

NOCN Entry Level Certificate in Skills for Employment, Training and Personal Development (Entry 3) - 601/0714/5

The learner must achieve a total of 18 credits. A minimum of 3 credits must be achieved from Group A and a minimum of 3 credits must be achieved from Group B. The remaining 12 credits can be taken from a combination of units from any of the groups.

Group A - Personal Development

Ofqual Unit Code	Unit Title	GLH	Credit Value	Level
A/651/8477	AI-Enhanced Communication and Problem-Solving	28	3	E3
F/505/1226	Alcohol and Drug Misuse Awareness	30	3	E3
A/505/3704	Aspects of Citizenship	30	3	E3
Y/505/1538	Awareness of Social and Physical Aspects of Adult Relationships	20	2	E3
K/505/4007	Budgeting	10	1	E3
J/505/3740	Career Preparation	10	1	E3
J/505/1275	Caring for your Child	30	3	E3
K/506/8036	Computer Basics	5	1	E3
Y/651/8476	Communicating Online	18	2	E3
T/600/9873	Dealing with Debt	30	3	E3
T/651/8475	Digital Choices and Staying Safe	9	1	E3
J/505/3737	Emotional Intelligence	30	3	E3
K/505/3746	Employment Contracts and Payslips	10	1	E3
R/651/8474	Exploring Digital Skills	10	1	E3
D/506/7904	Exploring Health	30	3	E3
A/505/3671	Food and Nutrition for Children and Young People	30	3	E3
L/505/3660	Food, Drink and Cooking	30	3	E3
D/652/0663	Getting Work Ready	30	3	E3
J/505/1227	Healthy Living	30	3	E3

D/505/3663	Home and Personal Safety	30	3	E3
R/505/3675	Human Growth and Development	30	3	E3
J/505/1230	Introduction to Issues of Substance Misuse	10	1	E3
F/652/0673	Introduction to Money Skills	10	1	E3
T/502/0166	IT User fundamentals	15	2	E3
R/505/0775	Know How to Use ICT to Support Your Child's Learning	10	1	E3
J/652/0675	Looking for Jobs	30	3	E3
R/505/1537	Maintaining Sexual Health	10	1	E3
K/652/0676	Making Simple Choices About Personal Goals	30	3	E3
D/652/0672	Managing Everyday Money	10	1	E3
R/505/1277	Parenting Skills	30	3	E3
H/503/3057	Personal Budgeting and Managing Money	30	3	E3
D/505/3680	Personal Hygiene	10	1	E3
T/505/3720	Personal Hygiene Skills for Hands and Feet	10	1	E3
F/505/3722	Personal Hygiene Skills for Oral Health	10	1	E3
L/505/3741	Personal Study Skills	30	3	E3
T/505/3684	Planning and Reviewing for Personal Development	30	3	E3
K/505/3665	Planning for Personal Development	10	1	E3
M/505/3683	Preparation for Production Skills	30	3	E3
Y/505/3743	Preparing for a Recruitment Interview	20	2	E3
H/652/0674	Preparing for the Future	10	1	E3
J/505/3673	Preparing, Presenting and Keeping Food for Children and Young People	30	3	E3
D/505/3744	Recognising Employment Opportunities	10	1	E3
M/652/0678	Recognising Personal Strengths and Successes	30	3	E3
T/505/3748	Recognising Voluntary Opportunities	20	2	E3
L/505/3674	Rights and Responsibilities of Citizenship	30	3	E3
M/505/3716	Road Safety Awareness For Pedestrians	30	3	E3
H/505/3678	Setting Goals for Personal Development	30	3	E3
A/505/1533	Sex and Relationships	30	3	E3
M/505/3733	Shopping for your Home	30	3	E3

