

NOCN Level 1 Diploma in Skills for Employment, Training and Personal Development - 601/0951/8

The learner must achieve a total of 37 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 31 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
J/651/8452	AI and Digital Responsibility	27	3	L1
R/505/1229	Alcohol Awareness for the Individual	27	3	L1
R/505/3983	Aspects of Citizenship	27	3	L1
K/505/3987	Assertive Living	27	3	L1
F/505/1534	Awareness of Social and Physical Aspects of Adult Relationships	18	2	L1
J/650/7526	Banking Basics	10	1	L1
T/505/3989	Building a Personal Career Portfolio	27	3	L1
Y/505/1281	Caring for Your Child	27	3	L1
H/651/8451	Critical Digital Literacy and Online Safety	27	3	L1
J/600/9909	Dealing with Debt	27	3	L1
L/651/8508	Digital Problem Solving	18	2	L1
F/651/8504	Digital Skills for Everyday Work and Life	27	3	L1
L/505/1231	Drug Awareness for the Individual	27	3	L1
F/505/3963	Ecology and Conservation	27	3	L1
A/505/4111	Emotional Intelligence	27	3	L1
J/506/7945	Exploring Health	27	3	L1
D/505/1282	Family Relationships	27	3	L1
F/505/4076	Further Education Enrichment Activity	18	2	L1

R/505/1232	Health and Hygiene in the Home	27	3	L1
Y/505/4102	Health and Safety in a Practical Environment	9	1	L1
D/505/1234	Healthy Living	27	3	L1
J/505/4001	Household Skills	27	3	L1
L/505/4078	Improving Own Confidence	27	3	L1
R/505/4079	Independent Shopping for Household Items	27	3	L1
D/505/3999	Independent Skills for Living in the Community	27	3	L1
D/505/4067	Interpersonal Skills	27	3	L1
Y/502/4291	IT Communication Fundamentals	15	2	L1
D/505/4103	Job Seeking Skills	27	3	L1
R/505/4065	Lip Reading Skills	54	6	L1
L/505/1536	Maintaining Sexual Health	9	1	L1
J/505/4080	Making Choices in Pursuit of Personal Goals	27	3	L1
D/505/4540	Managing Learning	27	3	L1
Y/651/8449	Mindset, Motivation and Growth Thinking	27	3	L1
H/650/7525	Money Management	10	1	L1
H/505/1283	Parenting Skills	27	3	L1
T/651/8448	Personal Branding and Online Identity	27	3	L1
H/505/4104	Personal Career Planning	27	3	L1
K/505/4105	Personal Career Preparation	9	1	L1
H/505/4068	Personal Confidence and Self Awareness	27	3	L1
L/505/4081	Personal Development	27	3	L1
K/505/4069	Personal Development Skills	27	3	L1
Y/502/4369	Personal Information Management Software	15	2	L1
D/505/4070	Personal Learning Programme	27	3	L1
H/505/4071	Personal Learning Skills	54	6	L1
R/504/1154	Personal Money Management	9	1	L1
D/505/1539	Personal Relationships	27	3	L1
M/505/4106	Prepare for Interview	9	1	L1
T/505/4107	Preparing for Work	27	3	L1

R/505/4342	Recognising Employment Opportunities	9	1	L1
M/505/1237	Recognising Issues of Substance Misuse	9	1	L1
R/505/4082	Safe Independent Travel	27	3	L1
F/650/7524	Scams and Safety	10	1	L1
R/505/1540	Sex and Relationships	27	3	L1
M/505/4073	Skills for Independent Life	27	3	L1
K/505/0880	Supporting Your Child's Literacy and Numeracy Development Out of School	9	1	L1
J/505/4337	Take Part in an Activity	9	1	L1
A/505/1239	Understanding Body Image	9	1	L1
M/505/1240	Understanding Eating Disorders	9	1	L1
A/505/1242	Understanding Nutrition, Performance and Healthy Eating	27	3	L1
J/505/1244	Understanding Own Response to Body Image	18	2	L1
H/505/4099	Understanding Rights and Responsibilities of Citizenship	27	3	L1
R/505/1246	Understanding Stress and Stress Management Techniques	27	3	L1
A/502/5756	Understanding the business of retail	8	1	L1
T/502/5805	Understanding the retail selling process	13	2	L1
R/505/4101	Understanding Young People, Law and Order	27	3	L1
F/505/4336	Using Cooking Skills in the Domestic Kitchen	27	3	L1
H/502/4374	Using Mobile IT Devices	15	2	L1
L/502/4630	Website Software	30	3	L1

