

## NOCN Entry Level Award in Skills for Employment, Training and Personal Development (Entry 3) - 601/0712/1

**Rules of Combination:** The learner must achieve a total of 6 credits. A minimum of 3 credits must be achieved from Groups A-C. The remaining 3 credits must be taken from a combination of units from any of the groups. A maximum of 3 credits can be achieved from groups D-L

### Mandatory Groups

#### Group A Personal Development

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
A/505/3671	Food and Nutrition for Children and Young People	Optional	3	E3	CAQ479	1.5
J/505/3673	Preparing, Presenting and Keeping Food for Children and Young People	Optional	3	E3	CAQ496	1.5
R/505/3675	Human Growth and Development	Optional	3	E3	CAQ485	1.5
T/502/0166	IT User fundamentals	Optional	2	E3	CAI904	6.2
M/505/3702	Using Public Transport	Optional	3	E3	CAQ515	14.1
A/505/3704	Aspects of Citizenship	Optional	3	E3	CAQ467	14.1
M/505/3716	Road Safety Awareness For Pedestrians	Optional	3	E3	CAQ502	14.1
T/505/3720	Personal Hygiene Skills for Hands and Feet	Optional	1	E3	CAQ489	14.1
F/505/3722	Personal Hygiene Skills for Oral Health	Optional	1	E3	CAQ490	14.1
M/505/3733	Shopping for your Home	Optional	3	E3	CAQ504	14.1
A/505/3735	Table Setting in your Home	Optional	1	E3	CAQ510	14.1
J/505/3737	Emotional Intelligence	Optional	3	E3	CAQ477	14.1
A/505/3749	Using a Personal Learning Programme	Optional	3	E3	CAQ514	14.1
L/505/3660	Food, Drink and Cooking	Optional	3	E3	CAQ480	14.1
Y/505/3662	Skills for Independent Living	Optional	4	E3	CAQ507	14.1
D/505/3663	Home and Personal Safety	Optional	3	E3	CAQ484	14.1
K/505/3665	Planning for Personal Development	Optional	1	E3	CAQ493	14.1
M/505/3666	Skills for Employability	Optional	3	E3	CAQ505	14.1
F/505/3672	The Local Community	Optional	1	E3	CAQ511	14.1
L/505/3674	Rights and Responsibilities of Citizenship	Optional	3	E3	CAQ501	14.1
H/505/3678	Setting Goals for Personal Development	Optional	3	E3	CAQ503	14.1
K/505/3679	Young People, Law and Order	Optional	3	E3	CAQ516	14.1

D/505/3680	Personal Hygiene	Optional	1	E3	CAQ488	14.1
M/505/3683	Preparation for Production Skills	Optional	3	E3	CAQ494	14.1
T/505/3684	Planning and Reviewing for Personal Development	Optional	3	E3	CAQ492	14.1
A/505/3685	Travel Safety Awareness	Optional	6	E3	CAQ512	14.1
F/505/3686	Skills for Shopping	Optional	3	E3	CAQ508	14.1
J/505/3687	Supporting Children in Family Learning	Optional	3	E3	CAQ509	14.1
R/505/0775	Know How to Use ICT to Support Your Child's Learning	Optional	1	E3	CAQ328	14.1
R/505/3739	Skills for Gaining Employment	Optional	3	E3	CAQ506	14.2
J/505/3740	Career Preparation	Optional	1	E3	CAQ474	14.1
L/505/3741	Personal Study Skills	Optional	3	E3	CAQ491	14.1
Y/505/3743	Preparing for a Recruitment Interview	Optional	2	E3	CAQ495	14.2
D/505/3744	Recognising Employment Opportunities	Optional	1	E3	CAQ497	14.2
K/505/3746	Employment Contracts and Payslips	Optional	1	E3	CAQ478	14.2
T/505/3748	Recognising Voluntary Opportunities	Optional	2	E3	CAQ498	14.1
K/505/4007	Budgeting	Optional	1	E3	CAQ471	14.1
J/505/1230	Introduction to Issues of Substance Misuse	Optional	1	E3	CAQ264	14.1
K/506/8036	Computer Basics	Optional	1	E3	CAR649	6.2
Y/506/8050	The Internet and World Wide Web	Optional	1	E3	CAR653	6.2
J/505/1275	Caring for your Child	Optional	3	E3	CAQ248	1.5
R/505/1277	Parenting Skills	Optional	3	E3	CAQ249	14.1
D/505/1279	Understanding Family Relationships	Optional	3	E3	CAQ250	14.1
H/503/3057	Personal Budgeting and Managing Money	Optional	3	E3	CAQ380	14.1
F/505/1226	Alcohol and Drug Misuse Awareness	Optional	3	E3	CAQ262	14.1
J/505/1227	Healthy Living	Optional	3	E3	CAQ263	14.1
D/506/8051	Understanding Eating Disorders	Optional	1	E3	CAR656	14.1
K/504/0902	Understanding own response to Body Image	Optional	2	E3	CAQ266	14.1
A/505/1533	Sex and Relationships	Optional	3	E3	CAQ301	14.1
R/505/1537	Maintaining Sexual Health	Optional	1	E3	CAQ300	14.1
Y/505/1538	Awareness of Social and Physical Aspects of Adult Relationships	Optional	2	E3	CAQ299	14.1
D/506/7904	Exploring Health	Optional	3	E3	CAR612	1.3
H/504/1692	Travelling to and from Work	Optional	2	E3	CAP189	14.2