M/505/3666	Skills for Employability	30	3	E3
R/505/3739	Skills for Gaining Employment	30	3	E3
Y/505/3662	Skills for Independent Living	40	4	E3
F/505/3686	Skills for Shopping	30	3	E3
A/652/0671	Staying Safe from Scams	10	1	E3
J/505/3687	Supporting Children in Family Learning	30	3	E3
A/505/3735	Table Setting in your Home	10	1	E3
T/618/7072	Take Part in an Activity	10	1	E3
Y/506/8050	The Internet and World Wide Web	5	1	E3
F/505/3672	The Local Community	10	1	E3
A/505/3685	Travel Safety Awareness	60	6	E3
H/504/1692	Travelling to and from Work	20	2	E3
R/652/0679	Understanding Confidence	30	3	E3
D/506/8051	Understanding Eating Disorders	9	1	E3
D/505/1279	Understanding Family Relationships	30	3	E3
K/504/0902	Understanding own Response to Body Image	20	2	E3
A/505/3749	Using a Personal Learning Programme	30	3	E3
M/651/8473	Using Digital Devices Safely	18	2	E3
M/505/3702	Using Public Transport	30	3	E3
K/505/3679	Young People, Law and Order	30	3	E3

Group B - Vocational Support

Y/505/0387	Assertiveness and Decision Making Skills	20	2	E3
M/652/0669	Being Respectful in Work and Learning	20	2	E3
L/652/0668	Communicating with Others	20	2	E3
H/505/0392	Customer Service Skills	20	2	E3
H/506/7905	Exploring an Occupational Sector	30	3	E3
F/652/0664	Exploring Jobs and Work Areas	30	3	E3

K/505/0393	Group and Teamwork Communication Skills	20	2	E3
A/505/1855	Health and Safety Procedures in a Work Environment	10	1	E3
A/505/0396	Improving Own Learning and Performance	20	2	E3
H/652/0665	Introduction to Sustainability	20	2	E3
J/506/7900	Prejudice and Discrimination Awareness	30	3	E3
J/505/0398	Problem Solving in the Workplace	20	2	E3
J/652/0666	Solving Simple Problems	20	2	E3
Y/652/0670	Speaking Up and Making Simple Decisions	20	2	E3
T/505/0400	Teamwork	20	2	E3
J/505/0403	Time Management Skills	20	2	E3
K/652/0667	Understanding Rules and Responsibilities at Work	20	2	E3
K/505/1527	Valuing Equality and Diversity	10	1	E3
H/505/0408	Work Experience	10	1	E3
J/600/6508	Working as a Volunteer	30	3	E3

Group C - Literacy and Numeracy

R/505/4003	Applying Addition and Subtraction Skills	10	1	E3
F/505/3090	Applying Fraction Skills	10	1	E3
Y/505/4004	Applying Number Skills	10	1	E3
D/505/4005	Applying Shape and Space	10	1	E3
H/505/4006	Communication: Giving Information	10	1	E3
M/505/4008	Data Handling: Extracting and Interpreting	10	1	E3
T/505/4009	Data Handling: Recording and Representing Data	10	1	E3
K/505/4010	Division of Whole Numbers	10	1	E3
F/503/3048	Engage in Discussion	10	1	E3
T/505/4012	Grammar and Punctuation in Practical Use	10	1	E3
A/503/3050	Grammar Skills	10	1	E3
F/503/3051	Improving Own Spelling	10	1	E3

A/505/4013	Measure: Capacity and Temperature	10	1	E3
D/503/3378	Measure: Weight	10	1	E3
J/505/4564	Measuring and Estimating: Distance and Length	10	1	E3
L/505/3089	Money: Adding and Subtracting	10	1	E3
L/505/4016	Multiplication of Whole Numbers	10	1	E3
D/503/3154	Reading Comprehension	10	1	E3
H/503/3155	Reading Grammar and Punctuation	10	1	E3
K/503/3156	Reading Key Personal Words	10	1	E3
A/503/3159	Spelling and Handwriting Skills	10	1	E3
A/503/3162	Spelling in Practice	10	1	E3
Y/505/4567	Time	10	1	E3
F/503/3275	Using Addition and Subtraction	10	1	E3
T/503/3287	Using Listening and Responding Skills	10	1	E3
F/503/3289	Using Punctuation	10	1	E3
Y/505/4021	Writing Composition Skills	10	1	E3

Group D - Animal Care

R/505/4017	Assist with Catching and Restraining a Small Animal	20	2	E3
D/505/4019	Check that a Small Animal is Healthy	30	3	E3
J/651/9894	Following Simple Instructions in Animal Care Settings	20	2	E3
H/505/4037	Groom a Small Animal	20	2	E3
K/651/9895	Introduction to Animal Housing	10	1	E3
L/651/9896	Keeping Animals Safe in their Housing	20	2	E3
M/651/9897	Noticing Animal Emotions and Comfort Levels	20	2	E3
R/651/9898	Noticing When Something Looks Wrong	20	2	E3
T/651/9899	Recognising Healthy Animals and Routine Care Tasks	10	1	E3
H/651/9900	Staying Safe Around Animals	10	1	E3
J/651/9901	Understanding Animal Behaviour	10	1	E3