Group B - Vocational Support

F/505/0447	Assertiveness and Decision Making Skills	18	2	L1
R/651/8447	Communication at Work	18	2	L1
J/505/0448	Customer Service Skills	18	2	L1
L/505/0449	Employment Rights and Responsibilities	18	2	L1
D/504/6633	Equality and Diversity	9	1	L1
F/506/7944	Exploring an Occupational Sector	27	3	L1

J/505/0451	Group and Teamwork Communication Skills	18	2	L1
L/506/7946	Health and Safety in a Practical Environment	9	1	L1
M/505/0461	Health and Safety Procedures in the Workplace	9	1	L1
L/505/0452	Improving Own Learning and Performance	18	2	L1
D/506/7949	Planning and Reviewing	18	2	L1
R/506/7950	Prejudice and Discrimination Awareness	27	3	L1
D/600/3243	Preparation for Work Experience	9	1	L1
R/505/0453	Presentation Skills	18	2	L1
Y/505/0454	Problem Solving in the Workplace	18	2	L1
H/506/7953	Recognising Voluntary Opportunities	27	3	L1
M/651/8446	Respect and Inclusion at Work	18	2	L1
L/651/8445	Sustainability and Green Skills Awareness	18	2	L1
D/505/0455	Team Leading Skills	18	2	L1
M/505/0458	Teamwork	18	2	L1
T/505/0459	Time Management Skills	18	2	L1
K/505/0460	Understanding IT in the Workplace	18	2	L1
F/505/0464	Work Experience	9	1	L1
T/506/7956	Working as a Volunteer	27	3	L1

Group C - Literacy and Numeracy

H/505/4023	Communication Skills	27	3	L1
K/503/3044	Data Calculations	9	1	L1
A/503/3291	Handling Data	18	2	L1
D/505/4022	Measure: Time and Temperature	18	2	L1
Y/503/3282	Probability	9	1	L1
L/503/3392	Punctuation and Grammar Skills	18	2	L1
T/503/3158	Skills Used in Reading for Meaning	27	3	L1
F/503/3163	Spelling Rules and Strategies in Practical Use	27	3	L1

F/503/3390	Spelling Skills	27	3	L1
H/503/3169	Understanding and Using 2D Shapes	9	1	L1
R/503/3278	Understanding and Using Decimals	18	2	L1
Y/503/3170	Understanding and Using Fractions	18	2	L1
D/503/3252	Understanding and Using Percentages	18	2	L1
L/503/3277	Understanding Length, Weight and Capacity	9	1	L1
R/503/3166	Understanding Numbers	18	2	L1
J/503/3276	Understanding Perimeter and Area	9	1	L1
F/503/3258	Understanding Volume	9	1	L1
J/503/3259	Using Calculations: Addition and Subtraction of Whole Numbers	9	1	L1
F/503/3356	Using Calculations: Multiplication and Division of Whole Numbers	18	2	L1
D/503/3302	Writing for Meaning Skills	27	3	L1

Group D - Animal Care

R/600/0470	Assist with animal accommodation	18	2	L1
H/600/0473	Assist with feedstuffs for small animals	18	2	L1
H/502/5119	Assist with maintaining the health and wellbeing of animals	50	6	L1
A/502/4588	Assist with the care of animals	18	2	L1
T/502/5710	Assist with the movement and handling of small animals	9	1	L1
R/503/2986	Developing Confidence Working with Animals	27	3	L1
F/651/9928	Health and Safety for Animal Care Settings	18	2	L1
D/651/9927	Introduction to Animal Enrichment	18	2	L1
A/651/9926	Maintaining Animal Accommodation	18	2	L1
R/651/9923	Monitoring Animals in Daily Care	18	2	L1
M/651/9922	Moving and Storing Animal Supplies Safely	18	2	L1
L/651/9921	Observing and Recording Animal Behaviour	18	2	L1
K/651/9920	Preparing Animal Accommodation	18	2	L1
D/600/0469	Principles of dealing with animal accommodation	18	2	L1
Y/600/0471	Principles of dealing with feedstuffs for small animals	9	1	L1

