



PART OF **nocn** GROUP

## QUALIFICATION SPECIFICATION

**NOCN Entry Level Award in Preparing for Further Learning or Employment (Entry 3)**

**Qualification No: 603/6120/7**

**NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3)**

**Qualification No: 603/6122/0**

**NOCN Entry Level Extended Certificate in Preparing for Further Learning or Employment (Entry 3)**

**Qualification No: 603/6123/2**

**NOCN Entry Level Diploma in Preparing for Further Learning or Employment (Entry 3)**

**Qualification No: 603/6104/9**

**Operational Start Date:** 24 August 2020

**Version:** 2.7 – March 2024

**To know more about NOCN:**

- Visit the NOCN website: [www.nocn.org.uk](http://www.nocn.org.uk)
- Call the Customer Service Team: **0300 999 1177**

## 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/](http://www.nocn.org.uk/)

## Qualifications at a Glance

<b>Title</b>	<b>Size</b>
NOCN Entry Level Award in Preparing for Further Learning or Employment (Entry 3)	6 credits
NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry 3)	13 credits
NOCN Entry Level Extended Certificate in Preparing for Further Learning or Employment (Entry 3)	24 credits
NOCN Entry Level Diploma in Preparing for Further Learning or Employment (Entry 3)	37 credits
<b>Purpose</b>	<b>Target Audience</b>
The purpose of these qualifications is to enable learners to identify personal learning or employment goals, address areas for personal improvement and achieve employment-based skills, including work-related units.	These Entry 3 qualifications are primarily for learners aged 14 years or over who want to continue their education and develop their skills for progression to further learning and ultimately, to employment.
<b>Content Overview</b>	<b>Entry Requirements</b>
Each qualification in the suite is vocationally based and offers learners the opportunity to identify personal learning or employment goals, address areas for personal improvement and achieve employment-based skills, including work-related units.	There are no formal entry requirements for learners undertaking these qualifications.
<b>Assessment</b>	<b>Resources</b>
Portfolio assessment.	Supporting resources are available for these qualifications on NOCN's vLearn platform

## Summary of changes:

This section summarises the changes to the qualification specification since the last version (2.3 July 2022)

Version	Publication Date	Summary of Amendments
V2.3	29 July 2022	Additional units have been added to the structure (see pages 8 – 24)
V2.3	29 July 2022	Additional pathways have now been created for the Certificate sized qualification (see separate addendum on NOCN website) <a href="https://www.nocn.org.uk/Data/Asset_Downloads/AddendumE3PreparingforFurtherLearning(6).pdf">https://www.nocn.org.uk/Data/Asset_Downloads/AddendumE3PreparingforFurtherLearning(6).pdf</a>
V2.4	22 May 2023	Updated onto new qualification specification template
V2.4	22 May 2023	Additional pathways have now been created for the Certificate sized qualification (see separate addendum on NOCN website) <a href="https://www.nocn.org.uk/Data/Asset_Downloads/AddendumE3PreparingforFurtherLearning(6).pdf">https://www.nocn.org.uk/Data/Asset_Downloads/AddendumE3PreparingforFurtherLearning(6).pdf</a>
V2.4	22 May 2023	Some units have been withdrawn and replaced, see the qualification structure for further information.
V2.5	4 May 2023	Reference to external assessment removed from section 2.3
V2.6	18 September 2023	Additional units added to the Hospitality sector
V2.7	25 March 2024	Additional units added for a Digital sector

## Table of Contents

Introduction .....	2
About NOCN Group.....	2
Table of Contents .....	5
1. Overview of Qualification .....	6
1.1. Entry Requirements .....	6
1.2. Progression Routes .....	6
2. Qualification Details .....	7
2.1. Qualification Structure .....	7
3. Centre Information .....	35
3.1. Required Resources for Delivering the Qualification .....	35
3.1.1. Tutor Requirements .....	35
3.1.2. Assessor Requirements .....	35
3.1.3. Internal Quality Assurer Requirements .....	35
3.1.4. Continuing Professional Development (CPD) .....	36
3.1.5. External Quality Assurance.....	36
3.2. Offering the Qualification .....	36
4. Component Information .....	37

## 1. Overview of Qualification

Each qualification in the suite is vocationally based and offers learners the opportunity to identify personal learning or employment goals; address areas for personal improvement and achieve employment-based skills, including work-related units.

The qualifications, particularly in the Certificate and Diploma sizes will prepare learners for further learning or develop their knowledge or skills in work-related subjects.

The qualification suite contains:

- personal development, literacy and numeracy units to address the learner's identified areas for improvement.
- work-related units in Animal Care, Business Administration, Charity and Voluntary sector, Cleaning, Construction, Creative Skills, Customer Service, Hair and Beauty, Health and Social Care, Horticulture, Hospitality, IT, Logistics, Production, Motor Vehicle Maintenance, Retail, Sport and Leisure.
- a 'spiky' profile of units - the majority of the units have to be achieved at Entry 3; the rest of the optional credit can be at Entry 1, 2 or 3.
- Sector Pathways in the Certificate size of the qualification will be available from January 2022.

[https://my.nocn.org.uk/Data/Asset\\_Downloads/AddendumE3CertPreparingforFurtherLearning\(1\).pdf](https://my.nocn.org.uk/Data/Asset_Downloads/AddendumE3CertPreparingforFurtherLearning(1).pdf)

### 1.1. Entry Requirements

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

Learners must be able 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 that the chosen qualification is appropriate for them and that 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.

