



Ascentis Entry 2 Certificate in English Skills

Specification

Operational Start Date	15/09/2026
Operational End Date	31/07/2027
Certification End 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

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ASCENTIS ENTRY 2 CERTIFICATE IN ENGLISH SKILLS

Introduction

This qualification in aspects of English is aimed at adults and young people who wish to improve their English. The units are intended to aid progression to further study. The individual stand-alone units have been mapped to the Adult Literacy Core Curriculum. This is suitable for those who wish to improve all aspects of their English.

There are several features of this qualification that makes it very appropriate for the target learners:

- Relatively short units, each of 20/30 guided learning hours – bite sized learning
- Can be delivered either as a classroom-based course or as a blended learning programme
- Assessed by completion of Ascentis designed assessment – no portfolio of evidence required
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres

Aims

The aim of this qualification is to enable learners:

- 1 To gain underpinning grammar, punctuation and spelling skills
- 2 To develop their reading and/or writing skills
- 3 To improve their communication skills in speaking, receiving and responding to information
- 4 To progress onto English at Entry Level 3
- 5 To develop the skills required to move into the world of work or work-based learning

Target Group

This qualification is aimed at a range of learners, including:

- Adults who wish to develop and demonstrate their skills in English
- Young people aged 14-19 who wish to develop and demonstrate their skills in some aspects of English Language.

Regulation Code

Ascentis Entry 2 Certificate in English Skills: 610/6395/2

Rationale for the Rules of Combination

Learners **must** achieve all 14 credits to achieve the Ascentis Entry 2 Certificate in English Skills.

Rules of Combination

Ascentis Entry 2 Certificate in English Skills				
				Credits:14
Title	Level	Credit Value	GLH	Unit Reference
Spelling	Entry 2	2	20	D/505/9625
Grammar and Punctuation	Entry 2	2	20	H/505/9626
Reading	Entry 2	3	30	K/505/9627
Writing	Entry 2	3	30	R/505/9623
Receiving and Responding to Information	Entry 2	2	20	Y/505/9624
Speaking	Entry 2	2	20	L/505/9622

Unit certification is available for any unit.

Guided Learning Hours (GLH)

The recommended guided learning hours for the Certificate is 140.

Total Qualification Time (TQT)

The total qualification time for the Certificate is 140.

Recommended Prior Knowledge, Attainment and/or Experience

Learners should be able to evidence a level of English skill to at least Entry 1 prior to studying this qualification.

Age Range of Qualification

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

Opportunities for Progression

This qualification offers:

- Evidence of achievement for learners moving into the world of work or work-based learning.
- Precursory achievement to establish progression onto further English qualifications such as Essential Skills qualifications or GCSEs.

Mapping/Relationship to National Occupational Standards

This qualification is mapped to the Adult Literacy Core Curriculum (Basic Skills Agency 2001)

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.

Once approved, Ascentis will deliver subject specific training free of charge to support you with the delivery, assessment and internal quality assurance processes for this qualification. This training is mandatory due to the qualifications using externally set assessments, and all relevant centre staff must be fully aware of the requirements. This training must take place before your centre undertakes any assessments. You may start delivery of the content of the course in the meantime. All staff involved in the delivery, assessment and IQA of the qualifications (and those that have been listed on the centre recognition / qualification approval form) must be present at the training. If this is not possible, it is the centre's responsibility to ensure that the training is disseminated to those who cannot be present. Your EQA will contact you to arrange a mutually convenient date for this training.

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, please refer to the latest version of the Ascentis Product Catalogue.

Status in England, Wales and Northern Ireland

This qualification is only available in Northern Ireland. It is 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 candidate 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.

Inclusive Statements

This qualification is intended to be as inclusive as possible to a wide range of learners without affecting the integrity of the qualification. This includes:

Speaking, Receiving and Responding:

- The speaking, receiving and responding components may be assessed using sign language e.g. British Sign Language, sign-supported English, where this is the learner's normal method of working
- Can include access to augmentative speech equipment and such software as constitutes the learner's normal way of working
- Does not depend on the use of written language or require the individual/s with whom the learner is communicating to be able to read

Reading

- Text is defined as materials that include the use of words that are written, printed, on screen or presented using Braille
- As a reasonable adjustment, learners who are classed as disabled under the terms of the Disability Discrimination Act (DDA) and use assistive technology as their normal way of reading can demonstrate that they are able to independently meet the requirements of the reading standards through use of screen reader software
- A human reader cannot be used to demonstrate the requirements of the standards for reading as this does not meet the requirement for independence

Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the CCEA *General Conditions of Recognition*. 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 ARRANGEMENTS

Assessment

Each unit is assessed through an assessment to be taken under supervised conditions. Guide times are provided for each assessment. The assessment is internally assessed and verified by the centre and then externally verified by Ascentis.