**Group B** Vocational Support

Y/505/0387	Assertiveness and Decision Making Skills	Optional	2	E3	CAQ224	14.1
H/505/0392	Customer Service Skills	Optional	2	E3	CAQ225	14.1

K/505/0393	Group and Teamwork Communication Skills	Optional	2	E3	CAQ226	14.1
A/505/0396	Improving Own Learning and Performance	Optional	2	E3	CAQ228	14.1
J/505/0403	Time Management Skills	Optional	2	E3	CAQ231	14.1
K/505/1527	Valuing Equality and Diversity	Optional	1	E3	CAQ232	14.1
A/505/1855	Health and Safety Procedures in a Work Environment	Optional	1	E3	CAQ227	14.2
J/505/0398	Problem Solving in the Workplace	Optional	2	E3	CAQ229	14.2
T/505/0400	Teamwork	Optional	2	E3	CAQ230	14.2
H/505/0408	Work Experience	Optional	1	E3	CAQ233	14.2
H/506/7905	Exploring an Occupational Sector	Optional	3	E3	CAR604	14.1
J/506/7900	Prejudice and Discrimination Awareness	Optional	3	E3	CAR609	14.1
J/600/6508	Working as a Volunteer	Optional	3	E3	CAL117	14.1

**Group C** Literacy and Numeracy

R/505/4003	Applying Addition and Subtraction Skills	Optional	1	E3	CAQ440	14.1
F/505/3090	Applying Fraction Skills	Optional	1	E3	CAQ416	14.1
Y/505/4004	Applying Number Skills	Optional	1	E3	CAQ442	14.1
D/505/4005	Applying Shape and Space	Optional	1	E3	CAQ443	14.1
H/505/4006	Communication: Giving Information	Optional	1	E3	CAQ444	14.1
M/505/4008	Data Handling: Extracting and Interpreting	Optional	1	E3	CAQ445	14.1
T/505/4009	Data Handling: Recording and Representing Data	Optional	1	E3	CAQ446	14.1
K/505/4010	Division of Whole Numbers	Optional	1	E3	CAQ447	14.1
F/503/3048	Engage in Discussion	Optional	1	E3	CAO364	14.1
T/505/4012	Grammar and Punctuation in Practical Use	Optional	1	E3	CAQ449	14.1
A/503/3050	Grammar Skills	Optional	1	E3	CAO368	14.1
F/503/3051	Improving Own Spelling	Optional	1	E3	CAO370	14.1
A/505/4013	Measure: Capacity and Temperature	Optional	1	E3	CAQ452	14.1
D/503/3378	Measure: Weight	Optional	1	E3	CAO379	14.1
L/505/3089	Money: Adding and Subtracting	Optional	1	E3	CAQ421	14.1
L/505/4016	Multiplication of Whole Numbers	Optional	1	E3	CAQ456	14.1
D/503/3154	Reading Comprehension	Optional	1	E3	CAO385	14.1
H/503/3155	Reading Grammar and Punctuation	Optional	1	E3	CAO386	14.1
K/503/3156	Reading Key Personal Words	Optional	1	E3	CAO387	14.1
A/503/3159	Spelling and Handwriting Skills	Optional	1	E3	CAO393	14.1
A/503/3162	Spelling in Practice	Optional	1	E3	CAO394	14.1
F/503/3275	Using Addition and Subtraction	Optional	1	E3	CAO417	14.1

