

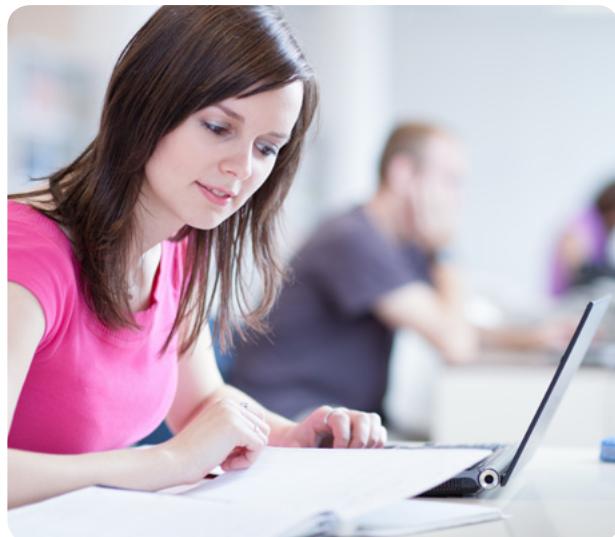
# Our range of Entry/ Level 1 qualifications

We have the broadest range of Entry Level 1-3/Level 1 qualifications available across all three components of Foundation Learning:

- › Personal Social Development
- › Functional Skills
- › Vocational Learning

These qualification sheets provide detailed guidance on all our Entry/Level 1 qualifications, to help you choose suitable, personalised learning programmes based on individual learners' needs and interests. We've included a summary of all our qualifications, with a full unit listing where appropriate.

Learn more about our Entry/Level 1 qualifications or download copies of our specifications at [www.edexcel.com/foundationlearning](http://www.edexcel.com/foundationlearning).



# Contents

## Personal Social Development

### Entry Level 1

Personal Progress

- › Communication Skills
- › ICT Skills
- › Mathematical Skills
- › Skills for Independent Living
- › Skills for Supported Employment

### Entry Level 2

Skills for Independence and Work

### Entry Level 2 / Entry Level 3

Personal and Social Development

### Entry Level 3 / Level 1

BTEC Home Cooking Skills

BTEC Learning for Life

Money and Finance Skills

Parenting

Parents to be

Parents to be and in Parenting

Personal and Social Development

Safe Road Skills and Attitudes

BTEC STEM Leadership Skills (WorkSkills)

BTEC Supporting Employability and Personal Effectiveness (WorkSkills)

BTEC Sustainability Skills

BTEC WorkSkills

## Functional Skills

### Entry Level 1-3 / Level 1-2

Functional Skills

- › English
- › Mathematics
- › ICT

## Vocational Learning

### Entry Level 3 / Level 1

BTEC Applied Science

BTEC Art and Design

BTEC Business Administration

BTEC Care of Farm Animals  
(Land-based Studies)

BTEC Caring for Children

BTEC Construction

BTEC Creative Media Production

BTEC Engineering

BTEC Hair and Beauty

BTEC Health and Social Care

BTEC Hospitality

BTEC IT Users

BTEC Land-based Studies

BTEC Performing Arts

BTEC Preparation and Operation of a Tractor  
(Land-based Studies)

BTEC Public Services

BTEC Retail Knowledge

BTEC Sport and Active Leisure

BTEC Team Work and Personal Skills for Cadets

BTEC Travel and Tourism

BTEC Vocational Studies

\* Please note that many of our Level 1 BTEC Specialist qualifications may also be used as part of a Foundation Learning programme. Learn more about our range of BTEC Specialist qualifications at

[www.edexcel.com/specialist](http://www.edexcel.com/specialist)

# Personal Social Development



# Personal Social Development – Personal Progress

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 1 Award in Personal Progress (QCF)	500/6493/9	8	80
Edexcel Entry Level 1 Certificate in Personal Progress (QCF)	500/6492/7	14	140
Edexcel Entry Level 1 Diploma in Personal Progress (QCF)	500/6498/8	37	370

## About the qualifications

These qualifications have been designed to allow learners working at Entry Level 1 to develop their skills in a number of different areas.

The Edexcel Entry Level 1 specification for **Personal Progress (QCF)** includes the following qualifications, which are explained in more detail on the following pages:

- › **Communication Skills**
- › **Mathematical Skills**
- › **ICT Skills**
- › **Skills for Independent Living**
- › **Skills for Supported Employment.**

The units cover areas such as communication, reading and writing, mathematics, developing skills for independent living, developing skills for the workplace, and engaging with the world around you. Units are assessed through a portfolio of evidence, using witness statement transcripts.

The intended progression routes for learners successfully achieving these qualifications include supported employment, independent living, and progression to other Entry Level qualifications.

Unit no.	Unit Title	Credit Value	Level
1	Developing Communication Skills	3	E1
2	Developing Reading Skills	3	E1
3	Developing Writing Skills	3	E1
4	Developing ICT Skills	4	E1

5	Early Mathematics: Developing Number Skills	2	E1
6	Early Mathematics: Position	2	E1
7	Early Mathematics: Shape	2	E1
8	Early Mathematics: Measure	2	E1
9	Early Mathematics: Sequencing and Sorting	3	E1
10	Understanding What Money is Used For	3	E1
11	Developing Independent Living Skills: Having Your Say	3	E1
12	Developing Independent Living Skills: Keeping Safe	2	E1
13	Developing Independent Living Skills: Looking After your Own Home	2	E1
14	Developing Independent Living Skills: Being Healthy	2	E1
15	Developing Community Participation Skills: Getting Out and About	5	E1
16	Travel Within the Community: Going Places	3	E1
17	Using Local Health Services	2	E1
18	Developing Learning Skills: Learning to Learn	5	E1
19	Dealing with Problems	4	E1
20	Getting on with Other People	4	E1
21	Developing Self-awareness: All About Me	3	E1
22	Rights and Responsibilities: Everybody Matters	3	E1
23	Encountering Experiences: Being a Part of Things	3	E1
24	Engaging with the World Around You: People	3	E1
25	Engaging with the World Around You: Events	3	E1
26	Engaging with the World Around You: Objects	3	E1
27	Developing Skills for the Workplace: Getting Things Done	4	E1
28	Developing Skills for the Workplace: Following Instructions	2	E1
29	Developing Skills for the Workplace: Health and Safety	2	E1
30	Developing Skills for the Workplace: Looking and Acting the Part	2	E1
31	Basic Cooking Techniques	3	E1
32	Engaging in a Creative Group Project	3	E2
33	Everyday Food and Drink Preparation	3	E2
34	Exploring Art	3	E2
35	Exploring Dance	3	E2
36	Exploring Music	3	E3
37	Health and Fitness	3	E3
38	Horticulture: Identify Parts of a Flowering Plant	1	E3
39	Horticulture: Sowing Seed in Trays	3	E3
40	Make a Simple Meal	3	E3
41	Recycling, Managing Waste	2	E3
42	Kitchen Hygiene	1	E3

# Personal Social Development – Communication Skills

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 1 Award in Communication Skills (QCF)	500/6641/9	6	60
Edexcel Entry Level 1 Certificate in Communication Skills (QCF)	500/6640/7	14	140

## About the qualifications

These qualifications are aimed at learners working at Entry Level 1 who wish to develop their communication skills, including reading and writing. These qualifications are part of the **Personal Progress** suite of qualifications.

These qualifications may be used by learners who are not yet ready to work towards functional skills English at Entry Level 1. They provide bite-sized units of learning which will give the learner the opportunity to develop their communication skills, build confidence and gain an accredited qualification.

Unit no.	Unit Title	Credit Value	Level
1	Developing communication skills	3	E1
2	Developing reading skills	3	E1
3	Developing writing skills	3	E1
18	Developing learning skills: learning to learn	5	E1

# Personal Social Development – ICT Skills

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 1 Award in ICT Skills (QCF)	500/6722/9	4	40

## About the qualification

This qualification is aimed at learners working at Entry Level 1 who wish to develop their ICT skills. Learners may not be ready to work towards functional skills ICT at Entry Level 1. This qualification is part of the **Personal Progress** suite of qualifications.

This award has been designed as a single-unit qualification, which gives the learner the opportunity to develop their ICT skills, build confidence and gain an accredited qualification.

Unit no.	Unit Title	Credit Value	Level
4	Developing ICT Skills	4	E1

# Personal Social Development – Mathematical Skills

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 1 Award in Mathematical Skills (QCF)	500/6610/9	6	60

## About the qualification

This qualification is aimed at learners working at Entry 1 who wish to develop their mathematical skills, including number, measuring, position, shape, sequencing and sorting. This qualification is part of the **Personal Progress** suite of qualifications.

This qualification may be used by learners who are not yet ready to work towards functional skills in mathematics at Entry Level 1. The qualification gives the learner the opportunity to develop their skills, build confidence and gain an accredited qualification or unit certification.

Learners are likely to have significant skills gaps in mathematics and may not be able to access the functional skills unit in mathematics.

Unit no.	Unit Title	Credit Value	Level
5	Early Mathematics: Developing Number Skills	2	E1
6	Early Mathematics: Position	2	E1
7	Early Mathematics: Shape	2	E1
8	Early Mathematics: Measure	2	E1
9	Early Mathematics: Sequencing and Sorting	3	E1
10	Understanding What Money is Used For	3	E1

# Personal Social Development – Skills for Independent Living

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 1 Award in Skills for Independent Living (QCF)	500/6494/0	6	60
Edexcel Entry Level 1 Certificate in Skills for Independent Living (QCF)	500/6491/5	13	130

## About the qualifications

These qualifications are aimed at learners working at Entry Level 1 who are preparing for independent living. They will allow them to develop their knowledge and skills in areas such as keeping safe, being healthy, looking after their own home, and dealing with problems. Learners will also have the opportunity to take units relating to aspects of the wider community such as getting out and about and going places, getting on with other people, rights and responsibilities, and encountering experiences.

These qualifications are part of the **Personal Progress** suite of qualifications.

Learners are likely to be young people or adults who wish to live independently. They are likely to have significant skills gaps which prevent them from doing this at present.

Unit no.	Unit Title	Credit Value	Level
10	Understanding What Money is Used For	3	E1
11	Developing Independent Living Skills: Having Your Say	3	E1
12	Developing Independent Living Skills: Keeping Safe	2	E1
13	Developing Independent Living Skills: Looking After your Own Home	2	E1
14	Developing Independent Living Skills: Being Healthy	2	E1
15	Developing Community Participation Skills: Getting Out and About	5	E1
16	Travel Within the Community: Going Places	3	E1
17	Using Local Health Services	2	E1
18	Developing Learning Skills: Learning to Learn	5	E1
19	Dealing with Problems	4	E1
20	Getting on with Other People	4	E1
21	Developing Self-awareness: All About Me	3	E1

22	Rights and Responsibilities: Everybody Matters	3	EI
23	Encountering Experiences: Being a Part of Things	3	EI
24	Engaging with the World Around You: People	3	EI
25	Engaging with the World Around You: Events	3	EI
26	Engaging with the World Around You: Objects	3	EI
31	Basic Cooking Techniques	3	EI
32	Engaging in a Creative Group Project	3	EI
33	Everyday Food and Drink Preparation	3	EI
34	Exploring Art	3	EI
35	Exploring Dance	3	EI
36	Exploring Music	3	EI
37	Health and Fitness	3	EI
38	Horticulture: Identify Parts of a Flowering Plant	1	EI
39	Horticulture: Sowing Seed in Trays	3	EI
40	Make a Simple Meal	3	EI
41	Recycling, Managing Waste	2	EI
42	Kitchen Hygiene	1	EI

# Personal Social Development – Skills for Supported Employment

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 1 Award in Skills for Supported Employment (QCF)	500/6542/7	6	60

## About the qualification

This qualification is aimed at learners working at Entry Level 1 who are preparing for supported employment. It will allow them to develop their knowledge of and skills in areas such as following instructions, health and safety in the work place, getting things done, and looking and acting the part.

This qualification is part of the **Personal Progress** suite of qualifications.

Learners are likely to be young people or adults who wish to undertake supported employment. They are likely to have significant skills gaps which prevent them from doing this at present.

The Edexcel Entry Level 1 Award in Skills for Supported Employment is designed to be a small qualification to allow learners to achieve. Learners may progress on to other Entry 1 qualifications or work towards the Edexcel Entry Level 1 in Personal Progress.

Unit no.	Unit Title	Credit Value	Level
27	Developing Skills for the Workplace: Getting Things Done	4	E1
28	Developing Skills for the Workplace: Following Instructions	2	E1
29	Developing Skills for the Workplace: Health and Safety	2	E1
30	Developing Skills for the Workplace: Looking and Acting the Part	2	E1

# Personal Social Development – Skills for Independence and Work

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 2 Award in Skills for Independence and Work (QCF)	500/8854/3	6	57
Edexcel Entry Level 2 Certificate in Skills for Independence and Work (QCF)	500/8856/7	13	127
Edexcel Entry Level 2 Diploma in Skills for Independence and Work (QCF)	500/8855/5	37	367

## About the qualifications

These qualifications allow learners to develop interests and skills around practical units and offer opportunities to become involved in the local area, e.g. Using Public Transport, Leisure Activities, and Shopping.

The delivery of the unit should encourage the learner to develop transferable skills not just for employment, but for independent or supported living, e.g. making phone calls, being able to cook, personal hygiene.

