



PROGRESSION QUALIFICATIONS

Qualification Specification

Qualification Recognition Numbers:

601/6310/0: Entry Level Certificate in Progression (Entry 3)

601/6311/2: Level 1 Award in Progression

601/6312/4: Level 1 Certificate in Progression

601/4984/X: Level 1 Diploma in Progression

Qualification References:

Entry Level Certificate in Progression (Entry 3) – ELCPE3 Level 1 Award in Progression – L1AP

Level 1 Certificate in Progression – L1CP

Level 1 Diploma in Progression – L1DP

www.futurequals.com

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Version Control Information

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Document owner	Product Development Team

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New version number after amendment	Date amended	Section	Details of change/s
L1AP_V2_06/08/2019	August 2019	Throughout	Administration updates, correcting typos, web links and Assessment Principles.

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Section One

Centre Requirements

1.1 Introduction

Introduction to FutureQuals

FutureQuals is forward thinking, learner and customer-focused, and committed to delivering inspiring learning and skills.

Our Values

“We are a Visionary, Supportive, Innovative and Professional Awarding Organisation that is committed to excellence.”

Our Vision

“We envisage a place in which every learner realises their full potential.”

Our Mission

“To provide respected and valued qualifications and assessment to enable quality assured learning.”

FutureQuals is recognised to deliver regulated qualifications by Ofqual in England, CCEA Regulation in Northern Ireland, the Scottish Qualifications Authority (SQA Accreditation) and Qualifications Wales to offer a comprehensive and diverse range of qualifications across a wide range of vocational areas many of which are transferable across industries and sectors.

A full list of FutureQuals current qualifications can be accessed at <https://www.futurequals.com>

We have developed a genuine understanding and insight into all types of educational organisations, which ensures that we are highly responsive to their needs. We offer a wide range of benefits and support for our learners, our approved centres, and their assessment and quality assurance teams.

FutureQuals offers a wide range of benefits and support for all of our educational products and services including:

- Vocational qualifications accredited by the UK regulators and recognised by employers, universities and professional bodies
- 24/7 online management systems for the registration of learners, ensuring highly efficient services and access to assessment and results
- A diverse range of qualifications
- A flexible approach to assessment
- A network of professionals who examine and quality assure our regulated qualifications and assessments
- Regular updates on new developments in education and training
- Unrivalled customer service support and extensive guidance materials.

Introduction to Qualification Specification

Welcome to the FutureQuals Specification for the **FAQ Progression Qualifications**. The aim of this specification is to provide our centres with guidance to assist in the administration, delivery and assessment of this qualification. It is recommended that you study this specification in detail and become fully conversant with the procedures and accompanying documents.

This specification is a live document and, as such, will be updated when required. Centres will be notified when changes are made. It is the responsibility of the approved centre to ensure the most up to date version of the Approved Specification is in use.

This document is copyright but may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

1.2 Data Protection

FutureQuals is registered with the Data Protection Act and handles all data in accordance with the required procedures of the Act.

1.3 Complaints

FutureQuals aims to constantly monitor the levels of service provided and report on performance indicators on a regular basis. We will endeavour to be open about the levels of service we aim to offer all our customers.

However, if we fall short of expectations or our own standards, we want to give the opportunity for those affected to provide feedback so we can put things right.

Our Complaints Policy, which includes information on how to make a complaint, can be found on the FutureQuals website.

1.4 Enquiries

Any enquires relating to this qualification should be addressed to:

Future (Awards and Qualifications) Ltd
EMP House
Telford Way
Coalville
Leicestershire
LE67 3HE

Tel: 01530 836662

E-mail: qualifications@futurequals.com

Website: <https://www.futurequals.com>

Section Two

Qualification Information

2.1 Qualification Outline

Purpose and Aims

The purpose of the FAQ Progression qualifications is to provide the learner with the skills, knowledge and understanding to enable them to progress to their planned destination. Learners who complete one of these qualifications will develop essential and transferable knowledge and skills to progress into further learning and also employment. These qualifications will enable learners to further their personal and social development. Learners who enrol on one of these qualifications will have a personalised approach to training and development to enable them to overcome barriers and progress successfully.

