

9 Principal Learning

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9 Principal Learning

I Principal Learning requirements

With the removal of the Diploma, Principal Learning is now offered only as a stand alone qualification.

Centres seeking to offer Principal Learning as a stand alone qualification should contact examsofficers@pearson.com with details of the lines of learning they wish to offer.

Note that a number of Principal Learning lines are being withdrawn. The final series in which entries may be made for most lines is June 2014. The exceptions are Creative and Media Levels 2 and 3 and Engineering level 3 which will be available for entries in June 2015. Additionally, Engineering level 2 will be available for entries beyond 2015.

It is important that copies of this Information Manual are made available to the examination officer/administrator, all coordinators and all members of staff responsible for the preparation of documents for enrolment, registration and the certificate claims of Principal Learning qualifications.

2 Key dates

2.1 Registration deadlines

Candidates starting a Principal Learning qualification must first be registered before any unit entries can be made for them. Enrolment is defined as the day on which delivery of the candidate's programme/unit commences.

For all other September 2013 starters, registration must be made between 1 September and 15 November 2013. Note that new registrations for most lines of learning need to be completed in the June 2014 series. The exceptions are Creative and Media levels 2 and 3, and Engineering levels 2 and 3.

Registrations received after the appropriate deadline will be subject to a late fee. Please refer to the Edexcel fees list.

A delay in registration may affect our capacity to provide centres with the assessment and moderation/ external examining opportunities that they require. Therefore, certification may be delayed or withheld completely. Centres should note that this could cause problems for candidates applying through UCAS in order to enter higher education. If you are unclear about the correct time for registrations, please contact Account Services (please see the Contact Information section of this manual).

2.2 Entry deadlines and results

Please see the Key Dates section of this manual for entry and results dates. This section also confirms the certification and centre mark submission dates as well as the dates when EDI basedata and Edexcel Online are available for the submission of entries.

2.3 Retention of certificates

It is no longer necessary to return uncollected certificates to Edexcel. They may be destroyed (in a confidential manner) after retention for a period of no less than 12 months from the date of issue.

3 Registration and entry procedures

3.1 General

Please see the Making Entries section of this manual for details of how to register and enter candidates (using Edexcel Online) and for information on fees, results and certification.

Edexcel now has available a range of electronic processing methods to enable centres to efficiently process registrations and amendments to registrations.

3.2 Assistance submitting entries

Please refer to our website for guidance on how to make entries www.edexcel.com/iwantto/Pages/exam-assessment-support.aspx.

3.3 Registration requirements

On registration, centres will be required to supply personal details for each candidate, along with their Unique Candidate Identifier (UCI) number and Unique Learner Number (ULN).

Registration codes exist for each level at each Line of Learning. The specific registration codes are listed in part 7 of this section. The qualification for which you register the candidates will affect the fees you will be charged – please see part 4 of this section for details of registration and entry fees.

Please note that if a candidate does not submit work/attempt an externally assessed paper for a unit, and is not withdrawn before the withdrawal deadline, then this will count as an attempt at the unit. The same process applies to unit attempts over and above the unit entries covered by the registration fee (for example re-sit unit attempts).

Note: You will be unable to enter unregistered candidates for individual unit assessments. Where entries are received for unregistered candidates, a registration will automatically be created. This may result in higher fees being incurred for them over the course of the qualification.

3.4 Deletion or amendment of registrations

Any registration deleted prior to unit entry submission (or if the unit entry submissions are withdrawn prior to the high late fee dates) will be refunded. Amendments must be completed via EDI or Edexcel Online. If a candidate's registration needs to be transferred to another centre please contact Edexcel Account Services.

3.5 Entry requirements

Candidates must be registered on a Principal Learning course to be eligible to enter for individual units. It is not possible to enter unregistered candidates for units using Edexcel Online.

Once a learner is registered by the Home centre, the latter (or any centre within the consortium) may make entries via EDI or Edexcel Online. Centres must use EDI or Edexcel Online to register candidates with Edexcel.

Entries for examinations may be made using the following methods:

EDI

Centres can submit entries via EDI.

Guidance on using EDI can be found on the Edexcel website, as can information concerning the basedata files – please see www.edexcel.com/edi.

Edexcel Online

Edexcel Online is a web-based service designed to make the administration of learner information easier and faster. It allows centres to register and make unit entries in minutes and receive confirmation instantly.

For help in setting up an Edexcel Online account, telephone the Edexcel Online customer support team on 0844 463 2535.

4 Registration and entry fees

4.1 Registration fees

The programme on which the learner registers, and the type of registration, determines the fee due. The registration fee covers learner registration, a single entry for each unit within that Line of Learning (and level) and certification.

A late registration fee will be charged where the candidate's registration is received by Edexcel after the registration deadline. Please see the Edexcel price list issued separately.

4.2 Other charges

In some cases there is a charge for candidates who complete additional units outside of those covered by the registration fee. Details of additional charges are identified in the current price list.

There may also be a charge for transferring between programmes where the fee charged for the original registration is less than the price for the programme to which the learner is transferring. Please see the Edexcel price list issued separately.

4.3 Late entries and entry withdrawals

Home centres will be liable for a late entry fee for any unit entry made after the entry deadline for the assessment window for which the entry is being made.

Home centres will be liable for a high late entry fee for any unit entry being made after the high late fee entry deadline for the assessment window for which the entry is being made.

Home centres will be liable for these late charges even if the cost of the unit entry is covered by the registration fee already paid for the candidate.