### 1.2. Progression Routes

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

- progress into further study at Entry 3 or Level 1 in the vocational subjects studied.
- progress into entry level employment in the vocational sector.  
progress from the Entry 2 Basic Digital Skills (T/618/1109) unit in the IT optional group of these qualifications onto the NOCN Essential Digital Skills Qualification (Entry 3) (603/7617/X).

## 2. Qualification Details

### 2.1. Qualification Structure

For each of the different qualifications in the NOCN Preparing for Further Learning or Employment (Entry 3) suite, the learner must achieve:

- The **mandatory Entry Level 3** unit of 1 credit.
- The minimum number of **Entry Level 3 optional credits** for the qualification size – Award (3 credits), Certificate (6 credits), Extended Certificate (12 credits) or Diploma (19 credits).
- The **remainder of optional credits at Entry 1, Entry 2 or Entry 3** to make up the total credits for the qualification size – Award (2 credits), Certificate (6 credits), Extended Certificate (11 credits), Diploma (17 credits)

Qualification	Award	Certificate	Extended Certificate	Diploma
Total credits	6	13	24	37
E3 mandatory credit	1	1	1	1
Minimum E3 optional credit	3	6	12	19
Remainder of optional credits at E1, E2 or E3	2	6	11	17
GLH	60	130	120	370
TQT	60	130	370	370

**Optional units** can be chosen from any of those listed, the unit groupings have the following headings to assist selection:

Personal Development	Creative Skills	Logistics
Literacy	Construction	Motor Vehicle Maintenance
Numeracy	Customer Service	Plant Operations
Animal Care	Hair and Beauty	Production
Business Administration	Health and Social Care	Retail
Charity and Voluntary Sector	Horticulture	Sport and Leisure
Childcare	Hospitality	Warehousing
Cleaning	IT	Digital

### Mandatory Unit

Unit title	Level	GLH	Credit	Unit Number
Preparing for Further Learning or Employment <b>withdrawn from 16/01/2022</b>	E3	10	1	J/618/2023
<b>Preparation for Further Learning or Employment – NEW available from 17/01/2022</b>	E3	10	1	R/650/0490

### Optional Units

Personal Development				
Unit title	Level	GLH	Credit	Unit Number
Assertiveness With Others	E1	10	1	K/618/2211
Assertiveness With Others	E2	10	1	F/618/2232
Assertiveness and Decision Making Skills	E3	20	2	Y/505/0387
Building Confidence and Self Esteem	E1	20	2	T/504/1230
Building Confidence and Self Esteem	E2	20	2	Y/504/1298
Building Confidence and Self Esteem	E3	20	2	D/504/1481
Emotional Intelligence	E1	20	2	A/618/2343
Emotional Intelligence	E2	20	2	J/618/2345
Emotional Intelligence	E3	30	3	J/505/3737
Follow Instructions in the Workplace	E3	20	2	J/504/1684
Group and Teamwork Communication Skills	E1	20	2	J/618/2359
Group and Teamwork Communication Skills	E2	20	2	F/618/2358



Group and Teamwork Communication Skills	E3	20	2	K/505/0393
Health and Safety Procedures in a Work Environment	E1	10	1	A/618/2357
Health and Safety Procedures in a Work Environment	E2	10	1	M/618/2355
Health and Safety Procedures in a Work Environment	E3	10	1	A/505/1855
Healthy Living	E2	30	3	T/618/2356
Healthy Living	E3	30	3	J/505/1227
Introduction to Mental Health	E2	10	1	D/618/2352
Introduction to Mental Health <b>Withdrawn from 16/01/2022</b>	E3	10	1	Y/618/2267
<b>Introduction to Mental ill Health – NEW Available from 17/01/2022</b>	E3	10	1	L/650/1163
Mindfulness	E3	10	1	A/618/2245
Personal Behaviour for Success	E3	30	3	K/618/2239
Personal Budgeting and Managing Money	E1	30	3	L/618/2234
Personal Budgeting and Managing Money	E2	30	3	R/618/2221
Personal Budgeting and Managing Money	E3	30	3	H/503/3057
Personal Safety	E3	30	3	H/600/6306
Prejudice and Discrimination Awareness	E1	10	1	D/618/2223
Prejudice and Discrimination Awareness	E2	10	1	R/618/2218
Prejudice and Discrimination Awareness	E3	30	3	J/506/7900

Preparing for a Recruitment Interview	E2	20	2	M/618/2243
Preparing for a Recruitment Interview <b>withdrawn from 16/01/2022</b>	E3	20	2	Y/505/3743
<b>Preparing for an Interview – NEW available from 17/01/2022</b>	E3	20	2	T/650/0491
Problem Solving	E1	10	1	J/618/2247
Problem Solving in the Workplace	E2	20	2	F/618/2361
Problem Solving in the Workplace	E3	20	2	J/505/0398
Recognising Employment Opportunities	E2	10	1	L/618/2363
Recognising Employment Opportunities	E3	10	1	D/505/3744
Skills for Employability	E1	30	3	Y/618/2687
Skills for Employability	E2	30	3	D/618/2366
Skills for Employability <b>withdrawn from 16/01/2022</b>	E3	30	3	M/505/3666
<b>Employability Skills – NEW available from 17/01/2022</b>	E3	30	3	Y/650/0492
Stress Management	E2	10	1	D/618/2688
Stress Management	E3	10	1	H/618/2689
Teamwork	E1	20	2	D/618/2691
Teamwork	E2	20	2	Y/618/2690
Teamwork	E3	20	2	T/505/0400
Time Management Skills	E1	20	2	A/618/2360
Time Management Skills	E2	20	2	J/618/2362
Time Management Skills <b>withdrawn from 16/01/2022</b>	E3	20	2	J/505/0403

