

NOCN Entry Level Certificate in Using Employability Skills (Entry 1) - 600/6896/6

Rules of Combination: The learner must achieve 14 credits. 2 credits from the unit in the Mandatory Group. A minimum of 8 credits from Optional Group A and a minimum of 2 credits from Optional Group B. The remaining 2 credits from any units in Optional Groups A and B.

Mandatory Group

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
L/504/1234	Action Planning to Improve Performance	Mandatory	2	E1	CAP099	14.2

Optional Group A

J/504/1233	Preparing for and Taking Part in an Interview	Optional	2	E1	CAP113	14.2
R/504/1235	Applying for Jobs and Courses	Optional	2	E1	CAP100	14.2
T/504/1230	Building Confidence and Self Esteem	Optional	2	E1	CAP101	14.2
A/504/1407	Dealing with Problems at Work	Optional	2	E1	CAP103	14.1
F/504/1408	Decision Making in the Work Place	Optional	2	E1	CAP104	14.1
J/504/1409	Follow Instructions in the Work Place	Optional	2	E1	CAP106	14.2
A/504/1410	Health and Safety Procedures in the Work Place	Optional	2	E1	CAP107	14.2
A/504/1231	Making Career Choices	Optional	2	E1	CAP111	14.2
J/504/1281	Travelling to and from Work	Optional	2	E1	CAP115	14.2
K/504/1404	Using Communication Skills in a Work Place	Optional	2	E1	CAP117	14.2
R/504/1283	Using ICT Skills in a Work Place	Optional	2	E1	CAP119	14.2
Y/504/1284	Using Number Skills in a Work Place	Optional	2	E1	CAP120	14.2
Y/504/1415	Using Writing Skills in a Work Place	Optional	2	E1	CAP122	14.2
D/504/1416	Working with Others	Optional	2	E1	CAP135	14.2
F/504/1232	Managing Money	Optional	1	E1	CAP112	14.1
R/504/1414	Using Reading Skills in a Work Place	Optional	2	E1	CAP121	14.2
F/504/1280	Looking and Acting the Part in the Work Place	Optional	2	E1	CAP109	14.1

Optional Group B

D/504/1237	Carry out a Practical Activity in the Work Place	Optional	2	E1	CAP102	14.2
H/504/1238	Feeding Animals	Optional	2	E1	CAP105	14.2

F/504/1411	Induction to Work	Optional	2	E1	CAP108	14.2
K/504/1239	Making a product	Optional	2	E1	CAP110	14.2
D/504/1240	Undertaking an Enterprise Project	Optional	2	E1	CAP116	14.2
H/504/1241	Using ICT Equipment in the Work Place	Optional	2	E1	CAP118	14.2
K/504/1242	Working as a Caretaker	Optional	2	E1	CAP123	14.2
M/504/1243	Working as a Cleaner	Optional	2	E1	CAP124	14.2
T/504/1244	Working as a Volunteer	Optional	2	E1	CAP125	1.3
Y/504/1236	Working in a Care Environment	Optional	2	E1	CAP126	14.2
H/504/1255	Working in a Garage	Optional	2	E1	CAP127	14.2
K/504/1256	Working in an Office	Optional	2	E1	CAP128	14.2
M/504/1257	Working in Catering	Optional	2	E1	CAP129	14.2
T/504/1261	Working in Horticulture	Optional	2	E1	CAP130	14.2
Y/504/1267	Working in Hospitality	Optional	2	E1	CAP131	14.2
A/504/1245	Working in Retail	Optional	2	E1	CAP132	14.2
L/504/1248	Working on a Farm	Optional	2	E1	CAP133	14.2
R/504/1252	Working with Animals	Optional	2	E1	CAP134	14.2
L/504/1413	Reading and Writing Key Words in a Work Place	Optional	1	E1	CAP114	14.2