Unit no.	Unit Title	Credit Value	Level
1	Community Action	2	E1
2	Personal Safety in the Home and Community	2	E1
3	Making the Most of Leisure Time	2	E1
4	Healthy Living	2	E1
5	Parenting Awareness	2	E1
6	Environmental Awareness	2	E1
7	Travelling: Using Public Transport	3	E2
8	Personal Safety in the Community	3	E2
9	Investigating Health, Social and Emergency Services	3	E2
10	Shopping for Daily Living	3	E2
11	Hygiene and Safety in the Kitchen	2	E2
12	Cleaning, Washing, Drying and Storing Laundry	2	E2

13	Healthy Living	2	E2
14	Managing Own Money	2	E2
15	Personal Skin Care	2	E2
16	Personal Hand Care	2	E2
17	Personal Hair Care	2	E2
18	Food Preparation and Cooking at Home	3	E2
19	Parenting Awareness	3	E2
20	Caring for Pets at Home	3	E2
21	Growing Plants	3	E2
22	Helping to Maintain a Garden	3	E2
23	Producing a Product	3	E2
24	Leisure Activities to do in the Local Area	3	E2
25	Participating in the Care of a Motor Vehicle	3	E2
26	Participating in Sport in the Local Community	3	E2
27	Participating in an Enterprise Activity	3	E2
28	Being a Customer	1	E2
29	Discovering the Retail Workplace	3	E2
30	Using and Maintaining Hand Tools for Gardening	3	E2
31	Wrapping Flowers and Plants	2	E2
32	Recycling and Managing Packaging Waste	2	E2
33	Exploring Art	3	E2
34	Exploring Dance	3	E2
35	Exploring Music	3	E2
36	Art and Design: Explore 2 Dimensions	3	E3
37	Art and Design: Discovering 3 Dimensions	3	E3
38	Caring for a Baby from Birth to Six Months	2	E3
39	Basic Food Preparation	2	E3
40	Basic Cooking	2	E3
41	Check that a Small Animal is Healthy	3	E3
42	Assist with Catching and Restraining a Small Animal	2	E3
43	Groom a Small Animal	2	E3
44	Horticulture: Introduction to Pruning Trees and Shrubs	3	E3
45	Decorating Household Goods	3	E3
46	Introduction to Creative and Leisure Activities for Children and Adults	3	E3
47	Taking Part in Sport	3	E3
48	Improving Own Fitness	3	E3
49	Planning for and Taking Part in a Visit	3	E3
50	Researching a Tourist Destination	3	E3
51	Developing Creative Media Skills	3	E3
52	Producing a Product	1	E3
53	Planning an Enterprise Activity	1	E3
54	Running an Enterprise Activity	1	E3

# Personal Social Development – Personal and Social Development (E2/E3)

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 2 Award in Personal Social Development (QCF)	500/5771/6	6	60
Edexcel Entry Level 2 Certificate in Personal Social Development (QCF)	500/6350/9	13	130
Edexcel Entry Level 3 Award in Personal Social Development (QCF)	500/5860/5	6	60
Edexcel Entry Level 3 Certificate in Personal Social Development (QCF)	500/6349/2	13	130

## About the qualifications

At Entry Level 2 and 3, these qualifications enable learners to develop their Personal and Social Development skills whilst gaining confidence and self-esteem. The units cover areas such as: developing own skills and setting goals; social skills, such as managing relationships and working with others; knowledge for living in the wider community, such as rights and responsibilities, and community action; and life skills, such as healthy living, budgeting, and preparing for work.

Delivery and assessment of the qualifications should be as practical and relevant to the learner as possible, including opportunities for visits, guest speakers and role play.

Unit no.	Unit Title	Credit Value	Level
1	Working Towards Goals	2	E2
2	Dealing with Problems in Daily Life	2	E2
3	Working as Part of a Group	2	E2
4	Developing Self	2	E2
5	Managing Social Relationships	2	E2
6	Individual Rights and Responsibilities	1	E2
7	Community Action	2	E2

8	Healthy Living	2	E2
9	Preparation for Work	2	E2
10	Managing Own Money	2	E2
11	Working Towards Goals	2	E3
12	Dealing with Problems in Daily Life	2	E3
13	Working as Part of a Group	2	E3
14	Developing Self	2	E3
15	Managing Social Relationships	1	E3
16	Individual Rights and Responsibilities	1	E3
17	Community Action	2	E3
18	Healthy Living	2	E3
19	Preparation for Work	2	E3
20	Managing Own Money	2	E3
21	Sustainability and Our Environment	1	E3
22	Project in Sustainability	3	E3

# Personal Social Development – Home Cooking Skills (MySkills)

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award in Home Cooking Skills (QCF)	500/8084/2	4	40
Edexcel BTEC Level 2 Award in Home Cooking Skills (QCF)	500/8020/9	6	60

## About the qualifications

Designed by Jamie Oliver in partnership with Edexcel, these qualifications aim to give every learner the basic skills and knowledge to be able to cook for themselves in a healthy way for the rest of their lives.

The four-credit Level 1 Award gives learners an understanding of how to economise when planning meals to cook at home. It encourages learners to:

- › transfer the skills they acquire to other recipes
- › continue cooking for themselves and their families
- › inspire others by passing on their knowledge.

The Award is based on Jamie Oliver's proposition that being able to cook is an essential life skill which empowers people to make changes that have benefits to health and wellbeing.

Learners may also wish to progress to the six-credit Level 2 qualification.

Unit no.	Unit Title	Credit Value	Level
1	Home Cooking Skills	4	L1
2	Home Cooking Skills	6	L2

# Personal Social Development – Learning for Life (MySkills)

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry 3 Certificate in Learning for Life (QCF)	600/1079/4	16	160
Edexcel BTEC Level 1 Certificate in Learning for Life (QCF)	600/1077/0	16	160
Edexcel BTEC Level 2 Certificate in Learning for Life (QCF)	600/1069/1	16	120

## About the qualifications

Our Learning for Life qualifications place learning skills at the heart of personal development and achievement. They focus on the specific competences associated with team, reflective, independent and creative learning.

By delivering this qualification, teachers are empowered to build learners' self esteem, confidence, and independent and interdependent learning as they develop and improve the skills required for learning and for life.

Learners may also wish to progress to the 16-credit Level 2 qualification.

Unit no.	Unit Title	Credit Value	Level
1	Developing skills for team learning	4	E3/L1/L2/L3
2	Developing skills for reflective learning	4	E3/L1/L2/L3
3	Developing skills for independent learning	4	E3/L1/L2/L3
4	Developing skills for creative learning	4	E3/L1/L2/L3

# Personal Social Development – Money and Finance Skills (MySkills)

Qualification Title	QAN	Credit Value	glh
Edexcel Level 1 Award in Money and Finance Skills (QCF)	500/8224/3	6	58
Edexcel Level 2 Award in Money and Finance Skills (QCF)	500/8258/9	6	58

## About the qualifications

This qualification has been developed by Edexcel in partnership with Nationwide Building Society. It aims to give young people the skills they need to manage their money and avoid getting into debt.

Through a variety of bite-sized units, learners develop an understanding of:

- › how career choices affect earnings
- › the financial support available for those unable to work
- › how to manage their finances through planning a personal budget
- › ways of paying for goods and services
- › making savings
- › the concept of debt and responsible borrowing, including support for debt management
- › national and global finance, through taxation, ethical shopping and exchange rates.

Learners have the opportunity to progress onto the 6-credit Level 2 qualification.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Money Matters for Career Planning	M	1	L1
2	Managing Money Matters	M	1	L1
3	Support with Money Matters	M	1	L1
4	National and Global Money Matters	M	1	L1
5	Planning an Enterprise Activity*	O	1	L1
6	Running an Enterprise Activity*	O	1	L1
7	Working and Earning	M	1	L2
8	Saving and Spending	M	1	L2
9	Borrowing Money and Managing Risk	M	1	L2

I0	Using Methods of Payment	M	I	L2
I1	Using Money Abroad	O	I	L2
I2	Using Money to Help Others	O	I	L2
I3	Economic and Business Understanding	O	I	L2
I4	Planning an Enterprise Activity*	O	I	L2
I5	Running an Enterprise Activity*	O	I	L2

\* Learners may take units 5 and 14 at either Level 1 or Level 2; they may not take these units at both levels.

\* Learners may take units 6 and 15 at either Level 1 or Level 2; they may not take these units at both levels.

# Personal Social Development – Parenting

Qualification Title	QAN	Credit Value	glh
Edexcel Level 1 Award for Parenting (QCF)	600/3876/7	8	80

## About the qualification

This qualification has been developed in partnership with the **Nationwide Community Learning Partnership (NCLP)**. The units are based on the **Parents with Prospects** training resources.

The units are aimed primarily at new parents to enable them to acquire the parenting skills and knowledge required to help raise healthy, emotionally well-balanced children. They are aimed at parents of both sexes who have little or no experience of child care and child development. The qualification may also be relevant to learners who are not yet parents, but who are interested in developing these skills for the future.

The units cover areas such as positive parenting skills, developing communication, developing relationships and play with children, healthy food for children, and keeping children safe.

The delivery and assessment of this qualification should be practical, with a variety of methods of assessment used, including video diaries, role play, and observation checklists. If they wish, learners can also take optional units in areas such as managing money, searching for and applying for a job, and interview skills.

Unit no.	Unit Title	Credit Value	Level
11	Developing Communication and Literacy with Children	4	1
12	Developing Relationships and Play with Children	3	1
13	Healthy Eating for Children	3	1
14	Keeping Children Safe and Well	4	1
15	Positive Parenting Skills	3	1
16	Managing Money for Parenting	3	1
17	Healthy Lifestyles for Parenting	3	1
18	Searching for a Job	1	1
19	Applying for a Job	1	1
20	Preparing for an Interview	1	1
21	Interview Skills	1	1
22	Career Progression	2	1

# Personal Social Development – Parents to be

Qualification Title	QAN	Credit Value	glh
Edexcel Entry Level 3 Award for Parents to be (QCF)	600/3885/8	6	60
Edexcel Level 1 Award for Parents to be (QCF)	600/3920/6	10	100

## About the qualifications

These qualifications have been developed in partnership with the **Nationwide Community Learning Partnership (NCLP)**. The units are based on the **Young Mothers to be Skills for Life Competence Award**.

The units are aimed primarily at young people who are either expecting a child, or who are planning to have children in the future, and have been written to appeal to both mothers and fathers.

Units cover antenatal development and birth, as well as aspects of caring for a young baby, and the rights and responsibilities of parenting.

Learners also have the opportunity to improve their work skills by taking units covering areas such as searching and applying for a job.

Unit no.	Unit Title	Credit Value	Level
1	Antenatal Care and Preparation for Birth	4	E3
2	Caring for a Young Baby from Birth to Six Months	3	E3
3	Searching for a Job	1	E3
4	Applying for a Job	1	E3
5	Preparing for an Interview	1	E3
6	Interview Skills	1	E3
7	Career Progression	1	E3
8	The Responsibilities of Caring for a Young Baby	3	L1
9	Using Planning Skills to Make a Resource for a Baby	3	L1
10	The Rights and Responsibilities of Parenting	3	L1
16	Managing Money for Parenting	3	L1
17	Healthy Lifestyles for Parenting	3	L1
18	Searching for a Job	1	L1

19	Applying for a Job	1	LI
20	Preparing for an Interview	1	LI
21	Interview Skills	1	LI
22	Career Progression	2	LI

# Personal Social Development – Parents to be and in Parenting

Qualification Title	QAN	Credit Value	glh
Edexcel Level 1 Certificate for Parents to be and in Parenting (QCF)	600/3886/X	13	130

## About the qualification

This qualification has been developed in partnership with the **Nationwide Community Learning Partnership (NCLP)**. The units are based on the **Young Mothers to be Skills for Life Competence Award** and the **Parents with Prospects** training resources.

This qualification will develop the knowledge and skills needed for bringing up a baby, and for raising young children. Units cover areas such as antenatal development and birth; caring for a baby; developing communication, relationships and play with children; healthy eating for children; and keeping children safe. It is intended that the units will appeal to both mothers and fathers. If they wish, learners also have the opportunity to take units covering areas such as searching for and applying for a job.

The delivery and assessment of this qualification should be practical, with a variety of methods of assessment used, including video diaries, role play, and observation checklists.

Unit no.	Unit Title	Credit Value	Level
1	Antenatal Care and Preparation for Birth	4	E3
2	Caring for a Young Baby from Birth to Six Months	3	E3
8	The Responsibilities of Caring for a Young Baby	3	L1
9	Using Planning Skills to Make a Resource for a Baby	3	L1
10	The Rights and Responsibilities of Parenting	3	L1
11	Developing Communication and Literacy with Children	4	L1
12	Developing Relationships and Play with Children	3	L1
13	Healthy Eating for Children	3	L1
14	Keeping Children Safe and Well	4	L1
15	Positive Parenting Skills	3	L1
16	Managing Money for Parenting	3	L1
17	Healthy Lifestyles for Parenting	3	L1
18	Searching for a Job	1	L1

19	Applying for a Job	1	LI
20	Preparing for an Interview	1	LI
21	Interview Skills	1	LI
22	Career Progression	2	LI

# Personal Social Development – Personal and Social Development (L1-2)

Qualification Title	QAN	Credit Value	glh
Edexcel Level 1 Award in Personal Social Development (QCF)	500/5859/9	6	60
Edexcel Level 1 Certificate in Personal Social Development (QCF)	500/6829/5	13	118
Edexcel Level 1 Diploma in Personal Social Development (QCF)	600/1845/8	37	334
Edexcel Level 2 Award in Personal Social Development (QCF)	500/7382/5	6	48
Edexcel Level 2 Certificate in Personal Social Development (QCF)	500/7377/1	13	104

## About the qualifications

At Level 1 and 2, these qualifications enable learners to develop their Personal Social Development skills whilst gaining confidence and self-esteem. The units cover areas such as: developing own skills and setting goals; social skills, such as managing relationships and working with others; knowledge for living in the wider community, such as rights and responsibilities, and community action; and life skills, such as healthy living, budgeting, and preparing for work.

