PART OF nocn GROUP

QUALIFICATION SPECIFICATION

NOCN Entry Level Skills for Employment, Training and Personal Development.

NOCN Entry Level Award in Skills for Employment, Training and Personal Development (Entry 3).

Qualification No: 601/0712/1

NOCN Entry Level Certificate in Skills for Employment, Training and Personal Development (Entry 3).

Qualification No: 601/0714/5

NOCN Entry Level Diploma in Skills for Employment, Training and Personal Development (Entry 3).

Qualification No: 601/0718/2

Operational Start Date: 1 December 2013

Version: 7.4 – 28TH September 2026

To know more about NOCN:

- Visit the NOCN website: **www.nocn.org.uk**

Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of Centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with Centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being with a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our Centres and learners.

As an accredited Leader in Diversity, we are proud of our reputation as a provider of fully accessible, trusted, and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE Colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website: www.nocn.org.uk/

Qualifications at a Glance

Title	Size
NOCN Entry Level Award in Skills for Employment, Training and Personal Development. NOCN Entry Level Certificate in Skills for Employment, Training and Personal Development. NOCN Entry Level Diploma in Skills for Employment, Training and Personal Development.	GLH – 40 hours TQT – 60 hours Credit - 6 credits GLH – 141 hours TQT – 180 hours Credit - 18 credits GLH –316 hours TQT – 370 hours Credit - 37 credits
Purpose	**Target Audience**
The purpose of these qualifications is to provide an introduction to working in a range of sectors as well as more generic employability skills designed to build confidence for the workplace, literacy, numeracy, and personal development areas.	These Entry Level qualifications are primarily for learners aged 14 and above and who want to continue their education and develop their skills for employment, training, and personal development.
Content Overview	**Entry Requirements**
These Entry Level qualifications provide learners with a range of knowledge and skills. Learners will also develop an understanding of a specific sector from: Animal Care, Business and Administration, Catering, Construction, Creative Skills, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure alongside employability, personal development, literacy and numeracy.	There are no formal entry requirements for learners undertaking this qualification. The qualification can be undertaken without any previous training or qualifications in this subject area.
Assessment	**Additional Resources**
The units for this qualification are internally set and internally assessed.	

Summary of changes:

This section summarises the changes to the qualification specification since the last version (version 5.2 September 2025).

Version	Publication Date	Summary of Amendments.
6.0	November 2025	Formatting and content fully updated. Review and revision of some units, including Scope of Training. "Maximum number of credits" per group removed. New units added (x11) Group M: Digital added. Digital Units added to Group A
6.1	January 2026	Amendments made to the credit value and GLH listing to correct minor issues
7.0	January 2026	Section 2.1 (Qualification Structure) amended.
7.1	April 2026	Review and revision of existing units, including Scope of Training. New Group Structure (A – O), to mirror groups across levels. New units added to: • Group D (Animal Care) • Group E (Business and Admin) • Group F (Catering) • Group J (Health and Social Care) • Group L (Horticulture) • Group O (Digital)
7.2	August 2026	New units added to: • Group A (Personal Development) • Group B (Vocational Support) • Group G (Construction) • Group H (Creative Skills) • Group I (Hair and Beauty) • Group M (Motor Vehicle)

		• Group N (Sport and Leisure) • Group O (Digital) New group created: • Group K (Social, Natural and Life Science)
7.3	24th August 2026	More units added • Group A (Personal Development) • Group H (Creative Skills)
7.4	28th September 2026	More units added • Group B (Vocational Support)

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1. Overview of Qualification

These qualifications are vocationally based and as such, provide an introduction to working in the following sectors: Animal Care, Business and Administration, Catering, Construction, Creative Skills, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure as well as more generic employability skills designed to build confidence for the workplace. The qualifications also contain units to address learners' needs in Literacy and Numeracy as well as Personal Development areas such as Emotional Intelligence, Road Safety Awareness or Computer Basics. Learners will gain an overview of key skills and areas of knowledge in order to inform further study and/or employment choices in the sectors named above.

These qualifications will provide learners with an opportunity to:

- Gain knowledge and understanding of transferable vocational skills such as problem solving or time management.
- Gain an overview of key skills and knowledge relevant to their chosen sector in work experience or simulated work settings.

Entry Requirements

There are no formal entry requirements for learners undertaking these qualifications.

Learners must be in a position to demonstrate the requirements of the qualification and have access to required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres should undertake initial assessment activities with learners to ensure this is an appropriate qualification, and they are capable of achieving the level they will be studying before enrolling them onto a programme of learning.

These qualifications are available to learners aged **14** years or over**.**

Progression Routes

Achievement of any one of these qualifications confirms the learner has gained the knowledge and skills required to:

- Gain entry-level employment in the sector studied.
- Progress onto a higher level NOCN qualification in Skills for Employment, Training and Personal Development (Level 1) or another NOCN vocational course, or another training programme such as an Apprenticeship.

2. Qualification Details

2.1. Qualification Structure

The **NOCN Entry Level Award in Skills for Employment, Training and Personal Development** is a 6-credit qualification with a Total Qualification Time (TQT) of 60 hours, including 40 Guided Learning Hours (GLH).

A minimum of 3 credits must be achieved from any combination of units from Groups A-C. The remaining 3 credits may be taken from a combination of units from any of the groups.

The **NOCN Entry Level Certificate in Skills for Employment, Training and Personal Development** is an 18-credit qualification with a Total Qualification Time (TQT) of 180 hours, including 141 Guided Learning Hours (GLH).

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.

The **NOCN Entry Level Diploma in Skills for Employment, Training and Personal Development** is a 37-credit qualification with a Total Qualification Time (TQT) of 370 hours, including 316 Guided Learning Hours (GLH).

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

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
AI-Enhanced Communication and Problem-Solving ** New Nov '25**	O	E3	A/651/8477	3	28	Portfolio of Evidence
Alcohol and Drug Misuse Awareness	O	E3	F/505/1226	3	30	Portfolio of Evidence
Aspects of Citizenship	O	E3	A/505/3704	3	30	Portfolio of Evidence
Assertiveness in Learning Situations ** New August 26**	O	E3	J/652/1204	3	30	Portfolio of Evidence
Awareness of Social and Physical Aspects of Adult Relationships	O	E3	Y/505/1538	2	20	Portfolio of Evidence
Budgeting	O	E3	K/505/4007	1	10	Portfolio of Evidence
Building a Learning Portfolio ** New August 26**	O	E3	H/652/1203	2	20	Portfolio of Evidence
Career Preparation	O	E3	J/505/3740	1	10	Portfolio of Evidence
Caring for your Child	O	E3	J/505/1275	3	30	Portfolio of Evidence
Communicating Online ** New Nov '25**	O	E3	Y/651/8476	2	18	Portfolio of Evidence
Computer Basics	O	E3	K/506/8036	1	5	Portfolio of Evidence
Communicating with People from Different Cultures ** New 24th August 26**	O	E3	A/652/3382	3	30	Portfolio of Evidence
Dealing with Debt	O	E3	T/600/9873	3	30	Portfolio of Evidence
Digital Choices and Staying Safe ** New Nov '25**	O	E3	T/651/8475	1	9	Portfolio of Evidence

Developing Confidence and Self-Awareness ** **New August 26****	O	E3	F/652/1202	3	30	Portfolio of Evidence
Developing Independent Learning Skills ** **New 24th August 26****	O	E3	Y/652/3361	3	30	Portfolio of Evidence
Developing Personal Skills ** **New 24th August 26****	O	E3	T/652/3360	3	30	Portfolio of Evidence
Digital Tools for Learning ** **New August 26****	O	E3	D/652/1201	2	20	Portfolio of Evidence
Drug Misuse Awareness ** **New 24th August 26****	O	E3	L/652/3359	3	30	Portfolio of Evidence
Emotional Intelligence	O	E3	J/505/3737	3	30	Portfolio of Evidence
Employment Contracts and Payslips	O	E3	K/505/3746	1	10	Portfolio of Evidence
Exploring a Topic ** **New August 26****	O	E3	A/652/1200	2	20	Portfolio of Evidence
Exploring Career Options ** **New 24th August 26****	O	E3	K/652/3358	3	30	Portfolio of Evidence
Exploring Choices and Personal Goals ** **New 24th August 26****	O	E3	J/652/3357	3	30	Portfolio of Evidence
Exploring Digital Skills ** **New Nov '25****	O	E3	R/651/8474	1	10	Portfolio of Evidence
Exploring Health	O	E3	D/506/7904	3	30	Portfolio of Evidence
Exploring Learning Pathways ** **New August 26****	O	E3	L/652/1199	1	10	Portfolio of Evidence
Finding Information for Learning ** **New 24th August 26****	O	E3	H/652/3356	2	20	Portfolio of Evidence
Food and Nutrition for Children and Young People	O	E3	A/505/3671	3	30	Portfolio of Evidence