<b>Developing Time Management Skills – NEW available from 17/01/2022</b>	E3	20	2	K/650/0795
Valuing Equality and Diversity	E2	10	1	J/618/2264
Valuing Equality and Diversity	E3	10	1	K/505/1527
Work Experience	E2	10	1	M/618/2260
Work Experience	E3	10	1	H/505/0408
Writing for Different Communication Formats	E3	20	2	K/618/2256
Young People, Law and Order	E1	30	3	J/618/2250
Young People, Law and Order	E2	30	3	D/618/2254
Young People, Law and Order	E3	30	3	K/505/3679

Literacy				
Ask and Respond to Questions and Make Requests	E1	20	2	Y/618/0292
Ask and Respond to Questions and Make Requests	E2	10	1	K/618/0300
Ask and Respond to Questions and Make Requests	E3	10	1	A/618/0317
Read and Spell Words for Everyday Life	E1	10	1	K/618/0295
Read and Spell Words for Everyday Life	E2	10	1	T/618/0302
Read and Spell Words for Everyday Life and Work	E3	10	1	J/618/0319
Read Texts for Meaning	E1	10	1	H/618/0294
Read Texts for Meaning	E2	20	2	A/618/0303
Read Texts for Meaning	E3	10	1	F/618/0318

Take Part in a Discussion with Another Person	E1	10	1	R/618/0291
Take Part in Group Discussions	E2	10	1	F/618/0299
Take Part in Group Discussions	E3	10	1	T/618/0316
Use Writing Skills	E1	20	2	M/618/0296
Use Writing Skills	E2	20	2	F/618/0304
Use Writing Skills – Format and Structure	E3	20	2	J/618/0322
Write Using Correct Punctuation and Grammar	E1	20	2	T/618/0297
Write Using Correct Punctuation	E2	20	2	L/618/0306
Write Using Correct Punctuation and Grammar	E3	20	2	F/618/0321

Numeracy				
Addition	E1	20	2	A/618/0401
Addition	E2	20	2	D/618/0410
Applying Fraction Skills	E3	20	2	D/618/0424
Applying Number, Addition and Subtraction Skills	E3	20	2	K/618/0426
Division	E2	20	2	L/618/0421
Fractions	E2	30	3	H/618/0411
Handling Data	E1	20	2	F/618/0402
Handling Data	E2	30	3	K/618/0412
Handling Data	E3	30	3	M/618/0430
Measure: Distance and Length	E3	20	2	T/618/0431
Measure: Weight and Capacity	E3	20	2	F/618/0433

Money	E2	10	1	M/618/0413
Money: Adding and Subtracting	E3	10	1	Y/618/0437
Multiplication	E2	20	2	T/618/0414
Multiplication and Division of Whole Numbers	E3	30	3	Y/618/0440
Number	E1	10	1	J/618/0403
Number	E2	20	2	A/618/0415
Subtraction	E1	20	2	L/618/0404
Subtraction	E2	20	2	F/618/0416
Time and Temperature	E2	20	2	J/618/0417
Time, Position and Direction	E3	20	2	H/618/0442
Understanding Decimals	E2	20	2	R/618/0422
Understanding Decimals	E3	20	2	M/618/0444
Understanding Measures	E1	20	2	R/618/0405
Understanding Measures: Capacity	E2	10	1	L/618/0418
Understanding Measures: Length	E2	10	1	R/618/0419
Understanding Measures: Weight	E2	10	1	T/618/0445
Understanding Shape and Space	E1	20	2	Y/618/0406
Understanding Shape and Space	E2	20	2	J/618/0420
Understanding the Properties of Regular Shapes	E3	20	2	K/618/0443
Using Money and Time	E1	30	3	H/618/0408

Animal Care				
Caring for Unwell Animals – <b>withdrawn from 21/05/2022</b>	E3	20	2	L/618/2024

Feeding Animals - <b>withdrawn from 21/05/2022</b>	E3	20	2	R/618/2025
Grooming Pets or Farm Animals - <b>withdrawn from 21/05/2022</b>	E3	20	2	Y/618/2026
Moving Animals to New Accommodation - <b>withdrawn from 21/05/2022</b>	E3	20	2	A/618/2083
Assist with Feedstuffs for Animals – <b>NEW available from 22/05/2023</b>	E3	20	2	J/650/6671
Assist with the Care of Unwell Animals - <b>NEW available from 22/05/2023</b>	E3	20	2	K/650/6672
Developing Confidence Working With Animals – <b>NEW available from 22/05/2023</b>	E3	30	3	M/650/6674
Principles of Feeding Animals – <b>NEW available from 22/05/2023</b>	E3	20	2	R/650/6675
Grooming a Small Animal – <b>NEW available from 22/05/2023</b>	E3	20	2	T/650/6676
Health and Safety in Animal Care – <b>NEW available from 22/05/2023</b>	E3	30	3	Y/650/6677
Principles of the Movement and Handling of Small Animals – <b>NEW available from 22/05/2023</b>	E3	30	3	D/650/6679
Communication Skills in Animal Care – <b>NEW available from 22/05/2023</b>	E3	10	1	L/650/6673
Introduction to Working in Animal Care – <b>NEW available from 22/05/2023</b>	E3	30	3	A/650/6678