Delivery and assessment of the qualifications should be as practical and relevant to the learner as possible, including opportunities for visits, guest speakers and role play.

Unit no.	Unit Title	Credit Value	Level
1	Working Towards Goals	2	L1
2	Dealing with Problems in Daily Life	2	L1
3	Working as Part of a Group	2	L1
4	Developing Self	2	L1
5	Managing Social Relationships	2	L1

6	Individual Rights and Responsibilities	1	L1
7	Community Action	2	L1
8	Healthy Living	2	L1
9	Preparation for Work	2	L1
10	Managing Own Money	2	L1
11	Understanding Personal Identity	1	L1
12	Healthy Lifestyles	1	L1
13	Managing Personal Risk	1	L1
14	Personal Social Relationships	1	L1
15	Exploring the Impact of Diversity in Our Communities	1	L1
16	Career Progression*	2	L1
17	Financial Capability	1	L1
18	Managing Financial and Career Risk	1	L1
19	Economic and Business Understanding	1	L1
20	The Role of the Individual in a Democratic Society	1	L1
21	Government and Justice in the UK	1	L1
22	Rights and Responsibilities of a Citizen in a Democracy	1	L1
23	The Changing Nature of Society in the United Kingdom	1	L1
24	The Role of the United Kingdom in Worldwide Organisations	1	L1
25	Skills for Employment	1	L1
26	Making Informed Career and Progression Choices	2	L1
27	Opportunities in Learning and Work	1	L1
28	Understanding Careers and Employment through Experiences of Work	1	L1
29	Learning from More Experienced People*	2	L1
30	How and Why Businesses Operate	1	L1
31	Working Practices and Environments	1	L1
32	Self Development for Your Career	1	L1
33	Exploring Career Choices	1	L1
34	Career Management	1	L1
35	Planning an Enterprise Activity*	1	L1
36	Running an Enterprise Activity*	1	L1
37	Developing Personal Skills for Leadership	2	L1
38	Practising Leadership Skills With Others	2	L1
39	Sustainable Buildings	1	L1
40	Purchasing and Waste Management	1	L1
41	Project in Sustainability Δ	3	L1
1	Understanding Personal Identity	1	L2
2	Healthy Lifestyles	1	L2
3	Managing Personal Risk	1	L2
4	Personal Social Relationships	1	L2
5	Exploring the Impact of Diversity in our Communities	1	L2
6	Career Progression*	2	L2

8	Managing Financial and Career Risk	1	L2
9	Economic and Business Understanding	1	L2
10	The Role of the Individual in a Democratic Society	1	L2
11	Government and Justice	1	L2
12	Rights and Responsibilities of a Citizen in a Democracy	1	L2
13	The Changing Nature of Society in the United Kingdom	1	L2
14	Worldwide Citizenship	1	L2
15	Skills for Employment	1	L2
16	Making Informed Career and Progression Choices	2	L2
17	Opportunities in Learning and Work	1	L2
18	Understanding Careers and Employment through Experiences of Work	1	L2
19	Learning From more Experienced People*	2	L2
20	How and Why Businesses Operate	1	L2
21	Working Practices and Environments	1	L2
22	Self-development for your Career	1	L2
23	Exploring Career Choices	1	L2
24	Career Management	2	L2
25	Planning an Enterprise Activity*	1	L2
26	Running an Enterprise Activity*	1	L2
27	Practising Leadership Skills with Others	2	L2
28	Project in Sustainability Δ	3	L2

\* Indicates units which have been taken from the WorkSkills suite of qualifications.

Δ To be available in the Certificate and Diploma-sized qualifications only

# Personal Social Development – Safe Road Skills and Attitudes

Qualification Title	QAN	Credit Value	glh
Edexcel Level 1 Award in Safe Road Skills and Attitudes (QCF)	500/9801/9	7	70
Edexcel Level 1 Certificate in Safe Road Skills and Attitudes (QCF)	500/9802/0	13	130

## About the qualifications

These qualifications have been developed in collaboration with the **Driving Standards Agency**, with the aim of educating road users and changing their attitudes - including building a sense of personal responsibility and promoting mature attitudes to risk and safety issues. The qualifications therefore are not only suitable for car drivers but also benefit other road users from pedestrians to horse riders.

These qualifications also help young people learn about safe road use before they start driving. Learners who achieve the Level 1 Certificate in Safe Road Skills and Attitudes will also be eligible to take the DSA Abridged Theory Test (once they reach the required age).

Unit no.	Unit Title	Credit Value	Level
1	Preparing for a Safe Journey by Road	3	L1
2	Maintaining Own and Others' Safety in Relation to Vehicles	4	L1
3	Rules of the Road	3	L1
4	Recognising Safe Road Use	3	L1

# Personal Social Development – STEM Leadership Skills

Qualification Title	QAN	Credit Value	glh
Edexcel Level 1 Certificate in Science, Technology, Engineering and Maths Leadership Skills (QCF)	500/7302/3	13	130

## About the qualification

STEM learning develops personal and leadership capabilities with a focus on Science, Technology, Engineering and Maths (STEM) skills. The aim is to:

- › **increase motivation to learn STEM subjects**
- › **improve the chances of learners applying these skills in the workplace**
- › **increase employability**
- › **give added value to their work in STEM subjects.**

Our STEM qualification offers opportunities to accredit skills and capabilities along with leadership development not usually recognised in qualifications.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
I2	Developing Personal Skills for Leadership	M	2	L1
I3	Practicing Leadership Skills with Others	M	2	L1
I4	Learning with Colleagues and Other Learners	M	2	L1
I5	Communicating Solutions to Others	M	2	L1
I8	Learning from More Experienced People	M	2	L1
I0	Self-Assessment	O	1	L1
I7	Working in a Team	O	3	L1
I1	Planning an Enterprise Activity	O	1	L1
I2	Running an Enterprise Activity	O	1	L1
I3	Producing a Product	O	1	L1

# Personal Social Development – Supporting Employability and Personal Effectiveness (WorkSkills)

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award in Supporting Employability and Personal Effectiveness (QCF)	500/8754/X	5	50
Edexcel BTEC Level 1 Certificate in Supporting Employability and Personal Effectiveness (QCF)	500/8776/9	13	130

## About the qualifications

These qualifications are designed to enhance learners' work and life skills within a vocational context. They will help learners to gain and retain a job, and then to advance in the workplace, through development of the skills that employers are looking for: adaptability, a 'can do' attitude and objectivity about strengths and weaknesses.

Learners may progress to other WorkSkills or vocational qualifications or work towards the **Edexcel BTEC Level 2 Certificate in Supporting Employability and Personal Effectiveness (QCF)**.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Supporting Employability and Personal Effectiveness	M	5	L1
2	Searching for a Job	O	1	L1
3	Applying for a Job	O	1	L1
4	Preparing for an Interview	O	1	L1
5	Interview Skills	O	1	L1
6	Self-assessment	O	1	L1
7	Learning with Colleagues and Other Learners	O	2	L1
8	Working in a Team	O	3	L1
9	Producing a Product	O	1	L1
18	Developing Personal Skills for Leadership	O	2	L2
19	Practising Leadership Skills with Others	O	2	L2

# Personal Social Development – Sustainability Skills (MySkills)

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Sustainability Skills (QCF)	500/9388/5	6	56
Edexcel BTEC Entry Level 3 Certificate in Sustainability Skills (QCF)	500/9389/7	13	118
Edexcel BTEC Level 1 Award in Sustainability Skills (QCF)	500/9386/1	6	56
Edexcel BTEC Level 1 Certificate in Sustainability Skills (QCF)	500/9385/X	13	118
Edexcel BTEC Level 2 Award in Sustainability Skills (QCF)	500/9356/3	6	48
Edexcel BTEC Level 2 Certificate in Sustainability Skills (QCF)	500/9387/3	13	104

## About the qualifications

Sustainability is a subject area many learners feel passionate about; this qualification gives them a sense of ownership of sustainability and the opportunity to develop practical skills. They will also gain the knowledge, understanding and skills needed to encourage an awareness of sustainability in others, thus helping to safeguard and promote a future for all through good citizenship.

These qualifications cover eight areas, including food and drink, energy and water, travel and traffic, purchasing and waste, buildings and grounds, inclusion and participation, local well-being, and global dimension.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Project in Sustainability	M	3	E3
2	Healthy Living	O	2	E3
3	Sustainability and Our Environment	O	1	E3
4	Shopping and Waste Management	O	1	E3
5	Developing Self	O	2	E3
6	Managing Social Relationships	O	2	E3
7	Working in a Team*	O	3	E3
8	Working Towards Goals	O	2	E3
9	Dealing with Problems in Daily Life	O	2	E3
10	Individual Rights and Responsibilities	O	1	E3
11	Community Action	O	2	E3
12	Project in Sustainability	M	3	L1
13	Healthy Living	O	2	L1
14	Healthy Lifestyles	O	1	L1
15	Sustainable Buildings	O	1	L1
16	Purchasing and Waste Management	O	1	L1
17	Understanding Personal Identity	O	1	L1
18	Personal Social Relationships	O	1	L1
19	Exploring the Impact of Diversity in our Communities	O	1	L1
20	Working in a Team*	O	3	L1
21	Working Towards Goals	O	2	L1
22	Dealing with Problems in Daily Life	O	2	L1
23	Individual Rights and Responsibilities	O	1	L1
24	Community Action	O	2	L1
25	Rights and Responsibilities of a Citizen in a Democracy	O	1	L1
26	The Changing Nature of Society in the United Kingdom	O	1	L1
27	The Role of the United Kingdom in Worldwide Organisations	O	1	L1
28	Developing Personal Skills for Leadership*	O	2	L1
30	Project in Sustainability	M	3	L2
31	Healthy Living	O	1	L2
32	Sustainable Buildings	O	1	L2
33	Procurement and Waste Management	O	1	L2
34	Understanding Personal Identity	O	1	L2
35	Personal Social Relationships	O	1	L2
36	Exploring the Impact of Diversity in our Communities	O	1	L2

37	Working in a Team*	<input type="radio"/>	3	L2
38	Learning from More Experienced People	<input type="radio"/>	2	L2
39	Rights and Responsibilities of a Citizen in a Democracy	<input type="radio"/>	1	L2
40	The Changing Nature of Society in the United Kingdom	<input type="radio"/>	1	L2
41	Worldwide Citizenship	<input type="radio"/>	1	L2
42	Developing Personal Skills for Leadership*	<input type="radio"/>	2	L2
43	Practising Leadership Skills with Others*	<input type="radio"/>	2	L2

\* These units form part of the BTEC WorkSkills suite.

# Personal Social Development – WorkSkills

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in WorkSkills (QCF)	600/2395/8	3	20
Edexcel BTEC Entry Level 3 Certificate in WorkSkills (QCF)	600/2392/2	13	110
Edexcel BTEC Level 1 Award in WorkSkills (QCF)	600/2393/4	3	20
Edexcel BTEC Level 1 Certificate in WorkSkills (QCF)	600/2394/6	13	110
Edexcel BTEC Level 1 Extended Certificate in WorkSkills	600/2396/X	18	130
Edexcel BTEC Level 1 Diploma in WorkSkills (QCF)	600/2382/X	37	350

## About the qualifications

Sustainability WorkSkills helps you equip your learners with the essential skills to function in employment and in life. Employers such as Coca Cola, Deloitte and McDonalds wholeheartedly support the learning that programmes, such as WorkSkills, can bring to learners and regularly tell us that having a workforce who are prepared for work and engaged in learning is a huge advantage.

There are 26 units available at Entry Level 3 and 32 units available at Level 1, across four skills pathways:

- › Personal Life Skills
- › Sustainable Employability Skills
- › Work Placement Skills
- › Skills for Business.