T/503/3287	Using Listening and Responding Skills	Optional	1	E3	CAO422	14.1
F/503/3289	Using Punctuation	Optional	1	E3	CAO423	14.1
Y/505/4021	Writing Composition Skills	Optional	1	E3	CAQ466	14.1
J/505/4564	Measuring and Estimating: Distance and Length	Optional	1	E3	CAQ454	14.1
Y/505/4567	Time	Optional	1	E3	CAQ462	14.1

### Optional Groups

#### Group D Animal Care

R/505/4017	Assist with Catching and Restraining a Small Animal	Optional	2	E3	CAQ468	14.2
D/505/4019	Check that a Small Animal is Healthy	Optional	3	E3	CAQ475	14.2
H/505/4037	Groom a Small Animal	Optional	2	E3	CAQ483	14.2

#### Group E Business and Administration

D/505/0441	Assist in Handling Mail	Optional	1	E3	CAQ061	15.2
K/505/0443	Filing Skills	Optional	2	E3	CAQ063	15.2
H/505/0442	Reception Skills	Optional	2	E3	CAQ066	15.2
M/505/0444	Undertaking an Enterprise Activity	Optional	6	E3	CAQ068	15.2
F/502/0171	Using the Internet	Optional	1	E3	CAI912	6.2
T/505/0445	Using the Telephone and Photocopier	Optional	3	E3	CAQ071	15.2
M/506/8037	Database Software	Optional	2	E3	CAR648	6.2
F/506/8043	Presentation Software	Optional	2	E3	CAR642	6.2
H/506/8049	Spreadsheet Software	Optional	2	E3	CAR655	6.2
H/506/8052	Using Email	Optional	1	E3	CAR652	6.2
K/506/8053	Word Processing Software	Optional	2	E3	CAR654	6.2

#### Group F Catering

Y/502/4808	Basic Cooking	Optional	2	E3	CAO317	7.4
J/600/0711	Basic food preparation	Optional	2	E3	CAO318	7.4
A/505/0589	Food Commodities	Optional	1	E3	CAQ090	7.4
M/505/0590	Health and Safety and Food Hygiene in Catering	Optional	2	E3	CAQ091	7.4
A/505/0592	Making and Storing Baked Products	Optional	3	E3	CAQ093	7.4
F/505/0593	Prepare and Cook Fish, Meat and Poultry	Optional	3	E3	CAQ094	7.4

J/505/0594	Prepare and Cook Fruit and Vegetables	Optional	3	E3	CAQ095	7.4
F/502/4835	Serving Food and Drink	Optional	2	E3	CAO326	7.4
L/505/0595	Using Kitchen Equipment	Optional	1	E3	CAQ097	7.4
L/506/7896	Using Local and Seasonal Produce to Create Healthy meals	Optional	3	E3	CAR605	7.4

### Group G Construction

L/505/3691	Brickwork Workshop Practice	Optional	3	E3	CAQ470	5.2
K/505/3696	Building a Half Brick Wall Three Courses High	Optional	3	E3	CAQ472	5.2
M/505/3750	Building a Three Brick Square Hollow Pillar	Optional	3	E3	CAQ473	5.2
T/505/3751	Brickwork	Optional	3	E3	CAQ469	5.2
M/505/4039	Painting and Decorating: Cutting and Hanging Wall Coverings	Optional	3	E3	CAQ517	5.2
R/504/2496	Basic Bricklaying Skills	Optional	1	E3	CAR667	5.2
T/506/7908	Basic Wall Tiling	Optional	1	E3	CAR597	5.2
F/506/7927	Basic Painting and Decorating	Optional	1	E3	CAR593	5.2
T/506/7925	Basic Plumbing - Fixing and Drilling	Optional	1	E3	CAR600	5.2
A/506/7909	Basic Site Carpentry - Jointwork	Optional	1	E3	CAR599	5.2
A/506/7926	Basic Plastering	Optional	1	E3	CAR601	5.2

