

NOCN Entry Level Certificate in Employability Skills (Entry 1) - 603/6740/4

Rules of Combination: To successfully achieve this qualification, learners must complete 14 credits. The learner must complete 8 credits at the level of the qualification, Entry 1. The remaining 6 credits can be achieved at Entry 1, 2 or 3. Units with the same title at different Entry Levels are barred against each other.

Mandatory Group E1 Units

L/504/1234	Action Planning to Improve Performance	20	2	E1
R/504/1235	Applying for Jobs and Courses	20	2	E1
T/504/1230	Building Confidence and Self Esteem	20	2	E1
D/504/1237	Carry out a Practical Activity in the Work Place	20	2	E1
A/504/1407	Dealing with Problems at Work	20	2	E1
F/504/1408	Decision Making in the Work Place	20	2	E1
H/504/1238	Feeding Animals	20	2	E1
J/504/1409	Follow Instructions in the Work Place	20	2	E1
A/504/1410	Health and Safety Procedures in the Work Place	20	2	E1
F/504/1411	Induction to Work	20	2	E1
F/504/1280	Looking and Acting the Part in the Work Place	20	2	E1
K/504/1239	Making a Product	20	2	E1
A/504/1231	Making Career Choices	20	2	E1
F/504/1232	Managing Money	10	1	E1
J/504/1233	Preparing for and Taking Part in an Interview	20	2	E1
L/504/1413	Reading and Writing Key Words in a Work Place	10	1	E1
J/504/1281	Travelling to and from Work	20	2	E1
D/504/1240	Undertaking an Enterprise Project	20	2	E1
K/504/1404	Using Communication Skills in a Work Place	20	2	E1
H/504/1241	Using ICT Equipment in the Work Place	20	2	E1
R/504/1283	Using ICT Skills in a Work Place	20	2	E1

Y/504/1284	Using Number Skills in a Work Place	20	2	E1
R/504/1414	Using Reading Skills in a Work Place	20	2	E1
Y/504/1415	Using Writing Skills in a Work Place	20	2	E1
K/504/1242	Working as a Caretaker	20	2	E1
M/504/1243	Working as a Cleaner	20	2	E1
T/504/1244	Working as a Volunteer	20	2	E1
Y/504/1236	Working in a Care Environment	20	2	E1
H/504/1255	Working in a Garage	20	2	E1
K/504/1256	Working in an Office	20	2	E1
M/504/1257	Working in Catering	20	2	E1
T/504/1261	Working in Horticulture	20	2	E1
Y/504/1267	Working in Hospitality	20	2	E1
A/504/1245	Working in Retail	20	2	E1
L/504/1248	Working on a Farm	20	2	E1
R/504/1252	Working with Animals	20	2	E1
D/504/1416	Working with Others	20	2	E1

Optional Group E2 Units

L/504/1296	Action Planning to Improve Performance	20	2	E2
R/504/1297	Applying for Jobs and Courses	20	2	E2
Y/504/1298	Building Confidence and Self Esteem	20	2	E2
M/504/1307	Carry out a Practical Activity in the Work Place	20	2	E2
M/504/1467	Dealing with Problems at Work	20	2	E2
T/504/1468	Decision Making in the Work Place	20	2	E2
T/504/1308	Feeding Animals	20	2	E2
M/504/1470	Follow Instructions in the Work Place	20	2	E2
T/504/1471	Health and Safety Procedures in the Work Place	20	2	E2
F/504/1473	Induction to Work	20	2	E2
M/504/1288	Looking and Acting the Part in the Work Place	20	2	E2
D/504/1450	Making a Product	20	2	E2

T/504/1292	Making Career Choices	20	2	E2
A/504/1293	Managing Money	10	1	E2
J/504/1295	Preparing for and Taking Part in an Interview	20	2	E2
J/504/1474	Travelling to and from Work	20	2	E2
L/504/1475	Understanding a Pay Slip	10	1	E2
J/504/1300	Undertaking an Enterprise Project	20	2	E2
R/504/1476	Using Communication Skills in a Work Place	20	2	E2
R/504/1302	Using ICT Equipment in the Workplace	20	2	E2
D/504/1478	Using ICT Skills in a Work Place	20	2	E2
Y/504/1463	Using Number Skills in a Work Place	20	2	E2
D/504/1464	Using Reading Skills in a Work Place	20	2	E2
H/504/1465	Using Writing Skills in a Work Place	20	2	E2
H/504/1451	Working as a Caretaker	20	2	E2
K/504/1452	Working as a Cleaner	20	2	E2
Y/504/1303	Working as a Volunteer	20	2	E2
K/504/1306	Working in a Care Environment	20	2	E2
J/504/1457	Working in a Garage	20	2	E2
L/504/1458	Working in an Office	20	2	E2
R/504/1459	Working in Catering	20	2	E2
L/504/1461	Working in Horticulture	20	2	E2
R/504/1462	Working in Hospitality	20	2	E2
M/504/1453	Working in Retail	20	2	E2
T/504/1454	Working on a Farm	20	2	E2
F/504/1456	Working with Animals	20	2	E2
K/504/1466	Working with Others	20	2	E2

Optional Group E3 Units

Ofqual Unit Code	Unit Title	GLH	Credit Value	Level
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Y/504/1625	Action Planning to Improve Performance	20	2	E3
Y/504/1480	Applying for Jobs and Courses	20	2	E3
D/504/1481	Building Confidence and Self Esteem	20	2	E3
Y/504/1639	Carry out a Practical Activity in the Work Place	20	2	E3
T/504/1678	Dealing with Problems at Work	20	2	E3
T/504/1681	Decision Making in the Work Place	20	2	E3
M/504/1646	Feeding Animals	20	2	E3
J/504/1684	Follow Instructions in the Work Place	20	2	E3
Y/504/1687	Health and Safety Procedures in the Work Place	20	2	E3
Y/504/1690	Induction to Work	20	2	E3
H/504/1482	Looking and Acting the Part in the Work Place	20	2	E3
A/504/1651	Making a Product	20	2	E3
M/504/1484	Making Career Choices	20	2	E3
T/504/1485	Managing Money	10	1	E3
D/504/1626	Preparing for and Taking Part in an Interview	20	2	E3
H/504/1692	Travelling to and from Work	20	2	E3
Y/504/1673	Understanding a Pay Slip	10	1	E3
J/504/1653	Undertaking an Enterprise Project	20	2	E3
J/504/1698	Using Communication Skills in a Work Place	20	2	E3
H/504/1627	Using ICT Equipment in a Work Place	20	2	E3
L/504/1699	Using ICT Skills in a Work Place	20	2	E3
T/504/1700	Using Number Skills in a Work Place	20	2	E3
A/504/1701	Using Reading Skills in a Work Place	20	2	E3
F/504/1702	Using Writing Skills in a Work Place	20	2	E3
K/504/1628	Working as a Caretaker	20	2	E3
K/504/1631	Working as a Cleaner	20	2	E3
F/504/1635	Working as a Volunteer	20	2	E3
L/504/1637	Working in a Care Environment	20	2	E3
R/504/1669	Working in a Garage	20	2	E3
J/504/1670	Working in an Office	20	2	E3

R/504/1655	Working in Catering	20	2	E3
K/504/1659	Working in Horticulture	20	2	E3
H/504/1661	Working in Hospitality	20	2	E3
M/504/1663	Working in Retail	20	2	E3
F/504/1666	Working on a Farm	20	2	E3
L/504/1668	Working with Animals	20	2	E3
T/504/1695	Working with Others	20	2	E3