Unit no.	Unit Title	Credit Value	Level
1	Alternatives to Paid Work	1	E3
2	Working as a Volunteer	2	E3
3	Managing Your Own Money	2	E3
4	Being Responsible for Other People's Money	1	E3

5	Searching for a Job	I	E3
6	Applying for a Job	I	E3
7	Preparing for an Interview	I	E3
8	Interview Skills	I	E3
9	Self-management Skills	2	E3
10	Self-assessment	I	E3
11	Career Progression	2	E3
12	Conduct at Work	I	E3
13	Working in a Team	3	E3
14	Investigating Rights and Responsibilities at Work	I	E3
15	Managing Your Health at Work	I	E3
16	Setting and Meeting Targets at Work	2	E3
17	Solving Work-related Problems	2	E3
18	Presenting Accurate Documents	I	E3
19	Speaking Confidently at Work	I	E3
20	Preparing for Work Placement	I	E3
21	Learning from Work Placement	2	E3
22	Safe Learning in the Workplace	I	E3
23	Planning an Enterprise Activity	I	E3
24	Running an Enterprise Activity	I	E3
25	Producing a Product	I	E3
1	Alternatives to Paid Work	I	LI
2	Working as a Volunteer	2	LI
3	Managing Your Own Money	2	LI
4	Being Responsible for Other People's Money	I	LI
5	Searching for a Job	I	LI
6	Applying for a Job	I	LI
7	Preparing for an Interview	I	LI
8	Interview Skills	I	LI
9	Self-management Skills	2	LI
10	Self-assessment	I	LI
11	Career Progression	2	LI
12	Developing Personal Skills for Leadership	2	LI
13	Practising Leadership Skills with Others	2	LI
14	Learning with Colleagues and Other Learners	2	LI
15	Communicating Solutions to Others	2	LI
16	Positive Attitudes and Behaviours at Work	I	LI
17	Working in a Team	3	LI
18	Learning from More Experienced People	2	LI
19	Building Working Relationships with Colleagues	2	LI
20	Building Working Relationships with Customers	2	LI
21	Investigating Rights and Responsibilities at Work	I	LI

22	Managing your Health at Work	1	LI
23	Setting and Meeting Targets at Work	2	LI
24	Solving Work-related Problems	2	LI
25	Taking Notes at Meetings	1	LI
26	Summarising documents	1	LI
27	Contributing to Meetings	1	LI
28	Preparing for Work Placement	1	LI
29	Learning from Work Placement	2	LI
30	Safe Learning in the Workplace	1	LI
31	Planning an Enterprise Activity	1	LI
32	Running an Enterprise Activity	1	LI
33	Producing a Product	1	LI

# Functional Skills



# Functional Skills – English, ICT and Mathematics

Qualification Title	QAN
Edexcel Functional Skills in English at Entry 1	500/8494/X
Edexcel Functional Skills in English at Entry 2	500/8467/7
Edexcel Functional Skills in English at Entry 3	500/8464/1
Edexcel Functional Skills in English at Level 1	500/8700/9
Edexcel Functional Skills in English at Level 2	500/8683/2

Qualification Title	QAN
Edexcel Functional Skills in Mathematics at Entry 1	500/9172/4
Edexcel Functional Skills in Mathematics at Entry 2	500/9196/7
Edexcel Functional Skills in Mathematics at Entry 3	500/9295/9
Edexcel Functional Skills in Mathematics at Level 1	500/8906/7
Edexcel Functional Skills in Mathematics at Level 2	500/8907/9

Qualification Title	QAN
Edexcel Functional Skills in Information and Communication Technology (ICT) at Entry 1	500/9112/8
Edexcel Functional Skills in Information and Communication Technology (ICT) at Entry 2	500/9104/9
Edexcel Functional Skills in Information and Communication Technology (ICT) at Entry 3	500/8500/1
Edexcel Functional Skills in Information and Communication Technology (ICT) at Level 1	500/9468/3
Edexcel Functional Skills in Information and Communication Technology (ICT) at Level 2	500/9827/5

## About the qualifications

Functional skills are qualifications in **English**, **maths** and **ICT** that equip learners with the basic practical skills required in everyday life, education and the workplace. They are available at Entry Level 1 through to Level 2.

We have a wealth of free support resources available for functional skills, including delivery guides, schemes of work, sample assessment materials and mark schemes, study guides and lesson plans.

Learn more at [www.edexcel.com/fs](http://www.edexcel.com/fs).

# Vocational Learning



# BTEC Vocational Qualifications – Applied Science

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award in Applied Science (QCF)	501/0074/9	6	60
Edexcel BTEC Level 1 Certificate in Applied Science (QCF)	501/0075/0	13	130
Edexcel BTEC Level 1 Diploma in Applied Science (QCF)	501/0073/7	37	310

## About the qualifications

These qualifications have been designed to introduce learners to basic scientific principles and to encourage the development of employability skills including teamwork, independent skills, research skills and innovation.

This qualification enables centres to deliver and integrate functional skills into a number of the units.

Unit no.	Unit Title	Credit Value	Level
1	Starting Work in the Science Sector	2	L1
2	Working in the Science Sector	2	L1
3	Using Equipment to Make Scientific Observations and Measurements	4	L1
4	Skills and Techniques for Chemistry Investigations	4	L1
5	The Study of Living Systems	4	L1
6	The Nature and Applications of Energy, Waves and Radiation	4	L1
7	Growing Plants for Commercial Use	4	L1
8	Causes of Disease and Maintaining Health	4	L1
9	Forensic Detection	4	L1
10	Healthy Living	2	L1
11	Making and Testing Cosmetic Products	4	L1
12	Practical Scientific Project	5	L2
13	Making Useful Scientific Devices	2	L1
14	Using Mathematical Tools in Science	5	L2
15	Science in the World	5	L2

# BTEC Vocational Qualifications – Art and Design

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Art and Design (QCF)	500/6353/4	6	60
Edexcel BTEC Level 1 Award in Art and Design (QCF)	500/6529/4	7	60
Edexcel BTEC Level 1 Certificate in Art and Design (QCF)	500/6540/3	13	100
Edexcel BTEC Level 1 Diploma in Art and Design (QCF)	500/6607/9	37	280

## About the qualifications

These qualifications give the learner the opportunity to choose from a range of different subjects within Art and Design, including drawing, painting, printmaking, 3D design and mixed media. The tutor is given the flexibility to offer units of particular interest to the learner.

Unit no.	Unit Title	Credit Value	Level
1	Art and Design: Explore 2 Dimensions	3	E3
2	Art and Design: Discovering 3 Dimensions	3	E3
3	Art and Design: A Project in 2 or 3 Dimensions	3	E3
4	Art and Design: Explore Drawing	4	L1
5	Art and Design: Explore Painting	4	L1
6	Art and Design: Explore Printmaking	4	L1
7	Art and Design: Explore Mixed Media	4	L1
8	Art and Design: Explore and Create Surface Relief	4	L1
9	Art and Design: Explore 3D Design Crafts	4	L1
10	Art and Design: Explore 3D Design	4	L1
11	Art and Design: Explore 3D Fine Art	4	L1
12	Art and Design: A Personal Project	4	L1
13	Art and Design: An Accessory Project	4	L1

14	Self-management Skills*	2	L2
15	Planning an Enterprise Activity*	1	L2
16	Running an Enterprise Activity*	1	L2

\* These units form part of the BTEC WorkSkills suite of qualifications.

# BTEC Vocational Qualifications – Business Administration

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Business Administration (QCF)	500/5525/2	6	60
Edexcel BTEC Level 1 Award in Business Administration (QCF)	500/4992/6	7	60
Edexcel BTEC Level 1 Certificate in Business Administration (QCF)	500/4991/4	13	100
Edexcel BTEC Level 1 Diploma in Business Administration (QCF)	500/6536/1	37	290

## About the qualifications

These qualifications introduce learners to basic business administration principles, how to behave in an office environment, and how to use office equipment.

Learners are encouraged to develop their employability skills including independent skills, time management, communication skills, research skills and teamwork.

The delivery of these units should ideally be in an office setting, where learners can get the practical experience needed. Centres are encouraged to include visits and guest speakers to enhance the delivery of the qualification; learners will then be able to relate to the working environment.

The assessment throughout the unit may be based on practical situations or around scenarios.

These qualifications enable centres to deliver and integrate functional skills into a number of the units including English and ICT skills.

Unit no.	Unit Title	Credit Value	Level
1	Investigating Rights and Responsibilities at Work*	1	E3
2	Managing your Health at Work*	1	E3
3	Preparing for Work Placement*	1	E3
4	Learning from Work Placement*	2	E3

5	Working in Business and Administration	2	E3
6	Professional Behaviour in an Office Environment	2	E3
7	Using Office Equipment in a Business Environment	3	E3
8	Using a Computer in Business Administration	3	E3
9	Managing Own Learning	3	E3
10	Investigating Rights and Responsibilities at Work* $\Delta$	1	L1
11	Managing Your Health at Work* $\Delta$	1	L1
12	Preparing for Work Placement* $\Delta$	1	L1
13	Learning from Work Placement* $\Delta$	2	L1
14	Working in Business and Administration	3	L1
15	Communicating Electronically	3	L1
16	Making and Receiving Calls	2	L1
17	Welcoming Visitors	2	L1
18	Handling Mail	2	L1
19	Creating Business Documents	3	L1
20	Recording Business Transactions	4	L1
21	Supporting Business Meetings	4	L1
22	Business Administration Group Project	4	L1
23	Ideas for Small Business	4	L1
24	Job Opportunities in Business Administration	4	L1
25	Investigating Rights and Responsibilities at Work*	1	L2
26	Managing your Health at Work* $\Delta$	1	L2
27	Preparing for Work Placement* $\Delta$	1	L2
28	Learning from Work Placement* $\Delta$	1	L2

\* Learners may take these units at one level only.

$\Delta$  These units form part of the BTEC WorkSkills suite of qualifications

# BTEC Vocational Qualifications – Care of Farm Animals (Land-based Studies)

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Care of Farm Animals (QCF)	500/6338/8	6	60

## About the qualification

This qualification gives learners the opportunity to develop skills and knowledge for work with farm animals. The qualification is designed for learners who are interested in working in agriculture, entering employment for the first time, or wishing to change their career or occupation.

This qualification gives a broad overview of the tasks involved with the care of farm animals, including checking of livestock, moving animals, feeding and watering, cleaning and preparing accommodation for the animals, and basic treatment.

Centres could arrange visits to commercial farms and livestock markets as well as inviting guest speakers; this will help learners to develop an understanding of the vocational context and future employment opportunities.

This qualification forms part of the **Land-based Studies** suite of qualifications.

Unit no.	Unit Title	Credit Value	Level
14	Care of farm animals	6	E3

# BTEC Vocational Qualifications – Caring for Children

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Caring for Children (QCF)	500/6589/0	6	50
Edexcel BTEC Level 1 Award in Caring for Children (QCF)	500/6137/9	7	60
Edexcel BTEC Level 1 Certificate in Caring for Children (QCF)	500/6139/2	13	100
Edexcel BTEC Level 1 Diploma in Caring for Children (QCF)	500/6672/9	37	280

## About the qualifications

These qualifications have been designed to help learners gain the skills, knowledge and understanding needed to care for their own children or children in a voluntary capacity, e.g. baby sitting. The learner will be able to develop their own skills at the same time.

Learners will learn how to respect and value children as individuals, how to tell stories, plan musical and creative experiences and keep children safe.

It is anticipated that this qualification will be delivered through a wide range of practical activities, e.g. make and play a variety of musical instruments, create picture books, and make a variety of crafts or toys.

These Caring for Children qualifications have been written so that working with children is not a requirement.

Unit no.	Unit Title	Credit Value	Level
1	Individual Rights and Responsibilities	1	E3
2	Self-Assessment	1	E3
3	Communication between Children aged 0-3 years and Adults	3	E3
4	Planning for the Physical Care Needs of Children aged 0-3 years	3	E3
5	Respecting Children	3	E3
6	Communication Skills with Children	4	L1

7	Planning for the Physical and Emotional Care Needs of Children	4	L1
8	Encouraging Children to Eat Healthily	4	L1
9	Keeping Children Safe	4	L1
10	Valuing Children as Individuals	4	L1
11	Children's Learning through Everyday Experiences	4	L1
12	Physical Activities for Children	4	L1
13	Learning Experiences for Young Children	4	L1
14	Engaging Children in a Group Activity	4	L1
15	Supporting the use of IT with Children	4	L1
16	Creative Activities for Young Children	4	L1
17	Musical Experiences for Children	4	L1
18	Books, Stories, Poems and Rhymes for Children	4	L1
19	Caring for Children Group Project	4	L1
20	Alternatives to Paid Work*	1	L2
21	Managing your Own Money*	2	L2
22	Self-Assessment*	2	L2

\* These units form part of the BTEC WorkSkills suite of qualifications

# BTEC Vocational Qualifications – Construction

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Construction (QCF)	500/6054/5	6	60
Edexcel BTEC Level 1 Award in Construction (QCF)	500/6600/6	7	70
Edexcel BTEC Level 1 Certificate in Construction (QCF)	500/6591/9	13	130
Edexcel BTEC Level 1 Diploma in Construction (QCF)	500/6668/7	37	370

## About the qualifications

These qualifications have been designed to help learners understand aspects of the construction industry and to develop the skills required to work successfully in the industry.

With Unit Titles such as Producing a Timber Product, Starting Work in Construction, Developing Plumbing Skills, and Developing Electrical Installation Skills, learners of all ages will see how the qualification can lead to further study or career opportunities.

Centres are encouraged to offer visits and invite speakers into the centres to enable learners to meet with people in the trade and be made aware of the range of employment opportunities that could be available to them.

Learners also have the opportunity to develop their functional skills.