### Group H Creative Skills

J/505/3611	Solo Music Performance	Optional	3	E3	CAQ437	9.1
F/505/3610	Ensemble Music Performance	Optional	3	E3	CAQ429	9.1
F/505/3607	Using the Internet as a Medium for Music	Optional	3	E3	CAQ439	9.1
Y/505/3614	Performance Skills	Optional	3	E3	CAQ433	9.1
Y/505/3595	Physical Performance Skills	Optional	3	E3	CAQ434	9.1
J/505/3608	Using Mixed Media in 2D	Optional	3	E3	CAQ438	9.2
L/502/0173	Design and imaging software	Optional	2	E3	CAI897	6.2
D/505/3596	Craft Skills	Optional	3	E3	CAQ426	9.2
Y/505/3600	Garment Making	Optional	3	E3	CAQ431	9.2
D/505/3601	Needle/Textile Crafts	Optional	3	E3	CAQ432	9.2
H/505/3602	Soft Furnishing	Optional	3	E3	CAQ436	9.2
K/505/3603	Practical Floristry Skills	Optional	3	E3	CAQ435	3.2
M/505/3604	Floristry Principles and Techniques	Optional	1	E3	CAQ430	3.2
T/505/3605	Digital Photography	Optional	1	E3	CAQ427	6.2

A/505/3606	Discover Local History	Optional	3	E3	CAQ428	10.1
M/506/8040	Introduction to the Performing Arts	Optional	3	E3	CAR643	9.1
L/506/7929	Art Appreciation	Optional	3	E3	CAR596	9.2
M/506/7907	Ceramics	Optional	3	E3	CAR598	9.2
K/506/7906	Drawing	Optional	3	E3	CAR595	9.2
L/506/7901	Painting	Optional	3	E3	CAR610	9.2
R/506/7897	Sculpture	Optional	3	E3	CAR606	9.2
J/506/7895	Using Mixed Media in 3D Art	Optional	3	E3	CAR603	9.2
T/506/8038	Desktop Publishing Software	Optional	2	E3	CAR658	6.2

### Group I Hair and Beauty

R/505/0582	Assist with Hair Colour Services	Optional	3	E3	CAQ128	7.3
D/505/0584	Assist with Styling Women's Hair	Optional	3	E3	CAQ130	7.3
H/505/0585	Blow Dry Women's Hair	Optional	3	E3	CAQ131	7.3
R/502/3804	Hair Plaiting	Optional	3	E3	CAO309	7.3
K/502/3467	Hand care	Optional	3	E3	CAO310	7.3
M/505/0587	Prepare and Maintain the Salon	Optional	3	E3	CAQ135	7.3
L/502/3753	Shampoo and Conditioning	Optional	3	E3	CAQ136	7.3
Y/502/3464	Skin care	Optional	3	E3	CAO314	7.3
Y/505/0583	Assist with Styling Men's Hair	Optional	3	E3	CAQ129	7.3
T/505/0588	Working Relationships in a Hairdressing Salon	Optional	3	E3	CAQ138	7.3
R/506/7902	Nail Art Application Skills	Optional	2	E3	CAR611	7.3
D/506/7899	Providing Basic Manicure Treatments	Optional	3	E3	CAR607	7.3
Y/506/7898	Providing Basic Pedicure Treatments	Optional	3	E3	CAR608	7.3
J/506/7928	Basic Make-up Application	Optional	3	E3	CAR594	7.3
Y/506/7903	Make-up for an Occasion	Optional	3	E3	CAR602	7.3

### Group J Horticulture

T/505/0395	Amenity Horticulture Skills	Optional	3	E3	CAQ149	3.2
F/505/0397	Clearing and Weeding a Garden	Optional	2	E3	CAQ150	3.2
L/505/0399	Cultivating Plant Cuttings	Optional	3	E3	CAQ151	3.2
A/505/0401	Garden Horticulture	Optional	3	E3	CAQ152	3.2