The learner will evidence achievement of all the Assessment Criteria for each unit by completing the Ascentis-designed assessment for that unit. Once a learner has all the evidence for an Award or the Certificate, the assessor is required to complete the Summary Record of Achievement for each learner. 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. The work should be kept in the centre under secure conditions.

Ascentis Designed Assessments

Each Entry 2 unit is assessed through Ascentis designed assessments. These must be conducted in centres under supervised conditions.

The assessments are available to download in the secure examinations section of Ascentis' on-line portal. Once a centre has received qualification approval, access to the assessments will be given to the Examination Officer within the centre. The assessments need to be stored in secure conditions.

Three sets of live assessments will be made available per academic year. If a learner does not achieve a pass on their first attempt, two opportunities to re-sit the assessment are available. Further teaching and learning must take place prior to a resit being taken.

Each assessment has an accompanying mark scheme that shows the evidence required to demonstrate that each assessment criterion within a unit of assessment has been met. In order to achieve each unit, the learner must meet all the learning outcomes and assessment criteria of the unit.

Speaking

The Speaking assessments need to be completed under supervised conditions. The person supervising the assessment can also assess the performance of each learner. The assessor may be the learner's own tutor. Speaking assessments at all levels involve working with others in order to meet the skill standards. However, assessors must ensure they assess individual performance. There may be occasions when the performance of other learners within a group may adversely affect another learner's ability to meet the skill standards. In these situations, the assessor needs to intervene to ensure the candidate is not disadvantaged. Any assessor support given to learners during the assessment must be clearly documented for each learner using the Learner Assessment Record, which is provided in [Appendix 2](#). It is recommended that centres make an audio or video recording as evidence for all learners. This will enable External Verifiers to confirm the appropriate application of the mark scheme.

A record of the outcomes of the speaking assessment must be made. Centres should submit the following when requesting external verification:

- Learners Assessment Record (Appendix 2) - detailing the learner's performance.
- Attendance list
- One copy of Assessment guidance and Mark Scheme for the assessment used

Speaking assessments at all levels can be completed at any time.

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 ARRANGEMENTS

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

In order to support the roll-on, roll-off nature of this provision, which is likely to be offered over short time scales, Ascentis will offer a flexible approach to External Verification. This will include verification by post.

Recognised centres will be verified 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:

- A review of the centre's management of the regulated provision
- The levels of resources to support the delivery of the qualification, including both physical resources and staffing
- 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 centre management team; 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

Assessors and those delivering these qualifications should be knowledgeable and competent within the areas of English and Literacy in which they are making assessment decisions/delivering these qualifications.

Centres are responsible for ensuring that all staff involved in the delivery of these qualifications 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 these qualifications 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 electronic portal or the Ascentis website.

UNIT SPECIFICATIONS

Spelling

Credit Value of Unit 2

GLH of Unit 20

Level of Unit E2

Introduction

In this unit learners will develop their spelling skills. They will be able to spell basic plurals and form the endings of past and present verb tenses. They will understand common prefixes and spell words using common consonant and vowel sounds. They will spell their own personal details correctly and spell common familiar words, including compounds.

This unit maps to the Adult Literacy Core Curriculum: Ww/E2.1 Ww/E2.2

Learning Outcomes	Assessment Criteria
The learner will be able to	The learner can
1 Spell plurals, tenses and affixes	1.1 Form the plural of normal basic nouns using -s, -es
	1.2 Recognise that -ed and -ing are common endings of past and present verb tenses
	1.3 Understand the use of common prefixes un- and dis- showing the negative
2 Spell words with simple spelling patterns	2.1 Spell words using knowledge of simple consonant clusters
	2.2 Spell words using knowledge of simple vowel phonemes
	2.3 Spell compound words
3 Be confident in spelling personal details and commonly used words	3.1 Spell most personal details correctly
	3.2 Spell familiar common words correctly

Indicative Content

Please be aware that the indicative content supplied below is a suggested guide only.

Plural of normal nouns. Learners should be able to form the plurals of nouns using the basic -s, -es.

Past and present verb tenses. Learners should be able to identify past and present tense verbs and understand that they often end with -ed or -ing.

Prefixes. Learners should be able to understand the concept of the negative and form opposites using un- and dis-.

Consonant clusters. Learners should be able to spell words that start or end with common combinations such as:

- Bl/br/cl/cr/dr/pl/sl/sp/st
- -mp/-nd/-nt/-sk/-sp/-st

Vowel phonemes. Learners should be able to spell words with the same basic vowel sound, e.g. long a in pain or gate / long e in sweet or thief.