Group E - Business and Administration

D/505/0441	Assist in Handling Mail	10	1	E3
K/652/0530	Communicate Clearly in a Business Environment	20	2	E3
T/652/0534	Creating Simple Digital Documents	20	2	E3
M/506/8037	Database Software	15	2	E3
K/505/0443	Filing Skills	20	2	E3
Y/652/0535	Following Simple Routines and Tasks in a Workplace	20	2	E3
Y/652/0526	Introduction to Businesses and their Purpose	20	2	E3
F/506/8043	Presentation Software	15	2	E3
H/505/0442	Reception Skills	20	2	E3
M/652/0532	Recording Basic Business Transactions	20	2	E3
L/652/0531	Storing and Organising Business Information Digitally	20	2	E3
H/506/8049	Spreadsheet Software	15	2	E3
A/652/0527	Supporting Front of House Tasks	20	2	E3
D/652/0528	Understanding Customers and Service Situations	20	2	E3
R/652/0533	Understanding Money and Costs in a Business	20	2	E3
M/505/0444	Undertaking an Enterprise Activity	60	6	E3
H/506/8052	Using Email	10	1	E3
F/652/0529	Using Telephone and Online Communication at Work	20	2	E3
F/502/0171	Using the Internet	10	1	E3
T/505/0445	Using the Telephone and Photocopier	30	3	E3
K/506/8053	Word Processing Software	15	2	E3

Group F - Catering

Y/502/4808	Basic Cooking	20	2	E3
J/600/0711	Basic food preparation	20	2	E3
F/652/0410	Introduction to Baking	20	2	E3

H/652/0411	Introduction to Barista Skills	20	2	E3
J/652/0412	Introduction to Chocolate and Sweet Treats	20	2	E3
K/652/0413	Introduction to Food Preparation Tasks	20	2	E3
L/652/0414	Introduction to Food Safety	20	2	E3
M/652/0415	Introduction to Food Service	20	2	E3
R/652/0416	Introduction to Kitchen Tools and Equipment	20	2	E3
Y/652/0409	Following Instructions in Catering Settings	20	2	E3
A/505/0589	Food Commodities	10	1	E3
M/505/0590	Health and Safety and Food Hygiene in Catering	20	2	E3
T/652/0417	Keeping Food Preparation Areas Clean	20	2	E3
A/505/0592	Making and Storing Baked Products	30	3	E3
F/505/0593	Prepare and Cook Fish, Meat and Poultry	30	3	E3
J/505/0594	Prepare and Cook Fruit and Vegetables	30	3	E3
K/652/0503	Preparing Cold Foods and Snacks	16	2	E3
Y/652/0418	Preparing Simple Foods	20	2	E3
F/502/4835	Serving Food and Drink	20	2	E3
A/652/0419	Staying Safe When Using Kitchen Equipment	20	2	E3
L/505/0595	Using Kitchen Equipment	10	1	E3
L/506/7896	Using Local and Seasonal Produce to Create Healthy Meals	30	3	E3
H/652/0420	Working in a Kitchen Environment	20	2	E3
J/652/0421	Working Safely Around Customers	20	2	E3

Group G - Construction

R/504/2496	Basic bricklaying skills	10	1	E3
F/506/7927	Basic Painting and Decorating	10	1	E3
A/506/7926	Basic Plastering	10	1	E3
T/506/7925	Basic Plumbing - Fixing and Drilling	10	1	E3
A/506/7909	Basic Site Carpentry - Jointwork	10	1	E3
T/506/7908	Basic Wall Tiling	10	1	E3

T/505/3751	Brickwork	30	3	E3
L/505/3691	Brickwork Workshop Practice	30	3	E3
K/505/3696	Building a Half Brick Wall Three Courses High	30	3	E3
M/505/3750	Building a Three Brick Square Hollow Pillar	30	3	E3
M/505/4039	Painting and Decorating: Cutting and Hanging Wall Coverings	30	3	E3