Where an additional unit fee has been charged for a unit entry (ie where the unit entry is not covered by the fee paid for the candidate's registration), this will be refunded should the unit entry be withdrawn before the high late fee date.

4.4 Invoices

Invoices are normally issued to the home centre weekly by the Edexcel Finance Department.

4.5 Payment of fees

Fees are due within thirty (30) days of the date of the Edexcel invoice, and should be made payable to Edexcel Ltd and sent to the Edexcel Finance Department - please see the Contact Information section of this manual. Any queries should be raised promptly as the failure to pay by the due date will affect the learner's registration and certification.

5 Eligibility

5.1 Claiming a qualification

Centres wishing to claim a qualification for a learner in a particular examination series can do so by making an award claim using the relevant cash-in code. Please refer to part 7 for relevant cash-in codes.

5.2 Eligibility guidance

In order to be eligible for an award a candidate must be registered and have completed all the required units. However, a candidate can be flagged as ineligible for various reasons.

Unique Candidate Identifier (UCI) problems

The candidate may have been entered without a UCI. Each candidate should only be allocated one UCI. This allows us to bank a candidate's unit results. Please check to ensure that all units taken by a candidate are banked under the same UCI. If results are banked under more than one UCI, please notify Edexcel Operations of each UCI and confirm which identifier you would like to keep.

One common cause of a candidate having more than one UCI is that they have been entered with different personal details in different examination series. Edexcel attempts to match a candidate's records but our ability to do this is affected if candidates are entered with different spellings of their names or with different dates of birth. Please ensure that a candidate is entered with exactly the same last name, first name, sex and date of birth each time they are entered for a unit or cash-in.

Specification (cash-in) codes

It is possible that a candidate has been entered for the incorrect specification (cash-in) code or has been entered for a specification code in error. If this is the case, please withdraw the entry by sending an EDI amendment file or by using Edexcel Online. The last date for withdrawals is fourteen days before the publication of results. For the full list of unit and cash-in codes please see part 7 of this section.

Please note that all Principal Learning cash-in codes begin with a Z, eg ZBA10, ZCB20.

Candidate has not sat the required units

It is possible that a candidate has not sat the required units needed to be eligible for an award. In such cases, please contact Edexcel Operations.

5.3 Eligibility rules

In order to be eligible for an award a candidate must be entered for, or have taken, all the required Line of Learning units at the relevant level (for example, all seven Level 1 Construction and the Built Environment units should be entered for, or have been taken in a previous examination series, for the candidate to be eligible for the award). The exception is ZCM10 Creative and Media Level 1 where candidates must complete units 1, 5 and 6 and two of units 2, 3 and 4 to be eligible for an award. Units attempted will be banked under the UCI supplied at the time of registration

6 Results

At 00:01 hours on a day before the scheduled results day, results will be available through Edexcel Online or EDI for centres to download. Statements of results will be sent to arrive on results day for distribution to individual candidates.

The Level 1 Principal Learning qualifications are graded on a scale of A*, A or B. Candidates not achieving grade B will be reported as Unclassified (U) but this will not be recorded on the certificate.

The Level 2 Principal Learning qualifications are graded A*, A, B or C. Candidates not achieving grade C will be reported as Unclassified (U) but this will not be recorded on the certificate.

The Level 3 Principal Learning qualifications are graded A*, A, B, C, D or E. Candidates not achieving grade E will be reported as Unclassified (U) but this will not be recorded on the certificate.

6.1 Formal Enquiries About Results and Access to Scripts

All enquiries about results must be made immediately following the series in which the relevant examination was taken. Requests for Enquiries About Results must be made by the head of centre or examination officer at the centre responsible for the candidate's entry.

Applications for Enquiries About Results may be made through Edexcel Online or by using the Joint Council Enquiries About Results application form (JCQ/EAR), which can be found in the Joint Council post-results booklet. The Edexcel post-results information pack is sent out to all centres. Please see the Post-Results Services section of this manual for details of fees.

The Post-Results Services section contains details of the arrangements for access to marked examination scripts. Applications for Access to Scripts may be made through Edexcel Online or by using the Joint Council Access to Scripts application form, JCQ/ATS. Please refer to the Post-Results Services section of this manual for further guidance.

6.2 Results address

Unit entry results will be sent to the centre which makes the unit entry and will be available through Edexcel Online.

Cash-in results will be sent to the centre claiming the cash-in and will be available through Edexcel Online.

6.3 Requests for subject awards after the issue of unit results

Requests for subject awards (cash-ins) made after the deadline for entry will be subject to late fees. Edexcel will continue to accept requests for subject awards after the issue of unit results up to the deadline of 20 September of the same year.

Requests may be emailed to examsofficers@pearson.com.