F/502/4589	Principles of the care of animals	18	2	L1
L/502/5714	Principles of the movement and handling of small animals	18	2	L1
H/651/9929	Routine Animal Husbandry	18	2	L1

Group E - Business and Administration

M/505/0623	Assist in Handling Mail	9	1	L1
A/505/0625	Assist with Supporting Business Meetings	27	3	L1
A/505/4108	Budgetary Control within a Business Environment	27	3	L1
F/505/4109	Business Communication	27	3	L1
M/652/0541	Business Communication Skills	27	3	L1
K/505/4234	Business Meeting Techniques	27	3	L1
H/652/0539	Customer Service Fundamentals	27	3	L1
H/502/4553	Database Software	20	3	L1
J/505/0627	Filing Skills	27	3	L1
T/652/0543	Handling and Presenting Business Information	27	3	L1
F/652/0538	Handling Customer Requests and Enquiries	27	3	L1
Y/652/0544	Handling Income, Expenses and Invoices	27	3	L1
A/652/0545	Maintaining Bookkeeping and Financial Records	27	3	L1
R/652/0542	Participating in Workplace Meetings and Discussions	27	3	L1
K/502/4621	Presentation Software	20	3	L1
D/652/0546	Producing Business Documents Using Digital Tools	27	3	L1
L/505/0631	Reception Skills	18	2	L1
A/502/4624	Spreadsheet Software	20	3	L1
A/652/0536	Time Management and Effective Working in a Business Environment	27	3	L1
J/505/4757	Time Management in a Business Environment	18	2	L1
D/652/0537	Understanding Business Environments	27	3	L1
Y/505/0633	Understanding Businesses	27	3	L1
D/505/0634	Undertaking an Enterprise Activity	27	3	L1

J/502/4299	Using Email	15	2	L1
L/652/0540	Using Email for Business Communication	27	3	L1
K/505/0636	Using Office Equipment	9	1	L1
K/505/4296	Using Scanners and Photocopiers	27	3	L1
T/502/4296	Using the Internet	20	3	L1
M/505/0637	Using the Telephone	27	3	L1
L/502/4627	Word Processing Software	20	3	L1

Group F - Catering

D/652/0483	Baking Simple Products	18	2	L1
K/502/5042	Basic Food Preparation and Cooking	30	3	L1
F/652/0484	Cleaning and Maintaining Kitchen Work Areas	18	2	L1
H/652/0485	Cooking Simple Dishes	18	2	L1
J/652/0486	Food Hygiene in Catering Settings	18	2	L1
K/502/4957	Food Service	30	3	L1
Y/503/9583	Health and Safety and Food Safety Awareness in Catering	8	1	L1
A/502/5059	Introduction to Food Commodities	10	1	L1
H/505/0618	Making and Storing Baked Products	27	3	L1
K/652/0487	Organising and Storing Kitchen Equipment	18	2	L1
K/505/0622	Prepare and Cook Fish, Meat and Poultry	27	3	L1
D/505/0620	Prepare and Cook Fruit and Vegetable Dishes	27	3	L1
L/502/5051	Preparing and Serving Drinks	30	3	L1
L/652/0488	Preparing Barista Drinks	18	2	L1
M/652/0489	Preparing Cold Food for Service	18	2	L1
Y/652/0490	Preparing Desserts and Sweet Foods	18	2	L1
A/652/0491	Preparing Ingredients for Cooking	18	2	L1
D/652/0492	Presenting Food for Customers	18	2	L1
F/652/0493	Professional Behaviour in Catering Workplaces	18	2	L1
H/652/0494	Supporting Food Service	18	2	L1