Food, Drink and Cooking	O	E3	L/505/3660	3	30	Portfolio of Evidence
Getting Ready to Manage My Learning ** **New 24th August 26****	O	E3	F/652/3355	3	30	Portfolio of Evidence
Getting Work Ready ** **New Apr '26****	O	E3	D/652/0663	3	30	Portfolio of Evidence
Giving a Simple Presentation ** **New August 26****	O	E3	K/652/1198	2	20	Portfolio of Evidence
Healthy Living	O	E3	J/505/1227	3	30	Portfolio of Evidence
Home and Personal Safety	O	E3	D/505/3663	3	30	Portfolio of Evidence
Human Growth and Development	O	E3	R/505/3675	3	30	Portfolio of Evidence
Introduction to Business Environments ** **New 24th August 26****	O	E3	D/652/3354	3	30	Portfolio of Evidence
Introduction to Business Organisations ** **New 24th August 26****	O	E3	A/652/3353	3	30	Portfolio of Evidence
Introduction to Business Structures ** **New 24th August 26****	O	E3	Y/652/3352	3	30	Portfolio of Evidence
Introduction to Cooking in the Home ** **New 24th August 26****	O	E3	T/652/3351	3	30	Portfolio of Evidence
Introduction to Digital Communication and Productivity Tools ** **New 24th August 26****	O	E3	R/652/3350	2	20	Portfolio of Evidence
Introduction to Ecology and Conservation ** **New 24th August 26****	O	E3	K/652/3349	3	30	Portfolio of Evidence
Introduction to Health and Safety in Practical Settings ** **New 24th August 26****	O	E3	J/652/3348	1	10	Portfolio of Evidence

Introduction to Health Promotion ** New 24th August 26**	O	E3	T/652/2514	3	30	Portfolio of Evidence
Introduction to Household Skills ** New 24th August 26**	O	E3	H/652/3347	3	30	Portfolio of Evidence
Introduction to Independent Living in the Community ** New 24th August 26**	O	E3	F/652/3346	3	30	Portfolio of Evidence
Introduction to Interpersonal Skills ** New 24th August 26**	O	E3	D/652/3345	3	30	Portfolio of Evidence
Introduction to Issues of Substance Misuse	O	E3	J/505/1230	1	10	Portfolio of Evidence
Introducing Learning Skills ** New August 26**	O	E3	J/652/1197	3	30	Portfolio of Evidence
Introduction to Lip Reading ** New 24th August 26**	O	E3	A/652/3344	6	60	Portfolio of Evidence
Introduction to Managing Learning and Learning Skills ** New August 26**	O	E3	H/652/1196	2	20	Portfolio of Evidence
Introduction to Managing Personal Information ** New 24th August 26**	O	E3	Y/652/3343	2	20	Portfolio of Evidence
Introduction to Marketing ** New 24th August 26**	O	E3	T/652/3342	3	30	Portfolio of Evidence
Introduction to Mediation ** New 24th August 26**	O	E3	R/652/3341	3	30	Portfolio of Evidence
Introduction to Mobile Digital Devices ** New 24th August 26**	O	E3	M/652/3340	2	20	Portfolio of Evidence
Introduction to Money Skills ** New Apr '26**	O	E3	F/652/0673	1	10	Portfolio of Evidence
Introduction to Online Safety and Digital	O	E3	J/652/3339	3	30	Portfolio of Evidence

Working ** New 24th August 26**						
Introduction to Personal Development ** New 24th August 26**	O	E3	H/652/3338	3	30	Portfolio of Evidence
Introduction to Personal Money Management ** New 24th August 26**	O	E3	F/652/3337	1	10	Portfolio of Evidence
Introduction to Planning and reviewing Learning ** New August 26**	O	E3	F/652/1195	2	20	Portfolio of Evidence
Introduction to Plant Propagation ** New 24th August 26**	O	E3	D/652/3336	3	30	Portfolio of Evidence
Introduction to Recruiting and Selecting Volunteers ** New 24th August 26**	O	E3	Y/652/2515	3	30	Portfolio of Evidence
Introduction to Retail Business ** New 24th August 26**	O	E3	A/652/3335	1	10	Portfolio of Evidence
Introduction to Retail Selling ** New 24th August 26**	O	E3	Y/652/3334	2	20	Portfolio of Evidence
Introduction to Safe Independent Travel ** New 24th August 26**	O	E3	T/652/3333	3	30	Portfolio of Evidence
Introduction to Supporting and Developing Volunteers ** New August 26**	O	E3	A/652/2516	3	30	Portfolio of Evidence
Introduction to Sustainability	O	E3	H/652/0665	2	20	Portfolio of Evidence
Introduction to Website Tools ** New 24th August 26**	O	E3	A/652/3425	3	30	Portfolio of Evidence
Introduction to Workplace Communication ** New 24th August 26**	O	E3	Y/652/3424	3	30	Portfolio of Evidence

Introduction to Workplace Research ** **New August 26****	O	E3	D/652/2517	3	30	Portfolio of Evidence
IT User fundamentals	O	E3	T/502/0166	2	15	Portfolio of Evidence
Keeping the Home Clean and Healthy ** **New 24th August 26****	O	E3	T/652/3423	3	30	Portfolio of Evidence
Knowing my Rights and Responsibilities as a Learner ** **New August 26****	O	E3	D/652/1194	2	20	Portfolio of Evidence
Know How to Use ICT to Support Your Child's Learning	O	E3	R/505/0775	1	10	Portfolio of Evidence
Looking for Jobs ** **New Apr '26****	O	E3	J/652/0675	3	30	Portfolio of Evidence
Maintaining Sexual Health	O	E3	R/505/1537	1	10	Portfolio of Evidence
Making Simple Choices About Personal Goals ** **New Apr '26****	O	E3	K/652/0676	3	30	Portfolio of Evidence
Making Simple Decisions ** **New 24th August 26****	O	E3	R/652/3422	1	10	Portfolio of Evidence
Managing Everyday Money ** **New Apr '26****	O	E3	D/652/0672	1	10	Portfolio of Evidence
Noticing Reliable and Unreliable Information ** **New August 26****	O	E3	A/652/1193	1	10	Portfolio of Evidence
Parenting Skills	O	E3	R/505/1277	3	30	Portfolio of Evidence
Personal Budgeting and Managing Money	O	E3	H/503/3057	3	30	Portfolio of Evidence
Personal Hygiene	O	E3	D/505/3680	1	10	Portfolio of Evidence
Personal Hygiene Skills for Hands and Feet	O	E3	T/505/3720	1	10	Portfolio of Evidence
Personal Hygiene Skills for Oral Health	O	E3	F/505/3722	1	10	Portfolio of Evidence

Personal Study Skills	O	E3	L/505/3741	3	30	Portfolio of Evidence
Planning and Reviewing for Personal Development	O	E3	T/505/3684	3	30	Portfolio of Evidence
Planning for Personal Development	O	E3	K/505/3665	1	10	Portfolio of Evidence
Positive Interactions in Learning ** New August 26**	O	E3	Y/652/1192	2	20	Portfolio of Evidence
Preparation for Production Skills	O	E3	M/505/3683	3	30	Portfolio of Evidence
Preparing for a Recruitment Interview	O	E3	Y/505/3743	2	20	Portfolio of Evidence
Preparing for the Future ** New Apr '26**	O	E3	H/652/0674	1	10	Portfolio of Evidence
Preparing, Presenting and Keeping Food for Children and Young People	O	E3	J/505/3673	3	30	Portfolio of Evidence
Presenting Yourself Online ** New August 26**	O	E3	T/652/1191	3	30	Portfolio of Evidence
Recognising and Coping with Stress ** New August 26**	O	E3	R/652/1190	3	30	Portfolio of Evidence
Recognising Body Image and Self-Perception ** New 24th August 26**	O	E3	M/652/3421	1	10	Portfolio of Evidence
Recognising Conflict and Ways to Resolve It ** New 24th August 26**	O	E3	L/652/3420	3	30	Portfolio of Evidence
Recognising Employment Opportunities	O	E3	D/505/3744	1	10	Portfolio of Evidence
Recognising Everyday Personal Risks ** New 24th August 26**	O	E3	H/652/3419	1	10	Portfolio of Evidence

Recognising Family Relationships and Roles ** New 24th August 26**	O	E3	F/652/3418	3	30	Portfolio of Evidence
Recognising Helpful Strategies and Support for Inclusion ** New 24th August 26**	O	E3	D/652/3417	3	30	Portfolio of Evidence
Recognising Personal Strengths and Success ** New Apr '26**	O	E3	M/652/0678	3	30	Portfolio of Evidence
Recognising Substance Misuse ** New 24th August 26**	O	E3	A/652/3416	1	10	Portfolio of Evidence
Recognising Strengths and Differences ** New August 26**	O	E3	L/652/1341	2	20	Portfolio of Evidence
Recognising Voluntary Opportunities	O	E3	T/505/3748	2	20	Portfolio of Evidence
Respecting Different Needs and Preferences ** New 24th August 26**	O	E3	Y/652/3415	3	30	Portfolio of Evidence
Respecting Others in Learning Spaces ** New August 26**	O	E3	K/652/1189	1	10	Portfolio of Evidence
Rights and Responsibilities of Citizenship	O	E3	L/505/3674	3	30	Portfolio of Evidence
Road Safety Awareness For Pedestrians	O	E3	M/505/3716	3	30	Portfolio of Evidence
Setting Goals for Personal Development	O	E3	H/505/3678	3	30	Portfolio of Evidence
Sex and Relationships	O	E3	A/505/1533	3	30	Portfolio of Evidence
Shopping for your Home	O	E3	M/505/3733	3	30	Portfolio of Evidence
Shopping for Everyday Household Items ** New 24th August 26**	O	E3	T/652/3414	3	30	Portfolio of Evidence