Compounds. Learners should be aware that some words are composite (made up of two words put together). They should be able to spell everyday compounds, e.g. football, hamburger.

Personal details. Learners should be able to spell their own personal details.

Common words. Learners should be familiar with the spelling of most of the words which they use every day.

UNIT SPECIFICATIONS

Grammar and Punctuation

Credit Value of Unit 2

GLH of Unit 20

Level of Unit E2

Introduction

In this unit learners will learn how language works. They will be able to write simple sentences and join them using a common conjunction. They will understand and use adjectives and punctuate using basic punctuation marks. They will be able to use capital letters for proper nouns.

Mapped to Adult Literacy Core Curriculum: Ws/E2.1, Ws/E2.2, Ws/E2.3, Ws/E2.4

Learning Outcomes		Assessment Criteria
The learner will be able to		The learner can
1	Understand how to write in sentences	1.1 Write sentences with subject, object and verb 1.2 Join two simple sentences with a common conjunction
2	Add detail and depth to writing	2.1 Use adjectives to describe nouns 2.2 Understand that adjectives can convey further information about a noun
3	Use punctuation correctly	3.1 Punctuate sentences correctly using: <ul style="list-style-type: none"> ▪ Capital letters ▪ Full stops ▪ Question marks 3.2 Use capital letters for proper nouns

Indicative Content

Please be aware that the indicative content supplied below is a suggested guide only.

Simple sentence. Contains subject, object and verb and is a single complete thought or action.

Short simple sentences. Can be joined using a conjunction. Common conjunctions are: and, but, so, as, or, because.

Adjectives can convey further information about a noun. Learners should be aware that adjectives can add detail and interest to writing, e.g. colour, size, etc. Also, that the adjective selected can convey the writer's attitude, e.g. good, rich, sad.

Question marks. Learners should be aware that questions are sentences with a different word order.

Proper nouns. Learners should understand the concept of the proper noun. They should be able to use capital letters to signify proper nouns.

UNIT SPECIFICATIONS

Reading

Credit Value of Unit 3

GLH of Unit 30

Level of Unit E2

Introduction

In this unit learners will learn to read and understand short, straightforward texts on familiar subjects. They will use linking words to follow instruction and directions and be able to identify the different purposes of texts. Alphabetical order, illustrations and captions will be used to interpret and add information.

Mapped to Adult Core Curriculum Rt/E2.1, Rt/E2.2, Rt/E2.4, Rt/E2.1, Rw/E2.4

Learning Outcomes	Assessment Criteria
The learner will be able to	The learner can
1 Read different types of texts	1.1 Trace and understand the main events of chronological texts 1.2 Read and understand linking words and adverbials in instructions and directions
2 Understand that texts can have different purposes	2.1 Recognise the different purposes of texts
3 Use organisational and structural features to locate information	3.1 Use illustrations and captions to find information
4 Find and sequence words in alphabetical order	4.1 Sequence words in alphabetical order by initial letters

Indicative Content

Please be aware that the indicative content supplied below is a suggested guide only.

Main events Learners should be able to trace what is happening in a text and how the events link together.

Linking words and adverbials. Learners should be aware of, and be able to use, words such as first, next, then, to help understanding.

Different purposes. Will include: to inform, explain, instruct, entertain, describe, persuade.

Illustrations and captions. Learners should understand that illustrations and captions can contribute to meaning. They can also help to locate and interpret information.

Alphabetical order. Learners should have sufficient knowledge of alphabetical order to be able to find and sequence words.

UNIT SPECIFICATIONS

Writing

Credit Value of Unit 3

GLH of Unit 30

Level of Unit E2

Introduction

In this unit learners will learn how to use written words and phrases to record or present information. They will be aware of an intended audience and be able to produce legible text.

Mapped to Adult Literacy Core Curriculum: Wt/E2.1, Ww/E2.3

Learning Outcomes	Assessment Criteria
The learner will be able to	The learner can
1 Present information in written form	1.1 Use written words and phrases to record information 1.2 Organise own writing using simple and basic compound sentences
2 Write for a given audience and purpose	2.1 Select an appropriate style for intended audience and purpose
3 Write legibly	3.1 Produce legible text

Indicative Content

Please be aware that the indicative content supplied below is a suggested guide only.

Written words and phrases Learners should be able to write short texts such as notes, brief emails and simple stories.

Simple and basic compound sentences. Learners should be able to construct simple sentences and join these to make basic compounds using conjunctions such as 'and' and 'but'. They should be able to use these in writing when required.