7 Principal Learning — subject availability

Business, Administration and Finance (Principal Learning)

Note: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Business, Administration and Finance levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1BA05	5-unit Level 1 Business, Administration and Finance
2BA09	9-unit Level 2 Business, Administration and Finance
3BA10	10-unit Level 3 Business, Administration and Finance

Specification		Availability	
Unit codes	Unit title	Jan	Jun
BA101	Business Enterprise (Internally assessed)	No	Yes
BA102	Business Administration, Teams and Communication (Internally assessed)	No	Yes
BA103	Personal Finance and Financial Services (Externally assessed)	No	Yes
BA104	Sales and Customer Service in Business (Internally assessed)	No	Yes
BA105	Careers and Employment in Business (Internally assessed)	No	Yes
BA201	Business Enterprise (Internally assessed)	No	Yes
BA202	Business Administration (Internally assessed)	No	Yes
BA203	Personal Finance and Financial Services (Externally assessed)	No	Yes
BA204	Business Finance and Accounting (Internally assessed)	No	Yes
BA205	Marketing, Sales and Customer Service in Business (Internally assessed)	No	Yes
BA206	Teams and Communication in Business (Internally assessed)	No	Yes
BA207	Responding to Change in Business (Externally assessed)	No	Yes
BA208	Corporate Social Responsibility (Internally assessed)	No	Yes
BA209	Careers and Employment in Business (Internally assessed)	No	Yes
BA301	Business Enterprise (Internally assessed)	No	Yes
BA302	Business Administration and Events (Internally assessed)	No	Yes
BA303	Personal Finance and Financial Services (Externally assessed)	No	Yes
BA304	Business Finance and Accounting (Externally assessed)	No	Yes
BA305	Marketing and Sales (Internally assessed)	No	Yes
BA306	Customer Service in Business (Internally assessed)	No	Yes
BA307	Teams and Communication in Business (Internally assessed)	No	Yes
BA308	Responding to Change in Business (Externally assessed)	No	Yes
BA309	Corporate Social Responsibility (Externally assessed)	No	Yes
BA310	Careers and Employment in Business (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZBA10	50041861	Level 1 Principal Learning in Business, Administration and Finance	BA101, BA102, BA103, BA104, BA105	No	Yes
ZBA20	50041848	Level 2 Principal Learning in Business, Administration and Finance	BA201, BA202, BA203, BA204, BA205, BA206, BA207, BA208, BA209	No	Yes
ZBA30	50041873	Level 3 Principal Learning in Business, Administration and Finance	BA301, BA302, BA303, BA304, BA305, BA306, BA307, BA308, BA309, BA310	No	Yes

Construction and Built Environment (Principal Learning)

Note: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Construction and Built Environment levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1CB07	7-unit Level 1 Construction and Built Environment
2CB07	7-unit Level 2 Construction and Built Environment
3CB07	7-unit Level 3 Construction and Built Environment

Specification		Availability	
Unit codes	Unit title	Jan	Jun
CB101	Design the Built Environment: Design Influences (Internally assessed)	No	Yes
CB102	Design the Built Environment: Applying Design Principles (Internally assessed)	No	Yes
CB103	Create the Built Environment: Using Tools (Internally assessed)	No	Yes
CB104	Create the Built Environment: Methods and Materials (Externally assessed)	No	Yes
CB105	Value and Use of the Built Environment (Internally assessed)	No	Yes
CB106	Maintenance of the Built Environment (Internally assessed)	No	Yes
CB107	Modern Methods of Construction (Internally assessed)	No	Yes
CB201	Design the Built Environment: The Design Process (Internally assessed)	No	Yes
CB202	Design the Built Environment: Materials and Structures (Internally assessed)	No	Yes
CB203	Design the Built Environment: Applying Design Principles (Internally assessed)	No	Yes
CB204	Create the Built Environment: Structures (Externally assessed)	No	Yes
CB205	Create the Built Environment: Using Tools (Internally assessed)	No	Yes
CB206	Value and Use of the Built Environment: Communities (Internally assessed)	No	Yes
CB207	Value and Use of the Built Environment: Facilities Management (Internally assessed)	No	Yes
CB301	Design the Built Environment: The Design Factor (Externally assessed)	No	Yes
CB302	Design the Built Environment: Stages in the Design and Planning Processes (Internally assessed)	No	Yes
CB303	Design the Built Environment: Physical and Environmental Influences (Internally assessed)	No	Yes
CB304	Create the Built Environment: Health, Safety and Environmental Influences (Externally assessed)	No	Yes
CB305	Create the Built Environment: Management Processes (Internally assessed)	No	Yes
CB306	Value and Use of the Built Environment: Adding Value to the Wider Community (Internally assessed)	No	Yes
CB307	Value and Use of the Built Environment: Protecting and Maintaining (Externally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZCB10	50023603	Level 1 Principal Learning in Construction and the Built Environment	CB101, CB102, CB103, CB104, CB105, CB106, CB107	No	Yes
ZCB20	50023615	Level 2 Principal Learning in Construction and the Built Environment	CB201, CB202, CB203, CB204, CB205, CB206, CB207	No	Yes
ZCB30	50023585	Level 3 Principal Learning in Construction and the Built Environment	CB301, CB302, CB303, CB304, CB305, CB306, CB307	No	Yes

Creative and Media (Principal Learning)

Note: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Creative and Media level 1 is June 2014. The final session for levels 2 and 3 is June 2015.

