within the unit have been achieved. The evidence will be assessed by the assessor at the centre, who may or may not be the tutor teaching the course.

Portfolios of evidence should include a variety of evidence to demonstrate that the assessment criteria for each unit have been met. Examples of evidence that could be included are:

- Observation record
- Questions and discussions
- Photographs
- Video
- Worksheets
- Audio recordings
- Self-assessments
- Workbook activities

If the learner fails to meet the assessment criteria on the first attempt at an activity they may redraft the work following feedback given by the tutor. However tutors must not correct the work of the learner, and all feedback given by the tutor must be included within the learner's evidence.

Learners' portfolio work should include a tracking sheet to show where the evidence for each assessment criterion is to be found. Some activities could produce evidence for more than one unit, which is acceptable as long as there is clear reference to this on the tracking sheet. Tracking sheet documents can be found on the [Ascentis website](#)

The Use of Artificial Intelligence (AI) in Assessments

There are potential risks associated with the use of AI in assessments, such as the possibility of bias and the potential for cheating.

Centres are expected to detect and monitor the use of AI tools in assessments. Centres must be satisfied that the work provided is that of the learner. All learners must be aware that they are responsible for ensuring they are not cheating in assessments by using AI tools. All learners must cite the use of AI in their assessments where this is allowed.

Verification

Internal Verification

Internal verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards i.e. consistently and reliably. Internal verification activities will include: ensuring any stimulus or materials used for the purposes of assessment are fit for purpose; sampling assessments; standardisation of assessment decisions; standardisation of internal verification decisions. Internal Verifiers are also responsible for supporting assessors by providing constructive advice and guidance in relation to the qualification delivered.

Ascentis offer free refresher training in support of this role through an Ascentis Internal Quality Assurance course. The purpose of the course is to provide staff in centres with knowledge and understanding of Ascentis IQA processes and procedures, which will enable them to carry out their role more effectively. To book your place on a course or request further information, please contact the Ascentis Quality Assurance Team (qualityassurance@ascentis.co.uk).

Further information is available from the login section of the Ascentis website www.ascentis.co.uk

External Verification

Recognised centres will be visited in accordance with a verification model that is considered most appropriate for the provision. More frequent verifications can be requested from the Ascentis Quality Assurance team, for which there is usually an additional charge. External verification will usually focus on the following areas:

- Ensuring the centre is using appropriate assessment methods and making appropriate assessment decisions according to Ascentis' requirements.
- Ensuring the centre has appropriate internal quality assurance arrangements as outlined within the relevant qualification specification.
- Checking that the centre is using appropriate administrative arrangements to support the function of delivery and assessment.

External Quality Assurers will usually do this through discussion with the assessment and Internal Quality Assurance staff; verifying a sample of learners' evidence; talking to learners, reviewing relevant centre documentation and systems.

Knowledge, Understanding and Skills required of Assessors and Internal Verifiers

Centres must ensure that those delivering and assessing Ascentis qualifications are occupationally knowledgeable and competent within the relevant subject area.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on the Ascentis website.

APPENDIX 1

Summary Record of Achievement

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

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)

Learner Name _____

Minimum Credit Value of Qualification 3

I confirm that the minimum number of credits have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

APPENDIX 1

Summary Record of Achievement

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

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)

Learner Name _____

Minimum Credit Value of Qualification 15

I confirm that the minimum number of credits have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

APPENDIX 1

Summary Record of Achievement

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

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)

Learner Name _____

Minimum Credit Value of Qualification 6

I confirm that the minimum number of credits have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

APPENDIX 1

Summary Record of Achievement

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

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)

Learner Name _____

Minimum Credit Value of Qualification 21

I confirm that the minimum number of credits have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

APPENDIX 1

Summary Record of Achievement Supplementary Sheet

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)

Learner Name _____

Minimum Credit Value of Qualification

I confirm that the minimum number of credits have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____