Group H - Creative Skills

L/506/7929	Art Appreciation	30	3	E3
M/506/7907	Ceramics	30	3	E3
D/505/3596	Craft Skills	30	3	E3
L/502/0173	Design and imaging software	15	2	E3
T/506/8038	Desktop Publishing Software	15	2	E3
T/505/3605	Digital Photography	10	1	E3
A/505/3606	Discover Local History	30	3	E3
K/506/7906	Drawing	30	3	E3
F/505/3610	Ensemble Music Performance	30	3	E3
M/505/3604	Floristry Principles and Techniques	10	1	E3
Y/505/3600	Garment Making	30	3	E3
M/506/8040	Introduction to the Performing Arts	30	3	E3
D/505/3601	Needle/Textile Crafts	30	3	E3
L/506/7901	Painting	30	3	E3
Y/505/3614	Performance Skills	30	3	E3
Y/505/3595	Physical Performance Skills	30	3	E3
K/505/3603	Practical Floristry Skills	30	3	E3
R/506/7897	Sculpture	30	3	E3
H/505/3602	Soft Furnishing	30	3	E3
J/505/3611	Solo Music Performance	30	3	E3
J/505/3608	Using Mixed Media in 2D	30	3	E3
J/506/7895	Using Mixed Media in 3D Art	30	3	E3

F/505/3607	Using the Internet as a Medium for Music	30	3	E3
------------	--	----	---	----

Group I - Hair and Beauty

R/505/0582	Assist with Hair Colour Services	30	3	E3
Y/505/0583	Assist with Styling Men's Hair	30	3	E3
D/505/0584	Assist with Styling Women's Hair	30	3	E3
J/506/7928	Basic Make-up Application	30	3	E3
H/505/0585	Blow Dry Women's Hair	30	3	E3
R/502/3804	Hair Plaiting	30	3	E3
K/502/3467	Hand Care	30	3	E3
Y/506/7903	Make-up for an Occasion	30	3	E3
R/506/7902	Nail Art Application Skills	20	2	E3
M/505/0587	Prepare and Maintain the Salon	30	3	E3
D/506/7899	Providing Basic Manicure Treatments	30	3	E3
Y/506/7898	Providing Basic Pedicure Treatments	30	3	E3
L/502/3753	Shampoo and Conditioning	30	3	E3
Y/502/3464	Skin Care	30	3	E3
T/505/0588	Working Relationships in a Hairdressing Salon	30	3	E3

Group J - Health and Social Care

R/652/0164	Basic Health and Wellbeing Awareness for Adults	30	3	E3
J/652/0160	Communication and Relationships in Adult Social Care	20	2	E3
Y/652/0184	Communication and Relationships with Children	20	2	E3
J/652/0189	Communication and Relationships with Young People	20	2	E3
R/652/0178	Developing Personal Confidence and Communication Skills	20	2	E3
T/652/0165	Introduction to Adult Healthcare Settings	20	2	E3
K/652/0161	Introduction to Adult Social Care	20	2	E3
L/652/0171	Introduction to Children's Healthcare Settings	20	2	E3

D/652/0186	Introduction to Children's Social Care	20	2	E3
L/652/0180	Introduction to Working in Health, Social Care and Education	30	3	E3
M/652/0190	Introduction to Youth Work	20	2	E3
F/652/0187	Keeping Children Safe	20	2	E3
L/652/0162	Safety and Protection in Adult Social Care	20	2	E3
Y/652/0166	Supporting Adults with Daily Living Needs	20	2	E3
T/652/0174	Supporting Children with Daily Health Needs	20	2	E3
H/652/0188	Supporting Children's Wellbeing	20	2	E3
M/652/0163	Supporting Health and Wellbeing in Adult Social Care	20	2	E3
T/652/0183	Understanding Safe and Respectful Behaviour at Work	30	3	E3
D/652/0168	Understanding Safe and Respectful Behaviour in Adult Healthcare	30	3	E3
A/652/0176	Understanding Safety and Wellbeing for Children	20	2	E3
R/652/0191	Youth Work Activities for Young People	20	2	E3