Registration code	Registration title
1CM05	5-unit Level 1 Creative and Media
2CM07	7-unit Level 2 Creative and Media
3CM06	6-unit Level 3 Creative and Media

Specification		Availability	
Unit codes	Unit title	Jan	Jun
CM101	Introduction to Creative and Media Skills (Internally assessed)	No	Yes
CM102	Visual Arts (Internally assessed)	No	Yes
CM103	Performance Arts (Internally assessed)	No	Yes
CM104	Media Production (Internally assessed)	No	Yes
CM105	Presentation (Internally assessed)	No	Yes
CM106	Skills Report (Externally assessed)	No	Yes
CM201	Scene (Internally assessed)	No	Yes
CM202	Performance (Internally assessed)	No	Yes
CM203	Artefact (Internally assessed)	No	Yes
CM204	Record (Internally assessed)	No	Yes
CM205	Campaign (Internally assessed)	No	Yes
CM206	Festival (Internally assessed)	No	Yes
CM207	Project Report (Externally assessed)	No	Yes
CM301	Capture (Internally assessed)	No	Yes
CM302	Show (Internally assessed)	No	Yes
CM303	Interaction (Internally assessed)	No	Yes
CM304	Commission (Internally assessed)	No	Yes
CM305	Evaluation (Externally assessed)	No	Yes
CM306	Investigation (Externally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZCM10	50023731	Level 1 Principal Learning in Creative and Media	CM101, CM105, CM106 and two of units CM102, CM103 or CM104 (Candidates must complete units 1, 5 and 6 and two of units 2, 3 and 4 to be eligible for an award)	No	Yes
ZCM20	50023743	Level 2 Principal Learning in Creative and Media	CM201, CM202, CM203, CM204, CM205, CM206, CM207	No	Yes
ZCM30	50023755	Level 3 Principal Learning in Creative and Media	CM301, CM302, CM303, CM304, CM305, CM306	No	Yes

Engineering (Principal Learning)

Note: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Engineering level 1 is June 2014. The final session for level 3 is June 2015. Entries for level 2 can continue to be made beyond 2015.

Registration code	Registration title
1EG07	7-unit Level 1 Engineering
2EG08	8-unit Level 2 Engineering
3EG09	9-unit Level 3 Engineering

Specification		Availability	
Unit codes	Unit title	Jan	Jun
EG101	Introducing the Engineering World (Externally assessed)	No	Yes
EG102	Practical Engineering and Communication Skills (Internally assessed)	No	Yes
EG103	Introduction to Computer Aided Engineering (Internally assessed)	No	Yes
EG104	Developing Routine Maintenance Skills (Internally assessed)	No	Yes
EG105	Introduction to Engineering Materials (Internally assessed)	No	Yes
EG106	Electronic Circuit Construction and Testing (Internally assessed)	No	Yes
EG107	Engineering the Future (Internally assessed)	No	Yes
EG201	Exploring the Engineering World (Internally assessed)	No	Yes
EG202	Investigating Engineering Design (Internally assessed)	No	Yes
EG203	Engineering Applications of Computers (Internally assessed)	No	Yes
EG204	Producing Engineering Solutions (Internally assessed)	No	Yes
EG205	Electrical and Electronic Circuits and Systems (Internally assessed)	No	Yes
EG206	Application of Manufacturing Techniques in Engineering (Internally assessed)	No	Yes
EG207	Application of Maintenance Techniques in Engineering (Internally assessed)	No	Yes
EG208	Exploring Engineering Innovation, Enterprise and Technological Advancements (Externally assessed)	No	Yes
EG301	Investigating Engineering Business and the Environment (Externally assessed)	No	Yes
EG302	Applications of Computer Aided Designing (Internally assessed)	No	Yes
EG303	Selection and Application of Engineering Materials (Internally assessed)	No	Yes
EG304	Instrumentation and Control Engineering (Internally assessed)	No	Yes
EG305	Maintaining Engineering Plant, Equipment and Systems (Internally assessed)	No	Yes
EG306	Investigating Modern Manufacturing Techniques Used in Engineering (Internally assessed)	No	Yes
EG307	Innovative Design and Enterprise (Internally Assessed)	No	Yes
EG308	Mathematical Techniques and Applications for Engineers (Externally Assessed)	No	Yes
EG309	Principles and Application of Engineering Science (Internally Assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZEG10	50023640	Level 1 Principal Learning in Engineering	EG101, EG102, EG103, EG104, EG105, EG106, EG107	No	Yes
ZEG20	50023639	Level 2 Principal Learning in Engineering	EG201, EG202, EG203, EG204, EG205, EG206, EG207, EG208	No	Yes
ZEG30	50023597	Level 3 Principal Learning in Engineering	EG301, EG302, EG303, EG304, EG305, EG306, EG307, EG308, EG309	No	Yes

Environmental and Land-based Studies (Principal Learning)

Note: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Environmental and Land-based Studies levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1ES05	5-unit Level 1 Environmental and Land-based Studies
2ES08	8-unit Level 2 Environmental and Land-based Studies
3ES10	10-unit Level 3 Environmental and Land-based Studies