# Edexcel BTEC Entry Level 3 Award in Construction

Unit no.	Unit Title	Credit Value	Level
1	Producing a Timber Product	3	E3
2	Decorating Household Goods	3	E3
3	Developing Home Improvement Skills	3	E3
4	Preparing for an Interview*	1	E3
5	Interview Skills*	1	E3
6	Producing a Product*	1	E3
7	Working towards Goals	2	L1
8	Working as Part of a Group	2	L1

# Edexcel BTEC Level 1 Award/Certificate/Diploma in Construction

Unit no.	Unit Title	Credit Value	Level
1	Producing a Timber Product	3	E3
3	Developing Home Improvement Skills	3	E3
9	Starting Work in Construction	4	L1
10	Health and Safety and Welfare in Construction	4	L1
11	Working as a Team to Move and Handle Resources	4	L1
12	Developing Construction Drawing Skills	4	L1
13	Developing Bricklaying Skills	4	L1
14	Developing Carpentry Skills	4	L1
15	Developing Joinery Skills	4	L1
16	Developing Construction Painting Skills	4	L1
17	Developing Construction Decorating Skills	4	L1
18	Developing Plumbing Skills	4	L1
19	Developing Electrical Installation Skills	4	L1
20	Developing Building Maintenance Skills	4	L1
21	Preparing for an Interview*	1	L2
22	Interview Skills*	1	L2
23	Producing a Product*	1	L2
24	Developing Plastering Skills	4	L1

\* These units form part of the BTEC WorkSkills suite of qualifications

# BTEC Vocational Qualifications – Creative Media Production

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Creative Media Production (QCF)	500/8484/7	6	45
Edexcel BTEC Level 1 Award in Creative Media Production (QCF)	500/8482/3	7	60
Edexcel BTEC Level 1 Certificate in Creative Media Production (QCF)	500/8423/9	16	130
Edexcel BTEC Level 1 Diploma in Creative Media Production (QCF)	500/8544/X	37	320

## About the qualifications

These qualifications have been designed to help learners understand aspects of the media industry and to develop the skills and knowledge required for further study or employment in the industry.

Many learners are interested in films, animation and photography as a result of the relatively easy access to the internet. These units give centres the opportunity to develop learner's employability skills through units of interest and skills such as time management and teamwork.

Centres are encouraged to include as many visits as possible to a wide range of media venues, to enable learners to observe and participate.

Unit no.	Unit Title	Credit Value	Level
1	Developing Creative Media Skills	3	E3
2	Desktop Publishing Software	2	E3
3	Using the Internet	1	E3
4	Creating Images Digitally	3	E3
5	Investigating Interactive Media Products	4	L1
6	Developing Multimedia Products	4	L1
7	Developing Video Products	4	L1

8	Exploring Digital Photography	4	L1
9	Developing Animation	4	L1
10	Developing Audio Production	4	L1
11	Developing Editing	4	L1
12	Website Software	3	L1
13	Job Opportunities in Creative Media	4	L1
14	Creative Media Production Group Project	4	L1
15	The Creative Media Sector*	5	L2
16	Media Audiences and Products*	5	L2

\* available in the rules of the combination for the Level 1 Award/Certificate/Diploma, but not the Entry 3 Award

# BTEC Vocational Qualifications – Engineering

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award in Engineering (QCF)	500/8859/2	7	70
Edexcel BTEC Level 1 Certificate in Engineering (QCF)	501/0305/2	13	130
Edexcel BTEC Level 1 Diploma in Engineering (QCF)	500/9859/7	37	330

## About the qualifications

These qualifications introduce learners to basic engineering principles and applications. With Unit Titles such as Working in Engineering, Electrical Wiring, and Joining using Welding Techniques, offering opportunities for employment as well as further study.

Visits and guest speakers to give demonstrations should be encouraged as they give learners the opportunity to see the diversity of work that is available to them.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Working Safely in Engineering	M	3	LI
2	Developing Skills in Making Engineering Components Using Hand Tools	O	4	LI
3	Learning with Colleagues and Other Learners	O	4	LI
4	Developing Skills in Planning and Making a Machined Product	O	6	LI
5	Developing Skills in Assembling Mechanical Components	O	3	LI
6	Developing Skills in Joining Materials Using Welding	O	3	LI
7	Developing Skills in Electronic Assembly	O	3	LI
8	Developing Skills in Wiring Electrical Circuits and Components	O	3	LI

9	Developing Skills in Routine Servicing of Mechanical Equipment	<input type="radio"/>	3	L1
10	Developing Skills in Routine Servicing of an Electrical/Electronic System	<input type="radio"/>	3	L1
11	Starting Work in Engineering	<input type="radio"/>	4	L1
12	Searching for a Job*	<input type="radio"/>	1	L1
13	Applying for a Job*	<input type="radio"/>	1	L1
14	Preparing for an Interview*	<input type="radio"/>	1	L1
15	Interview Skills*	<input type="radio"/>	1	L1
16	Positive Attitudes and Behaviours at Work*	<input type="radio"/>	1	L1
17	Working in a Team*	<input type="radio"/>	3	L1
18	Investigating Rights and Responsibilities at Work*	<input type="radio"/>	1	L1
19	Planning an Enterprise Activity*	<input type="radio"/>	1	L1
20	Interpreting and Using Engineering Information	<input type="radio"/>	5	L2
21	Engineering Marking Out	<input type="radio"/>	5	L2

\* These units form part of the BTEC WorkSkills suite of qualifications

# BTEC Vocational Qualifications – Hair and Beauty

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Introduction to Hair and Beauty (QCF)	500/6609/2	7	70
Edexcel BTEC Entry Level 3 Certificate in Introduction to Hair and Beauty (QCF)	500/6608/0	13	130
Edexcel BTEC Level 1 Award in Introduction to Hair and Beauty (QCF)	500/6700/X	9	80
Edexcel BTEC Level 1 Certificate in Introduction to Hair and Beauty (QCF)	500/6734/5	15	140
Edexcel BTEC Level 1 Diploma in Introduction to Hair and Beauty (QCF)	500/8770/8	37	320

## About the qualifications

These qualifications have been designed to offer a wide range of practical units and to introduce learners to different aspects of the hair and beauty industry.

These units have been developed in association with other awarding organisations.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Introduction to the Hair and Beauty Sector	M	2	E3
2	Presenting a Professional Image in a Salon	M	2	E3
3	Skin Care	O	3	E3
4	Hand Care	O	3	E3
5	Shampoo and Conditioning	O	3	E3
6	Hair Plaiting*	O	3	E3

7	Create an Image Using Colour for the Hair and Beauty Sector	O	3	E3
8	Introduction to the Hair and Beauty Sector	M	3	LI
9	Presenting a Professional Image in a Salon	M	3	LI
10	Basic Make-up Application	O	3	LI
11	Nail Art Application	O	3	LI
12	Themed Face Painting	O	3	LI
13	Styling Women's Hair	O	3	LI
14	Styling Men's Hair	O	3	LI
15	Plaiting and Twisting Hair*	O	3	LI
16	The Art of Photographic Make-up	O	5	L2
17	The Art of Dressing Hair	O	5	L2

\* Learners may take either *Unit 6: Hair Plaiting* or *Unit 15: Plaiting and Twisting Hair*. They may not take both units.

# BTEC Vocational Qualifications – Health and Social Care

Qualification Title (2009 specification)	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Health and Social Care	500/5601/3	6	60
Edexcel BTEC Level 1 Award in Health and Social Care	500/5487/9	7	60
Edexcel BTEC Level 1 Certificate in Health and Social Care	500/5458/2	13	100
Edexcel BTEC Level 1 Diploma in Health and Social Care	500/6642/0	37	280

Qualification Title (2011 specifications)	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award - Preparing to Work in Adult Social Care	600/2433/1	6	53
Edexcel BTEC Level 1 Award - Introduction to Health and Social Care and Children's and Young People's Settings	600/2418/5	10	86
Edexcel BTEC Level 1 Certificate - Introduction to Health and Social Care and Children's and Young People's Settings	600/2419/7	25	212
Edexcel BTEC Level 1 Award - Introduction to Health and Social Care (adults and children and young people) Early Years and Childcare ( <i>Wales and Northern Ireland only</i> )	600/2536/0	12	102
Edexcel BTEC Level 1 Certificate - Introduction to Health and Social Care (adults and children and young people) Early Years and Childcare ( <i>Wales and Northern Ireland only</i> )	600/2535/9	30	254

## About the qualifications

These qualifications have been designed to help learners understand the skills and knowledge needed to work in the health and social care sector and to develop practical skills in preparation for employment or progression in education.

Centres are encouraged to offer visits and guest speakers to give the learners a better understanding of employment opportunities available and the importance of further study.

We currently have two sets of specifications running alongside each other – both sets of qualifications are open to registrations (correct as of September 2012).

## E3/L1 Award/Certificate/Diploma in Health and Social Care (2009 specification)

Unit no.	Unit Title	Credit Value	Level
1	Investigating Rights and Responsibilities at Work* $\Delta$	1	E3
2	Managing Your Health at Work* $\Delta$	1	E3
3	Preparing for Work Placement* $\Delta$	1	E3
4	Learning from Work Placement* $\Delta$	2	E3
5	Health Needs	3	E3
6	Introduction to Creative and Leisure Activities for Children and Adults	3	E3
7	The Role of the Carer at Mealtimes	3	E3
8	Investigating Rights and Responsibilities at Work* $\Delta$	1	L1
9	Managing Your Health at Work* $\Delta$	1	L1
10	Preparing for Work Placement* $\Delta$	1	L1
11	Learning from Work Placement* $\Delta$	2	L1
12	Health and Social Care Needs	4	L1
13	Personal Care in Health and Social Care	4	L1
14	Creative Activities for Children	4	L1
15	Learning Experiences for Children and Young People	4	L1
16	Creative and Leisure Activities for Adults in Health and Social Care	4	L1
17	Promoting Healthy Eating in Care	4	L1
18	Communication with Adults and Children in Health and Social Care	4	L1
19	Job Opportunities in Health and Social Care	4	L1
20	Health and Social Care Group Project	4	L1
21	Investigating Rights and Responsibilities at Work* $\Delta$	1	L2
22	Managing your Health at Work* $\Delta$	1	L2
23	Preparing for Work Placement* $\Delta$	1	L2
24	Learning from Work Placement* $\Delta$	2	L2

\* Learners may take these units at one level only.

$\Delta$  These units form part of the BTEC WorkSkills suite of qualifications

# LI Award in Preparing to Work in Adult Social Care (2011 specification)

Unit no.	Unit Title	Credit Value	Level
1	Introduction to the Adult Social Care Sector	1	LI
2	Introduction to the Values and Principles of Adult Social Care	1	LI
3	Awareness of the Skills and Attitudes Needed to Work in Adult Social Care	1	LI
4	Awareness of Communication in Adult Social Care	2	LI
5	Awareness of the Role and Responsibilities of the Adult Social Care Worker	1	LI

# LI Award in Introduction to Health, Social Care and Children's and Young People's Settings (2011 specification)

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Understand the Range of Service Provision and Roles Within Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
2	Understand the Principles and Values in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
3	Awareness of Protection and Safeguarding in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	O	3	LI
4	Introduction to Communication in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	O	2	LI
5	Introductory Awareness of Equality and Inclusion in Health, Social Care and Children's and Young People's Settings	O	3	LI
6	Introductory Awareness of Health and Safety in Health, Social Care and Children's and Young People's Settings	O	4	LI
7	Introductory Awareness of Person-Centred Support in Health, Social Care and Children's and Young People's Settings	O	2	LI
8	Introductory Awareness of Working with Others in Health, Social Care and Children's and Young People's Settings	O	2	LI
9	Introductory Awareness of the Importance of Healthy Eating and Drinking for Adults	O	3	LI

# LI Certificate in Introduction to Health, Social Care and Children's and Young People's Settings (2011 specification)

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Understand the Range of Service Provision and Roles Within Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
2	Understand the Principles and Values in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
3	Awareness of Protection and Safeguarding in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
4	Introduction to Communication in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	2	LI
5	Introductory Awareness of Equality and Inclusion in Health, Social Care and Children's and Young People's Settings	M	3	LI
6	Introductory Awareness of Health and Safety in Health, Social Care and Children's and Young People's Settings	M	4	LI
7	Introductory Awareness of Person-Centred Support in Health, Social Care and Children's and Young People's Settings	M	2	LI
8	Introductory Awareness of Working with Others in Health, Social Care and Children's and Young People's Settings	O	2	LI
9	Introductory Awareness of the Importance of Healthy Eating and Drinking for Adults	O	3	LI
10	Human Growth and Development	O	2	LI
11	Introduction to Disability Awareness	O	1	LI
12	Introduction to Children and Young People's Development	O	3	LI
13	Understand the Importance of Engagement in Leisure and Social Activities in Health and Social Care	O	3	LI
14	Introduction to the Physical Care of Babies and Young Children	O	3	LI
15	Introduction to the Development of Children and Young People Through Play	O	2	LI

16	Encourage Children and Young People to Eat Healthily	<input type="radio"/>	2	LI
17	Introduction to a Healthy Lifestyle	<input type="radio"/>	3	LI
18	Introduction to Autistic Spectrum Condition	<input type="radio"/>	3	LI
19	Introduction to Learning Disability	<input type="radio"/>	3	LI
20	Introduction to Physical Disability	<input type="radio"/>	3	LI
21	Introduction to Sensory Loss	<input type="radio"/>	3	LI
22	Introduction to Mental Health	<input type="radio"/>	3	LI
23	Introduction to Dementia	<input type="radio"/>	3	LI