The qualifications are:

- **Entry Level Certificate in Progression - 601/6310/0**
The Total Qualification Time (TQT) for this qualification is: 130
Guided Learning (GL) for this qualification is: 85 hours
Minimum credits required to achieve the qualification: 13

- **Level 1 Award in Progression - 601/6311/2**
The Total Qualification Time (TQT) for this qualification is: 60
Guided Learning (GL) for this qualification is: 54 hours
Minimum credits required to achieve the qualification: 6

- **Level 1 Certificate in Progression – 601/6312/4**
The Total Qualification Time (TQT) for this qualification is: 130
Guided Learning (GL) for this qualification is: 85 hours
Minimum credits required to achieve the qualification: 13

- **Level 1 Diploma in Progression – 601/4984/X**
The Total Qualification Time (TQT) for this qualification is: 420
Guided Learning (GL) for this qualification is: 306 hours
Minimum credits required to achieve the qualification: 42

Suitable for age ranges: Pre 16, 16-18, 19+

Method of assessment: Portfolio of Evidence. This qualification is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

If the method of assessment includes formative assessments such as practical tasks, written questions, multiple choice/short answer and knowledge assessment tasks where supervision of a learner assessment is required, assessment must be undertaken in line with the requirements set on in the FutureQuals Instructions for Conducting Controlled Assessments Policy. This document is published on the Policies and Procedures section of the FutureQuals website.

Grading: There is no specific grading criteria for this qualification.

Entry guidance: There are no formal qualification entry requirements that a learner must have completed before taking this qualification and no requirement for learners to have prior skills, knowledge or understanding.

2.2 Additional Information

This qualification is regulated by the Office of the Qualifications and Examinations Regulator (Ofqual) in England <https://register.ofqual.gov.uk/> and Qualifications Wales in Wales <https://www.qiw.wales/>

It may be eligible for public funding as determined by the Department for Education (DfE) under Sections 96 and 97 of the Learning and Skills Act 2000, Qualification Wales and Department of Education in Northern Ireland.

For information regarding potential sources of funding please visit the following websites;

<https://hub.fasst.org.uk/Pages/default.aspx>
<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>
<https://www.qiw.wales/>

Alternatively contact your local funding office.

You should use the **Qualification Accreditation Number (QAN)** when you wish to seek public funding for your learners. Each component within a qualification will also have a unique reference number (**Component Reference Number**), which is listed in this specification. The qualification title and component reference numbers will appear on the learner's final certification document. Learners need to be made aware of this detail when they are recruited by the centre and registered with FutureQuals.

2.3 Progression

The main purpose of these qualification are to enable learners to progress into further learning or training, it can also help some learners to progress into an entry level job across different sectors. For example, care assistant, administrator, shop assistant, cook.

Completion of the Progression qualifications will enable learners to advance on to wider range of qualifications across various sectors.

2.4 Assessment Principles

These qualifications must be assessed according to the FutureQuals Assessment Principles.

2.5 Qualification Structure

Entry Level Certificate in Progression

To achieve the FAQ Entry Level Certificate in Progression, learners must achieve a minimum of 13 credits. They must achieve at least 6 credits from the entry level core group. The remaining credits can be from any of the component groups but no more than 6 credits from the IT User component group.

Level 1 Award in Progression

To achieve the FAQ Level 1 Award in Progression learners must achieve a minimum of 6 credits. They must achieve at least 3 credits from the level 1 core group. The remaining credits can be from any of the component groups but no more than 3 credits from the IT User component group.

Level 1 Certificate in Progression

To achieve the FAQ Level 1 Certificate in Progression learners must achieve a minimum of 13 credits. They must achieve at least 6 credits from the level 1 core group. The remaining credits can be from any of the component groups but no more than 6 credits from the IT User component group. A minimum of 7 credits must be achieved at level 1 or above.

Level 1 Diploma in Progression

To achieve the FAQ Level 1 Diploma in Progression, learners must achieve a minimum of 42 credits. They must complete 9 credits from the Core Skills Group. The remaining credits can be from any of the component groups but no more than 6 credits from the IT User component group. A minimum of 30 credits must be achieved at level 1.