Specification		Availability	
Unit Codes	Unit title	Jan	Jun
ES101	The Natural Environment (Externally assessed)	No	Yes
ES102	Environmental and Land-based Production, Systems and Services (Internally assessed)	No	Yes
ES103	Introduction to Working in the Environmental and Land-based Sector (Internally assessed)	No	Yes
ES104	Working with Plants and Animals (Internally assessed)	No	Yes
ES105	Impacts on the Environment (internally assessed)	No	Yes
ES201	Environmental Influences upon Ecosystems and Production Zones (Internally assessed)	No	Yes
ES202	Working in Environmental and Land-based Organisations (Internally assessed)	No	Yes
ES203	Plant Nutrition, Growth and Breeding (Internally assessed)	No	Yes
ES204	Animal Nutrition, Growth and Breeding (Internally assessed)	No	Yes
ES205	Plants and Animals and their Role in Society (Externally assessed)	No	Yes
ES206	The Importance of a Sustainable Environment to Society (Internally assessed)	No	Yes
ES207	Environmental Monitoring (Internally assessed)	No	Yes
ES208	Sources and Uses of Energy (Internally assessed)	No	Yes
ES301	The Ecology of the Natural Environment (Internally assessed)	No	Yes
ES302	The Management of Natural Resources and Resources for Production (Internally assessed)	No	Yes
ES303	Business and Enterprise in the Environmental and Land-based Sector (Internally assessed)	No	Yes
ES304	Applied Plant and Animal Science (Internally assessed)	No	Yes
ES305	Plants, Animals and Humans (Internally assessed)	No	Yes
ES306	Plants and Animals - Safe Working Practices and Relevant Legislation (Externally assessed)	No	Yes
ES307	Sustainable Development of Resources (Externally assessed)	No	Yes
ES308	Global Impacts and the Environmental and Land-based Sector (Internally assessed)	No	Yes
ES309	Research Methods, Skills and Environmental Analysis (Internally assessed)	No	Yes
ES310	Environment, Waste and Pollution (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZES10	50058873	Level 1 Principal Learning in Environmental and Land-based Studies	ES101, ES102, ES103, ES104, ES105	No	Yes
ZES20	50058885	Level 2 Principal Learning in Environmental and Land-based Studies	ES201, ES202, ES203, ES204, ES205, ES206, ES207, ES208	No	Yes
ZES30	50058903	Level 3 Principal Learning in Environmental and Land-based Studies	ES301, ES302, ES303, ES304, ES305, ES306, ES307, ES308, ES309, ES310	No	Yes

Hospitality (Principal Learning)

Note: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Hospitality levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1HO06	6-unit Level 1 Hospitality
2HO07	7-unit Level 2 Hospitality
3HO10	10-unit Level 3 Hospitality

Specification		Availability	
Unit codes	Unit title	Jan	Jun
HO101	Introducing Hospitality Services (Externally assessed)	No	Yes
HO102	Importance of the Hospitality Industry to the UK (Internally assessed)	No	Yes
HO103	Introducing Customer Service in the Hospitality Industry (Internally assessed)	No	Yes
HO104	Developing Skills to Work in the Hospitality Industry (Internally assessed)	No	Yes
HO105	Developing Ideas for Menus (Internally assessed)	No	Yes
HO106	Food and Beverages Preparation and Service (Internally assessed)	No	Yes
HO201	Exploring the UK Hospitality Industry (Externally assessed)	No	Yes
HO202	Customer Service in Hospitality (Internally assessed)	No	Yes
HO203	Work in a Hospitality Team (Internally assessed)	No	Yes
HO204	Dealing with Costs and Income in Hospitality (Internally assessed)	No	Yes
HO205	Providing Hospitality Services (Internally assessed)	No	Yes
HO206	Menu Planning and Design (Internally assessed)	No	Yes
HO207	Food Preparation and Cooking (Internally assessed)	No	Yes
HO301	Investigating the Hospitality Industry (Externally assessed)	No	Yes
HO302	Law and Procedures in the Hospitality Industry (Internally assessed)	No	Yes
HO303	Customer Service Standards in the Hospitality Industry (Internally assessed)	No	Yes
HO304	Building and Developing Effective Hospitality Teams (Internally assessed)	No	Yes
HO305	Managing People in the Hospitality Industry (Internally assessed)	No	Yes
HO306	Finance and Budgetary Control in the Hospitality Industry (Internally assessed)	No	Yes
HO307	Sales and Marketing in the Hospitality Industry (Externally assessed)	No	Yes
HO308	Running a Hospitality Business (Internally assessed)	No	Yes
HO309	Managing a Food Operation in Hospitality (Internally assessed)	No	Yes
HO310	Hospitality Services (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZHO10	50041691	Level 1 Principal Learning in Hospitality	HO101, HO102, HO103, HO104, HO105, HO106,	No	Yes
ZHO20	50041666	Level 2 Principal Learning in Hospitality	HO201, HO202, HO203, HO204, HO205, HO206, HO207	No	Yes
ZHO30	50041654	Level 3 Principal Learning in Hospitality	HO301, HO302, HO303, HO304, HO305, HO306, HO307, HO308, HO309, HO310	No	Yes

Information Technology (Principal Learning)

Notes: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Information Technology levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1IT06	6-unit Level 1 Information Technology
2IT07	7-unit Level 2 Information Technology
3IT07	7-unit Level 3 Information Technology

Specification		Availability	
Unit codes	Unit title	Jan	Jun
IT101	Technology in Organisations (Externally assessed)	No	Yes
IT102	The Impact of Technology (Internally assessed)	No	Yes
IT103	Working with People (Internally assessed)	No	Yes
IT104	Network Systems (Internally assessed)	No	Yes
IT105	Database Systems (Internally assessed)	No	Yes
IT106	Multimedia (Internally assessed)	No	Yes
IT201	The Potential of Technology (Externally assessed)	No	Yes
IT202	Exploring Organisations (Internally assessed)	No	Yes
IT203	Effective Communication (Internally assessed)	No	Yes
IT204	Skills for Innovation (Internally assessed)	No	Yes
IT205	Technology Systems (Internally assessed)	No	Yes
IT206	Multimedia (Internally assessed)	No	Yes
IT207	Managing Projects (Internally assessed)	No	Yes
IT301	The Potential of Technology (Internally assessed)	No	Yes
IT302	Understanding Organisations (Externally assessed)	No	Yes
IT303	Professional Development (Internally assessed)	No	Yes
IT304	Creating Technology Solutions (Internally assessed)	No	Yes
IT305	Managing Technology Systems (Internally assessed)	No	Yes
IT306	Multimedia and Digital Projects (Internally assessed)	No	Yes
IT307	Making Projects Successful (Externally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZIT10	50023652	Level 1 Principal Learning in Information Technology	IT101, IT102, IT103, IT104, IT105, IT106	No	Yes
ZIT20	50023664	Level 2 Principal Learning in Information Technology	IT201, IT202, IT203, IT204, IT205, IT206, IT207	No	Yes
ZIT30	50023627	Level 3 Principal Learning in Information Technology	IT301, IT302, IT303, IT304, IT305, IT306, IT307	No	Yes