Skills for Employability	O	E3	M/505/3666	3	30	Portfolio of Evidence
Skills for Gaining Employment	O	E3	R/505/3739	3	30	Portfolio of Evidence
Skills for Independent Living	O	E3	Y/505/3662	4	40	Portfolio of Evidence
Skills for Shopping	O	E3	F/505/3686	3	30	Portfolio of Evidence
Solving Simple Problems in Learning ** **New August 26****	O	E3	J/652/1188	2	20	Portfolio of Evidence
Staying Safe Online for Learning ** **New August 26****	O	E3	H/652/1187	2	20	Portfolio of Evidence
Staying Safe from Scams ** **New Apr '26****	O	E3	A/652/0671	1	10	Portfolio of Evidence
Supporting Children in Family Learning	O	E3	J/505/3687	3	30	Portfolio of Evidence
Supporting Learning Activities ** **New 24th August 26****	O	E3	R/652/3413	3	30	Portfolio of Evidence
Table Setting in your Home	O	E3	A/505/3735	1	10	Portfolio of Evidence
Taking Part in a Simple Enterprise Activity ** **New 24th August 26****	O	E3	M/652/3412	6	60	Portfolio of Evidence
Taking Part in Family Learning ** **New 24th August 26****	O	E3	L/652/3411	3	30	Portfolio of Evidence
Taking Part in Further Education Activities ** **New 24th August 26****	O	E3	K/652/3410	2	20	Portfolio of Evidence
Taking Part in Inclusive Learning and Daily Life ** **New 24th August 26****	O	E3	F/652/3409	3	30	Portfolio of Evidence
Talking About Neurodiversity and Inclusion ** **New 24th August 26****	O	E3	D/652/3408	3	30	Portfolio of Evidence

Take Part in an Activity	O	E3	T/618/7072	1	10	Portfolio of Evidence
Taking Part in Learning Activities ** New August 26**	O	E3	D/652/1185	2	20	Portfolio of Evidence
The Internet and World Wide Web	O	E3	Y/506/8050	1	5	Portfolio of Evidence
The Local Community	O	E3	F/505/3672	1	10	Portfolio of Evidence
Thinking Critically in Everyday Learning ** New August 26**	O	E3	A/652/1184	2	20	Portfolio of Evidence
Travel Safety Awareness	O	E3	A/505/3685	6	60	Portfolio of Evidence
Travelling to and from Work	O	E3	H/504/1692	2	20	Portfolio of Evidence
Understanding Change at Work ** New 24th August 26**	O	E3	A/652/3407	3	30	Portfolio of Evidence
Understanding Confidence ** New Apr '26**	O	E3	R/652/0679	3	30	Portfolio of Evidence
Understanding Eating Disorders	O	E3	D/506/8051	1	9	Portfolio of Evidence
Understanding Family Relationships	O	E3	D/505/1279	3	30	Portfolio of Evidence
Understanding how people learn ** New 24th August 26**	O	E3	Y/652/3406	2	20	Portfolio of Evidence
Understanding Learning ** New August 26**	O	E3	Y/652/1183	2	20	Portfolio of Evidence
Understanding Neurodiversity in Everyday Life ** New August 26**	O	E3	K/652/1340	2	20	Portfolio of Evidence
Understanding own Response to Body Image	O	E3	K/504/0902	2	20	Portfolio of Evidence
Understanding Personal and Social	O	E3	T/652/3405	3	30	Portfolio of Evidence

Responsibility ** New 24th August 26**						
Understanding Personal Relationships ** New 24th August 26**	O	E3	R/652/3404	3	30	Portfolio of Evidence
Using AI and Digital Tools for Learning ** New August 26**	O	E3	T/652/1182	3	30	Portfolio of Evidence
Using a Personal Learning Programme	O	E3	A/505/3749	3	30	Portfolio of Evidence
Using Digital Devices Safely ** New Nov '25**	O	E3	M/651/8473	2	18	Portfolio of Evidence
Using Information from Different Sources Learning ** New August 26**	O	E3	M/652/1180	2	20	Portfolio of Evidence
Using Public Transport	O	E3	M/505/3702	3	30	Portfolio of Evidence
Using Sources and Avoiding Plagiarism ** New 24th August 26**	O	E3	M/652/3403	2	20	Portfolio of Evidence
Using the Internet for Learning ** New August 26**	O	E3	J/652/1179	2	20	Portfolio of Evidence
Using the Internet for Work Related Tasks ** New 24th August 26**	O	E3	L/652/3402	3	30	Portfolio of Evidence
Using Tools for Cleaning (Floor buffing) ** New 24th August 26**	O	E3	K/652/3401	2	20	Portfolio of Evidence
Young People, Law and Order	O	E3	K/505/3679	3	30	Portfolio of Evidence

Group B Vocational Support

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Assertiveness and Decision Making Skills	O	E3	Y/505/0387	2	20	Portfolio of Evidence
Being Respectful in Work and Learning ** New Apr '26**	O	E3	M/652/0669	2	20	Portfolio of Evidence
Communicating with Others ** New Apr '26**	O	E3	L/652/0668	2	20	Portfolio of Evidence
Customer Service Skills	O	E3	H/505/0392	2	20	Portfolio of Evidence
Describing a Product or Service ** New Sept '26**	O	E3	M/652/3936	2	20	Portfolio of Evidence
Exploring Enterprise Ideas ** New Sept '26**	O	E3	R/652/3937	2	20	Portfolio of Evidence
Exploring an Occupational Sector	O	E3	H/506/7905	3	30	Portfolio of Evidence
Exploring Jobs and Work Areas ** New Apr '26**	O	E3	F/652/0664	3	30	Portfolio of Evidence
Finding Information for Learning Others ** New August '26**	O	E3	J/652/2484	2	20	Portfolio of Evidence
Getting Ready for Hair and Beauty Work Areas ** New August '26**	O	E3	R/652/2488	2	20	Portfolio of Evidence
Getting Ready for Health and Social Care Work Areas ** New August '26**	O	E3	T/652/2489	2	20	Portfolio of Evidence
Getting Ready for Outdoor Work ** New August '26**	O	E3	D/652/2490	2	20	Portfolio of Evidence
Getting Ready for Work in Food Service	O	E3	F/652/2491	2	20	Portfolio of Evidence

Areas ** New August '26**						
Getting Ready to Prepare Outdoor Places ** New August '26**	O	E3	H/652/2492	2	20	Portfolio of Evidence
Getting Started with Assisting Learning ** New August '26**	O	E3	J/652/2493	3	30	Portfolio of Evidence
Getting Started with Customer, Visitor and Service User Awareness ** New August '26**	O	E3	K/652/2494	3	30	Portfolio of Evidence
Getting Started with Feedback at Work ** New August '26**	O	E3	L/652/2495	3	30	Portfolio of Evidence
Getting Started with Group Work ** New August '26**	O	E3	M/652/2496	3	30	Portfolio of Evidence
Getting Started with Mentoring Support ** New August '26**	O	E3	R/652/2497	3	30	Portfolio of Evidence
Getting Started with Negotiation ** New August '26**	O	E3	T/652/2498	2	20	Portfolio of Evidence
Getting Started with Practical Workplace Routines ** New August '26**	O	E3	Y/652/2499	3	30	Portfolio of Evidence
Getting Started with Preparing Practical Work Areas ** New August '26**	O	E3	J/652/2500	3	30	Portfolio of Evidence
Getting Started with Research Skills ** New August '26**	O	E3	K/652/2501	2	20	Portfolio of Evidence
Getting Started with Supporting Creative Activities ** New August '26**	O	E3	L/652/2502	3	30	Portfolio of Evidence
Getting Started with Time and Tasks at	O	E3	M/652/2503	3	30	Portfolio of Evidence

Work ** New August '26**						
Getting Started with Working Safely in Practical Settings ** New August '26**	O	E3	R/652/2504	3	30	Portfolio of Evidence
Getting Started with Workplace Resources and Equipment ** New August '26**	O	E3	T/652/2505	3	30	Portfolio of Evidence
Group and Teamwork Communication Skills	O	E3	K/505/0393	2	20	Portfolio of Evidence
Health and Safety Procedures in a Work Environment	O	E3	A/505/1855	1	10	Portfolio of Evidence
Helping to Care for Outdoor Places ** New August '26**	O	E3	Y/652/2506	3	30	Portfolio of Evidence
Helping with Catering Work Routines ** New August '26**	O	E3	A/652/2507	3	30	Portfolio of Evidence
Helping with Cleaning in Food Service Areas ** New August '26**	O	E3	D/652/2508	2	20	Portfolio of Evidence
Helping with Hair and Beauty Service Routines ** New August '26**	O	E3	F/652/2509	3	30	Portfolio of Evidence
Helping with Practical Work Routines ** New August '26**	O	E3	K/652/2510	3	30	Portfolio of Evidence
Helping with Support Routines in Health and Social Care ** New August '26**	O	E3	L/652/2511	3	30	Portfolio of Evidence
Identifying My Skills for Self-Employment ** New Sept '26**	O	E3	T/652/3938	2	20	Portfolio of Evidence
Identifying Voluntary Opportunities ** New August '26**	O	E3	M/652/2512	3	30	Portfolio of Evidence