Group K - Social, Natural and Life Science - COMING SOON

Group L - Horticulture

T/505/0395	Amenity Horticulture Skills	30	3	E3
M/652/0019	Carry Out Basic Growing Tasks	20	2	E3
K/652/0017	Carrying Out Basic Cultivation Tasks	20	2	E3
F/505/0397	Clearing and Weeding a Garden	20	2	E3
L/505/0399	Cultivating Plant Cuttings	30	3	E3
A/505/0401	Garden Horticulture	30	3	E3
F/505/0402	Garden Maintenance Skills	30	3	E3
Y/600/0289	Identify Plants	20	2	E3
L/505/0404	Maintaining Garden Habitats	20	2	E3

H/652/0015	Maintaining Planted Areas	20	2	E3
R/505/0405	Maintaining Soil	20	2	E3
D/652/0013	Maintaining Tools and Equipment	20	2	E3
D/505/0407	Planting in a Container	30	3	E3
K/505/0409	Propagating Seeds	30	3	E3
D/505/0410	Propagation of Plants	20	2	E3
T/652/0010	Supporting Habitats in Planted Spaces	20	2	E3
Y/652/0011	Understanding Plant Growth	20	2	E3
K/652/0008	Understanding Plants in their Environment	20	2	E3
H/505/0411	Using and Maintaining Garden Tools	30	3	E3
H/652/0006	Working Safely in Outdoor Environments	20	2	E3

Group M - Motor Vehicle and Cycle Maintenance

M/505/0413	Checking and Maintaining Car Tyres	10	1	E3
T/505/0414	Checking and Maintaining Fluid Levels on a Car	10	1	E3
D/505/3677	Clean and Prepare a Cycle for Use	10	1	E3
A/505/0415	Identification of Basic External and Internal Car Parts	10	1	E3
M/600/4560	Introduction to Vehicle Engine Operating Principles	31	4	E3
A/600/4562	Introduction to Vehicle Workshop Bench Skills	26	4	E3
L/505/3688	Lubricate and Tension a Single Speed Cycle Chain	10	1	E3
T/506/8041	Motor Vehicle Workshop Tools and Equipment	20	2	E3
A/506/8042	Motorcycle Construction	20	2	E3
K/505/3682	Remove and Replace Cycle Saddles, Seatposts and Handlebars	10	1	E3
R/505/3689	Remove and Replace Cycle Wheels, Tyres and Inner Tubes	10	1	E3
J/506/8044	Routine Braking System Checks	20	2	E3
Y/506/8047	Routine Motorcycle Checks	20	2	E3
R/506/8046	Routine Vehicle Checks	20	2	E3
D/506/8048	Routine Wheel and Tyre Checks	20	2	E3

L/505/4064	Simple Body Repair Processes	20	2	E3
J/505/0417	Valeting a Car Interior	30	3	E3
L/505/0418	Washing a Car Exterior	10	1	E3
R/505/0419	Wax and Polish a Car Exterior	30	3	E3

Group N - Sport and Leisure

Y/505/0423	Angling Skills	30	3	E3
H/505/0425	Assist in Sports Coaching	30	3	E3
D/501/7245	Assisting at a Sport or Active Leisure Event	30	3	E3
T/505/4043	Getting to Know Woodlands	30	3	E3
A/505/0429	Health and Fitness	30	3	E3
M/505/0430	How the Body Works	30	3	E3
A/506/8039	Improving own Fitness	30	3	E3
T/505/0431	Indoor Team Games	30	3	E3
F/505/0433	Participating in Leisure Activities	30	3	E3
L/505/0435	Planning and Participating in Countryside Walks	30	3	E3
Y/501/7244	Taking Part in Sport	30	3	E3
F/503/3874	The Angling Environment	30	3	E3
K/505/4041	Trees and Plants and their Importance to Wildlife	20	2	E3

Group O - Digital

D/651/8478	Participating in a Digital Group Task	27	3	E3
A/651/8486	Basic Programming Concepts	27	3	E3
Y/651/8485	Communicating Online for Everyday Tasks	18	2	E3
T/651/8484	Digital Lists and Tables	18	2	E3
R/651/8483	Emerging Technology	27	3	E3

M/651/8482	Exploring Digital Content	18	2	E3
L/651/8481	Exploring Digital Creativity	18	2	E3
K/651/8480	Exploring Game Engines	27	3	E3
F/651/8479	Finding Information Online	18	2	E3