

Skilled for Life units available with published resources from March 2014

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Learning Area	Level	Unit Title	Unit Code	Credit
English and maths				
	E3	Literacy for the Workplace	J/504/4083	1
	E3	Numeracy for the Workplace	L/504/4196	1
	L1	Literacy for the Workplace	L/504/4084	1
	L1	Numeracy for the Workplace	T/504/4077	1
Industry Knowledge				
Business Administration				
	L2	Principles of Personal Responsibilities and Working in a Business Environment	L/601/7638	4
	L2	Principles of Providing Administrative Services	R/601/7639	4
	L2	Principles of Managing Information and Producing Documents	J/601/7640	3
Childcare				
	E3	Respecting Children	M/502/3373	3
	E3	Communication between Children aged 0–3 years and Adults	H/502/3371	3
	L1	Keeping Children Safe	J/502/3377	4
	L1	Communication Skills with Children	A/502/3375	4
Construction				
	E3	Producing a Timber Product	F/502/3684	3
	E3	Developing Home Improvement Skills	A/502/3683	3
	E3	Decorating Household Goods	T/502/3682	3
	E3	Producing a Product	H/501/6369	1
	L1	Health and Safety and Welfare in Construction	D/502/3692	4
	L1	Developing Carpentry Skills	R/502/3687	4
	L1	Starting Work in Construction	M/502/3695	4
	L1	Developing Joinery Skills	H/502/3693	4
	L2	Structure of the Construction Industry	L/600/0029	5
	L2	Exploring Health, Safety and Welfare in Construction	J/600/0062	5
	L2	Sustainability in the Construction Industry	L/600/0063	5
Health and Social Care				
	E3	Health Needs	T/501/7218	3
	E3	Introduction to Creative and Leisure Activities for Children and Adults	A/501/7219	3
	L1	Communication with Adults and Children in Health and Social Care	Y/501/7227	4
	L1	Job Opportunities in Health and Social Care	D/501/7228	4
	L2	Introduction to Communication in Health, Social Care or Children's and Young People's Settings	F/601/5465	3
	L2	Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	H/601/5474	1
	L2	Introduction to Equality and Inclusion in Health, Social Care or Children's and Young People's Settings	R/601/5471	2
	L2	Introduction to Personal Development in Health, Social Care or Children's and Young People's Settings	L/601/5470	3

Hospitality	E3	Introduction to the Hospitality Industry	A/502/4834	1
	E3	Customer Service in the Hospitality Industry	D/502/4874	1
	E3	Basic Food Preparation	J/600/0711	2
	E3	Basic Cooking	Y/502/4808	2
	L1	Introduction to the Hospitality Industry	M/502/4894	2
	L1	Customer Service in the Hospitality Industry	J/502/4898	3
	L1	Basic Food Preparation and Cooking	K/502/5042	3
	L1	Using Kitchen Equipment	T/502/5075	1
	L2	Safe, Hygienic and Secure Working Environments in hospitality	R/600/0615	2
	L2	Effective Teamwork	Y/600/0616	2
	L2	Food Safety in Catering	H/502/01322	1
Retail Knowledge	L1	Understanding Customer Service in the Retail Sector	T/502/5819	2
	L1	Understanding the Business of Retail	A/502/5756	1
	L1	Understanding the Retail Selling Process	T/502/5805	2
	L1	Understanding how Individuals and Teams Contribute to the Effectiveness of a Retail Business	R/502/5780	2
	L2	Understanding Customer Service in the Retail Sector	M/502/5821	3
	L2	Understanding how Individuals and Teams Contribute to the Effectiveness of a Retail Business	J/502/5789	2
	L2	Understanding the Retail Selling Process	A/502/5806	2
	L2	Understanding how a Retail Business Maintains Health and Safety on its Premises	A/502/5823	2
Social and Personal Skills				
	E3	Personal Behaviour for Success	D/504/3361	3
	L1	Personal Behaviour for Success	H/504/3362	3
Skills for Work				
	E3	Applying for a Job	J/503/2807	1
	E3	Searching for a Job	F/503/2806	1
	E3	Preparing for an Interview	L/503/2808	1
	E3	Interview Skills	R/503/2809	1
	L1	Applying for a Job	H/503/2832	1
	L1	Searching for a Job	D/503/2831	1
	L1	Preparing for an Interview	K/503/2833	1
	L1	Interview Skills	M/503/2834	1
	L2	Applying for a Job	K/503/2864	1
	L2	Career Progression	J/503/2869	2
	L2	Effectiveness at Work	R/503/2874	1
	L2	Interview Skills	T/503/2866	1
	L2	Managing your Own Money	D/503/2862	2
	L2	Preparing for an Interview	M/503/2865	1
	L2	Searching for a Job	H/503/2863	1
	L2	Self-management Skills	A/503/2867	2
Work Experience				
	E3	Planning and Participating in Work Experience	H/504/3488	6
	L1	Planning and Participating in Work Experience	K/504/3489	6