NOCN Entry Level Certificate in Vocational Studies (Entry 3) - 601/0142/8

Rules of Combination: The learner must achieve 17 credits. 2 credits must be taken from Mandatory Group A and 15 credits from one of the pathways in Group B.

Mandatory Group

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
Y/505/0387	Assertiveness and Decision Making Skills	Optional	2	E3	CAQ224	14.1
H/505/0392	Customer Service Skills	Optional	2	E3	CAQ225	14.1
K/505/0393	Group and Teamwork Communication Skills	Optional	2	E3	CAQ226	14.1
A/505/0396	Improving Own Learning and Performance	Optional	2	E3	CAQ228	14.1
J/505/0398	Problem Solving in the Workplace	Optional	2	E3	CAQ229	14.2
T/505/0400	Teamwork	Optional	2	E3	CAQ230	14.2
J/505/0403	Time Management Skills	Optional	2	E3	CAQ231	14.1
H/505/0408	Work Experience	Optional	1	E3	CAQ233	14.2
K/505/1527	Valuing Equality and Diversity	Optional	1	E3	CAQ232	14.1
A/505/1855	Health and Safety Procedures in a Work Environment	Optional	1	E3	CAQ227	14.2

Group B Pathway Business and Administration

Y/505/0437	Introduction to Business and Administration	Optional	3	E3	CAQ064	14.2
D/505/0441	Assist in Handling Mail	Optional	1	E3	CAQ061	15.2
K/505/0443	Filing Skills	Optional	2	E3	CAQ063	15.2
H/505/0442	Reception Skills	Optional	2	E3	CAQ066	15.2
M/505/0444	Undertaking an Enterprise Activity	Optional	6	E3	CAQ068	15.2
F/502/0171	Using the Internet	Optional	1	E3	CAI912	6.2
T/505/0445	Using the Telephone and Photocopier	Optional	3	E3	CAQ071	15.2
M/506/8037	Database Software	Optional	2	E3	CAR648	6.2
F/506/8043	Presentation Software	Optional	2	E3	CAR642	6.2
H/506/8049	Spreadsheet Software	Optional	2	E3	CAR655	6.2
H/506/8052	Using Email	Optional	1	E3	CAR652	6.1
K/506/8053	Word Processing Software	Optional	2	E3	CAR654	6.2

Group B Pathway Catering

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
T/505/0591	Introduction to Catering	Optional	3	E3	CAQ092	14.2
Y/502/4808	Basic Cooking	Optional	2	E3	CAO317	7.4
J/600/0711	Basic food preparation	Optional	2	E3	CAO318	7.4
A/505/0589	Food Commodities	Optional	1	E3	CAQ090	7.4
M/505/0590	Health and Safety and Food Hygiene in Catering	Optional	2	E3	CAQ091	7.4
A/505/0592	Making and Storing Baked Products	Optional	3	E3	CAQ093	7.4
F/505/0593	Prepare and Cook Fish, Meat and Poultry	Optional	3	E3	CAQ094	7.4
J/505/0594	Prepare and Cook Fruit and Vegetables	Optional	3	E3	CAQ095	7.4
F/502/4835	Serving Food and Drink	Optional	2	E3	CAO326	7.4
L/505/0595	Using Kitchen Equipment	Optional	1	E3	CAQ097	7.4

Group B Pathway Hair and Beauty

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
K/505/0586	Introduction to Hair and Beauty	Optional	3	E3	CAQ134	14.2
R/505/0582	Assist with Hair Colour Services	Optional	3	E3	CAQ128	7.3
Y/505/0583	Assist with Styling Men's Hair	Optional	3	E3	CAQ129	7.3
D/505/0584	Assist with Styling Women's Hair	Optional	3	E3	CAQ130	7.3
H/505/0585	Blow Dry Women's Hair	Optional	3	E3	CAQ131	7.3
R/502/3804	Hair Plaiting	Optional	3	E3	CAO309	7.3
K/502/3467	Hand care	Optional	3	E3	CAO310	7.3
M/505/0587	Prepare and Maintain the Salon	Optional	3	E3	CAQ135	7.3
L/502/3753	Shampoo and Conditioning	Optional	3	E3	CAQ136	7.3
Y/502/3464	Skin care	Optional	3	E3	CAO314	7.3
T/505/0588	Working Relationships in a Hairdressing Salon	Optional	3	E3	CAQ138	7.3