Improving Own Learning and Performance	O	E3	A/505/0396	2	20	Portfolio of Evidence
Introducing IT in the Workplace ** New August '26**	O	E3	R/652/2513	2	20	Portfolio of Evidence
Introducing Self-Employment and Small Jobs ** New Sept '26**	O	E3	Y/652/3939	2	20	Portfolio of Evidence
Introduction to Health and Safety in a Practical Environment ** New August '26**	O	E3	L/652/2486	1	10	Portfolio of Evidence
Introduction to Health Promotion ** New August '26**	O	E3	T/652/2514	3	30	Portfolio of Evidence
Introduction to Recruiting and Selecting Volunteers ** New August '26**	O	E3	Y/652/2515	3	30	Portfolio of Evidence
Introduction to Supporting and Developing Volunteers ** New August '26**	O	E3	A/652/2516	3	30	Portfolio of Evidence
Introduction to Sustainability ** New Apr '26**	O	E3	H/652/0665	2	20	Portfolio of Evidence
Introduction to Workplace Research ** New August '26**	O	E3	D/652/2517	3	30	Portfolio of Evidence
Knowing My Responsibilities When Working for Myself ** New Sept '26**	O	E3	H/652/3941	2	20	Portfolio of Evidence
Learning to Lead a Team ** New August '26**	O	E3	F/652/2518	2	20	Portfolio of Evidence
Noticing How People Behave at Work ** New August '26**	O	E3	H/652/2519	3	30	Portfolio of Evidence
Planning and Reviewing Simple	O	E3	M/652/2487	2	20	Portfolio of Evidence

Goals ** New August '26**						
Planning a Small Job or Enterprise Activity ** New Sept '26**	O	E3	J/652/3942	2	20	Portfolio of Evidence
Prejudice and Discrimination Awareness	O	E3	J/506/7900	3	30	Portfolio of Evidence
Preparation for Work Experience ** New August '26**	O	E3	L/652/2520	1	10	Portfolio of Evidence
Promoting a Simple Product or Service ** New Sept '26**	O	E3	K/652/3943	2	20	Portfolio of Evidence
Problem Solving in the Workplace	O	E3	J/505/0398	2	20	Portfolio of Evidence
Recognising Roles in Enterprise Activities ** New Sept '26**	O	E3	L/652/3944	2	20	Portfolio of Evidence
Recording Money In and Money Out for a Simple Enterprise Activity ** New Sept '26**	O	E3	M/652/3945	2	20	Portfolio of Evidence
Recording Simple Workplace Information ** New August '26**	O	E3	M/652/2521	3	30	Portfolio of Evidence
Sharing Simple Information with Others ** New August '26**	O	E3	R/652/2522	1	10	Portfolio of Evidence
Solving Simple Problems ** New Apr '26**	O	E3	J/652/0666	2	20	Portfolio of Evidence
Speaking Up and Making Simple Decisions ** New Apr '26**	O	E3	Y/652/0670	2	20	Portfolio of Evidence
Talking to Customers ** New Sept '26**	O	E3	T/652/3947	2	20	Portfolio of Evidence
Taking Part in Group Creative Activities ** New August '26**	O	E3	T/652/2523	3	30	Portfolio of Evidence

Taking Part in Selling Activities ** New Sept '26**	O	E3	R/652/3946	2	20	Portfolio of Evidence
Taking Part in a Simple Enterprise Activities ** New Sept '26**	O	E3	A/652/3949	2	20	Portfolio of Evidence
Teamwork	O	E3	T/505/0400	2	20	Portfolio of Evidence
Time Management Skills	O	E3	J/505/0403	2	20	Portfolio of Evidence
Understanding Rules and Responsibilities at Work ** New Apr '26**	O	E3	K/652/0667	2	20	Portfolio of Evidence
Valuing Equality and Diversity	O	E3	K/505/1527	1	10	Portfolio of Evidence
Work Experience	O	E3	H/505/0408	1	10	Portfolio of Evidence
Working in a Simple Enterprise Activity ** New Sept '26**	O	E3	Y/652/3948	2	20	Portfolio of Evidence
Working as a Volunteer	O	E3	J/600/6508	3	30	Portfolio of Evidence

Group C Literacy and Numeracy

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Applying Addition and Subtraction Skills	O	E3	R/505/4003	1	10	Portfolio of Evidence
Applying Fraction Skills	O	E3	F/505/3090	1	10	Portfolio of Evidence
Applying Number Skills	O	E3	Y/505/4004	1	10	Portfolio of Evidence
Applying Shape and Space	O	E3	D/505/4005	1	10	Portfolio of Evidence
Communication: Giving Information	O	E3	H/505/4006	1	10	Portfolio of Evidence
Data Handling: Extracting and Interpreting	O	E3	M/505/4008	1	10	Portfolio of Evidence

Data Handling: Recording and Representing Data	O	E3	T/505/4009	1	10	Portfolio of Evidence
Division of Whole Numbers	O	E3	K/505/4010	1	10	Portfolio of Evidence
Engage in Discussion	O	E3	F/503/3048	1	10	Portfolio of Evidence
Grammar and Punctuation in Practical Use	O	E3	T/505/4012	1	10	Portfolio of Evidence
Grammar Skills	O	E3	A/503/3050	1	10	Portfolio of Evidence
Improving Own Spelling	O	E3	F/503/3051	1	10	Portfolio of Evidence
Measure: Capacity and Temperature	O	E3	A/505/4013	1	10	Portfolio of Evidence
Measure: Weight	O	E3	D/503/3378	1	10	Portfolio of Evidence
Measuring and Estimating: Distance and Length	O	E3	J/505/4564	1	10	Portfolio of Evidence
Money: Adding and Subtracting	O	E3	L/505/3089	1	10	Portfolio of Evidence
Multiplication of Whole Numbers	O	E3	L/505/4016	1	10	Portfolio of Evidence
Reading Comprehension	O	E3	D/503/3154	1	10	Portfolio of Evidence
Reading Grammar and Punctuation	O	E3	H/503/3155	1	10	Portfolio of Evidence
Reading Key Personal Words	O	E3	K/503/3156	1	10	Portfolio of Evidence
Spelling and Handwriting Skills	O	E3	A/503/3159	1	10	Portfolio of Evidence
Spelling in Practice	O	E3	A/503/3162	1	10	Portfolio of Evidence
Time	O	E3	Y/505/4567	1	10	Portfolio of Evidence
Using Addition and Subtraction	O	E3	F/503/3275	1	10	Portfolio of Evidence

Using Listening and Responding Skills	O	E3	T/503/3287	1	10	Portfolio of Evidence
Using Punctuation	O	E3	F/503/3289	1	10	Portfolio of Evidence
Writing Composition Skills	O	E3	Y/505/4021	1	10	Portfolio of Evidence

Group D Animal Care

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Assist with Catching and Restraining a Small Animal	O	E3	R/505/4017	2	20	Portfolio of Evidence
Check that a Small Animal is Healthy	O	E3	D/505/4019	3	30	Portfolio of Evidence
Following Simple Instructions in Animal Care Settings ** New Apr '26**	O	E3	J/651/9894	2	20	Portfolio of Evidence
Groom a Small Animal	O	E3	H/505/4037	2	20	Portfolio of Evidence
Introduction to Animal Housing ** New Apr '26**	O	E3	K/651/9895	1	10	Portfolio of Evidence
Keeping Animals Safe in their Housing ** New Apr '26**	O	E3	L/651/9896	2	20	Portfolio of Evidence
Noticing Animal Emotions and Comfort Levels ** New Apr '26**	O	E3	M/651/9897	2	20	Portfolio of Evidence
Noticing When Something Looks Wrong ** New Apr '26**	O	E3	R/651/9898	2	20	Portfolio of Evidence
Recognising Healthy Animals and Routine Care Tasks ** New Apr '26**	O	E3	T/651/9899	1	10	Portfolio of Evidence

Staying Safe Around Animals ** New Apr '26**	O	E3	H/651/9900	1	10	Portfolio of Evidence
Understanding Animal Behaviour ** New Apr '26**	O	E3	J/651/9901	1	10	Portfolio of Evidence

Group E Business and Administration

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Assist in Handling Mail	O	E3	D/505/0441	1	10	Portfolio of Evidence
Communicate Clearly in a Business Environment** New Apr '26**	O	E3	K/652/0530	2	20	Portfolio of Evidence
Creating Simple Digital Documents ** New Apr '26**	O	E3	T/652/0534	2	20	Portfolio of Evidence
Database Software	O	E3	M/506/8037	2	15	Portfolio of Evidence
Filing Skills	O	E3	K/505/0443	2	20	Portfolio of Evidence
Following Simple Routines and Tasks in a Workplace ** New Apr '26**	O	E3	Y/652/0535	2	20	Portfolio of Evidence
Introduction to Businesses and their Purpose ** New Apr '26**	O	E3	Y/652/0526	2	20	Portfolio of Evidence
Presentation Software	O	E3	F/506/8043	2	15	Portfolio of Evidence
Reception Skills	O	E3	H/505/0442	2	20	Portfolio of Evidence
Recording Basic Business Transactions ** New Apr '26**	O	E3	M/652/0532	2	20	Portfolio of Evidence
Spreadsheet Software	O	E3	H/506/8049	2	15	Portfolio of Evidence

Storing and Organising Business Information Digitally ** New Apr '26**	O	E3	L/652/0531	2	20	Portfolio of Evidence
Supporting Front of House Tasks ** New Apr '26**	O	E3	A/652/0527	2	20	Portfolio of Evidence
Understanding Customers and Service Situations ** New Apr '26**	O	E3	D/652/0528	2	20	Portfolio of Evidence
Understanding Money, Costs and Simple Business Payments ** New Apr '26**	O	E3	R/652/0533	2	20	Portfolio of Evidence
Undertaking an Enterprise Activity	O	E3	M/505/0444	6	60	Portfolio of Evidence
Using Email	O	E3	H/506/8052	1	10	Portfolio of Evidence
Using Telephone and Online Communication at Work ** New Apr '26**	O	E3	F/652/0529	1	10	Portfolio of Evidence
Using the Internet	O	E3	F/502/0171	1	10	Portfolio of Evidence
Using the Telephone and Photocopier	O	E3	T/505/0445	3	30	Portfolio of Evidence
Word Processing Software	O	E3	K/506/8053	2	15	Portfolio of Evidence