<b>Business Administration</b>				
Assist in Handling Mail	E1	10	1	D/618/2027

Assist in Handling Mail	E2	10	1	H/618/2028
Assist in Handling Mail	E3	10	1	D/505/0441
Filing Skills	E1	10	1	K/618/2029
Filing Skills	E2	20	2	D/618/2030
Filing Skills	E3	20	2	K/505/0443
<b>Introduction to Business Administration - NEW</b>	E3	30	3	M/650/0797
Presentation Applications	E3	20	2	F/618/2702
<b>Producing Business Documents - NEW</b>	E3	20	2	J/650/0794
Reception Skills	E1	10	1	H/618/2031
Reception Skills	E2	20	2	K/618/2032
Reception Skills	E3	20	2	H/505/0442
Spreadsheet Applications	E3	20	2	A/618/2701
Undertaking an Enterprise Activity	E1	40	4	F/618/2084
Undertaking an Enterprise Activity	E2	40	4	J/618/2085
Undertaking an Enterprise Activity	E3	60	6	M/505/0444
Using the Telephone and Photocopier	E1	10	1	L/618/2086
Using the Telephone and Photocopier	E2	30	3	R/618/2087
Using the Telephone and Photocopier	E3	30	3	T/505/0445
Using E-mail	E3	10	1	T/618/2700
Using the Internet	E3	10	1	L/618/2699
Word Processing Applications	E3	20	2	J/618/2698

Charity and Voluntary Sector				
Unit title	Level	GLH	Credit	Unit Number
Preparing for a Volunteer Placement	E1	20	2	T/618/2101
Preparing for a Volunteer Placement	E2	20	2	J/618/2099
Preparing for a Volunteer Placement	E3	20	2	M/618/2159
Recognising Voluntary Opportunities	E3	20	2	T/505/3748
Working as a Volunteer	E1	30	3	A/600/6506
Working as a Volunteer	E2	30	3	F/600/6507
Working as a Volunteer	E3	30	3	J/600/6508

Childcare				
<b>Introduction to Childcare – NEW</b>	E3	30	3	J/650/3089
<b>Introduction to Developing Language and Communication Skills in Children from 0 - 5 years Childcare - NEW</b>	E3	20	2	H/650/3088
<b>Supporting Child Development from 0 - 3 years Childcare – NEW</b>	E3	20	2	F/650/3087

Cleaning				
Understanding Cleaning Skills Required for Work in the Cleaning Industry	E3	30	3	Y/618/2107
<b>Undertaking Cleaning – NEW</b> available from 01/05/2022	E3	20	2	A/650/2338
<b>Introduction to Cleaning – NEW</b> available from 01/05/2022	E3	30	3	Y/650/2337



<b>Introducing Health and Safety in Cleaning – NEW available from 01/05/2022</b>	E3	20	2	T/650/2336
<b>Environmental Awareness in Cleaning – NEW available from 01/05/2022</b>	E3	10	1	R/650/2335

<b>Construction</b>				
First Steps into Construction	E3	30	3	J/618/0658
Introducing Bricklaying	E3	50	5	M/618/0671
Introducing Carpentry and Joinery	E3	50	5	A/618/0673
<b>Introducing Health and Safety in Construction - NEW</b>	E3	30	3	A/618/0446
Introducing Painting and Decorating	E3	50	5	K/618/0684
<b>Introducing Plastering - NEW</b>	E3	50	5	F/618/0691
<b>Introducing Tiling - NEW</b>	E3	50	5	K/618/0698
<b>Introducing Plumbing - NEW</b>	E3	50	5	T/650/1076

<b>Creative Skills</b>				
<b>Unit title</b>	<b>Level</b>	<b>GLH</b>	<b>Credit</b>	<b>Unit Number</b>
Art Appreciation	E3	30	3	L/506/7929
Ceramics	E3	30	3	M/506/7907
Craft Skills	E3	30	3	D/505/3596
Discover Local History	E3	30	3	A/505/3606
Drawing	E3	30	3	K/506/7906
Ensemble Music Performance	E3	30	3	F/505/3610
Floristry Principles and Techniques	E3	10	1	M/505/3604

Garment Making	E3	30	3	Y/505/3600
Introduction to the Performing Arts	E3	30	3	M/506/8040
Needle/Textile Crafts	E3	30	3	D/505/3601
Painting	E3	30	3	L/506/7901
Performance Skills	E1	20	2	Y/618/2155
Performance Skills	E2	20	2	K/618/2158
Performance Skills	E3	30	3	Y/505/3614
Physical Performance Skills	E3	30	3	Y/505/3595
Practical Floristry Skills	E3	30	3	K/505/3603
Sculpture	E3	30	3	R/506/7897
Solo Music Performance	E3	30	3	J/505/3611
Using Mixed Media in 2D	E3	30	3	J/505/3608
Using Mixed Media in 3D Art	E3	30	3	J/506/7895
Using the Internet as a Medium for Music	E3	30	3	F/505/3607