Manufacturing and Product Design (Principal Learning)

Notes: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Manufacturing and Product Design levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1MP06	6-unit Level 1 Manufacturing and Product Design
2MP07	7-unit Level 2 Manufacturing and Product Design
3MP09	9-unit Level 3 Manufacturing and Product Design

Specification		Availability	
Unit codes	Unit title	Jan	Jun
MP101	Introduction to Manufacturing (Externally assessed)	No	Yes
MP102	Dealing with Customers and Suppliers in Manufacturing (Internally assessed)	No	Yes
MP103	Introduction to Working Practices in Manufacturing (Internally assessed)	No	Yes
MP104	Introduction to Product Design and Development (Internally assessed)	No	Yes
MP105	Introduction to Materials Science in Manufacturing (Internally assessed)	No	Yes
MP106	Making a Product (Internally assessed)	No	Yes
MP201	Running a Manufacturing Business (Externally assessed)	No	Yes
MP202	The Impact of the Global Business World on Manufacturing (Internally assessed)	No	Yes
MP203	Working in Manufacturing (Internally assessed)	No	Yes
MP204	Designing and Developing Products for Manufacture (Internally assessed)	No	Yes
MP205	Applications of Materials Science in Manufacturing (Internally assessed)	No	Yes
MP206	Applications of Processing Systems in Manufacturing (Internally assessed)	No	Yes
MP207	Product Manufacture (Internally assessed)	No	Yes
MP301	Manufacturing Business Principles (Externally assessed)	No	Yes
MP302	Customer Needs and Market Requirements in Manufacturing (Externally assessed)	No	Yes
MP303	Supply Chain Management in Manufacturing (Internally assessed)	No	Yes
MP304	Management of Resources and Working Practices in Manufacturing (Internally assessed)	No	Yes
MP305	Research, Development and the Introduction of New Products in Manufacturing (Internally assessed)	No	Yes
MP306	Principles and Applications of Materials Science in Manufacturing (Internally assessed)	No	Yes
MP307	Production and Processing Systems in Manufacturing (Internally assessed)	No	Yes
MP308	Management of Production and Processing Operations (Internally assessed)	No	Yes
MP309	Quality in Manufacturing (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZMP10	50041678	Level 1 Principal Learning in Manufacturing and Product Design	MP101, MP102, MP103, MP104, MP105, MP106	No	Yes
ZMP20	50041642	Level 2 Principal Learning in Manufacturing and Product Design	MP201, MP202, MP203, MP204, MP205, MP206, MP207	No	Yes
ZMP30	5004168X	Level 3 Principal Learning in Manufacturing and Product Design	MP301, MP302, MP303, MP304, MP305, MP306, MP307, MP308, MP309	No	Yes

Public Services (Principal Learning)

Notes: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Public Services levels 1, 2 and 3 is June 2014.

Registration code

Registration title

1PS06

6-unit Level 1 Public Services

2PS08

8-unit Level 2 Public Services

3PS06

6-unit Level 3 Public Services

Specification		Availability	
Unit Codes	Unit title	Jan	Jun
PS101	Getting to Know the Public Services (Externally assessed)	No	Yes
PS102	Public Services in Local Communities (Internally assessed)	No	Yes
PS103	Maintaining Health and Wellbeing in Communities (Internally assessed)	No	Yes
PS104	Protecting Communities (Internally assessed)	No	Yes
PS105	Communicating with Public Service Users (Internally assessed)	No	Yes
PS106	Working in the Public Services (Internally assessed)	No	Yes
PS201	Exploring Public Services (Externally assessed)	No	Yes
PS202	Legislating for Public Services (Internally assessed)	No	Yes
PS203	Provision of Public Services to Communities (Internally assessed)	No	Yes
PS204	Meeting the Needs of Public Service Customers (Internally assessed)	No	Yes
PS205	Promoting and Influencing Public Services (Internally assessed)	No	Yes
PS206	Managing Public Health and Wellbeing (Internally assessed)	No	Yes
PS207	The Role of Public Services in Community Protection (Internally assessed)	No	Yes
PS208	Career Development in the Public Services (Internally assessed)	No	Yes
PS301	Public Services and Collaborative Working (Externally assessed)	No	Yes
PS302	Community Engagement and Partnership Working (Internally assessed)	No	Yes
PS303	Accountability and Funding for Public Services (Externally assessed)	No	Yes
PS304	Leadership in Public Services (Internally assessed)	No	Yes
PS305	People Management and Public Service Values (Internally assessed)	No	Yes
PS306	Marketing Public Services (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZPS10	50064526	Level 1 Principal Learning in Public Services	PS101, PS102, PS103, PS104, PS105, PS106	No	Yes
ZPS20	50064873	Level 2 Principal Learning in Public Services	PS201, PS202, PS203, PS204, PS205, PS206, PS207, PS208	No	Yes
ZPS30	50064538	Level 3 Principal Learning in Public Services	PS301, PS302, PS303, PS304, PS305, PS306	No	Yes

