

NOCN Level 2 Certificate in Employability (QCF)

NOCN Unit Code	QCA Accredited Number	Unit Title	Mandatory or Optional	NOCN 10 Hour Credit Value	Level	OPUS ID	Sector	Expiry Date
HB1/2/QQ/132	J/600/3723	Improving Own Performance	Optional	2	2	CAI100	14.1	31/08/2014
HB6/2/QQ/014	Y/600/3726	Oral Presentation Skills	Optional	3	2	CAI105	14.1	31/08/2014
HE1/2/QQ/004	D/600/3727	Personal Money Management	Optional	1	2	CAI106	14.1	31/08/2014
HB6/2/QQ/015	K/600/3729	Personal Presentation in the Workplace	Optional	1	2	CAI108	14.1	31/08/2014
HE4/2/QQ/021	H/600/3731	Recognising Prejudice and Discrimination	Optional	1	2	CAI110	14.1	31/08/2014
HB1/2/QQ/133	A/600/3735	Self Development	Optional	3	2	CAI116	14.1	31/08/2014
HB7/2/QQ/013	J/600/3737	Teamwork Skills	Optional	3	2	CAI118	14.1	31/08/2014
HC6/2/QQ/010	T/600/3717	Applying for Work	Optional	2	2	CAI093	14.2	31/08/2014
HC1/2/QQ/028	A/600/3718	Building and Managing Workplace Relationships	Optional	2	2	CAI094	14.2	31/08/2014
HC1/2/QQ/029	F/600/3719	Communication in the Workplace	Optional	2	2	CAI095	14.2	31/08/2014
HC4/2/QQ/036	T/600/3720	Customer Care	Optional	3	2	CAI097	14.2	31/08/2014
HC1/2/QQ/030	A/600/3721	Developing Enterprise Skills	Optional	3	2	CAI098	14.2	31/08/2014
HC4/2/QQ/037	F/600/3722	Developing Meeting Skills	Optional	2	2	CAI099	14.2	31/08/2014
HC6/2/QQ/011	L/600/3724	Interview Skills	Optional	1	2	CAI102	14.2	31/08/2014
HC1/2/QQ/031	R/600/3725	Operating in a Work Environment	Optional	3	2	CAI103	14.2	31/08/2014
HC4/2/QQ/038	D/600/3730	Recognising Leadership Skills	Optional	2	2	CAI109	14.2	31/08/2014
HC6/2/QQ/012	K/600/3732	Researching Employment Opportunities	Optional	1	2	CAI112	14.2	31/08/2014
HC1/2/QQ/032	M/600/3733	Responsible Work Practice	Optional	1	2	CAI113	14.2	31/08/2014

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HC1/2/QQ/033	T/600/3734	Rights and Responsibilities in the Workplace	Optional	2	2	CAI114	14.2	31/08/2014
HC4/2/QQ/039	F/600/3736	Solving Problems in the Workplace	Optional	3	2	CAI117	14.2	31/08/2014
HC4/2/QQ/040	L/600/3738	Understanding Change in the Workplace	Optional	2	2	CAI119	14.2	31/08/2014
HC1/2/QQ/034	R/600/3739	Understanding Structures in the Workplace	Optional	3	2	CAI120	14.2	31/08/2014