QUALIFICATION SPECIFICATION

Addendum

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) – Sector Pathways

Qualification No: 603/6122/0

Registration Date: 17th January 2022 (see table below)
Registration Date: 1st May 2022 (see table below)
Registration Date: 29th July 2022 (see table below)
Registration Date: 22nd May 2023 (see table below)
Registration Date: 1st April 2024 (see table below)

Version: 4.4 June 2026

To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) – Sector Pathways

Sector Pathways available from January 2022:	Sector Pathways available from May 2022:
Business Administration	Cleaning
Construction	Customer Service
Health and Social Care	Horticulture
Hospitality	Plant Operations
Logistics	Retail
	Warehousing

Sector Pathways available from July 2022:	Sector Pathways available from May 2023:
Production	Animal Care
Motor Vehicle Maintenance	Hair and Beauty
Sport & Leisure	
Childcare	

Sector Pathway available from April 2024	
Digital	

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Business Administration)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Business Administration) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Business Administration units				
Introduction to Business Administration	E3	30	3	M/650/0797
Producing Business Documents	E3	20	2	J/650/0794
Developing Time Management Skills	E3	20	2	K/650/0795

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Construction)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Construction) is a 14 credit qualification with a Total Qualification Time (TQT) of 140 hours, including 140 Guided Learning Hours (GLH).

Learners must achieve all 9 credits from the mandatory units and a minimum of 5 credits from the construction units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Introducing Health and Safety in Construction	E3	30	3	A/618/0446
Construction units				
Introducing Bricklaying	E3	50	5	M/618/0671
Introducing Carpentry and Joinery	E3	50	5	A/618/0673
Introducing Painting and Decorating	E3	50	5	K/618/0684
Introducing Plastering	E3	50	5	F/618/0691
Introducing Tiling	E3	50	5	K/618/0698
Introducing Plumbing	E3	50	5	T/650/1076

Assessment

This qualification pathway is externally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. The assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Health and Social Care)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Health and Social Care) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Health and Social Care units				
Introduction to Care	E3	30	3	D/650/0971
Health and Safety Procedures in a Work Environment	E3	10	1	A/505/1855
Introduction to Mental ill Health	E3	10	1	L/650/1163
Assisting at Mealtimes	E3	20	2	F/650/0972

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Hospitality)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Hospitality) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 6 credits from Mandatory Group A and a minimum of 7 credits from the sector units.

Mandatory Group A	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Hospitality units				
Working in Catering	E3	30	3	L/650/0911
Health and Safety and Food Hygiene in Catering	E3	20	2	K/650/0910
Basic Food Preparation and Cooking	E3	20	2	F/650/0909
Customer Service in Hospitality	E3	20	2	R/650/8484
Food and Drink Service	E3	20	2	T/650/8485
Introduction to Front of House	E3	20	2	Y/650/8486
Introduction to Housekeeping	E3	20	2	A/650/8487

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn for selected units under the Hospitality pathway.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Logistics)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Logistics) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Logistics units				
Introduction to Logistics	E3	30	3	Y/650/0672
Preparing Goods for Transport	E3	20	2	T/650/0671
Sustainable Impact in Logistics	E3	10	1	R/650/0670
Health and Safety Procedures in a Work Environment	E3	10	1	A/505/1855

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Cleaning)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Cleaning) is a 14 credit qualification with a Total Qualification Time (TQT) of 140 hours, including 140 Guided Learning Hours (GLH).

Learners must achieve all 14 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Cleaning units				
Undertaking Cleaning	E3	20	2	A/650/2338
Introduction to Cleaning	E3	30	3	Y/650/2337
Introducing Health and Safety in Cleaning	E3	20	2	T/650/2336
Environmental Awareness in Cleaning	E3	10	1	R/650/2335

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Customer Service)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Customer Service) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Customer Service units				
Introduction to Customer Service	E3	30	3	M/650/2334
Customer Needs	E3	20	2	K/650/2332
Dealing with Customer Queries or Requests	E3	20	2	L/650/2333

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Horticulture)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Horticulture) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Horticulture units				
Planting in Containers	E3	30	3	T/650/2192
Introduction to Horticulture	E3	30	3	R/650/2191
Health and safety in a Work Environment	E3	10	1	A/505/1855

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Plant Operations)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Plant Operations) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Plant Operations units				
Introducing Health and Safety in Construction	E3	30	3	A/618/0446
Introduction to Working with Construction Plant	E3	40	4	Y/650/2382