## LI Award in Introduction to Health and Social Care (adults and children and young people) Early Years and Childcare (Wales and Northern Ireland only) (2011 specification)

Unit no.	Unit Title	Credit Value	Level
1	Understand the Range of Service Provision and Roles within Health and Social Care, Adults and Children and Young People, Early Years and Childcare	3	LI
2	Awareness of Health and Safety in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	3	LI
3	Understand the Principles and Values in Health and Social Care, Adults And Children and Young People, Early Years and Childcare	3	LI
4	Awareness of Protection and Safeguarding in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	3	LI

# LI Certificate in Introduction to Health and Social Care (adults and children and young people) Early Years and Childcare (Wales and Northern Ireland only) (2011 specification)

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Understand the Range of Service Provision and Roles Within Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
2	Awareness of Health And Safety in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
3	Understand the Principles and Values in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	3	LI
4	Awareness of Protection and Safeguarding in Health and Social Care Adults and Children and Young People, Early Years and Childcare	M	3	LI
5	Introductory Awareness of Inclusion and Disability	M	2	LI
6	Introduction to Communication in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	M	2	LI
7	Introduction to Children and Young People's Development	O	3	LI
8	Human Growth and Development	O	2	LI
9	Introduction to Dementia	O	3	LI
10	Introduction to the Physical Care of Babies and Young Children	O	3	LI
11	Encourage Children and Young People to Eat Healthily	O	2	LI
12	Exploring Connections with Sustainable Development and Global Citizenship	O	1	LI
13	Introduction to Creative Activities for Children's Development	O	3	LI
14	Understand the Importance Of Engagement in Leisure and Social Activities in Health and Social Care	O	3	LI
15	Introduction to The Development of Children and Young People Through Play	O	2	LI

16	Introduction to Partnership Working in Health and Social Care, Adults and Children and Young People, Early Years and Childcare	<input type="radio"/>	2	LI
17	Introduction to Learning Disability	<input type="radio"/>	3	LI
18	Introduction to Sensory Loss	<input type="radio"/>	3	LI
19	Introduction to Physical Disability	<input type="radio"/>	3	LI
20	Introduction to a Healthy Lifestyle	<input type="radio"/>	3	LI
21	Introduction to Language Immersion in an Early Years and Childcare Setting	<input type="radio"/>	2	LI
22	Introduction to Autistic Spectrum Condition	<input type="radio"/>	3	LI
23	Introduction to Mental Health	<input type="radio"/>	3	LI
24	Promoting Healthy Eating in Care	<input type="radio"/>	4	LI

# BTEC Vocational Qualifications – Hospitality

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Introduction to the Hospitality Industry (QCF)	500/7431/3	8	75
Edexcel BTEC Entry Level 3 Certificate in Introduction to the Hospitality Industry (QCF)	500/7525/1	13	125
Edexcel BTEC Level 1 Award in Introduction to the Hospitality Industry (QCF)	500/7468/4	10	84
Edexcel BTEC Level 1 Certificate in Introduction to the Hospitality Industry (QCF)	500/7521/4	14	124
Edexcel BTEC Level 1 Certificate in Investigating the Hospitality Industry (QCF)	500/7456/8	26	244
Edexcel BTEC Level 1 Certificate in General Food and Beverage in Hospitality (QCF)	500/7454/4	15	134
Edexcel BTEC Level 1 Certificate in General Cookery in Hospitality (QCF)	500/7455/6	14	124
Edexcel BTEC Level 1 Certificate in General Front Office Operations in Hospitality (QCF)	500/7400/3	8	70
Edexcel BTEC Level 1 Certificate in General Housekeeping Operations in Hospitality (QCF)	500/7402/7	8	70

## About the qualifications

These qualifications have been designed to reflect the skills, knowledge and understanding that are required in the modern hospitality industry. Today's workforce has to be able to problem-solve, work as part of a team, be able to plan and make decisions and work to tight deadlines, all of which are reflected in the units on offer to the learner.

The wide range of Unit Titles, including Customer Service in the Hospitality Industry, Serving Food and Drink, Housekeeping and Guest Services, and Food Safety in Catering, should be of interest to all ages and allow learners to see that the qualification can lead to further study or employment.

Centres are encouraged to include visits to a variety of establishments to observe and gain experience in the industry; this will help learners to understand the diversity of the industry. Guest speakers, from across the industry, should give the learner a better understanding of the employment opportunities available and the importance of further study.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Introduction to the Hospitality Industry	M	1	E3
2	Customer Service in the Hospitality Industry	M	1	E3
3	Serving Food and Drink	O	2	E3
4	Basic Food Preparation	O	2	E3
5	Basic Cooking	O	2	E3
6	Guest Services in the Hospitality Industry	O	2	E3
7	Introduction to the Hospitality Industry	M	2	L1
8	Customer Service in the Hospitality Industry	M	3	L1
9	Food Service	O	3	L1
10	Preparing and Serving Drinks	O	3	L1
11	Basic Food Preparation and Cooking	O	3	L1
12	Using Kitchen Equipment	O	1	L1
13	Introduction to Food Commodities	O	1	L1
14	Introduction to Healthy Eating	O	3	L1
15	Housekeeping and Guest Services	O	3	L1
16	Front Office Operations	O	3	L1
17	Food Safety in Catering	O	1	L2

# BTEC Vocational Qualifications – IT Users

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award for IT Users (ITQ) (QCF)	500/6570/1	6	45
Edexcel BTEC Entry Level 3 Certificate for IT Users (ITQ) (QCF)	500/6571/3	13	95
Edexcel BTEC Level 1 Award for IT Users (ITQ) (QCF)	500/6705/9	9	60
Edexcel BTEC Level 1 Certificate for IT Users (ITQ) (QCF)	500/6568/3	13	90
Edexcel BTEC Level 1 Diploma for IT Users (ITQ) (QCF)	500/6569/5	37	250

## About the qualifications

Our suite of ITQ qualifications is a nationally recognised programme which allows individuals to acquire IT skills that will help them work effectively and productively at work. There is a wide choice of units to choose from, including office-based applications, IT security, and IT maintenance.

The delivery of the qualifications could be through a variety of scenarios and evidence could be in the form of printed annotated screen shots.

There are significant opportunities for tutors to integrate functional skills ICT.

# Entry Level 3 Award/Certificate for IT Users (ITQ) (QCF)

Unit no.	Unit Title: Optional Group A1 (Entry Level 3 Units)	Credit Value	Level
E02	IT User Fundamentals *	2	E3
E07	Using the Internet *	1	E3
E08	Using Mobile IT Devices *	1	E3
E09	Using Email *	1	E3
E23	Desktop Publishing Software *	2	E3
E25	Presentation Software *	2	E3
E27	Spreadsheet Software *	2	E3
E29	Word Processing Software *	2	E3
E30	Design and Imaging Software *	2	E3
E31	The Internet and World Wide Web	1	E3
E32	Digital Lifestyle	1	E3
Unit no.	Unit Title: Optional Group A2 (Level 1 Units)	Credit Value	Level
I01	Improving Productivity Using IT	3	L1
I02	IT User Fundamentals	3	L1
I03	Set Up an IT System	3	L1
I04	Optimise IT System Performance	2	L1
I05	IT Security for Users	1	L1
I06	IT Communication Fundamentals	2	L1
I07	Using the Internet	3	L1
I08	Using Mobile IT Devices	2	L1
I09	Using Email	2	L1
I10	Personal Information Management Software	2	L1
I11	Using Collaborative Technologies	3	L1
I12	IT Software Fundamentals	3	L1
I13	Audio Software	2	L1
I14	Video Software	2	L1
I15	Bespoke Software	2	L1
I16	Specialist Software	2	L1
I17	Computerised Accounting Software	2	L1
I18	Database Software	3	L1
I19	Data Management Software	2	L1
I20	Design Software	3	L1
I21	Imaging Software	3	L1
I22	Drawing and Planning Software	2	L1
I23	Desktop Publishing Software	3	L1
I24	Multimedia Software	3	L1
I25	Presentation Software	3	L1

I26	Project Management Software	3	LI
I27	Spreadsheet Software	3	LI
I28	Website Software	3	LI
I29	Word Processing Software	3	LI
I30	Internet Safety	3	LI
I31	Using a Keyboard	1	LI

\* barred unit combinations

The Entry Level units on the left are barred against the Level 1 units on the right

E02	IT User Fundamentals	102	IT User Fundamentals
E07	Using the Internet	107	Using the Internet
E08	Using the Mobile IT Devices	108	Using the Mobile IT Devices
E09	Using the Email	109	Using the Email
E23	Desktop Publishing Software	123	Desktop Publishing Software
E25	Presentation Software	125	Presentation Software
E27	Spreadsheet Software	127	Spreadsheet Software
E29	Word Processing Software	129	Word Processing Software
E30	Design and Imaging Software	120	Design Software
E30	Design and Imaging Software	121	Imaging Software

## Level 1 Award for IT Users (ITQ) (QCF)

Unit no.	Unit Title: Optional Group A1 (Entry Level 3 Units)	Credit Value	Level
I01	Improving Productivity Using IT	3	LI
I02	IT User Fundamentals	3	LI
I03	Set Up an IT System	3	LI
I04	Optimise IT System Performance	2	LI
I05	IT Security for Users	1	LI
I06	IT Communication Fundamentals	2	LI
I07	Using the Internet	3	LI
I08	Using Mobile IT Devices	2	LI
I09	Using Email	2	LI
I10	Personal Information Management Software	2	LI
I11	Using Collaborative Technologies	3	LI
I12	IT Software Fundamentals	3	LI
I13	Audio Software	2	LI
I14	Video Software	2	LI
I15	Bespoke Software	2	LI

I16	Specialist Software	2	LI
I17	Computerised Accounting Software	2	LI
I18	Database Software	3	LI
I19	Data Management Software	2	LI
I20	Design Software	3	LI
I21	Imaging Software	3	LI
I22	Drawing and Planning Software	2	LI
I23	Desktop Publishing Software	3	LI
I24	Multimedia Software	3	LI
I25	Presentation Software	3	LI
I26	Project Management Software	3	LI
I27	Spreadsheet Software	3	LI
I28	Website Software	3	LI
I29	Word Processing Software	3	LI
I30	Internet Safety	3	LI
I31	Using a Keyboard	1	LI
Unit no.	Unit Title: Optional Group A2 (Entry Level 3 Units)	Credit Value	Level
E02	IT User Fundamentals *	2	E3
E07	Using the Internet *	1	E3
E08	Using Mobile IT Devices *	1	E3
E09	Using Email *	1	E3
E23	Desktop Publishing Software *	2	E3
E25	Presentation Software *	2	E3
E27	Spreadsheet Software *	2	E3
E29	Word Processing Software *	2	E3
E30	Design and Imaging Software *	2	E3
E31	The Internet and World Wide Web	1	E3
E32	Digital Lifestyle	1	E3

\* barred unit combinations

The Entry Level units on the left are barred against the Level 1 units on the right

E02	IT User Fundamentals	102	IT User Fundamentals
E07	Using the Internet	107	Using the Internet
E08	Using the Mobile IT Devices	108	Using the Mobile IT Devices
E09	Using the Email	109	Using the Email
E23	Desktop Publishing Software	123	Desktop Publishing Software
E25	Presentation Software	125	Presentation Software
E27	Spreadsheet Software	127	Spreadsheet Software
E29	Word Processing Software	129	Word Processing Software
E30	Design and Imaging Software	120	Design Software
E30	Design and Imaging Software	121	Imaging Software

# Level 1 Certificate/ Diploma for IT Users (ITQ) (QCF)

Unit no.	Unit Title: Mandatory Units	Credit Value	Level
I01	Improving Productivity Using IT	3	L1
Unit no.	Unit Title: Optional Group B1 (Level 1 Units)	Credit Value	Level
I02	IT User Fundamentals	3	L1
I03	Set Up an IT System	3	L1
I04	Optimise IT System Performance	2	L1
I05	IT Security for Users	1	L1
I06	IT Communication Fundamentals	2	L1
I07	Using the Internet	3	L1
I08	Using Mobile IT Devices	2	L1
I09	Using Email	2	L1
I10	Personal Information Management Software	2	L1
I11	Using Collaborative Technologies	3	L1
I12	IT Software Fundamentals ^	3	L1
I13	Audio Software	2	L1
I14	Video Software	2	L1
I15	Bespoke Software	2	L1
I16	Specialist Software	2	L1
I17	Computerised Accounting Software	2	L1
I18	Database Software	3	L1
I19	Data Management Software	2	L1
I20	Design Software	3	L1
I21	Imaging Software	3	L1
I22	Drawing and Planning Software	2	L1
I23	Desktop Publishing Software	3	L1
I24	Multimedia Software	3	L1
I25	Presentation Software	3	L1
I26	Project Management Software	3	L1
I27	Spreadsheet Software	3	L1
I28	Website Software	3	L1
I29	Word Processing Software	3	L1
I30	Internet Safety	3	L1
I31	Using a Keyboard	1	L1

Unit no.	Unit Title: Optional Group B2 (Entry Level 3 Units)	Credit Value	Level
E02	IT User Fundamentals *	2	E3
E07	Using the Internet *	1	E3
E08	Using Mobile IT Devices *	1	E3
E09	Using Email *	1	E3
E23	Desktop Publishing Software *	2	E3
E25	Presentation Software *	2	E3
E27	Spreadsheet Software *	2	E3
E29	Word Processing Software *	2	E3
E30	Design and Imaging Software *	2	E3
E31	The Internet and World Wide Web	1	E3
E32	Digital Lifestyle	1	E3

Unit	SSU – Sector Specific Unit Group	Credit Value	Level
SSU	Centres may import ONE Sector Specific unit at either Entry Level 3, Level 1 or Level 2.	A maximum of 3 credits available	E3 or L1 or L2

\* barred unit combinations

^ not available as part of the Edexcel BTEC Level 1 Certificate for IT Users

The Entry Level units on the left are barred against the Level 1 units on the right			
E02	IT User Fundamentals	102	IT User Fundamentals
E07	Using the Internet	107	Using the Internet
E08	Using the Mobile IT Devices	108	Using the Mobile IT Devices
E09	Using the Email	109	Using the Email
E23	Desktop Publishing Software	123	Desktop Publishing Software
E25	Presentation Software	125	Presentation Software
E27	Spreadsheet Software	127	Spreadsheet Software
E29	Word Processing Software	129	Word Processing Software
E30	Design and Imaging Software	120	Design Software
E30	Design and Imaging Software	121	Imaging Software

# BTEC Vocational Qualifications – Land-based Studies

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Land-based Studies (QCF)	500/6595/6	6	60
Edexcel BTEC Level 1 Award in Land-based Studies (QCF)	500/6594/4	7	59
Edexcel BTEC Level 1 Certificate in Land-based Studies (QCF)	500/6593/2	13	109
Edexcel BTEC Level 1 Diploma in Land-based Studies (QCF)	500/6701/1	37	325

## About the qualifications

These practical qualifications are designed to help learners gain the skills they would need to work in the land-based sector. A wide range of units are available covering horticulture, agriculture and animal care.

