

NOCN Entry Level Certificate in Using Employability Skills (Entry 3) - 600/6900/4

Rules of Combination: The learner must achieve 14 credits. 2 credits from the unit in the Mandatory Group. A minimum of 8 credits from Optional Group A and a minimum of 2 credits from Optional Group B. The remaining 2 credits from any units in Optional Groups A and B.

Mandatory Group

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
Y/504/1625	Action Planning to Improve Performance	Mandatory	2	E3	CAP174	14.2

Optional Group A

Y/504/1480	Applying for Jobs and Courses	Optional	2	E3	CAP175	14.2
D/504/1481	Building Confidence and Self Esteem	Optional	2	E3	CAP176	14.2
T/504/1678	Dealing with Problems at Work	Optional	2	E3	CAP178	14.1
T/504/1681	Decision Making in the Work Place	Optional	2	E3	CAP179	14.1
J/504/1684	Follow Instructions in the Work Place	Optional	2	E3	CAP181	14.2
Y/504/1687	Health and Safety Procedures in the Work Place	Optional	2	E3	CAP182	14.2
H/504/1482	Looking and Acting the Part in the Work Place	Optional	2	E3	CAP184	14.1
M/504/1484	Making Career Choices	Optional	2	E3	CAP186	14.2
H/504/1692	Travelling to and from Work	Optional	2	E3	CAP189	14.2
J/504/1698	Using Communication Skills in a Work Place	Optional	2	E3	CAP192	14.2
L/504/1699	Using ICT Skills in a Work Place	Optional	2	E3	CAP194	14.2
T/504/1700	Using Number Skills in a Work Place	Optional	2	E3	CAP195	14.2
A/504/1701	Using Reading Skills in a Work Place	Optional	2	E3	CAP196	14.2
F/504/1702	Using Writing Skills in a Work Place	Optional	2	E3	CAP197	14.2
T/504/1695	Working with Others	Optional	2	E3	CAP210	14.2
T/504/1485	Managing Money	Optional	1	E3	CAP187	14.1
Y/504/1673	Understanding a Pay Slip	Optional	1	E3	CAP190	14.2
D/504/1626	Preparing for and Taking Part in an Interview	Optional	2	E3	CAP188	14.2

Optional Group B

Y/504/1639	Carry out a Practical Activity in the Work Place	Optional	2	E3	CAP177	14.2
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M/504/1646	Feeding Animals	Optional	2	E3	CAP180	14.2
Y/504/1690	Induction to Work	Optional	2	E3	CAP183	14.2
A/504/1651	Making a Product	Optional	2	E3	CAP185	14.2
J/504/1653	Undertaking an Enterprise Project	Optional	2	E3	CAP191	14.2
H/504/1627	Using ICT Equipment in a Work Place	Optional	2	E3	CAP193	14.2
K/504/1628	Working as a Caretaker	Optional	2	E3	CAP198	14.2
K/504/1631	Working as a Cleaner	Optional	2	E3	CAP199	14.2
F/504/1635	Working as a Volunteer	Optional	2	E3	CAP200	1.3
L/504/1637	Working in a Care Environment	Optional	2	E3	CAP201	14.2
R/504/1669	Working in a Garage	Optional	2	E3	CAP202	14.2
J/504/1670	Working in an Office	Optional	2	E3	CAP203	14.2
R/504/1655	Working in Catering	Optional	2	E3	CAP204	14.2
K/504/1659	Working in Horticulture	Optional	2	E3	CAP205	14.2
H/504/1661	Working in Hospitality	Optional	2	E3	CAP206	14.2
M/504/1663	Working in Retail	Optional	2	E3	CAP207	14.2
F/504/1666	Working on a Farm	Optional	2	E3	CAP208	14.2
L/504/1668	Working with Animals	Optional	2	E3	CAP209	14.2