Customer Service				
Customer Service in a Contact Centre	E3	20	2	R/618/2106
Customer Service Skills <b>withdrawn from 30/04/2022</b>	E1	20	2	F/618/2103
Customer Service Skills <b>withdrawn from 30/04/2022</b>	E2	20	2	J/618/2104
Customer Service Skills <b>withdrawn from 30/04/2022</b>	E3	20	2	H/505/0392
<b>Customer Needs - NEW</b> <b>available from 01/05/2022</b>	E3	20	2	K/650/2332

Knowing Your Customers <b>withdrawn from 30/04/2022</b>	E3	20	2	L/618/2105
Dealing with Customer Queries or Requests - NEW <b>available from 01/05/2022</b>	E3	20	2	L/650/2333
Introduction to Customer Service	E3	30	3	M/650/2334

Digital				
Cyber Security - NEW	E3	30	3	Y/651/1085
Digital Communication - NEW	E3	20	2	T/651/1084
Introduction to Digital - NEW	E3	10	1	R/651/1083
Using Digital Technology – NEW	E3	10	1	M/651/1082

Hair and Beauty				
Apply Basic Make-up - NEW <b>available from 22/05/2023</b>	E3	30	3	F/650/7272
Assist with Hair Colour Treatments – NEW <b>available from 22/05/2023</b>	E3	20	2	D/650/7253
Assist with Styling Men’s Hair – <b>withdrawn from 21/05/2023</b>	E3	30	3	Y/505/0583
Assist with Mens Hair Styling - NEW <b>available from 22/05/2023</b>	E3	30	3	J/650/7256
Assist with Styling Women’s Hair - <b>withdrawn from 21/05/2023</b>	E3	30	3	D/505/0584
Assist with Women’s Hair Styling - NEW <b>available from 22/05/2023</b>	E3	30	3	Y/650/7260
Blow Dry Women’s Hair	E1	20	2	T/618/2146
Blow Dry Women’s Hair	E2	30	3	A/618/2147

Blow Dry Women's Hair - <b>withdrawn from 21/05/2023</b>	E3	30	3	H/505/0585
<b>Blow Drying Skills - NEW available from 22/05/2023</b>	E3	20	2	A/650/7261
<b>Communication in Hair and Beauty - NEW available from 22/05/2023</b>	E3	10	1	H/650/7264
Hand Care	E1	20	2	J/618/2152
Hand Care	E2	30	3	J/618/2149
Hand Care - <b>withdrawn from 21/05/2023</b>	E3	30	3	K/502/3467
<b>Hand Care Treatments - NEW available from 22/05/2023</b>	E3	20	2	K/650/7266
<b>Handling Payments in a Salon - NEW available from 22/05/2023</b>	E3	10	1	L/650/7267
<b>Introduction to Working in a Hair and Beauty Salon - NEW available from 22/05/2023</b>	E3	30	3	M/650/7268
Prepare and Maintain the Salon	E1	20	2	F/618/2148
Prepare and Maintain the Salon	E2	30	3	M/618/2114
Prepare and Maintain the Salon - <b>withdraw from 21/05/2023</b>	E3	30	3	M/505/0587
<b>Prepare and Maintain a Salon Environment - NEW available from 22/05/2023</b>	E3	30	3	R/650/7269
Providing Basic Manicure Treatments	E2	20	2	K/618/2113
Providing Basic Manicure Treatments - <b>withdrawn from 21/05/2023</b>	E3	30	3	D/506/7899
<b>Carry out Basic Manicure Treatments - NEW available from 22/05/2023</b>	E3	30	3	D/650/7262

Assist with Nail Art Application – <b>NEW available from 22/05/2022</b>	E3	20	2	K/650/7257
Assist with Nail Treatments – <b>NEW available from 22/05/2022</b>	E3	30	3	M/650/7259
Assist with Lash and Brow Treatments – <b>NEW available from 22/05/2022</b>	E3	30	3	H/650/7255
Assist with Facial Treatments - <b>NEW available from 22/05/2022</b>	E3	30	3	A/650/7252
Providing Basic Pedicure Treatments	E2	20	2	H/618/2112
Providing Basic Pedicure Treatments - <b>withdrawn from 21/05/2023</b>	E3	30	3	Y/506/7898
Carry out Basic Pedicure Treatments – <b>NEW available from 22/05/2022</b>	E3	30	3	D/650/7262
Shampoo and Conditioning	E1	20	2	D/618/2111
Shampoo and Conditioning	E2	30	3	Y/618/2110
Shampoo and Conditioning - <b>withdrawn from 21/05/2023</b>	E3	30	3	L/502/3753
Shampoo and Condition Hair - <b>NEW available from 22/05/2022</b>	E3	20	2	A/650/7270
Skin Care	E2	20	2	D/618/2108
Skin Care – <b>withdrawn from 21/05/2023</b>	E3	30	3	Y/502/3464
Skin Care Treatments - <b>NEW available from 22/05/2022</b>	E3	30	3	D/650/7271