J/652/0495	Teamwork in Catering Environments	18	2	L1
T/502/5075	Using kitchen equipment	10	1	L1
K/652/0496	Using Kitchen Equipment Safely	18	2	L1
M/506/7955	Using Local and Seasonal Produce to Create Healthy Meals	27	3	L1

Group G - Construction

J/506/7931	Basic Bricklaying - Equipment and Materials	9	1	L1
L/506/7932	Basic Bricklaying Skills	18	2	L1
R/506/7933	Basic Carpentry - Equipment and Materials	9	1	L1
Y/506/7934	Basic Carpentry Skills	27	3	L1
H/506/7936	Basic Plastering - Equipment and Materials	9	1	L1
K/506/7937	Basic Plastering Techniques	18	2	L1
M/506/7938	Basic Plumbing - Equipment and Materials	9	1	L1
T/506/7939	Basic Plumbing Skills	18	2	L1
M/506/7941	Basic Tiling Skills	18	2	L1
K/506/7940	Basic Tiling: Equipment and Materials	9	1	L1
A/506/8056	Basic Woodworking Joints	30	3	L1
F/505/4112	Constructing a Cavity Wall using Bricklaying Skills	27	3	L1
L/505/4114	Decorative Paint Effects for Interior Walls	27	3	L1
R/505/4115	Wallpapering Skills	27	3	L1

Group H - Creative Studies

Y/503/0950	Art and Design: Colour Theory and Design	27	3	L1
F/506/7930	Art Appreciation	27	3	L1
T/506/7942	Ceramics	27	3	L1
J/505/3995	Composing Music	54	6	L1
F/505/4224	Creating 2D Artwork	27	3	L1
R/505/4230	Creating 3D Artwork	27	3	L1

M/505/4235	Creative Crafts	27	3	L1
M/505/4042	Creative Writing Skills	27	3	L1
M/502/4572	Design Software	20	3	L1
Y/502/4565	Desktop Publishing Software	20	3	L1
K/505/4220	Discover Local History	27	3	L1
D/602/2245	DJ Skills	30	3	L1
J/503/3097	Drawing	27	3	L1
M/505/4350	Face Painting	9	1	L1
Y/505/3967	Garment Construction: Techniques	27	3	L1
J/502/4612	Imaging Software	20	3	L1
H/505/3969	Knitted Garments	27	3	L1
H/505/4216	Local History Creative Project	27	3	L1
D/505/3971	Manufacturing Sewn Products	54	6	L1
H/505/3972	Measuring and Cutting Skills for Garment Making	27	3	L1
Y/502/4615	Multimedia Software	20	3	L1
H/505/3986	Music Skills for Solo Performance	54	6	L1
K/505/3990	Musical Ensemble Skills	54	6	L1
K/505/4038	Musical Theatre	27	3	L1
A/503/2612	Painting	27	3	L1
M/505/4011	Performance Improvisation Techniques	27	3	L1
H/505/4040	Performing Physical Theatre	27	3	L1
A/505/4044	Practical Floristry Skills	27	3	L1
A/505/3976	Preparation for Employment in the Fashion Industries	27	3	L1
R/503/3345	Preparation for Garment Construction	18	2	L1
Y/503/2620	Sculpture	27	3	L1
D/651/1915	Sound and Audio Production Skills	27	3	L1
Y/505/4018	Technical Skills for Performance	27	3	L1
Y/505/3998	The Theory of Music	54	6	L1
L/505/4341	Understanding Techniques used in Floristry	27	3	L1
F/503/3339	Using Commercial Garment Patterns	27	3	L1

F/505/4501	Using Digital Sampling Techniques for Composing	27	3	L1
L/505/4002	Using the Internet as a Medium for Music	27	3	L1
Y/505/3984	Using Tools and Equipment for Garment Making	27	3	L1