Retail Business (Principal Learning)

Notes: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Retail Business levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1RB06	6-unit Level 1 Retail Business
2RB09	9-unit Level 2 Retail Business
3RB08	8-unit Level 3 Retail Business

Specification		Availability	
Unit codes	Unit title	Jan	Jun
RB101	An Introduction to Retail (Externally assessed)	No	Yes
RB102	Exploring Enterprise in Retail Businesses (Internally assessed)	No	Yes
RB103	Introducing the Retail Supply Chain (Internally assessed)	No	Yes
RB104	Introducing the Retail Outlet (Internally assessed)	No	Yes
RB105	Introduction to Customer Service in Retail Businesses (Internally assessed)	No	Yes
RB106	Introduction to Retail Selling (Internally assessed)	No	Yes
RB201	Exploring Retail (Externally assessed)	No	Yes
RB202	Exploring Retail Channels (Internally assessed)	No	Yes
RB203	Sourcing and Buying for Product Ranges of Retail Businesses (Internally assessed)	No	Yes
RB204	Exploring the Retail Supply Chain (Internally assessed)	No	Yes
RB205	Planning the Operation of Retail Outlets (Internally assessed)	No	Yes
RB206	Stock Control in Retail Businesses (Internally assessed)	No	Yes
RB207	Customer Service in Retail Businesses (Internally assessed)	No	Yes
RB208	Selling in Retail Businesses (Internally assessed)	No	Yes
RB209	Retail Theatre (Internally assessed)	No	Yes
RB301	Examining the World of Retail (Externally assessed)	No	Yes
RB302	Developing Retail Channels (Internally assessed)	No	Yes
RB303	Buying Practices of Retail Businesses (Internally assessed)	No	Yes
RB304	Retail Supply Chain Management and Logistics (Externally assessed)	No	Yes
RB305	Marketing in Retail Businesses (Externally assessed)	No	Yes
RB306	Merchandising in Retail Business (Internally assessed)	No	Yes
RB307	Management of Sales in Retail (Internally assessed)	No	Yes
RB308	Visual Merchandising in Retail Business (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZRB10	50064551	Level 1 Principal Learning in Retail Business	RB101, RB102, RB103, RB104, RB105, RB106	No	Yes
ZRB20	50064563	Level 2 Principal Learning in Retail Business	RB201, RB202, RB203, RB204, RB205, RB206, RB207, RB208, RB209	No	Yes
ZRB30	50064587	Level 3 Principal Learning in Retail Business	RB301, RB302, RB303, RB304, RB305, RB306, RB307, RB308	No	Yes

Society, Health and Development (Principal Learning)

Notes: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Society, Health and Development levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1SH08	8-unit Level 1 Society, Health and Development
2SH09	9-unit Level 2 Society, Health and Development
3SH06	6-unit Level 3 Society, Health and Development

Specification		Availability	
Unit codes	Unit title	Jan	Jun
SH101	Exploring the Sectors (Internally assessed)	No	Yes
SH102	Exploring Principles and Values (Internally assessed)	No	Yes
SH103	Working Together (Internally assessed)	No	Yes
SH104	Are We Communicating? (Internally assessed)	No	Yes
SH105	Is It Safe? (Internally assessed)	No	Yes
SH106	Health, Wellbeing and Lifestyles (Externally assessed)	No	Yes
SH107	Meeting Needs (Internally assessed)	No	Yes
SH108	Growth and Development (Internally assessed)	No	Yes
SH201	Principles, Values and Personal Development (Internally assessed)	No	Yes
SH202	Working Together and Communicating (Internally assessed)	No	Yes
SH203	Safeguarding and Protecting Individuals (Internally assessed)	No	Yes
SH204	Growth, Development and Healthy Living (Externally assessed)	No	Yes
SH205	Needs and Preferences (Internally assessed)	No	Yes
SH206	Antisocial and Offending Behaviour (Internally assessed)	No	Yes
SH207	Supporting Children and Young People (Internally assessed)	No	Yes
SH208	Patient Centred Health (Internally assessed)	No	Yes
SH209	The Social Model of Disability (Internally assessed)	No	Yes
SH301	The Sectors in Context (Externally assessed)	No	Yes
SH302	Principles and Values in Practice (Externally assessed)	No	Yes
SH303	Partnership Working (Internally assessed)	No	Yes
SH304	Communication and Information Sharing (Internally assessed)	No	Yes
SH305	Personal and Professional Development in the Work Environment (Internally assessed)	No	Yes
SH306	Safeguarding and Protecting Individuals and Society (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZSH10	5002369X	Level 1 Principal Learning in Society, Health and Development	SH101, SH102, SH103, SH104, SH105, SH106, SH107, SH108	No	Yes
ZSH20	50023676	Level 2 Principal Learning in Society, Health and Development	SH201, SH202, SH203, SH204, SH205, SH206, SH207, SH208, SH209	No	Yes
ZSH30	50023688	Level 3 Principal Learning in Society, Health and Development	SH301, SH302, SH303, SH304, SH305, SH306	No	Yes

Sport and Active Leisure (Principal Learning)

Notes: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Sport and Active Leisure levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1SL05	5-unit Level 1 Sport and Active Leisure
2SL07	7-unit Level 2 Sport and Active Leisure
3SL08	8-unit Level 3 Sport and Active Leisure