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Retail)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Retail) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Retail units				
Stock Handling in Retailing	E3	30	3	R/650/1903
Introduction to Retailing	E3	10	1	L/650/1901
Handling Customer Payments in Retailing	E3	10	1	K/650/1900
Customer Service in Retailing	E3	20	2	A/650/1899

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Warehousing)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Warehousing) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Warehousing units				
Recycling in a Warehouse	E3	10	1	M/650/2352
Picking and Assembling Orders	E3	20	2	L/650/2351
Introduction to Warehousing	E3	30	3	K/650/2350
Health and Safety Procedures in a Work Environment	E3	10	1	A/505/1855

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Childcare)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Childcare) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Childcare units				
Introduction to Childcare	E3	30	3	J/650/3089
Introduction to Developing Language and Communication Skills in Children from 0 - 5 years	E3	20	2	H/650/3088
Supporting Child Development from 0 - 3 years	E3	20	2	F/650/3087

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Motor Vehicle Maintenance)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Motor Vehicle Maintenance) is a 14 credit qualification with a Total Qualification Time (TQT) of 140 hours, including 140 Guided Learning Hours (GLH).

Learners must achieve all 14 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Motor Vehicle Maintenance units				
Introduction to Vehicle Exhaust Systems	E3	20	2	M/650/3504
Introduction to Motor Vehicle Engines	E3	20	2	R/650/3505
Introduction to Motor Vehicle Maintenance	E3	30	3	T/650/3506
Introduction to Vehicle Lubrication Systems	E3	10	1	Y/650/3507

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Production)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Motor Vehicle Maintenance) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve 6 credits from the Mandatory Group and a minimum of 7 credits from the Optional Group.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Optional Production units				
Introduction to Production	E3	30	3	F/650/3492
Select and Use a Design to Product a Finished Product	E3	40	4	K/650/3502
Producing a Resistant Material Product	E3	50	5	K/650/3511
Introduction to Resistant Materials	E3	10	1	J/650/3510
Evaluate a Resistant Material Product	E3	30	3	D/650/3509
Design a Resistant Material Product	E3	30	3	A/650/3508

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Sport & Leisure)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Sport & Leisure) is a 14 credit qualification with a Total Qualification Time (TQT) of 140 hours, including 140 Guided Learning Hours (GLH).

Learners must achieve all 14 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Sport & Leisure units				
Sustainability in Sport and Active Leisure	E3	20	2	T/650/2516
Introduction to Sport and Active Leisure	E3	30	3	R/650/2515
Assisting at a Sport or Active Leisure Event	E3	30	3	M/650/2514

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Animal Care)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Animal Care) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Animal Care units				
Assist with Feedstuffs for Animals	E3	20	2	J/650/6671
Introduction to Working in Animal Care	E3	30	3	A/650/6678
Principles of Feeding Animals	E3	20	2	R/650/6675

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Hair and Beauty)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Hair and Beauty) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 130 Guided Learning Hours (GLH).

Learners must achieve all 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Hair and Beauty units				
Communication in Hair and Beauty	E3	10	1	H/650/7264
Introduction to Working in a Hair and Beauty Salon	E3	30	3	M/650/7268
Carry out Basic Manicure Treatments	E3	30	3	D/650/7262

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is available from vLearn.

NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Digital)

The NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3) (Hair and Beauty) is a 13 credit qualification with a Total Qualification Time (TQT) of 130 hours, including 128 Guided Learning Hours (GLH).

Learners must achieve a minimum of 13 credits from the listed units in this pathway.

Mandatory	Level	GLH	Credit	Unit Number
Preparation for Further Learning or Employment	E3	10	1	R/650/0490
Preparing for an Interview	E3	20	2	T/650/0491
Employability Skills	E3	30	3	Y/650/0492
Digital Units				
Cyber Security	E3	30	3	Y/651/1085
Digital Communication	E3	20	2	T/651/1084
Introduction to Digital	E3	10	1	R/651/1083
Using Digital Technology	E3	10	1	M/651/1082
AI-Enhanced Communication and Problem-Solving	E3	28	1	A/651/8477

Assessment

This qualification pathway is internally set and internally assessed. Assessment activity must ensure evidence of achievement against all of the requirements specified within each of the learning outcomes. Assessment documentation is will be available from vLearn shortly.

PART OF nocn GROUP

Acero Building
1 Concourse Way
Sheaf Street
Sheffield
South Yorkshire
England
S1 2BJ

Tel: 0300 999 1177
Email: nocn@nocn.org.uk

www.nocn.org.uk