Group I - Hair and Beauty

Y/600/8747	Assist with facial skin care treatments	40	4	L1
R/600/1036	Assist with hair colour services	40	4	L1
L/600/8924	Assist with nail services	40	4	L1
D/506/7935	Basic Make-up Application	27	3	L1
R/600/4874	Colour hair using temporary colour	30	3	L1
Y/600/6335	Create and maintain retail displays in the salon	17	2	L1
R/506/7947	Make-up for an Occasion	27	3	L1
Y/506/7948	Nail Art Application Skills	18	2	L1
Y/502/3805	Plaiting and Twisting Hair	30	3	L1
Y/506/7951	Providing Basic Manicure Treatments	27	3	L1
D/506/7952	Providing Basic Pedicure Treatments	27	3	L1
R/600/6334	Salon reception duties	22	3	L1
A/502/3795	Styling Men's Hair	30	3	L1
F/502/3796	Styling Women's Hair	30	3	L1
D/506/5828	Understanding Skin Care	27	3	L1

Group J - Health and Social Care

R/602/6194	Awareness of protection and safeguarding in health and social care adults and children and young people, early years and childcare	24	3	L1
F/502/9727	Awareness of the role and responsibilities of the adult social care worker	10	1	L1
Y/505/4729	Caring for Babies and Young Children	27	3	L1
L/652/0234	Communication and Engagement with Children in Social Care	18	2	L1
H/503/8193	Developing Skills for Listening to Children	27	3	L1

T/652/0237	Equality, Diversity and Inclusion in Health, Care and Education Settings	27	3	L1
R/652/0236	Exploring Roles and Career Pathways in Health, Care and Education	36	4	L1
L/652/0252	Health, Hygiene and Infection Prevention	18	2	L1
F/652/0230	Inclusion and Diversity in Youth Work	18	2	L1
R/652/0245	Infection Prevention and Control in Adult Health	18	2	L1
J/652/0241	Infection Prevention and Health in Children	18	2	L1
J/506/8058	Introductory Awareness of the Importance of Healthy Eating and Drinking	24	3	L1
F/502/9579	Introduction to the Adult Social Care Sector	10	1	L1
T/602/6205	Introduction to communication in health and social care (adults and children and young people), early years and childcare	19	2	L1
J/505/0742	Introduction to Developing Language and Communication Skills in Children from 0 – 5	27	3	L1
D/502/9590	Introduction to the Values and Principles of Adult Social Care	10	1	L1
D/502/9718	Introductory awareness of person-centred support in health, social care and children's and young people's settings	18	2	L1
H/652/0240	Monitoring Children's Health and Wellbeing	18	2	L1
J/652/0250	Person-Centred Care and Support in Adult Social Care Settings	18	2	L1
A/652/0239	Person-Centred Care for Children	18	2	L1
Y/652/0229	Planning Youth Work Activities	18	2	L1
A/652/0248	Safeguarding Adults and Duty of Care	18	2	L1
K/652/0233	Safeguarding Children and Young People	18	2	L1
M/652/0244	Supporting Adults with Routine Health and Wellbeing Needs	36	4	L1
H/505/0747	Supporting Child Development from 0-3 Years	27	3	L1
J/652/0232	Supporting Children and Families	18	2	L1
H/652/0231	Supporting Children Through Social Care Processes	27	3	L1
Y/652/0238	Supporting Children's Emotional and Developmental Needs in Healthcare	36	4	L1
T/652/0246	Supporting Wellbeing and Daily Living	18	2	L1
T/652/0228	Supporting Young People's Personal and Social Development	18	2	L1
A/505/0754	Understanding Children's Social and Emotional Development	27	3	L1
F/505/0755	Understanding Growth and Physical Development from Birth to Adolescence	18	2	L1
L/652/0243	Understanding Person-Centred Care in Adult Health	36	4	L1

R/503/3183	Understanding Play	27	3	L1
F/503/8167	Understanding Play for Early Learning	27	3	L1
Y/503/3184	Understanding the Intellectual and Language Development of Children from Birth to Eight	27	3	L1
R/505/0761	Understanding the Physical and Psychological Needs of Children	27	3	L1
L/500/5513	Understanding the Principles of Care, Organisational Policies and the Role of the Care	27	3	L1
D/505/0763	Using Craft Activities with Children and Young People	27	3	L1
M/652/0235	Working Safely and Following Health, Care and Education Procedures	27	3	L1
R/652/0227	Youth Participation and Voice	18	2	L1
M/652/0226	Youth Work in the Community	18	2	L1