F/505/0402	Garden Maintenance Skills	Optional	3	E3	CAQ153	3.2
Y/600/0289	Identify Plants	Optional	2	E3	CAQ154	3.2
L/505/0404	Maintaining Garden Habitats	Optional	2	E3	CAQ156	3.2
R/505/0405	Maintaining Soil	Optional	2	E3	CAQ157	3.2
D/505/0407	Planting in a Container	Optional	3	E3	CAQ158	3.2
K/505/0409	Propagating Seeds	Optional	3	E3	CAQ159	3.2
D/505/0410	Propagation of Plants	Optional	2	E3	CAQ160	3.2
H/505/0411	Using and Maintaining Garden Tools	Optional	3	E3	CAQ161	3.2

### Group K Motor Vehicle and Cycle Maintenance

M/505/0413	Checking and Maintaining Car Tyres	Optional	1	E3	CAQ173	4.3
T/505/0414	Checking and Maintaining Fluid Levels on a Car	Optional	1	E3	CAQ174	4.3
A/505/0415	Identification of Basic External and Internal Car Parts	Optional	1	E3	CAQ175	4.3
M/600/4560	Introduction to Vehicle Engine Operating Principles	Optional	4	E3	CAQ177	4.3
A/600/4562	Introduction to Vehicle Workshop Bench Skills	Optional	4	E3	CAQ178	4.3
J/505/0417	Valeting a Car Interior	Optional	3	E3	CAQ186	4.3
L/505/0418	Washing a Car Exterior	Optional	1	E3	CAQ187	4.3
R/505/0419	Wax and Polish a Car Exterior	Optional	3	E3	CAQ188	4.3
D/505/3677	Clean and Prepare a Cycle for Use	Optional	1	E3	CAQ476	4.3
L/505/3688	Lubricate and Tension a Single Speed Cycle Chain	Optional	1	E3	CAQ487	4.3
K/505/3682	Remove and Replace Cycle Saddles, Seatposts and Handlebars	Optional	1	E3	CAQ499	4.3
R/505/3689	Remove and Replace Cycle Wheels, Tyres and Inner Tubes	Optional	1	E3	CAQ500	4.3
T/506/8041	Motor Vehicle Workshop Tools and Equipment	Optional	2	E3	CAR644	4.3
A/506/8042	Motorcycle Construction	Optional	2	E3	CAR645	4.3
J/506/8044	Routine Braking System Checks	Optional	2	E3	CAR641	4.3
Y/506/8047	Routine Motorcycle Checks	Optional	2	E3	CAR647	4.3
R/506/8046	Routine Vehicle Checks	Optional	2	E3	CAR650	4.3
D/506/8048	Routine Wheel and Tyre Checks	Optional	2	E3	CAR651	4.3
L/505/4064	Simple Body Repair Processes	Optional	2	E3	CAR657	4.3

### Group L Sport and Leisure

Y/505/0423	Angling Skills	Optional	3	E3	CAQ212	8.1
H/505/0425	Assist in Sports Coaching	Optional	3	E3	CAQ213	8.1

D/501/7245	Assisting at a Sport or Active Leisure Event	Optional	3	E3	CAO328	8.1
A/505/0429	Health and Fitness	Optional	3	E3	CAQ215	8.1
M/505/0430	How the Body Works	Optional	3	E3	CAQ216	8.1
T/505/0431	Indoor Team Games	Optional	3	E3	CAQ218	8.1
F/505/0433	Participating in Leisure Activities	Optional	3	E3	CAQ220	8.1
L/505/0435	Planning and Participating in Countryside Walks	Optional	3	E3	CAQ221	8.1
Y/501/7244	Taking Part in Sport	Optional	3	E3	CAO338	8.1
F/503/3874	The Angling Environment	Optional	3	E3	CAO339	8.1
K/505/4041	Trees and Plants and their Importance to Wildlife	Optional	2	E3	CAQ513	14.2
T/505/4043	Getting to Know Woodlands	Optional	3	E3	CAQ482	14.1
A/506/8039	Improving own Fitness	Optional	3	E3	CAR646	8.1