Style. Learners should be able to organise the content of writing in the best way for the intended audience and purpose.

Legible text Learners will be aware that the presentation of writing is important, e.g. neatness and legibility.

UNIT SPECIFICATIONS

Receiving and Responding to Information

Credit Value of Unit 2

GLH of Unit 20

Level of Unit E2

Introduction

In this unit learners will learn how to listen carefully and respond relevantly. They will be able to follow the gist and find detail in short explanations, instructions and narratives. They will be able to respond to questions and engage meaningfully in conversations.

Mapped to Adult Literacy Core Curriculum; SLIr/E2.1, SLIr/E2.2, SLIr/E2.3, SLIr/E2.4, SLd/E2.1, SLd/E2.2

Learning Outcomes		Assessment Criteria
The learner will be able to		The learner can
1	Obtain information from others	1.1 Listen for and follow the gist of explanations, instructions and narratives
		1.2 Listen for detail, e.g. in short explanations, instructions and narratives
2	Confirm understanding	2.1 Listen to and respond appropriately to others
		2.2 Respond to straightforward questions on a simple topic
3	Contribute positively and relevantly to conversation	3.1 Follow the gist of conversations
		3.2 Follow the main points and make relevant contributions to conversations

Indicative Content

Please be aware that the indicative content supplied below is a suggested guide only.

The gist of explanations, instructions and narratives. Learners should be able to follow the gist of what they are listening to by picking up on context clues.

Detail and relevant information. Learners should be able to use key words and phrases to identify the relevant information or specific detail required. Linking words are also useful.

Respond appropriately. This involves awareness of both non-verbal and verbal responses.

Follow the gist of conversations. Learners should be able to listen to conversation and be able to follow the key points of what is being said. Their response whether verbal or non-verbal will show understanding.

Contribute appropriately. Learners' responses in conversation should show that they understand the discussion and are able to add to it in a positive way.

UNIT SPECIFICATIONS

Speaking

Credit Value of Unit 2

GLH of Unit 20

Level of Unit E2

Introduction

In this unit learners will learn how to talk to others. They will be able to communicate in a range of situations and demonstrate the skills required to engage in discussion.

Mapped to Adult Literacy Core Curriculum: SLc/E2.1, SLc/E2.2, SLc/E2.3, SLc/E2.4, SLd/E2.2

Learning Outcomes		Assessment Criteria
The learner will be able to		The learner can
1	Communicate with others	1.1 Speak clearly to be heard and understood in straightforward sustained exchanges
		1.2 Express clearly statements of fact and short accounts and descriptions
		1.3 Make requests and ask questions to obtain information in everyday contexts
2	Engage in discussion	2.1 Follow the main points and make appropriate contributions to the discussion
		2.2 Ask questions to clarify understanding

Indicative Content

Please be aware that the indicative content supplied below is a suggested guide only.

Speak clearly to be heard and understood. Learners should be aware that pace of delivery will affect ease of listening and that this may vary depending on context.

Make requests and ask questions. Learners should be able to make requests clearly and simply. They should be able to use some simple strategies for clarifying and confirming information, e.g. nodding, repetition.

Turn taking rights. These include understanding that speaking one at a time moves the discussion forward, being able to use eye contact and gestures to signal wishing to contribute.

APPENDIX 1

Summary Record of Achievement Ascentis Entry 2 Certificate in English Skills

Learner Name _____

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Spelling	Entry 2	2			
Grammar and Punctuation	Entry 2	2			
Reading	Entry 2	3			
Writing	Entry 2	3			
Receiving and Responding to Information	Entry 2	2			
Speaking	Entry 2	2			

Minimum Credit Value of Qualification _____

I confirm that the minimum number of credits at the appropriate level 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 2

Entry 2 English – Speaking Learner Assessment Record

This record should accompany the learner script for each learner completing the Speaking unit. Any notes written by the learner should be attached to the sheet.

Centre Name	Assessment Paper
Learner Name	Date of Birth
Level	ULN (if known)
Describe the learner's performance in relation to the following criteria	
1.1 Speak clearly to be heard and understood in straightforward exchanges	
Task A	
Task B	
1.2 Express clearly statements of fact and short accounts and descriptions	
Task A	
Task B	
1.3 Make requests and ask questions to obtain information in everyday contexts	
Task A	
Task B	

2.1 Follow the main points and make appropriate contributions to the discussion

Task A	
Task B	

2.2 Ask questions to clarify understanding

Task A	
Task B	

Record any support given to the learner before or when carrying out the assessment

Assessor Signature	Date
Internal Verifier Name and Signature	Date
External Verifier Name and Signature	Date