Specification		Availability	
Unit codes	Unit title	Jan	Jun
SL101	Sport and Active Leisure as Part of a Healthy Lifestyle (Externally assessed)	No	Yes
SL102	The Importance of Participation in Sport and Active Leisure (Internally assessed)	No	Yes
SL103	How the Active Body Works (Internally assessed)	No	Yes
SL104	Introducing the Sport and Active Leisure Industry (Internally assessed)	No	Yes
SL105	Working with Different Types of Customers in Sport and Active Leisure (Internally assessed)	No	Yes
SL201	Positive Lifestyle Choices and Sport and Active Leisure (Externally assessed)	No	Yes
SL202	Encouraging Participation in Sport and Active Leisure (Internally assessed)	No	Yes
SL203	Science in Sport and Active Leisure (Internally assessed)	No	Yes
SL204	Working in the Local Sport and Active Leisure Industry (Internally assessed)	No	Yes
SL205	Businesses in the Sport and Active Leisure Industry (Internally assessed)	No	Yes
SL206	Media in Sport and Active Leisure (Internally assessed)	No	Yes
SL207	Access For All in Sport and Active Leisure (Internally assessed)	No	Yes
SL301	The Impact of an Active and Healthy Lifestyle (Internally assessed)	No	Yes
SL302	Being an Effective Manager and Leader in Sport and Active Leisure (Internally assessed)	No	Yes
SL303	Science and Technology in Sport and Active Leisure (Externally assessed)	No	Yes
SL304	Applying Science and Technology to Enhance Performance in Sport and Active Leisure (Internally assessed)	No	Yes
SL305	Globalisation and the Sport and Active Leisure Industry (Externally assessed)	No	Yes
SL306	Sport and Active Leisure Policy (Internally assessed)	No	Yes
SL307	Promoting Opportunities For All in Sport and Active Leisure (Internally assessed)	No	Yes
SL308	Bringing the Community Together Through Sport and Active Leisure (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZSL10	50064691	Level 1 Principal Learning in Sport and Active Leisure	SL101, SL102, SL103, SL104, SL105	No	Yes
ZSL20	50064599	Level 2 Principal Learning in Sport and Active Leisure	SL201, SL202, SL203, SL204, SL205, SL206, SL207	No	Yes
ZSL30	5006468X	Level 3 Principal Learning in Sport and Active Leisure	SL301, SL302, SL303, SL304, SL305, SL306, SL307, SL308	No	Yes

Travel and Tourism (Principal Learning)

Notes: Candidates must be registered in order for them to be entered for units in Principal Learning specifications. The final session in which candidates may be entered for Travel and Tourism levels 1, 2 and 3 is June 2014.

Registration code	Registration title
1TT05	5-unit Level 1 Travel and Tourism
2TT07	7-unit Level 2 Travel and Tourism
3TT09	9-unit Level 3 Travel and Tourism

Specification		Availability	
Unit codes	Unit title	Jan	Jun
TT101	Planning Journeys for Travel and Tourism (Externally assessed)	No	Yes
TT102	Travel and Tourism Destinations (Internally assessed)	No	Yes
TT103	Looking After Customers in Travel and Tourism (Internally assessed)	No	Yes
TT104	Introducing Employment in Travel and Tourism (Internally assessed)	No	Yes
TT105	Team Working in Travel and Tourism (Internally assessed)	No	Yes
TT201	Journeys and Destinations in Travel and Tourism (Externally assessed)	No	Yes
TT202	The UK Travel and Tourism Sector (Internally assessed)	No	Yes
TT203	The Customer Experience in Travel and Tourism (Internally assessed)	No	Yes
TT204	Employment Opportunities in Travel and Tourism (Internally assessed)	No	Yes
TT205	Travel and Tourism Business Environments (Internally assessed)	No	Yes
TT206	Promotion and Sales in Travel and Tourism (Internally assessed)	No	Yes
TT207	Work in a Travel and Tourism Team (Internally assessed)	No	Yes
TT301	Travel and Tourism Destinations and Cultures (Internally assessed)	No	Yes
TT302	Customer Interaction in Travel and Tourism (Internally assessed)	No	Yes
TT303	Employability in Travel and Tourism (Internally assessed)	No	Yes
TT304	Environment and Sustainability in Travel and Tourism (Internally assessed)	No	Yes
TT305	Promotion, Image and Perception in Travel and Tourism (Internally assessed)	No	Yes
TT306	Technology in Travel and Tourism (Internally assessed)	No	Yes
TT307	Changes and Trends in Travel and Tourism (Externally assessed)	No	Yes
TT308	Political and Economic Influences in Travel and Tourism (Externally assessed)	No	Yes
TT309	Effective Teamwork in Travel and Tourism (Internally assessed)	No	Yes

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units listed below.

Specification				Availability	
Cash-in code	QAN number	Qualification title	Units required to be eligible	Jan	Jun
ZTT10	5006454X	Level 1 Principal Learning in Travel and Tourism	TT101, TT102, TT103, TT104, TT105	No	Yes
ZTT20	50064575	Level 2 Principal Learning in Travel and Tourism	TT201, TT202, TT203, TT204, TT205, TT206, TT207	No	Yes
ZTT30	50064514	Level 3 Principal Learning in Travel and Tourism	TT301, TT302, TT303, TT304, TT305, TT306, TT307, TT308, TT309	No	Yes