Group F Catering

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Basic Cooking	O	E3	Y/502/4808	2	20	Portfolio of Evidence
Basic food preparation	O	E3	J/600/0711	2	20	Portfolio of Evidence

Following Instructions in Catering Settings ** New Apr '26**	O	E3	Y/652/0409	2	20	Portfolio of Evidence
Food Commodities	O	E3	A/505/0589	1	10	Portfolio of Evidence
Health and Safety and Food Hygiene in Catering	O	E3	M/505/0590	2	20	Portfolio of Evidence
Introduction to Baking ** New Apr '26**	O	E3	F/652/0410	2	20	Portfolio of Evidence
Introduction to Barista Skills ** New Apr '26**	O	E3	H/652/0411	2	20	Portfolio of Evidence
Introduction to Chocolate and Sweet Treats ** New Apr '26**	O	E3	J/652/0412	2	20	Portfolio of Evidence
Introduction to Food Preparation Tasks ** New Apr '26**	O	E3	K/652/0413	2	20	Portfolio of Evidence
Introduction to Food Safety ** New Apr '26**	O	E3	L/652/0414	2	20	Portfolio of Evidence
Introduction to Food Service ** New Apr '26**	O	E3	M/652/0415	2	20	Portfolio of Evidence
Introduction to Kitchen Tools and Equipment ** New Apr '26**	O	E3	R/652/0416	2	20	Portfolio of Evidence
Keeping Food Preparation Areas Clean ** New Apr '26**	O	E3	T/652/0417	2	20	Portfolio of Evidence
Making and Storing Baked Products	O	E3	A/505/0592	3	30	Portfolio of Evidence
Prepare and Cook Fish, Meat and Poultry	O	E3	F/505/0593	3	30	Portfolio of Evidence
Prepare and Cook Fruit and Vegetables	O	E3	J/505/0594	3	30	Portfolio of Evidence
Preparing Cold Food and Snacks ** New Apr '26**	O	E3	K/652/0503	2	20	Portfolio of Evidence

Preparing Simple Foods ** New Apr '26**	O	E3	Y/652/0418	2	20	Portfolio of Evidence
Serving Food and Drink	O	E3	F/502/4835	2	20	Portfolio of Evidence
Staying Safe When Using Kitchen Equipment ** New Apr '26**	O	E3	A/652/0419	2	20	Portfolio of Evidence
Using Kitchen Equipment	O	E3	L/505/0595	1	10	Portfolio of Evidence
Using Local and Seasonal Produce to Create Healthy Meals	O	E3	L/506/7896	3	30	Portfolio of Evidence
Working in a Kitchen Environment ** New Apr '26**	O	E3	H/652/0420	2	20	Portfolio of Evidence
Working Safely Around Customers ** New Apr '26**	O	E3	J/652/0421	2	20	Portfolio of Evidence

Group G Construction

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Basic Bricklaying Skills	O	E3	R/504/2496	1	10	Portfolio of Evidence
Basic Electrical Installation Skills ** New August '26**	O	E3	L/652/2846	1	10	Portfolio of Evidence
Basic Painting and Decorating	O	E3	F/506/7927	1	10	Portfolio of Evidence
Basic Painting and Decorating Skills ** New August '26**	O	E3	K/652/2845	1	10	Portfolio of Evidence
Basic Plastering	O	E3	A/506/7926	1	10	Portfolio of Evidence
Basic Plastering Skills ** New August '26**	O	E3	J/652/2844	1	10	Portfolio of Evidence
Basic Plumbing – Fixing and Drilling	O	E3	T/506/7925	1	10	Portfolio of Evidence

Basic Plumbing Fixing and Drilling Skills ** New August '26**	O	E3	H/652/2843	1	10	Portfolio of Evidence
Basic Site Carpentry – Jointwork	O	E3	A/506/7909	1	10	Portfolio of Evidence
Basic Site Carpentry Jointwork Skills ** New August '26**	O	E3	F/652/2842	1	10	Portfolio of Evidence
Basic Wall Tiling	O	E3	T/506/7908	1	10	Portfolio of Evidence
Basic Wall Tiling Skills ** New August '26**	O	E3	D/652/2841	1	10	Portfolio of Evidence
Brickwork	O	E3	T/505/3751	3	30	Portfolio of Evidence
Brickwork Workshop Practice	O	E3	L/505/3691	3	30	Portfolio of Evidence
Building a Half Brick Wall Three Courses High	O	E3	K/505/3696	3	30	Portfolio of Evidence
Building a Three Brick Square Hollow Pillar	O	E3	M/505/3750	3	30	Portfolio of Evidence
Bricklaying Broad Task ** New August '26**	O	E3	A/652/2840	3	30	Portfolio of Evidence
Brickwork Workshop Practice Skills ** New August '26**	O	E3	R/652/2839	3	30	Portfolio of Evidence
Carpentry Broad Task ** New August '26**	O	E3	M/652/2838	3	30	Portfolio of Evidence
Carpentry Workshop Practice ** New August '26**	O	E3	L/652/2837	3	30	Portfolio of Evidence
Construction Health and Safety ** New August '26**	O	E3	K/652/2836	1	10	Portfolio of Evidence
Construction in the Built Environment ** New August '26**	O	E3	J/652/2835	1	10	Portfolio of Evidence
Construction Industry Awareness ** New August '26**	O	E3	H/652/2834	1	10	Portfolio of Evidence

Construction Materials and Their Uses ** New August '26**	O	E3	F/652/2833	1	10	Portfolio of Evidence
Construction Technology ** New August '26**	O	E3	D/652/2832	1	10	Portfolio of Evidence
Painting and Decorating: Cutting and Hanging Wall Coverings	O	E3	M/505/4039	3	30	Portfolio of Evidence
Introducing Bricklaying Skills ** New August '26**	O	E3	M/652/2847	1	10	Portfolio of Evidence
Painting and Decorating Broad Task ** New August '26**	O	E3	A/652/2831	3	30	Portfolio of Evidence
Painting and Decorating Workshop Practice ** New August '26**	O	E3	Y/652/2830	3	30	Portfolio of Evidence
Plastering Broad Task ** New August '26**	O	E3	M/652/2829	3	30	Portfolio of Evidence
Plastering Workshop Practice ** New August '26**	O	E3	L/652/2828	3	30	Portfolio of Evidence
Plumbing Broad Task ** New August '26**	O	E3	K/652/2827	3	30	Portfolio of Evidence
Plumbing Workshop Practice ** New August '26**	O	E3	J/652/2826	3	30	Portfolio of Evidence
Sustainability in Construction ** New August '26**	O	E3	H/652/2825	1	10	Portfolio of Evidence
Wall Tiling Broad Task ** New August '26**	O	E3	F/652/2824	3	30	Portfolio of Evidence
Wall Tiling Workshop Practice ** New August '26**	O	E3	D/652/2823	3	30	Portfolio of Evidence

Group H Creative Skills

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Art Appreciation	O	E3	L/506/7929	3	30	Portfolio of Evidence
Caring for and Refreshing Materials ** New August '26**	O	E3	L/652/2675	3	30	Portfolio of Evidence
Ceramics	O	E3	M/506/7907	3	30	Portfolio of Evidence
Craft Skills	O	E3	D/505/3596	3	30	Portfolio of Evidence
Creating a Simple Animation ** New August '26**	O	E3	K/652/2674	2	20	Portfolio of Evidence
Creating a Simple Video ** New August '26**	O	E3	J/652/2673	2	20	Portfolio of Evidence
Creating Characters and Assets for Games ** New August '26**	O	E3	H/652/2672	3	30	Portfolio of Evidence
Creating Simple Content for Online Platforms ** New August '26**	O	E3	F/652/2671	2	20	Portfolio of Evidence
Creating Simple Digital Artwork ** New August '26**	O	E3	D/652/2670	2	20	Portfolio of Evidence
Design and imaging software	O	E3	L/502/0173	2	15	Portfolio of Evidence
Desktop Publishing Software	O	E3	T/506/8038	2	15	Portfolio of Evidence
Digital Photography	O	E3	T/505/3605	1	10	Portfolio of Evidence
Discover Local History	O	E3	A/505/3606	3	30	Portfolio of Evidence
Drawing	O	E3	K/506/7906	3	30	Portfolio of Evidence
Ensemble Music Performance	O	E3	F/505/3610	3	30	Portfolio of Evidence

Exploring Recording Equipment **New 24th Aug 2026	O	E3	R/652/3152	3	30	Portfolio of Evidence
Floristry Principles and Techniques	O	E3	M/505/3604	1	10	Portfolio of Evidence
Garment Making	O	E3	Y/505/3600	3	30	Portfolio of Evidence
Introduction to Audio Editing **New 24th Aug 2026	O	E3	T/652/3153	3	30	Portfolio of Evidence
Introduction to Cake Decoration **New 24th Aug 2026	O	E3	A/652/3155	3	30	Portfolio of Evidence
Introduction to Candle Making **New 24th Aug 2026	O	E3	D/652/3156	2	20	Portfolio of Evidence
Introduction to Colour Theory and Design **New 24th Aug 2026	O	E3	F/652/3157	3	30	Portfolio of Evidence
Introduction to Community, Heritage and Craft ** New August '26**	O	E3	T/652/2669	3	30	Portfolio of Evidence
Introduction to Creating Music **New 24th Aug 2026	O	E3	H/652/3158	3	30	Portfolio of Evidence
Introduction to Creative Plastics **New 24th Aug 2026	O	E3	J/652/3159	3	30	Portfolio of Evidence
Introduction to Creative Writing for Performance **New 24th Aug 2026	O	E3	M/652/3160	3	30	Portfolio of Evidence
Introduction to Decorative Design for Occasions **New 24th Aug 2026	O	E3	Y/652/3163	3	30	Portfolio of Evidence
Introduction to Decorative Glass Work **New 24th Aug 2026	O	E3	A/652/3164	2	20	Portfolio of Evidence