Group B Pathway Horticulture

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
M/505/0394	Introduction to Horticulture	Optional	3	E3	CAQ155	14.2
T/505/0395	Amenity Horticulture Skills	Optional	3	E3	CAQ149	3.2
F/505/0397	Clearing and Weeding a Garden	Optional	2	E3	CAQ150	3.2
L/505/0399	Cultivating Plant Cuttings	Optional	3	E3	CAQ151	3.2
A/505/0401	Garden Horticulture	Optional	3	E3	CAQ152	3.2
F/505/0402	Garden Maintenance Skills	Optional	3	E3	CAQ153	3.2
L/505/0404	Maintaining Garden Habitats	Optional	2	E3	CAQ156	3.2
R/505/0405	Maintaining Soil	Optional	2	E3	CAQ157	3.2
D/505/0407	Planting in a Container	Optional	3	E3	CAQ158	3.2
K/505/0409	Propagating Seeds	Optional	3	E3	CAQ159	3.2
D/505/0410	Propagation of Plants	Optional	2	E3	CAQ160	3.2
H/505/0411	Using and Maintaining Garden Tools	Optional	3	E3	CAQ161	3.2
Y/600/0289	Identify Plants	Optional	2	E3	CAQ154	3.2

Group B Pathway Vehicle Maintenance

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
K/505/0412	Introduction to Motor Vehicle Maintenance and Repair	Optional	3	E3	CAQ176	14.2
M/505/0413	Checking and Maintaining Car Tyres	Optional	1	E3	CAQ173	4.3
T/505/0414	Checking and Maintaining Fluid Levels on a Car	Optional	1	E3	CAQ174	4.3
A/505/0415	Identification of Basic External and Internal Car Parts	Optional	1	E3	CAQ175	4.3
A/505/0415	Identification of Basic External and Internal Car Parts	Optional	1	E3	CAQ175	4.3
M/600/4560	Introduction to Vehicle Engine Operating Principles	Optional	4	E3	CAQ177	4.3
A/600/4562	Introduction to Vehicle Workshop Bench Skills	Optional	4	E3	CAQ178	4.3
J/505/0417	Valeting a Car Interior	Optional	3	E3	CAQ186	4.3
L/505/0418	Washing a Car Exterior	Optional	1	E3	CAQ187	4.3
R/505/0419	Wax and Polish a Car Exterior	Optional	3	E3	CAQ188	4.3
T/506/8041	Motor Vehicle Workshop Tools and Equipment	Optional	2	E3	CAR644	4.3
A/506/8042	Motorcycle Construction	Optional	2	E3	CAR645	4.3
J/506/8044	Routine Braking System Checks	Optional	2	E3	CAR641	4.3
Y/506/8047	Routine Motorcycle Checks	Optional	2	E3	CAR647	4.3
R/506/8046	Routine Vehicle Checks	Optional	2	E3	CAR650	4.3

D/506/8048	Routine Wheel and Tyre Checks	Optional	2	E3	CAR651	4.3
L/505/4064	Simple Body Repair Processes	Optional	2	E3	CAR657	4.3

Group B Pathway Sport and Leisure

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
R/505/0422	Introduction to Sport and Leisure	Optional	3	E3	CAQ219	8.1
Y/505/0423	Angling Skills	Optional	3	E3	CAQ212	8.1
H/505/0425	Assist in Sports Coaching	Optional	3	E3	CAQ213	8.1
D/501/7245	Assisting at a Sport or Active Leisure Event	Optional	3	E3	CAO328	8.1
A/505/0429	Health and Fitness	Optional	3	E3	CAQ215	8.1
M/505/0430	How the Body Works	Optional	3	E3	CAQ216	8.1
T/505/0431	Indoor Team Games	Optional	3	E3	CAQ218	8.1
F/505/0433	Participating in Leisure Activities	Optional	3	E3	CAQ220	8.1
L/505/0435	Planning and Participating in Countryside Walks	Optional	3	E3	CAQ221	8.1
Y/501/7244	Taking Part in Sport	Optional	3	E3	CAO338	8.1
F/503/3874	The Angling Environment	Optional	3	E3	CAO339	8.1
A/506/8039	Improving own Fitness	Optional	3	E3	CAR646	8.1