Health and Social Care				
Introduction to Care - <b>NEW</b>	E3	30	3	D/650/0971

<b>Assisting at Mealtimes - NEW</b>	E3	20	2	F/650/0972
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<b>Horticulture</b>				
Clearing and Weeding a Garden	E2	20	2	H/618/2160
Clearing and Weeding a Garden	E3	20	2	F/505/0397
Garden Horticulture	E3	30	3	A/505/0401
Maintaining Garden Habitats	E3	20	2	L/505/0404
Planting in a Container <b>withdrawn from 30/04/2022</b>	E1	30	3	K/618/2161
Planting in a Container <b>withdrawn from 30/04/2022</b>	E2	30	3	T/618/2163
Planting in a Container <b>withdrawn from 30/04/2022</b>	E3	30	3	D/505/0407
<b>Planting in Containers – NEW available from 01/05/2022</b>	E3	30	3	T/650/2192
Propagating Seeds	E3	30	3	K/505/0409
Weeding a Garden	E1	20	2	M/618/2162
<b>Introduction to Horticulture – NEW available from 01/05/2022</b>	E3	30	3	R/650/2191

<b>Hospitality</b>				
<b>Unit title</b>	<b>Level</b>	<b>GLH</b>	<b>Credit</b>	<b>Unit Number</b>
Basic Cooking	E2	20	2	Y/618/2088
Basic Cooking	E3	20	2	D/618/2089
Basic Food Preparation	E2	20	2	R/618/2090
Basic Food Preparation	E3	20	2	Y/618/2091

<b>Basic Food Preparation and Cooking - NEW</b>	E3	20	2	F/650/0909
<b>Customer Service in Hospitality – available from 18/09/2023</b>	E3	20	2	R/650/8484
Food and Drink Preparation	E1	10	1	D/618/2092
<b>Food and Drink Service – available from 18/09/2023</b>	E3	20	2	T/650/8485
Food, Drink and Cooking	E2	30	3	T/618/2096
Food, Drink and Cooking	E3	30	3	L/505/3660
<b>Health and Safety and Food Hygiene in Catering - NEW</b>	E3	20	2	K/650/0910
Hospitality Event Planning	E3	20	2	A/618/2097
<b>Introduction to Front of House – available from 18/09/2023</b>	E3	20	2	Y/650/8486
<b>Introduction to Housekeeping – available from 18/09/2023</b>	E3	20	2	A/650/8487
Meeting Special Dietary Needs	E3	20	2	F/618/2098
Serving Food and Drink	E3	20	2	M/618/2095
Using Kitchen Equipment	E2	10	1	H/618/2093
Using Kitchen Equipment	E3	10	1	L/505/0595
<b>Working in Catering - NEW</b>	E3	30	3	L/650/0911

IT				
Basic Digital Skills	E2	7	1	T/618/1109
Computer Basics	E3	10	1	F/618/2697
Database Applications	E3	20	2	A/618/2696
Design and Imaging Applications	E3	20	2	T/618/2695

Digital Fundamentals	E3	20	2	M/618/2694
Using Mobile Devices	E3	10	1	K/618/2693

<b>Logistics</b>				
<b>Introduction to Logistics - NEW</b>	E3	30	3	Y/650/0672
<b>Preparing Goods for Transport - NEW</b>	E3	20	2	T/650/0671
<b>Sustainable Impact in Logistics - NEW</b>	E3	10	1	R/650/0670

<b>Motor Vehicle Maintenance</b>				
Checking Car Tyres	E1	10	1	L/618/2170
Checking and Maintaining Car Tyres	E2	10	1	A/618/2164
Checking and Maintaining Car Tyres	E3	10	1	M/505/0413
Identification of Basic External and Internal Car Parts	E1	10	1	D/618/2173
Identification of Basic External and Internal Car Parts	E2	10	1	Y/618/2172
Identification of Basic External and Internal Car Parts	E3	10	1	A/505/0415
<b>Introduction to Vehicle Exhaust Systems - NEW</b>	E3	20	2	M/650/3504
<b>Introduction to Motor Vehicle Engines – NEW</b>	E3	20	2	R/650/3505
<b>Introduction to Motor Vehicle Maintenance – NEW</b>	E3	30	3	T/650/3506
<b>Introduction to Vehicle Lubrication Systems – NEW</b>	E3	10	1	Y/650/3507



Valeting a Car Interior	E1	20	2	Y/618/2169
Valeting a Car Interior	E2	20	2	L/618/2167
Valeting a Car Interior	E3	30	3	J/505/0417
Washing a Car Exterior	E1	10	1	J/618/2166
Washing a Car Exterior	E2	10	1	F/618/2165
Washing a Car Exterior	E3	10	1	L/505/0418

Plant Operations				
<b>Introduction to Working with Construction Plant – NEW</b> available from 01/05/2022	E3	40	4	Y/650/2382

Production				
<b>Introduction to Production – NEW</b>	E3	30	3	F/650/3492
<b>Select and Use a Design to Product a Finished Product – NEW</b>	E3	40	4	K/650/3502
<b>Producing a Resistant Material Product - NEW</b>	E3	50	5	K/650/3511
<b>Introduction to Resistant Materials - NEW</b>	E3	10	1	J/650/3510
<b>Evaluate a Resistant Material Product - NEW</b>	E3	30	3	D/650/3509
<b>Design a Resistant Material Product - NEW</b>	E3	30	3	A/650/3508