Introduction to Design Software ** New August '26**	O	E3	T/652/2678	3	30	Portfolio of Evidence
Introduction to DJ Skills **New 24th Aug 2026	O	E3	F/652/3166	3	30	Portfolio of Evidence
Introduction to Face Painting Design **New 24th Aug 2026	O	E3	H/652/3167	1	10	Portfolio of Evidence
Introduction to Knitted and Textile Construction **New 24th Aug 2026	O	E3	J/652/3168	3	30	Portfolio of Evidence
Introduction to the Performing Arts	O	E3	M/506/8040	3	30	Portfolio of Evidence
Introduction to Multimedia Software ** New August '26**	O	E3	R/652/2677	3	30	Portfolio of Evidence
Introduction to Music Technology for Composition **New 24th Aug 2026	O	E3	K/652/3169	3	30	Portfolio of Evidence
Introduction to Music Theory **New 24th Aug 2026	O	E3	R/652/3170	6	60	Portfolio of Evidence
Introduction to Paper Crafts **New 24th Aug 2026	O	E3	T/652/3171	3	30	Portfolio of Evidence
Introduction to Sequencing and Loops **New 24th Aug 2026	O	E3	Y/652/3172	3	30	Portfolio of Evidence
Introduction to Sound and Audio Production **New 24th Aug 2026	O	E3	D/652/3174	3	30	Portfolio of Evidence
Introduction to Storytelling for Performance **New 24th Aug 2026	O	E3	F/652/3175	3	30	Portfolio of Evidence
Introduction to Technical Skills for Performance **New 24th Aug 2026	O	E3	H/652/3176	3	30	Portfolio of Evidence

Introduction to Upcycling and Repair ** **New August '26****	O	E3	R/652/2668	3	30	Portfolio of Evidence
Introduction to Website Design ** **New August '26****	O	E3	M/652/2676	3	30	Portfolio of Evidence
Introduction to Woodcraft ****New 24th Aug 2026**	O	E3	J/652/3177	3	30	Portfolio of Evidence
Local History Creative Exploration ** **New August '26****	O	E3	M/652/2667	3	30	Portfolio of Evidence
Making Simple Moving Graphics ** **New August '26****	O	E3	L/652/2666	2	20	Portfolio of Evidence
Making Simple Sewn Products ****New 24th Aug 2026**	O	E3	K/652/3178	3	30	Portfolio of Evidence
Measuring and Preparing Materials for Sewing ****New 24th Aug 2026**	O	E3	L/652/3179	3	30	Portfolio of Evidence
Needle/Textile Crafts	O	E3	D/505/3601	3	30	Portfolio of Evidence
Painting	O	E3	L/506/7901	3	30	Portfolio of Evidence
Performance Skills	O	E3	Y/505/3614	3	30	Portfolio of Evidence
Physical Performance Skills	O	E3	Y/505/3595	3	30	Portfolio of Evidence
Practical Floristry Skills	O	E3	K/505/3603	3	30	Portfolio of Evidence
Preparing for Work in Creative Fashion ****New 24th Aug 2026**	O	E3	T/652/3180	3	30	Portfolio of Evidence
Preparing for Work in the Performing Arts ****New 24th Aug 2026**	O	E3	A/652/3182	3	30	Portfolio of Evidence

Presenting Creative Work ** **New August '26****	O	E3	J/652/2664	2	20	Portfolio of Evidence
Recording and Editing Simple Audio ** **New August '26****	O	E3	H/652/2663	3	30	Portfolio of Evidence
Responding to a Simple Creative Brief ** **New August '26****	O	E3	F/652/2662	3	30	Portfolio of Evidence
Sculpture	O	E3	R/506/7897	3	30	Portfolio of Evidence
Sharing and Talking About Creative Work ** **New August '26****	O	E3	D/652/2661	3	30	Portfolio of Evidence
Soft Furnishing	O	E3	H/505/3602	3	30	Portfolio of Evidence
Solo Music Performance	O	E3	J/505/3611	3	30	Portfolio of Evidence
Storyboarding a Simple Idea ** **New August '26****	O	E3	A/652/2660	3	30	Portfolio of Evidence
Sustainable Creative Materials ** **New August '26****	O	E3	R/652/2659	3	30	Portfolio of Evidence
Using Mixed Media in 2D	O	E3	J/505/3608	3	30	Portfolio of Evidence
Using Mixed Media in 3D Art	O	E3	J/506/7895	3	30	Portfolio of Evidence
Using Sewing Tools and Equipment Safely **New 24th Aug 2026	O	E3	D/652/3183	3	30	Portfolio of Evidence
Using Simple Garment Patterns **New 24th Aug 2026	O	E3	F/652/3184	3	30	Portfolio of Evidence
Using the Internet as a Medium for Music	O	E3	F/505/3607	3	30	Portfolio of Evidence
Working Together in Rehearsal **New 24th Aug 2026	O	E3	H/652/3185	3	30	Portfolio of Evidence

Group I Hair and Beauty

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Assist with Hair Colour Services	O	E3	R/505/0582	3	30	Portfolio of Evidence
Assist with Styling Men's Hair	O	E3	Y/505/0583	3	30	Portfolio of Evidence
Assist with Styling Women's Hair	O	E3	D/505/0584	3	30	Portfolio of Evidence
Basic Foot Care and Hygiene ** New August 26**	O	E3	H/652/1410	3	30	Portfolio of Evidence
Basic Make-up Application	O	E3	J/506/7928	3	30	Portfolio of Evidence
Basic Pedicure Consultation and Preparation ** New August 26**	O	E3	A/652/1409	3	30	Portfolio of Evidence
Blow Dry Women's Hair	O	E3	H/505/0585	3	30	Portfolio of Evidence
Hair Plaiting	O	E3	R/502/3804	3	30	Portfolio of Evidence
Hand Care	O	E3	K/502/3467	3	30	Portfolio of Evidence
Make-up for an Occasion	O	E3	Y/506/7903	3	30	Portfolio of Evidence
Nail Art Application Skills	O	E3	R/506/7902	2	20	Portfolio of Evidence
Prepare and Maintain the Salon	O	E3	M/505/0587	3	30	Portfolio of Evidence
Providing Basic Manicure Treatments	O	E3	D/506/7899	3	30	Portfolio of Evidence
Providing Basic Pedicure Treatments	O	E3	Y/506/7898	3	30	Portfolio of Evidence
Shampoo and Conditioning	O	E3	L/502/3753	3	30	Portfolio of Evidence
Skin Care	O	E3	Y/502/3464	3	30	Portfolio of Evidence

Working Relationships in a Hairdressing Salon	O	E3	T/505/0588	3	30	Portfolio of Evidence

Group J Health and Social Care ** New Apr '26**

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Basic Health and Wellbeing Awareness for Adults ** New Apr '26**	O	E3	R/652/0164	3	30	Portfolio of Evidence
Communication and Relationships in Adult Social Care ** New Apr '26**	O	E3	J/652/0160	2	20	Portfolio of Evidence
Communication and Relationships with Children ** New Apr '26**	O	E3	Y/652/0184	2	20	Portfolio of Evidence
Communication and Relationships with Young People ** New Apr '26**	O	E3	J/652/0189	2	20	Portfolio of Evidence
Developing Personal Confidence and Communication Skills ** New Apr '26**	O	E3	R/652/0178	2	20	Portfolio of Evidence
Introduction to Adult Healthcare Settings ** New Apr '26**	O	E3	T/652/0165	2	20	Portfolio of Evidence
Introduction to Adult Social Care ** New Apr '26**	O	E3	K/652/0161	2	20	Portfolio of Evidence
Introduction to Children's Healthcare Settings ** New Apr '26**	O	E3	L/652/0171	2	20	Portfolio of Evidence
Introduction to Children's Social Care ** New Apr '26**	O	E3	D/652/0186	2	20	Portfolio of Evidence

Introduction to Working in Health, Social Care and Education ** New Apr '26**	O	E3	L/652/0180	3	30	Portfolio of Evidence
Introduction to Youth Work ** New Apr '26**	O	E3	M/652/0190	2	20	Portfolio of Evidence
Keeping Children Safe ** New Apr '26**	O	E3	F/652/0187	2	20	Portfolio of Evidence
Safety and Protection in Adult Social Care ** New Apr '26**	O	E3	L/652/0162	2	20	Portfolio of Evidence
Supporting Adults with Daily Living Needs ** New Apr '26**	O	E3	Y/652/0166	2	20	Portfolio of Evidence
Supporting Children with Daily Health Needs ** New Apr '26**	O	E3	T/652/0174	2	20	Portfolio of Evidence
Supporting Children's Wellbeing ** New Apr '26**	O	E3	H/652/0188	2	20	Portfolio of Evidence
Supporting Health and Wellbeing in Adult Social Care ** New Apr '26**	O	E3	M/652/0163	2	20	Portfolio of Evidence
Understanding Safe and Respectful Behaviour at Work ** New Apr '26**	O	E3	T/652/0183	3	30	Portfolio of Evidence
Understanding Safe and Respectful Behaviour in Adult Health Care ** New Apr '26**	O	E3	D/652/0168	3	30	Portfolio of Evidence
Understanding Safety and Wellbeing for Children ** New Apr '26**	O	E3	A/652/0176	2	20	Portfolio of Evidence
Youth Work Activities with Young People ** New Apr '26**	O	E3	R/652/0191	2	20	Portfolio of Evidence