Learners also have the option to complete the following qualifications that form part of the Land-based Studies suite, which are covered in more detail on the following pages:

- › **BTEC Entry Level 3 Care of Farm Animals**
- › **BTEC Level 1 Preparation and Operation of a Tractor**

The qualifications are also suitable for learners who may be entering employment for the first time or those wishing to change their career or occupation. Some units have been designed as taster units e.g. Unit 3 Understanding Soils, to give learners an opportunity to experience some types of work in horticulture and soil science.

Centres should arrange visits to a wide variety of centres including gardens and livestock markets, as well as inviting guest speakers; this will help learners to develop an understanding of the vocational context and future employment opportunities.

Unit no.	Unit Title	Credit Value	Level
1	Developing Practical Skills for Maintaining Plants	3	E3
2	Horticulture: Plant Flower Bulbs for Naturalisation or Bedding	3	E3
3	Understanding Soils	3	E3
4	Horticulture: Introduction to Pruning Trees and Shrubs	3	E3
5	Horticulture: Introduction to Ground Preparation	3	E3
6	Check that a Small Animal is Healthy	3	E3
7	Assist with Catching and Restraining a Small Animal	2	E3
8	Groom a Small Animal	2	E3
9	Preparing for an Interview	1	E3
10	Interview Skills	1	E3
11	Managing your Health at Work	1	E3
12	Working Towards Goals	2	L1
13	Working as Part of a Group	2	L1
14	Care of Farm Animals	6	E3
15	Maintain the Safety of Self and Others in the Workplace	4	L1
16	Assist with the Maintenance of Equipment	3	L1
17	Assist with the Care of Animals	2	L1
18	Assist with the Movement of Animals	2	L2
19	Assist with Preparing and Maintaining Livestock Accommodation	2	L1
20	Assist with Preparation and the Monitoring of Livestock Outdoors	2	L1
21	Farm Animal Health	4	L1
22	Assist with Feedstuffs for Small Animals	2	L1
23	Assist with Animal Accommodation	2	L1
24	Assist with the Movement and Handling of Small Animals	1	L1
25	Assist with the Maintenance of Grass Surfaces	3	L1
26	Soil Identification and Testing	4	L1
27	Assist with Planting and Establishing Plants	3	L1
28	Assist with Maintaining Plants	4	L1
29	Assist with the Vegetative Propagation of Plants	3	L1
30	Assist with the Propagation of Plants from Seed	2	L1
31	Assist with Identifying the Presence of, and Controlling Common Pests and Diseases	2	L1
32	Prepare and Plant a Container for Display	3	L1
33	Planting and Staking a Tree	2	L1
34	Assist with Feeding and Watering Horses	2	L1
35	Assist with the Preparation for Exercise and Aftercare of Horses	6	L1
36	Maintain the Health of Horses	6	L1
37	Working in a Team*	3	L2
38	Self-Management Skills*	2	L2
39	Preparing for an Interview*	1	L2

41	Assist with the Basic Preparation and Operation of a Tractor	7	LI
42	Sport Fisheries	7	LI
43	Water and Fish	7	LI

\* These units form part of the BTEC WorkSkills suite of qualifications

# BTEC Vocational Qualifications – Performing Arts

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Performing Arts (QCF)	500/6239/6	6	60
Edexcel BTEC Level 1 Award in Performing Arts (QCF)	500/6605/5	7	60
Edexcel BTEC Level 1 Certificate in Performing Arts (QCF)	500/6606/7	13	90
Edexcel BTEC Level 1 Diploma in Performing Arts (QCF)	500/6669/9	37	270

## About the qualifications

These qualifications have been designed to reflect the skills, knowledge and understanding that are required in the modern performing arts industry.

Centres are encouraged to arrange visits to a variety of venues, where the learner can observe performances and may even be able to participate. Where possible the learners should be able to meet with the staff to discuss their roles within the venue. This enables learners to see the purpose of the units and the employment opportunities available.

Access to practical rehearsal and performance spaces is essential for certain units and the tutors will therefore need to plan the programme on offer around these constraints.

Unit no.	Unit Title	Credit Value	Level
1	Introduction to the Performing Arts	3	E3
2	Taking Part in a Performance	3	E3
3	Starting to Develop Performance Skills	3	E3
4	Promoting a Performing Arts Event	4	L1
5	Preparing Performing Arts Work	4	L1
6	Presenting Performing Arts Work	4	L1
7	Exploring Acting Skills	4	L1
8	Exploring Dance Skills	4	L1
9	Exploring Music Performance Skills	4	L1

I10	Exploring Technical Support for Stage Performance	4	L1
I11	Exploring Design Skills for the Performing Arts	4	L1
I12	Exploring Musical Theatre Skills	4	L1
I13	Performing Arts Individual Repertoire and Showcase	4	L1
I14	Working in the Performing Arts	4	L1
I15	Professional Development in the Performing Arts Industry	5	L2
I16	Working in the Performing Arts Industry	5	L2

# BTEC Vocational Qualifications – Preparation and Operation of a Tractor (Land-based Studies)

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award in Preparation and Operation of a Tractor (QCF)	500/6596/8	7	63

## About the qualification

This qualification aims to give learners the opportunity to develop the skills and knowledge needed for working with tractors. The qualification is designed for learners who may be interested in working in agriculture in the future, who may be entering employment for the first time, or those wishing to change their career or occupation. Learners may also be interested in working towards other qualifications within the Land-based Studies suite.

The qualification gives a broad overview of the tasks involved with preparation and operation of tractor, with and without attachments.

This qualification forms part of the **Land-based Studies** suite of qualifications.

Unit no.	Unit Title	Credit Value	Level
41	Assist with the Basic Preparation and Operation of a Tractor	7	L1

# BTEC Vocational Qualifications – Public Services

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Public Services (QCF)	500/7544/5	6	48
Edexcel BTEC Level 1 Award in Public Services (QCF)	500/7545/7	7	50
Edexcel BTEC Level 1 Certificate in Public Services (QCF)	500/7540/8	13	105
Edexcel BTEC Level 1 Diploma in Public Services (QCF)	500/7541/X	37	339

## About the qualifications

These qualifications have been designed to reflect the skills, knowledge and understanding that are required for working in today's Public Services sector. Today's workforce has to be able to solve problems, meet deadlines, work in a team, and keep fit, all of which are reflected in the units on offer to the learner.

Visits to a variety of centres such as police stations, fire stations and job centres should be an integral part of the course. Having a variety of guest speakers to the centre is also very important, especially if visits are not feasible. A number of the units link in with other opportunities for learners such as the Duke of Edinburgh Award Scheme.

Unit no.	Unit Title	Credit Value	Level
1	Searching for a Job*	1	E3
2	Conduct at Work*	1	E3
3	Wellbeing and Fitness for Public Service	2	E3
4	Public Service Group Project	3	E3
5	Public Service Careers	4	L1
6	Improving Health and Fitness for Entry into the Uniformed Public Service	4	L1
7	Personal Skills for the Public Services	4	L1
8	Managing your Health at Work*	1	L1
9	Forensic Detection	4	L1
10	Introduction to Security Work in the Public Services	4	L1
11	Practical Teamwork in the Public Service	4	L1

12	Map Reading Using Ordnance Survey Maps	2	L1
13	Public Service Incidents	4	L1
14	Public Services: Assisting the Public	4	L1
15	Planning and Participating in an Event	4	L1
16	Public Service Project	3	L1
17	Introduction to Expedition Skills	4	L1
18	Developing Personal Skills for Leadership	2	L2
19	Investigating Rights and Responsibilities at Work*	1	L1
20	Self-Management Skills*	2	L1
21	Working as a Volunteer*	2	L1

\* These units form part of the BTEC WorkSkills suite of qualifications

# BTEC Vocational Qualifications – Retail Knowledge

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award in Retail Knowledge (QCF)	500/6548/8	7	47
Edexcel BTEC Level 1 Certificate in Retail Knowledge (QCF)	500/6549/X	13	87

## About the qualifications

These qualifications cover a broad overview of the retail industry, including units such as retail outlets and occupations, customer service, the selling process, stock control, health and safety, and teamwork.

Learners will have the opportunity to plan and run an enterprise activity, or to study retail consumer law and customer payments.

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	Understanding the Business of Retail	M	1	LI
2	Understanding Customer Service in the Retail Sector	M	2	LI
3	Understanding how a Retail Business Maintains Health, Safety and Security on its Premises	M	2	LI
4	Understand the Retail Selling Process	M	2	LI
5	Understanding the Control, Handling and Replenishment of Stock in a Retail Business	M	2	LI
6	Understanding how Individuals and Teams Contribute to the Effectiveness of a Retail Business	M	2	LI
7	Planning an Enterprise Activity*	O	1	LI
8	Running an Enterprise Activity*	O	1	LI

9	Being Responsible for Other People's Money*	<input type="radio"/>	1	L1
10	Understanding Retail Consumer Law	<input type="radio"/>	2	L2
11	Understanding the Handling of Customer Payments in a Retail Business	<input type="radio"/>	2	L2

\* These units form part of the BTEC WorkSkills suite of qualifications

# BTEC Vocational Qualifications – Sport and Active Leisure

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level Award in Sport and Active Leisure (QCF)	500/5776/5	6	60
Edexcel BTEC Level 1 Award in Sport and Active Leisure (QCF)	500/4990/2	7	50
Edexcel BTEC Level 1 Certificate in Sport and Active Leisure (QCF)	500/4989/6	13	100
Edexcel BTEC Level 1 Diploma in Sport and Active Leisure (QCF)	500/6495/2	37	280

## About the qualifications

These qualifications have been designed to help learners understand the skills and knowledge needed to work in the sport and active leisure sector, including units such as Taking Part in Sport, Planning own Fitness Programme, and Job Opportunities in Sport and Active Leisure.

Learners will be encouraged to participate in a wide range of sport and active leisure activities and to demonstrate their ability to prepare for the activity, teamwork, time management, and health and safety.

Centres are encouraged to arrange visits to sporting venues and sporting events to enable the learner to observe and participate.

Unit no.	Unit Title	Credit Value	Level
1	Investigating Rights and Responsibilities at Work*Δ	1	E3
2	Managing Your Health at Work*Δ	1	E3
3	Safe Learning in the Workplace*Δ	1	E3
4	Taking Part in Sport	3	E3
5	Assisting at a Sport or Active Leisure Event	3	E3
6	Improving Own Fitness	3	E3
7	Investigating Rights and Responsibilities at Work*Δ	1	L1

8	Managing Your Health at Work*Δ	1	L1
9	Safe Learning in the Workplace*Δ	1	L1
10	Risks and Hazards in Sport and Active Leisure	4	L1
11	Taking Part in Exercise and Fitness	4	L1
12	How the Body Works	4	L1
13	Planning Own Fitness Programme	4	L1
14	Assisting a Leader of Sports or Active Leisure Activities to Plan and Deliver an Activity	4	L1
15	Working in Sport and Active Leisure	4	L1
16	Sport and Active Leisure Project	4	L1
17	Job Opportunities in Sport and Active Leisure	4	L1
18	Physical Activities for Children	4	L1
19	Exploring Dance Skills	4	L1
20	Investigating Rights and Responsibilities at Work*Δ	1	L2
21	Managing Your Health at Work*Δ	1	L2
22	Preparing for Work Placement Δ	1	L2
23	Learning from Work Placement Δ	2	L2

\*Learners must take these units at one level only.