Retail				
Unit title	Level	GLH	Credit	Unit Number
Handling Customer Payments in a Retail Business <b>withdrawn from 30/04/2022</b>	E3	10	1	A/618/2102
<b>Handling Customer Payments in Retailing - NEW available from 01/05/2022</b>	E3	10	1	K/650/1900
Stock Handling in a Retail Environment <b>withdrawn from 30/04/2022</b>	E3	20	2	H/618/2109
<b>Stock Handling in Retailing - NEW available from 01/05/2022</b>	E3	30	3	R/650/1903
The Retail Selling Process <b>withdrawn from 30/04/2022</b>	E3	20	2	K/618/2094
<b>Introduction to Retailing - NEW available from 01/05/2022</b>	E3	10	1	L/650/1901
Understanding Customer Service in the Retail Sector <b>withdrawn from 30/04/2022</b>	E3	20	2	M/618/2176
<b>Customer Service in Retailing - NEW available from 01/05/2022</b>	E3	20	2	A/650/1899

Sport and Leisure				
Assisting at a Sport or Active Leisure Event <b>withdrawn from 30/06/2022</b>	E3	30	3	D/501/7245
<b>Assisting at a Sport or Active Leisure Event – NEW</b>	E3	30	3	M/650/2514
Health and Fitness	E3	30	3	A/505/0429
Improving own Fitness	E3	30	3	A/506/8039
<b>Introduction to Sport and Active Leisure – NEW</b>	E3	30	3	R/650/2515
Participating in Leisure Activities	E3	30	3	F/505/0433

Planning and Participating in Countryside Walks	E1	20	2	K/618/2208
Planning and Participating in Countryside Walks	E2	30	3	Y/618/2205
Planning and Participating in Countryside Walks	E3	30	3	L/505/0435
Promoting Mental Wellbeing through Physical Activity	E3	10	1	J/618/2202
<b>Sustainability in Sport and Active Leisure – NEW</b>	E3	20	2	T/650/2516

<b>Warehousing</b>				
<b>Recycling in a Warehouse – NEW available from 01/05/2022</b>	E3	10	1	M/650/2352
<b>Picking and Assembling Orders - NEW available from 01/05/2022</b>	E3	20	2	L/650/2351
<b>Introduction to Warehousing - NEW available from 01/05/2022</b>	E3	30	3	K/650/2350

### Barred Units

Entry Level 1, Entry Level 2 and Entry Level 3 units with the same or similar unit title are barred against each other. This means that the learner can only achieve credit for the unit at one of the three Entry Levels in the selected qualification size.

As the titles of Literacy and Numeracy units vary, a detailed listing of which Literacy and Numeracy units are barred against each other can be found below.

### Literacy Units

Unit title	Unit Level	Unit Number	Barred Against
Ask and Respond to Questions and Make Requests	E1	Y/618/0292	K/618/0300 A/618/0317

Ask and Respond to Questions and Make Requests	E2	K/618/0300	Y/618/0292 A/618/0317
Ask and Respond to Questions and Make Requests	E3	A/618/0317	Y/618/0292 K/618/0300
Read and Spell Words for Everyday Life	E1	K/618/0295	T/618/0302 J/618/0319
Read and Spell Words for Everyday Life	E2	T/618/0302	K/618/0295 J/618/0319
Read and Spell Words for Everyday Life and Work	E3	J/618/0319	K/618/0295 T/618/0302
Read Texts for Meaning	E1	H/618/0294	A/618/0303 F/618/0318
Read Texts for Meaning	E2	A/618/0303	H/618/0294 F/618/0318
Read Texts for Meaning	E3	F/618/0318	H/618/0294 A/618/0303
Take Part in a Discussion with Another Person	E1	R/618/0291	F/618/0299 T/618/0316
<b>Unit title</b>	<b>Unit Level</b>	<b>Unit Number</b>	<b>Barred Against</b>
Take Part in Group Discussions	E2	F/618/0299	R/618/0291 T/618/0316
Take Part in Group Discussions	E3	T/618/0316	R/618/0291 T/618/0316
Use Writing Skills	E1	M/618/0296	F/618/0304 J/618/0322
Use Writing Skills	E2	F/618/0304	M/618/0296 J/618/0322

Use Writing Skills – Format and Structure	E3	J/618/0322	M/618/0296 F/618/0304
Write Using Correct Punctuation and Grammar	E1	T/618/0297	L/618/0306 F/618/0321
Write Using Correct Punctuation	E2	L/618/0306	T/618/0297 F/618/0321
Write Using Correct Punctuation and Grammar	E3	F/618/0321	T/618/0297 L/618/0306

### Numeracy Units

Unit title	Unit Level	Unit Number	Barred Against
Addition	E1	A/618/0401	D/618/0410 K/618/0426
Addition	E2	D/618/0410	A/618/0401 K/618/0426
Applying Fraction Skills	E3	D/618/0424	H/618/0411
Applying Number, Addition and Subtraction Skills	E3	K/618/0426	A/618/0401 D/618/0410 J/618/0403 A/618/0415 L/618/0404 F/618/0416
Division	E2	L/618/0421	Y/618/0440
Fractions	E2	H/618/0411	D/618/0424
Handling Data	E1	F/618/0402	K/618/0412 M/618/0430
Handling Data	E2	K/618/0412	F/618/0402 M/618/0430