Group K Social, Natural and Life Science ** New August 26**

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Changes in Everyday Life Over Time ** New August 26**	O	E3	H/652/1302	2	20	Portfolio of Evidence
Communities and Participation ** New August 26**	O	E3	T/652/1362	2	20	Portfolio of Evidence
Creating Safe and Positive Environments ** New August 26**	O	E3	H/652/1311	2	20	Portfolio of Evidence
How People Learn and Develop Behaviour ** New August 26**	O	E3	J/652/1359	2	20	Portfolio of Evidence
Introduction to Children and Young People ** New August 26**	O	E3	F/652/1310	2	20	Portfolio of Evidence
Introduction to Government and Public Services ** New August 26**	O	E3	R/652/1361	2	20	Portfolio of Evidence
Introduction to Supporting Learning in Schools ** New August 26**	O	E3	T/652/1308	2	20	Portfolio of Evidence
Introduction to Play and Learning ** New August 26**	O	E3	Y/652/1309	2	20	Portfolio of Evidence
Introduction to Psychology and Human Behaviour ** New August 26**	O	E3	H/652/1358	2	20	Portfolio of Evidence
Introduction to Science in Everyday Life ** New August 26**	O	E3	D/652/1356	2	20	Portfolio of Evidence
Introduction to Society and Social Life ** New August 26**	O	E3	T/652/1353	2	20	Portfolio of Evidence
Introduction to the Past ** New August 26**	O	E3	F/652/1301	2	20	Portfolio of Evidence

Living Things and the Human Body ** New August 26**	O	E3	A/652/1355	2	20	Portfolio of Evidence
Maps, Symbols and Directions ** New August 26**	O	E3	L/652/1305	2	20	Portfolio of Evidence
Materials, Energy and the Physical World ** New August 26**	O	E3	Y/652/1354	2	20	Portfolio of Evidence
People and Events from the Past ** New August 26**	O	E3	D/652/1300	2	20	Portfolio of Evidence
Rules, Decisions and Leadership ** New August 26**	O	E3	M/652/1360	2	20	Portfolio of Evidence
Social Rules, Behaviour and Expectations ** New August 26**	O	E3	R/652/1352	2	20	Portfolio of Evidence
Supporting Children's Development ** New August 26**	O	E3	R/652/1307	2	20	Portfolio of Evidence
Understanding Communities ** New August 26**	O	E3	M/652/1351	2	20	Portfolio of Evidence
Understanding Places and Where We Live ** New August 26**	O	E3	K/652/1304	2	20	Portfolio of Evidence
Understanding Roles in Education Settings ** New August 26**	O	E3	M/652/1306	2	20	Portfolio of Evidence
Understanding Thoughts, Feelings and Behaviour ** New August 26**	O	E3	F/652/1357	2	20	Portfolio of Evidence
Weather and the Natural Environment ** New August 26**	O	E3	J/652/1303	2	20	Portfolio of Evidence

Group L Horticulture

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Amenity Horticulture Skills	O	E3	T/505/0395	3	30	Portfolio of Evidence
Carry Out Basic Cultivation Tasks ** New Apr '26**	O	E3	K/652/0017	2	20	Portfolio of Evidence
Carry Out Basic Growing Tasks ** New Apr '26**	O	E3	M/652/0019	2	20	Portfolio of Evidence
Clearing and Weeding a Garden	O	E3	F/505/0397	2	20	Portfolio of Evidence
Cultivating Plant Cuttings	O	E3	L/505/0399	3	30	Portfolio of Evidence
Garden Horticulture	O	E3	A/505/0401	3	30	Portfolio of Evidence
Garden Maintenance Skills	O	E3	F/505/0402	3	30	Portfolio of Evidence
Identify plants	O	E3	Y/600/0289	2	20	Portfolio of Evidence
Maintaining Garden Habitats	O	E3	L/505/0404	2	20	Portfolio of Evidence
Maintaining Planted Areas ** New Apr '26**	O	E3	H/652/0015	2	20	Portfolio of Evidence
Maintaining Soil	O	E3	R/505/0405	2	20	Portfolio of Evidence
Maintaining Tools and Equipment ** New Apr '26**	O	E3	D/652/0013	2	20	Portfolio of Evidence
Planting in a Container	O	E3	D/505/0407	3	30	Portfolio of Evidence
Propagating Seeds	O	E3	K/505/0409	3	30	Portfolio of Evidence
Propagation of Plants	O	E3	D/505/0410	2	20	Portfolio of Evidence
Supporting Habitats in Planted Spaces ** New Apr '26**	O	E3	T/652/0010	2	20	Portfolio of Evidence

Understanding Plant Growth ** New Apr '26**	O	E3	Y/652/0011	2	20	Portfolio of Evidence
Understanding Plants and their Environments ** New Apr '26**	O	E3	K/652/0008	2	20	Portfolio of Evidence
Using and Maintaining Garden Tools	O	E3	H/505/0411	3	30	Portfolio of Evidence
Working Safely in Outdoor Environments ** New Apr '26**	O	E3	H/652/0006	2	20	Portfolio of Evidence

Group M Motor Vehicle and Cycle Maintenance

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Checking and Maintaining Car Tyres	O	E3	M/505/0413	1	10	Portfolio of Evidence
Checking and Maintaining Fluid Levels on a Car	O	E3	T/505/0414	1	10	Portfolio of Evidence
Clean and Prepare a Cycle for Use	O	E3	D/505/3677	1	10	Portfolio of Evidence
Cycle Safety Checks and Preparation Skills ** New August 26**	O	E3	Y/652/2290	2	20	Portfolio of Evidence
Identification of Basic External and Internal Car Parts	O	E3	A/505/0415	1	10	Portfolio of Evidence
Introduction to Basic External and Internal Car Parts ** New August 26**	O	E3	A/652/2291	2	20	Portfolio of Evidence
Introduction to Electric and Hybrid Vehicles ** New August 26**	O	E3	F/652/2293	3	30	Portfolio of Evidence
Introduction to Vehicle Engine Operating Principles	O	E3	M/600/4560	4	31	Portfolio of Evidence

Introduction to Vehicle Sensors ** New August 26**	O	E3	D/652/2292	2	20	Portfolio of Evidence
Introduction to Vehicle Workshop Bench Skills	O	E3	A/600/4562	4	26	Portfolio of Evidence
Introduction to Wheels and Tyres ** New August 26**	O	E3	M/652/2289	2	20	Portfolio of Evidence
Lubricate and Tension a Single Speed Cycle Chain	O	E3	L/505/3688	1	10	Portfolio of Evidence
Motor Vehicle Workshop Tools and Equipment	O	E3	T/506/8041	2	20	Portfolio of Evidence
Motorcycle Construction	O	E3	A/506/8042	2	20	Portfolio of Evidence
Remove and Replace Cycle Saddles, Seatposts and Handlebars	O	E3	K/505/3682	1	10	Portfolio of Evidence
Remove and Replace Cycle Wheels, Tyres and Inner Tubes	O	E3	R/505/3689	1	10	Portfolio of Evidence
Routine Vehicle Checks	O	E3	R/506/8046	2	20	Portfolio of Evidence
Routine Motorcycle Checks	O	E3	Y/506/8047	2	20	Portfolio of Evidence
Routine Wheel and Tyre Checks	O	E3	D/506/8048	2	20	Portfolio of Evidence
Routine Braking System Checks	O	E3	J/506/8044	2	20	Portfolio of Evidence
Simple Body Repair Processes	O	E3	L/505/4064	2	20	Portfolio of Evidence
Valeting a Car Interior	O	E3	J/505/0417	3	30	Portfolio of Evidence
Washing a Car Exterior	O	E3	L/505/0418	1	10	Portfolio of Evidence
Wax and Polish a Car Exterior	O	E3	R/505/0419	3	30	Portfolio of Evidence

Group N Sport and Leisure

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Angling Skills	O	E3	Y/505/0423	3	30	Portfolio of Evidence
Assist in Sports Coaching	O	E3	H/505/0425	3	30	Portfolio of Evidence
Assisting at a Sport or Active Leisure Event	O	E3	D/501/7245	3	30	Portfolio of Evidence
Basic Effects of Exercise ** New August 26**	O	E3	L/652/1595	3	30	Portfolio of Evidence
Communication in Sport ** New August 26**	O	E3	R/652/1604	3	30	Portfolio of Evidence
Fair Play and Sportsmanship ** New August 26**	O	E3	J/652/1600	3	30	Portfolio of Evidence
Following Instructions in Activities ** New August 26**	O	E3	L/652/1602	3	30	Portfolio of Evidence
Fundamental Skills and Movement ** New August 26**	O	E3	R/652/1597	3	30	Portfolio of Evidence
Getting to Know Woodlands	O	E3	T/505/4043	3	30	Portfolio of Evidence
Health and Fitness	O	E3	A/505/0429	3	30	Portfolio of Evidence
Healthy Habits ** New August 26**	O	E3	T/652/1598	3	30	Portfolio of Evidence
How the Body Works	O	E3	M/505/0430	3	30	Portfolio of Evidence
Improving own Fitness	O	E3	A/506/8039	3	30	Portfolio of Evidence
Indoor Team Games	O	E3	T/505/0431	3	30	Portfolio of Evidence
Participating in Leisure Activities	O	E3	F/505/0433	3	30	Portfolio of Evidence