Δ These units form part of the BTEC WorkSkills suite of qualification

# BTEC Vocational Qualifications – Teamwork and Personal Skills for Cadets

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Level 1 Certificate in Teamwork and Personal Skills for Cadets (QCF)	500/6126/4	14	140

## About the qualification

This qualification has been designed specifically for young people in the air training corps, sea cadets or army cadets. Learners have the opportunity to gain the skills and knowledge required for their chosen pathway. Skills include map reading, expedition skills and physical fitness.

Learners have the opportunity to progress on to the Level 2 BTEC First in Public Services.

In order to offer this qualification tutors must have specific qualifications and experience. Centres will need to check the qualifications needed for staff to deliver a number of the units.

Unit no.	Unit Title	Credit Value	Level
	<b>Army Cadet Force Pathway (12 credits)</b>		
1	Developing as a Citizen through the Army Cadet Force	2	L1
2	Personal Fitness in the Army Cadet Force	3	L1
3	Maintaining Health and Wellbeing in the Field	3	L1
4	Self-reliance in a Fieldcraft Environment	4	L1
	<b>Air Training Corps Pathway (12 credits)</b>		
5	Basic Principles of Airmanship	3	L1
6	Expedition Training	3	L1
7	Radio Communications	3	L1
8	The Air Training Corps and the Royal Air Force	3	L1

	<b>Sea Cadet Corps Pathway (12 credits)</b>		
9	Basic Principles of Seamanship	3	LI
10	Introduction to Ceremonial Drill and Parade Training	2	LI
11	Introduction to Health, Hygiene and Physical Fitness	3	LI
12	The Sea Cadet Corps and the Royal Navy/Marines	4	LI
	<b>Mandatory unit for all three Cadet Pathways (2 credits)</b>		
13	Map Reading using Ordnance Survey Maps	2	LI

# BTEC Vocational Qualifications – Travel and Tourism

Qualification Title (2009 specification)	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Travel and Tourism (QCF)	500/5999/3	6	60
Edexcel BTEC Level 1 Award in Travel and Tourism (QCF)	500/6000/4	7	70
Edexcel BTEC Level 1 Certificate in Travel and Tourism (QCF)	500/6001/6	13	110
Edexcel BTEC Level 1 Diploma in Travel and Tourism (QCF)	500/6538/5	37	280

Qualification Title (2011 specification)	QAN	Credit Value	glh
Edexcel BTEC Level 1 Award - Introduction to the Travel and Tourism Industry (QCF)	600/1249/3	11	95
Edexcel BTEC Level 1 Certificate - Introduction to the Travel and Tourism Industry (QCF)	600/1238/9	24	206
Edexcel BTEC Level 1 Diploma - Introduction to the Travel and Tourism Industry (QCF)	600/1231/6	37	323

## About the qualifications

These qualifications have been designed to help learners understand the skills and knowledge needed to work in the travel and tourism sector and to develop practical skills in preparation for employment or progression in education.

Centres are encouraged to offer industry visits and guest speakers to give learners a better understanding of the employment opportunities available and the importance of further study.

We currently have two sets of specifications running alongside each other – both sets of qualifications are open to registrations (correct as of August 2012).

# E3/L1 Award/Certificate/Diploma in Travel and Tourism (2009 specification)

Unit no.	Unit Title	Credit Value	Level
1	Conduct at Work*	1	E3
2	Investigating Rights and Responsibilities at Work*	1	E3
3	Speaking Confidently at Work*	1	E3
4	Being Responsible for other People's Money*	1	E3
5	Researching a Tourist Destination	3	E3
6	Planning For and Taking Part in a Visit	3	E3
7	Displaying Travel and Tourism Information	3	E3
8	Customer Service in Travel and Tourism	4	L1
9	Displaying Travel and Tourism Products and Services	4	L1
10	Planning a Trip to a Visitor Attraction	4	L1
11	UK Travel Destinations	4	L1
12	Recommending a Package Holiday	4	L1
13	Schedule, Charter and Low-Cost Airlines	4	L1
14	The Role of Air Cabin Crew	4	L1
15	The Role of Overseas Resort Representative	4	L1
16	Planning and Participating in an Event	4	L1
17	Travel and Tourism Group Project	4	L1
18	Work Experience in Travel and Tourism	4	L1
19	Planning for a Job in Travel and Tourism	4	L1
20	Building Working Relationships with Colleagues	2	L2
21	Building Working Relationships with Customers	2	L2

\* These units form part of the BTEC WorkSkills suite of qualifications

# L1 Award/Certificate/Diploma in Introduction to the Travel and Tourism Industry (2011 specification)

Unit no.	Unit Title	Mandatory or Optional	Credit Value	Level
1	The UK Travel Industry	M	4	L1
2	The UK Tourism Industry	M	3	L1
3	Customer Service in Travel and Tourism	M	3	L1
4	Locational Geography	M	1	L1
5	Package Travel and Tourism Products and Services	O	3	L1
6	UK Travel and Tourism Destinations	O	4	L1

7	Recommending Holidays to Suit Customers' Needs	<input type="radio"/>	4	LI
8	Worldwide Travel and Tourism Destinations	<input type="radio"/>	4	LI
9	The Role of Overseas Resort Representatives	<input type="radio"/>	2	LI
10	Travel and Tourism Itineraries	<input type="radio"/>	3	LI
11	Accessible Travel and Tourism	<input type="radio"/>	4	LI
12	Promotional Materials for Travel and Tourism	<input type="radio"/>	4	LI
13	Planning for and Taking Part in a Visit	<input type="radio"/>	3	E3
14	Providing Information on a Tourist Destination	<input type="radio"/>	2	E3
15	Preparing for Employment in Travel and Tourism	<input type="radio"/>	6	LI

# BTEC Vocational Qualifications – Vocational Studies

Qualification Title	QAN	Credit Value	glh
Edexcel BTEC Entry Level 3 Award in Vocational Studies (QCF)	500/8769/1	9	75
Edexcel BTEC Entry Level 3 Certificate in Vocational Studies (QCF)	500/9135/9	14	110
Edexcel BTEC Entry Level 3 Extended Certificate in Vocational Studies (QCF)	600/6544/8	20	200
Edexcel BTEC Entry Level 3 Diploma in Vocational Studies (QCF)	500/9123/2	37	320
Edexcel BTEC Level 1 Award in Vocational Studies (QCF)	500/9124/4	9	80
Edexcel BTEC Level 1 Certificate in Vocational Studies (QCF)	500/8987/0	14	110
Edexcel BTEC Level 1 Extended Certificate in Vocational Studies (QCF)	600/6545/X	21	210
Edexcel BTEC Level 1 Diploma in Vocational Studies (QCF)	500/8985/7	37	315

## About the qualifications

These qualifications offer centres the opportunity to create their own courses by combining the mandatory self-assessment and career progression units required to complete this qualification with units from a range of other vocational areas.

It is recommended that learners complete the self-assessment unit at the start of their studies and complete the career progression unit at the end of their studies.

Centres have the opportunity to deliver a variety of vocational units to suit the needs and interests of their learners, perhaps using the units as tasters for further study or employment options.

The units are presented in groups of similar sector areas e.g. health and social care, caring for children. The exception to this is group B, which contains core units across vocational sectors, for example introduction to hospitality or introduction to performing arts. In addition to the two mandatory units, a certain number of credits must be taken from the core units in group B. This allows learners the opportunity to experience more than one vocational area as part of their learning.

For a full list of the 500+ units included within these qualifications, visit [www.edexcel.com/flvoc-studies](http://www.edexcel.com/flvoc-studies).

The tables below outline the sector groupings and rules of combination for each Vocational Studies qualification.

## Vocational Studies sector groupings

Entry Level 3	Level 1
<b>Group A – Mandatory units</b> Self assessment* Career progression*	<b>Group A – Mandatory units</b> Self assessment* Career progression*
<b>Group B – Core optional units</b> Units taken across different sectors	<b>Group B – Core optional units</b> Units taken across different sectors
<b>Group C – Optional Entry Level units</b> Art and Design, Business Administration, Performing Arts, Creative Media Production, Hair and Beauty	<b>Group C – Optional Level 1 units</b> Art and Design, Performing Arts, Creative Media Production
<b>Group D – Optional Entry Level units</b> Caring for Children, Health and Social Care, Hospitality, Public Services, Sport and Active Leisure, Travel and Tourism	<b>Group D – Optional Level 1 units</b> Caring for Children, Health and Social Care, Hospitality, Public Services, Sport and Active Leisure, Travel and Tourism
<b>Group E – Optional Entry Level units</b> Construction, Land-based Studies, Engineering	<b>Group E – Optional Level 1 units</b> Business Administration, Retail, Hair and Beauty, ICT
<b>Group F – Optional Level 1 units</b> Business Administration, Retail, Hair and Beauty, ICT	<b>Group F – Optional Level 1 units</b> Construction, Land-based Studies, Engineering
<b>Group G – Optional Level 1 units</b> Construction, Land-based Studies, Engineering	<b>Group G – Optional Entry Level units</b> Units taken across different sectors at Entry Level 3
<b>Group H – Optional Level 1 units</b> Caring for Children, Health and Social Care, Hospitality, Public Services, Sport and Active Leisure, Travel and Tourism	<b>Group H - Optional Level 2 units</b> Units taken across different sectors
<b>Group I – Optional Level 1 units</b> Art and Design, Performing Arts, Creative Media Production	

\* These units form part of the BTEC WorkSkills suite of qualifications

Qualification	Rules of Combination
BTEC Entry Level Award in Vocational Studies 500/8769/1	<ol style="list-style-type: none"> <li>1. Qualification Credit Value: a minimum of 9 credits</li> <li>2. Learners must take both mandatory units: 2 credits</li> <li>3. A minimum of 3 credits <b>must</b> be taken from group B</li> <li>4. The remaining 4 credits may be taken from group B or across groups C-I</li> <li>5. All credits must be achieved from the units listed in the specification</li> </ol>
BTEC Entry Level Certificate in Vocational Studies 500/9135/9	<ol style="list-style-type: none"> <li>1. Qualification Credit Value: a minimum of 14 credits</li> <li>2. Learners must take both mandatory units: 2 credits</li> <li>3. A minimum of 6 credits <b>must</b> be taken from group B</li> <li>4. The remaining 6 credits may be taken from group B or across groups C-I</li> <li>5. All credits must be achieved from the units listed in the specification</li> </ol>
BTEC Entry Level Extended Certificate in Vocational Studies 600/6544/8	<ol style="list-style-type: none"> <li>1. Qualification Credit Value: a minimum of 20 credits</li> <li>2. Learners must take both mandatory units: 2 credits</li> <li>3. A minimum of 6 credits <b>must</b> be taken from group B</li> <li>4. The remaining 12 credits may be taken from group B or across groups C-I</li> <li>5. All credits must be achieved from the units listed in the specification</li> </ol>
BTEC Entry Level Diploma in Vocational Studies 500/9123/2	<ol style="list-style-type: none"> <li>6. Qualification Credit Value: a minimum of 37 credits</li> <li>7. Learners must take both mandatory units: 2 credits</li> <li>8. A minimum of 9 credits <b>must</b> be taken from group B</li> <li>9. The remaining 26 credits may be taken from group B or across groups C-I</li> <li>10. All credits must be achieved from the units listed in the specification</li> </ol>
BTEC Level I Award in Vocational Studies 500/9124/4	<ol style="list-style-type: none"> <li>1. Qualification Credit Value: a minimum of 9 credits</li> <li>2. Learners must take both mandatory units: 3 credits</li> <li>3. A minimum of 3 credits <b>must</b> be taken from group B</li> <li>4. The remaining 3 credits may be taken from group B or across groups C-H</li> <li>5. All credits must be achieved from the units listed in the specification</li> </ol>
BTEC Level I Certificate in Vocational Studies 500/8987/0	<ol style="list-style-type: none"> <li>1. Qualification Credit Value: a minimum of 14 credits</li> <li>2. Learners must take both mandatory units: 3 credits</li> <li>3. A minimum of 6 credits <b>must</b> be taken from group B</li> <li>4. The remaining 5 credits may be taken from group B or across groups C-H</li> <li>5. A minimum of 8 credits must be achieved at level I or above</li> <li>6. All credits must be achieved from the units listed in the specification</li> </ol>
BTEC Level I Extended Certificate in Vocational Studies 600/6545/X	<ol style="list-style-type: none"> <li>1. Qualification Credit Value: a minimum of 21 credits</li> <li>2. Learners must take both mandatory units: 3 credits</li> <li>3. A minimum of 6 credits <b>must</b> be taken from group B</li> <li>4. The remaining 12 credits may be taken from group B or across groups C-H</li> <li>5. A minimum of 11 credits must be achieved at level I or above</li> <li>6. All credits must be achieved from the units listed in the specification</li> </ol>
BTEC Level I Diploma in Vocational Studies 500/8985/7	<ol style="list-style-type: none"> <li>1. Qualification Credit Value: a minimum of 37 credits</li> <li>2. Learners must take both mandatory units: 3 credits</li> <li>3. A minimum of 12 credits <b>must</b> be taken from group B</li> <li>4. The remaining 22 credits may be taken from group B or across groups C-H</li> <li>5. A minimum of 21 credits must be achieved at level I or above</li> <li>6. All credits must be achieved from the units listed in the specification</li> </ol>