Handling Data	E3	M/618/0430	F/618/0402 K/618/0412
Measure: Distance and Length	E3	T/618/0431	R/618/0405 L/618/0418 R/618/0419 T/618/0445 F/618/0433
Measure: Weight and Capacity	E3	F/618/0433	R/618/0405 L/618/0418 R/618/0419 T/618/0445 T/618/0431
Money	E2	M/618/0413	H/618/0408 Y/618/0437
Money: Adding and Subtracting	E3	Y/618/0437	H/618/0408 M/618/0413
Multiplication	E2	T/618/0414	Y/618/0440
Multiplication and Division of Whole Numbers	E3	Y/618/0440	L/618/0421 T/618/0414
Number	E1	J/618/0403	A/618/0415 K/618/0426
Number	E2	A/618/0415	J/618/0403 K/618/0426
Subtraction	E1	L/618/0404	F/618/0416 K/618/0426
Subtraction	E2	F/618/0416	L/618/0404 K/618/0426
Time and Temperature	E2	J/618/0417	H/618/0442
Time, Position and Direction	E3	H/618/0442	J/618/0417

Understanding Decimals	E2	R/618/0422	M/618/0444
Understanding Decimals	E3	M/618/0444	R/618/0422
Understanding Measures	E1	R/618/0405	L/618/0418 R/618/0419 T/618/0445 T/618/0431 F/618/0433
<b>Unit title</b>	<b>Unit Level</b>	<b>Unit Number</b>	<b>Barred Against</b>
Understanding Measures: Capacity	E2	L/618/0418	R/618/0405 R/618/0419 T/618/0445 T/618/0431 F/618/0433
Understanding Measures: Length	E2	R/618/0419	R/618/0405 L/618/0418 T/618/0445 T/618/0431 F/618/0433
Understanding Measures: Weight	E2	T/618/0445	R/618/0405 L/618/0418 R/618/0419 T/618/0431 F/618/0433
Understanding Shape and Space	E1	Y/618/0406	J/618/0420 K/618/0443
Understanding Shape and Space	E2	J/618/0420	Y/618/0406 K/618/0443
Understanding the Properties of Regular Shapes	E3	K/618/0443	Y/618/0406 J/618/0420

Using Money and Time	E1	H/618/0408	M/618/0413 Y/618/0437

## 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
<p><b>1. Guided Learning Hours (GLH):</b></p> <ul style="list-style-type: none"> <li>• learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom-based learning supervised by a teacher</li> <li>• Work-based learning supervised by a teacher</li> <li>• Live webinar or telephone tutorial with a teach in real time</li> <li>• E-learning supervised by a teacher in real time</li> <li>• All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training</li> <li>• Exam time</li> </ul>
<p><b>2. Other Learning Hours (OLH):</b></p> <ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>○ preparatory work</li> <li>○ self-study</li> <li>○ any other form of education or training, including assessment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Independent and unsupervised research/learning</li> <li>• Unsupervised compilation of a portfolio of work experience</li> <li>• Unsupervised e-learning</li> <li>• Unsupervised e-assessment</li> <li>• Unsupervised coursework</li> <li>• Watching a pre-recorded podcast or webinar</li> <li>• Unsupervised work-based learning</li> </ul>



### 2.3. Assessment and Evidence

These qualifications are internally set and internally assessed. Assessment activity must ensure evidence of achievement against **all** of the assessment criteria specified within each component.

#### 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.nocr.org.uk](http://www.nocr.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.

These qualifications are graded at Pass/Fail.

## 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](http://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](http://www.nocn.org.uk)

## 2.7. Assessment and Evidence for the Components

Assessment materials are only available to Centres approved to deliver these qualifications.

All current assessment materials are available from NOCN's vLearn platform. Existing Centres have access to vLearn, new Centres must contact their NOCN Business Development Manager. Centres must use current live assessment material, always download the most up-to-date version before a learner starts their assessment.'

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/](http://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 the qualification have a demonstrable level of expertise.

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

#### 3.1.1. Tutor Requirements

- Be technically competent/subject matter experts, hold or be registered as working towards, a recognised education and training qualification, have experience of delivering training within this subject area. The minimum expectation is that the level of competence of the Tutor should be at the same level as the training that is to be delivered.

#### 3.1.2. Assessor Requirements

- Be technically competent, have experience of carrying out assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The minimum expectation is that the level of competence of the Assessor should be at the same level as the qualification being assessed.

#### 3.1.3. 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:

- Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. The minimum expectation is that the level of competence should be at the same level as the qualification being quality assured.

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.nocr.org.uk](http://www.nocr.org.uk)

### 3.1.4. 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.

### 3.1.5. 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.nocr.org.uk](http://www.nocr.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@nocr.org.uk](mailto:business-enquiries@nocr.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.nocr.org.uk/customers/nocr-centres/> and click Become a Centre.

## 4. Component Information

Within the Level Entry Level Certificate in Preparing for Further Learning or Employment suite of qualification/s, each qualification consists of Mandatory and Optional components. The qualification structures (**see section 2**) sets out the rules for achieving each 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.

<https://www.nocn.org.uk/products/qualifications/603-6120-7-nocn-entry-level-award-in-preparing-for-further-learning-or-employment-entry-3/>

<https://www.nocn.org.uk/products/qualifications/603-6122-0-nocn-entry-level-certificate-in-preparing-for-further-learning-or-employment-entry-3/>

<https://www.nocn.org.uk/products/qualifications/603-6123-2-nocn-entry-level-extended-certificate-in-preparing-for-further-learning-or-employment-entry-3/>

<https://www.nocn.org.uk/products/qualifications/603-6104-9-nocn-entry-level-diploma-in-preparing-for-further-learning-or-employment-entry-3/>



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