Planning and Participating in Countryside Walks	O	E3	L/505/0435	3	30	Portfolio of Evidence
Positive Behaviour in Sport ** New August 26**	O	E3	Y/652/1599	3	30	Portfolio of Evidence
Supporting Coaching Activities ** New August 26**	O	E3	M/652/1603	3	30	Portfolio of Evidence
Taking Part in Sport	O	E3	Y/501/7244	3	30	Portfolio of Evidence
The Angling Environment	O	E3	F/503/3874	3	30	Portfolio of Evidence
Trees and Plants and their Importance to Wildlife	O	E3	K/505/4041	2	20	Portfolio of Evidence
Understanding Games and Rules ** New August 26**	O	E3	M/652/1596	3	30	Portfolio of Evidence
Understanding Rules in Sport ** New August 26**	O	E3	K/652/1601	3	30	Portfolio of Evidence
Using Skills in Activities ** New August 26**	O	E3	H/652/2465	3	30	Portfolio of Evidence

Group O Digital: ** New Nov '25**

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Basic Programming Concepts ** New Nov '25**	O	E3	A/651/8486	3	27	Portfolio of Evidence
Communicating Online for Everyday Tasks ** New Nov '25**	O	E3	Y/651/8485	2	18	Portfolio of Evidence
Creating Simple User Interactions ** New August '26**	O	E3	K/652/2377	2	20	Portfolio of Evidence
Digital Lists and Tables ** New Nov '25**	O	E3	T/651/8484	2	18	Portfolio of Evidence

Emerging Technology ** New Nov '25**	O	E3	R/651/8483	3	27	Portfolio of Evidence
Exploring Digital Content ** New Nov '25**	O	E3	M/651/8482	2	18	Portfolio of Evidence
Exploring Digital Creativity ** New Nov '25**	O	E3	L/651/8481	2	18	Portfolio of Evidence
Exploring Game Engines ** New Nov '25**	O	E3	K/651/8480	3	27	Portfolio of Evidence
Finding Information Online ** New Nov '25**	O	E3	F/651/8479	2	18	Portfolio of Evidence
Participating in a Digital Group Task ** New Nov '25**	O	E3	D/651/8478	3	27	Portfolio of Evidence
Preparing for Digital Creative Work ** New August '26**	O	E3	L/652/2378	3	30	Portfolio of Evidence
Staying Safe in Digital Spaces ** New August '26**	O	E3	M/652/2379	2	20	Portfolio of Evidence
Technology in Everyday Life ** New August '26**	O	E3	Y/652/2380	2	20	Portfolio of Evidence
Using Algorithms and Logic ** New August '26**	O	E3	D/652/2382	3	30	Portfolio of Evidence
Understanding Cyber Safety and Online Threats ** New August '26**	O	E3	A/652/2381	3	30	Portfolio of Evidence

2.2. Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve these qualifications.

TQT is split into two areas:

Area	Example of activities

1. Guided Learning Hours (GLH): • Learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training • Includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training	• Classroom-based learning supervised by a teacher. • Work-based learning supervised by a teacher. • Live webinar or telephone tutorial with a teacher in real time. • E-learning supervised by a teacher in real time. • All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training. • Exam time.
2. Other Learning Hours (OLH): • An estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: ○ Preparatory work. ○ Self-study. ○ Any other form of education or training, including assessment.	• Independent and unsupervised research / learning. • Unsupervised compilation of a portfolio of work experience. • Unsupervised e-learning. • Unsupervised e-assessment. • Unsupervised coursework. • Watching a pre-recorded podcast or webinar. • Unsupervised work-based learning.

2.3. Assessment and Evidence

These qualifications are made up of internally set and internally assessed units.

Internal assessment (internally set and internally assessed)

Internal assessment activity must ensure evidence of achievement against **all** the requirements specified within each component.

For assessments that are internally set, the IQA will need to ensure pre-verification of assessment tasks take place prior to its use to ensure that it is an appropriate assessment tool, that it is inclusive to learners of all needs, that it meets the principles of assessment and does not hinder learner attainment of the NOCN assessment evidence requirements.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

Centres must ensure that knowledge-based learning is at the correct level for the qualifications.

Assessment activities must be robust in that the assessment decisions are made based on evidence, which is valid, authentic, current, sufficient and reliable regarding the assessment taking place:

Valid	The validity of an assessment decision is ensuring that the right thing has been assessed in the right way to deliver an accurate assessment result.
Authentic	The assessment process must ensure that all evidence of achievement is authentic in that it has been created solely by the learner (unless otherwise required) and has not been plagiarised. If work was not authentic, it would undermine the entire the assessment process and overall qualification system.
Current	The assessment process must ensure that the evidence used to claim qualification or unit achievement reflects current industry/qualification practice. This can be done by ensuring that the evidence is relevant at the time of the assessment as well as ensuring that the assessor has used the most-up-date assessment documentation.
Sufficient	The Assessor must review assessment evidence to judge whether the learner has generated enough evidence at the right level to confidently cover all relevant learning outcome or assessment criteria requirements. The Assessor must also ensure their records of the assessment are complete, legible, and accurate.
Reliable	The Assessor must ensure that they are making reliable and consistent assessment decisions across their learners and with other Assessors within the Centre. Assessment decisions must also be consistent over time and across academic/programme cycles. This can be supported by attending standardisation activities.

More details on each unit's assessment can be found in the Assessment section of each unit.

2.4. Fair and Equitable Assessment

Assessment must be designed to be accessible and inclusive, and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

2.5. Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments and Special Considerations Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre Approval process requires the Centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination, which will be reviewed by NOCN.

Please refer to the **NOCN Quality Assurance Manual** for further details.

2.6. Recognised Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university, and outside formal learning situations such as through life, employment, apprenticeships, and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres. This is available on the NOCN website at www.nocn.org.uk

2.7. Assessment and Evidence for the Components

Existing Centres have access to vLearn (Hub), new Centres must contact their NOCN Business Development Manager.

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

www.nocn.org.uk/support/nocn-support/quality-assurance/

3. Centre Information

3.1. Required Resources for Delivering the Qualification

As part of the requirement to deliver these qualifications there is an expectation that staff undertaking roles as part of the delivery and assessment of these qualifications have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors are able to demonstrate the following competencies:

3.1.1 Tutor & Assessor Requirements

- **Tutors and Assessors:** Be technically competent in the content dictated by the units they are assessing or delivering and/or have experience of assessing / delivering training within the area. The minimum expectation is that the level of experience should be at the same level as the training that is to be delivered.

- **Tutors and Assessors:** An occupational knowledge of the content dictated by the units they are assessing or delivering. The minimum expectation is that the level of knowledge should be at the same level as the training that is to be delivered.

- **Tutors Only:** Should hold a recognised teaching qualification or, for new tutors, undertake and complete initial teacher training to a minimum Level 3 standard within 12 months of taking up the tutor role.

Centre staff may undertake more than one role, for example, tutor and assessor or internal verifier, but they cannot carry out any verification on work that they have previously assessed.

3.1.2 Internal Quality Assurer Requirements

Each centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair, and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability, and consistency.

NOCN expects that an Internal Quality Assurer is able to demonstrate the following competencies:

They should:

- Be technically competent in Personal Development, Vocational Support, Employability, Literacy and Numeracy, Animal Care, Business and Administration, Catering, Construction, Creative Skills, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure as dictated by the units they are verifying and/or have experience of delivering training within the area. The minimum expectation is that the level of experience should be at the same level as the training that is to be delivered.

- An occupational knowledge of Personal Development, Vocational Support, Employability, Literacy and Numeracy, Animal Care, Business and Administration, Catering, Construction, Creative Skills, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure as dictated by the units they are verifying. The minimum expectation is that the level of knowledge should be at the same level as the training that is to be delivered.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.
Centre staff may undertake more than one role, e.g. tutor, assessor, or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

3.1.3 Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment, and quality assurance.

3.1.4 External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of recognised Centre approval status.

The External Quality Assurer will make regular visits to all Centres. During these visits they will:

Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.

Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

Refer to the **NOCN Quality Assurance Manual** for further information on the External Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

3.2. Offering the Qualification

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering this qualification**,** please contact: business-enquiries@nocn.org.uk, alternatively use Horizon to add this qualification to your Centre.

New Centres

If you are interested in offering this qualification **but** are not yet a NOCN Approved Centre and would like more information about becoming a NOCN Centre and offering this qualification, please see **Become a Registered Centre** on our website https://www.nocn.org.uk/customers/nocn-centres/ and click Become a Centre.

4. Component Information

These Entry Level 3 qualifications consist of Optional components. The qualification structures (**see section 2**) set out the rules for achieving the qualification.

To achieve these qualifications a learner must provide evidence of learning and achievement against all the assessment requirements within each of their chosen components.

A copy of all Mandatory and Optional components can be downloaded via the NOCN website.

- NOCN Entry Level Award in Skills for Employment, Training and Personal Development (Entry 3)

- NOCN Entry Level Certificate in Skills for Employment, Training and Personal Development (Entry 3)
- NOCN Entry Level Diploma in Skills for Employment, Training and Personal Development (Entry 3)

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