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

Group L - Horticulture

M/652/0073	Applying Safe Working Practices in Horticulture	18	2	L1
R/505/0596	Cultivating Compost and Soils	27	3	L1
R/503/2714	Cultivating Herbs	27	3	L1
D/505/0598	Garden Horticulture	27	3	L1
R/652/0074	Maintaining and Improving Planted Environments	18	2	L1
L/505/0600	Organic Horticulture	27	3	L1
M/503/8620	Pest Control	9	1	L1
T/652/0075	Planning Routine Maintenance Tasks	18	2	L1
R/505/0601	Plant Pruning	9	1	L1
M/504/0738	Plant Selection	27	3	L1
Y/652/0076	Practical Plant Propagation	18	2	L1
A/652/0077	Selecting Plants for Different Environments	18	2	L1
D/652/0078	Soil and Plant Care in Planted Environments	18	2	L1
L/505/4338	Soils and Crop Plants	27	3	L1

Y/505/0602	Sowing and Growing Techniques	27	3	L1
F/652/0079	Supporting Sustainable Horticultural Practices	18	2	L1
T/504/0742	Using and Maintaining Horticultural Hand Tools	27	3	L1
K/652/0080	Using and Maintaining Horticultural Tools	18	2	L1
A/504/0743	Weed Control	9	1	L1

Group M - Motor Vehicle and Cycle Maintenance

M/506/8054	Basic Vehicle Body Repairs	37	5	L1
J/505/4404	Carry Out a Systematic Cycle Check	9	1	L1
D/505/0603	Checking and Maintaining a Car's Tyre Pressure and Tread	9	1	L1
A/506/7943	Cycle Maintenance	27	3	L1
H/505/0604	Identification of Basic External and Internal Car Parts	27	3	L1
L/502/1646	Introduction to vehicle technology and workshop methods and processes	60	6	L1
J/501/7028	Introduction to Vehicle Valeting	40	4	L1
H/501/7022	Introduction to Vehicle Wheels and Tyres	20	2	L1
Y/503/3380	Motorcycle Construction And Routine Maintenance	20	3	L1
F/505/4403	Remove and Replace a Cycle Rim Brake Assembly	18	2	L1
L/505/4405	Repair a Cycle Puncture	9	1	L1
L/506/8059	Routine Motorcycle Maintenance Processes and Procedures	30	4	L1
J/600/3303	Routine Vehicle Maintenance Processes and Procedures on Vehicles with Four Wheels or	30	4	L1
H/506/8066	Tools, Equipment and Materials for Vehicle Maintenance	30	4	L1
K/506/8070	Vehicle Braking Systems Components and Maintenance	30	4	L1

Group N - Sport and Leisure

T/505/0638	Angling Skills	27	3	L1
F/505/0643	Assist in Delivering an Activity Session	27	3	L1
F/506/8057	How the Body Works	30	4	L1

A/505/0656	Indoor Team Games	27	3	L1
L/505/0659	Participating in Leisure Activities	27	3	L1
F/504/8200	Planning a Fitness Programme	27	3	L1
F/505/0660	Principles of Conducting Sports Coaching	27	3	L1
K/506/7954	Sport and Active Leisure Project	30	4	L1
J/505/0661	Taking Part in a Sport	27	3	L1
D/506/8065	Taking Part in Exercise and Fitness	36	4	L1
J/503/3570	The Angling Environment	27	3	L1

Group O - Digital

F/651/8513	Communicating and Collaborating Online	18	2	L1
D/651/8512	Designing Simple Games	27	3	L1
A/651/8511	Digital Design Thinking	27	3	L1
Y/651/8510	Planning a Digital Project	27	3	L1
M/651/8509	Producing Digital Content	18	2	L1
H/651/8514	Programming for Beginners	27	3	L1
J/651/8515	Using Digital Information	18	2	L1
K/651/8516	Using Emerging Technology	27	3	L1
L/651/8517	Using Technology for Everyday Tasks	18	2	L1