

NOCN Entry Level Award in Using Employability Skills (Entry 2) - 600/6894/2

Rules of Combination: The learner must achieve 8 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 4 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B.

Mandatory Unit

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
L/504/1296	Action Planning to Improve Performance	Mandatory	2	E2	CAP136	14.2

Optional Group A

R/504/1297	Applying for Jobs and Courses	Optional	2	E2	CAP137	14.2
Y/504/1298	Building Confidence and Self Esteem	Optional	2	E2	CAP138	14.2
M/504/1470	Follow Instructions in the Work Place	Optional	2	E2	CAP144	14.2
T/504/1471	Health and Safety Procedures in the Work Place	Optional	2	E2	CAP145	14.2
T/504/1292	Making Career Choices	Optional	2	E2	CAP149	14.2
J/504/1295	Preparing for and Taking Part in an Interview	Optional	2	E2	CAP151	14.2
J/504/1474	Travelling to and from Work	Optional	2	E2	CAP152	14.2
L/504/1475	Understanding a Pay Slip	Optional	1	E2	CAP153	14.2
R/504/1476	Using Communication Skills in a Work Place	Optional	2	E2	CAP155	14.2
D/504/1478	Using ICT Skills in a Work Place	Optional	2	E2	CAP157	14.2
Y/504/1463	Using Number Skills in a Work Place	Optional	2	E2	CAP158	14.2
D/504/1464	Using Reading Skills in a Work Place	Optional	2	E2	CAP159	14.2
H/504/1465	Using Writing Skills in a Work Place	Optional	2	E2	CAP160	14.2
K/504/1466	Working with Others	Optional	2	E2	CAP173	14.2
M/504/1288	Looking and Acting the Part in the Work Place	Optional	2	E2	CAP147	14.1
M/504/1467	Dealing with Problems at Work	Optional	2	E2	CAP140	14.1
T/504/1468	Decision Making in the Work Place	Optional	2	E2	CAP142	14.1
A/504/1293	Managing Money	Optional	1	E2	CAP150	14.1

Optional Group B

M/504/1307	Carry out a Practical Activity in the Work Place	Optional	2	E2	CAP139	14.2
T/504/1308	Feeding Animals	Optional	2	E2	CAP143	14.2
F/504/1473	Induction to Work	Optional	2	E2	CAP146	14.2
D/504/1450	Making a Product	Optional	2	E2	CAP148	14.2
J/504/1300	Undertaking an Enterprise Project	Optional	2	E2	CAP154	14.2
R/504/1302	Using ICT Equipment in the Workplace	Optional	2	E2	CAP156	14.2
H/504/1451	Working as a Caretaker	Optional	2	E2	CAP161	14.2
K/504/1452	Working as a Cleaner	Optional	2	E2	CAP162	14.2
Y/504/1303	Working as a Volunteer	Optional	2	E2	CAP163	1.3
K/504/1306	Working in a Care Environment	Optional	2	E2	CAP164	14.2
J/504/1457	Working in a Garage	Optional	2	E2	CAP165	14.2
L/504/1458	Working in an Office	Optional	2	E2	CAP166	14.2
R/504/1459	Working in Catering	Optional	2	E2	CAP167	14.2
L/504/1461	Working in Horticulture	Optional	2	E2	CAP168	14.2
R/504/1462	Working in Hospitality	Optional	2	E2	CAP169	14.2
M/504/1453	Working in Retail	Optional	2	E2	CAP170	14.2
T/504/1454	Working on a Farm	Optional	2	E2	CAP171	14.2
F/504/1456	Working with Animals	Optional	2	E2	CAP172	14.2