2.6 Barred Components and Exemptions

Components with the same title at different levels, or components with the same content, cannot be combined in the same qualification.

These Components are **BARRED** against each other:

L/504/8510 Active Citizenship in the Local Community

Y/504/8722 Active Citizenship in the Local Community

These Components are **BARRED** against each other:

T/504/8484 Alcohol and Drug Misuse Awareness

L/504/8281 Alcohol Awareness

These Components are **BARRED** against each other:

A/507/9199 Applying for a Job

H/503/2832 Applying for a Job

These Components are **BARRED** against each other:

J/504/8425 Aspects of Citizenship

R/504/8511 Aspects of Citizenship

Y/504/8512 Aspects of Citizenship

These Components are **BARRED** against each other:

K/502/4389 Audio Software

H/502/0177 Audio and video software

D/502/4390 Audio Software

These Components are **BARRED** against each other:

M/504/7494 Building a Personal Career Portfolio

T/504/7495 Building a Personal Career Portfolio

These Components are **BARRED** against each other:

D/507/9261 Career Planning And Making Applications

L/507/9269 Career Planning

F/504/8648 Career Planning

These Components are **BARRED** against each other:

T/506/0750 College Induction

A/506/0751 College Induction

These Components are **BARRED** against each other: J/504/7517

Communication in the Workplace

R/504/7519 Communication in the Workplace

These Components are **BARRED** against each other:

Y/504/8428 Communication Skills for Group and Teamwork

A/504/7689 Communication Skills for Group and Teamwork

L/504/7695 Communication Skills for Group and Teamwork

These Components are **BARRED** against each other:

H/504/8285 Customer Service

T/504/8727 Customer Service

F/504/8729 Customer Service

These Components are **BARRED** against each other: M/502/4572

Design Software

L/502/0173 Design and imaging software

T/502/4573 Design Software

These Components are **BARRED** against each other: Y/502/4565

Desktop Publishing Software

D/502/4566 Desktop Publishing Software

These Components are **BARRED** against each other:

K/504/8286 Developing a Personal Learning Programme

M/504/8287 Developing a Personal Learning Programme

These Components are **BARRED** against each other:

These Components are **BARRED** against each other:

D/504/8429 Developing own Interpersonal Skills
R/504/8430 Developing own Interpersonal Skills D/504/8432
Developing Personal Confidence and Self Awareness
D/504/8527 Developing Personal Confidence and Self Awareness

These Components are **BARRED** against each other:

F/506/0587 Drug Awareness
M/504/8290 Drug Awareness
T/504/8484 Alcohol and Drug Misuse Awareness

These Components are **BARRED** against each other:

R/504/8864 Employment Contract and Payslip Basics
J/504/8800 Employment Rights Contracts and Pay
L/504/8801 Employment Rights Contracts and Pay
F/502/4284 Rights and entitlements at work

These Components are **BARRED** against each other:

M/504/8807 Family Relationships
M/504/8225 Family Relationships
T/504/8808 Family Relationships

These Components are **BARRED** against each other:

F/504/8228 Food Safety and Storage
R/504/8931 Food Safety and Storage

These Components are **BARRED** against each other:

R/504/8220 Health and Hygiene
K/505/8557 Health and Hygiene in the Home

These Components are **BARRED** against each other:

A/504/9913 Health and Safety Awareness
J/502/4321 Health and safety in places of work
J/504/8487 Health and Safety Awareness in a Working Environment
J/504/8263 Health and Safety in a Practical Environment
A/506/1589 Health Safety and First Aid at Work
M/504/8693 Health and Safety Awareness in a Working Environment
M/506/1718 Health Safety and First Aid at Work

These Components are **BARRED** against each other:

R/506/1775 Healthy Lifestyles
L/504/8264 Healthy Living
Y/504/8266 Healthy Living

These Components are **BARRED** against each other:

J/502/4612 Imaging Software
L/502/4613 Imaging Software

These Components are **BARRED** against each other:

L/502/0173 Design and imaging software

These Components are **BARRED** against each other:

D/505/8555 Improving Assertiveness and Decision Making

F/505/8709 Improving Assertiveness and Decision Making Skills

T/507/9248 Improving Own Confidence

T/504/8274 Improving Own Confidence

These Components are **BARRED** against each other:

D/504/9497 Improving own learning and performance

A/504/8275 Improving Own Learning and Performance

These Components are **BARRED** against each other:

Y/502/4291 IT Communication Fundamentals

D/502/4292 IT Communication Fundamentals

These Components are **BARRED** against each other:

H/504/8576 Living in the Community

K/504/8563 Living in the Community

These Components are **BARRED** against each other:

K/502/4313 Looking for work

D/503/2831 Searching for a Job

These Components are **BARRED** against each other:

A/506/0698 Making and Using Story Sacks For Family Learning

R/505/8553 Making and Using Story Sacks for Family Learning

A/505/8711 Making and Using Story Sacks for Family Learning

These Components are **BARRED** against each other:

J/506/0574 Making Choices In Pursuit Of Personal Goals

J/505/4080 Making Choices in Pursuit of Personal Goals

J/505/5052 Making Choices in Pursuit of Personal Goals

These Components are **BARRED** against each other:

R/507/9211 Managing Your Health at Work

M/503/2848 Managing Your Health at Work

These Components are **BARRED** against each other: L/505/8552

Managing Your Own Learning

K/505/8915 Managing Your Own Learning

These Components are **BARRED** against each other:

J/507/9271 Motivation

J/507/9497 Understanding motivation

These Components are **BARRED** against each other:

These Components are **BARRED** against each other:

Y/502/4615 Multimedia Software

D/502/4616 Multimedia Software

These Components are **BARRED** against each other:

L/505/8566 Parenting Skills

A/504/7787 Parenting Skills

M/504/8631 Participating in a Vocational Taster T/504/8632

Participating in a Vocational Taster

A/504/8633 Participating in a Vocational Taster

These Components are **BARRED** against each other:

R/506/0786 Personal Budgeting And Managing Money

Y/506/0787 Personal Budgeting And Managing Money

L/504/7843 Personal Budgeting and Managing Money

These Components are **BARRED** against each other:

H/505/4104 Personal Career Planning

K/505/4105 Personal Career Preparation

D/505/5123 Personal Career Preparation

These Components are **BARRED** against each other:

R/506/0576 Personal Development

J/504/7792 Personal Development

L/504/7793 Personal Development

These Components are **BARRED** against each other:

D/504/7796 Personal Learning Skills H/504/7797

Personal Learning Skills

These Components are **BARRED** against each other:

A/504/8289 Personal Study Skills

M/504/8127 Personal Study Skills

These Components are **BARRED** against each other:

T/504/8842 Prejudice and Discrimination

A/504/8843 Prejudice and Discrimination

These Components are **BARRED** against each other:

J/507/9268 Preparation for a Recruitment Interview

L/504/8667 Preparation for an Recruitment Interview

M/504/8662 Preparation for a Recruitment Interview

These Components are **BARRED** against each other:

These Components are **BARRED** against each other:

T/505/4107 Preparing for Work

J/502/0477 Preparation for work

L/506/0740 Preparing For Work

These Components are **BARRED** against each other:

L/505/8583 Preparation for Work Experience J/507/9206

Preparing for Work Placement

F/503/2854 Preparing for Work Placement

These Components are **BARRED** against each other:

M/505/4106 Prepare for Interview

K/503/2833 Preparing for an Interview

These Components are **BARRED** against each other:

K/502/4621 Presentation Software

M/505/1691 Presentation Software Skills

M/502/4622 Presentation Software

These Components are **BARRED** against each other:

A/502/4266 Problem solving skills for work

H/505/8587 Problem Solving in the Workplace

J/504/8683 Problem Solving Skills

These Components are **BARRED** against each other:

K/507/9263 Reading the time

J/504/2849 Reading the time

These Components are **BARRED** against each other:

R/504/8685 Recognising Employment Opportunities

Y/504/8686 Recognising Employment Opportunities

These Components are **BARRED** against each other:

M/505/1237 Recognising Issues of Substance Misuse

L/505/1262 Recognising Issues of Substance Misuse

These Components are **BARRED** against each other:

J/504/8537 Rights and Responsibilities of Citizenship

R/504/8847 Rights and Responsibilities of Citizenship

These Components are **BARRED** against each other:

R/504/8573 Job Seeking Skills

D/502/3613 Job and training search skills

These Components are **BARRED** against each other:

K/507/9201 Self-assessment

A/503/2836 Self-assessment

These Components are **BARRED** against each other: F/504/8567

Sex and Relationship Education

K/504/8692 Sex and Relationship Education

T/504/8694 Sex and Relationship Education

These Components are **BARRED** against each other: F/507/9205

Solving Work-related Problems

K/503/2850 Solving Work-related Problems

These Components are **BARRED** against each other:

A/502/4624 Spreadsheet Software

F/502/4625 Spreadsheet Software

These Components are **BARRED** against each other:

J/504/8697 Supporting a Child with Reading

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R/504/8699 Supporting a Child with Reading

These Components are **BARRED** against each other:

A/504/8700 Supporting a Child with Writing

L/504/8703 Supporting a Child with Writing

These Components are **BARRED** against each other:

K/504/8711 Supporting Children’s Literacy and Numeracy Development

M/504/8712 Supporting Children’s Literacy and Numeracy Development Working with your Child to Develop Literacy Skills F/504/8892

These Components are **BARRED** against each other:

K/504/8711 Supporting Children’s Literacy and Numeracy Development

M/504/8712 Supporting Children’s Literacy and Numeracy Development

J/504/8893 Working with Your Child to Develop Numeracy Skills

These Components are **BARRED** against each other:

J/505/8596 Supporting Your Children in Family Learning

R/505/8889 Supporting Your Children in Family Learning

These Components are **BARRED** against each other:

T/504/8713 Take Part in an Activity

A/504/8714 Take Part in an Activity

K/505/9174 Take Part in an Activity

These Components are **BARRED** against each other:

K/504/8532 Teamwork Skills

J/504/8876 Teamwork Skills

L/504/8877 Teamwork Skills

These Components are **BARRED** against each other:

Y/504/8803 Understanding Discrimination

K/504/8806 Understanding Discrimination

These Components are **BARRED** against each other:

F/505/8807 Understanding Diversity Within Society

M/505/8835 Understanding Diversity within Society

These Components are **BARRED** against each other:

J/505/1244 Understanding Own Response to Body Image

T/505/1272 Understanding Own Response to Body Image

These Components are **BARRED** against each other:

R/505/1246 Understanding Stress and Stress Management Techniques
A/505/1273 Understanding Stress and Stress Management Techniques

These Components are **BARRED** against each other:
T/506/0649 Understanding Young People Law and Order
Y/505/8912 Understanding Young People Law and Order

These Components are **BARRED** against each other:
F/504/8570 Undertaking an Enterprise Project
D/504/8866 Undertaking an Enterprise Project
H/504/8867 Undertaking an Enterprise Project

These Components are **BARRED** against each other:
J/502/4299 Using Email
M/502/4300 Using Email

These Components are **BARRED** against each other:
T/502/4296 Using the Internet
F/502/0171 Using the Internet
A/502/4297 Using the Internet

These Components are **BARRED** against each other:
L/502/4630 Website Software
R/502/4631 Website Software

These Components are **BARRED** against each other:
L/502/4627 Word Processing Software
R/502/4628 Word Processing Software

These Components are **BARRED** against each other:
L/504/8720 Work Experience
D/504/8883 Work Experience
H/504/8884 Work Experience

These Components are **BARRED** against each other:
F/502/4267 Working in a team
R/503/2843 Working in a Team

These Components are **BARRED** against each other:
M/506/0911 Writing For Meaning Skills
J/503/3391 Writing for Meaning Skills

These Components are **BARRED** against each other:
K/504/8899 Young Parenthood
K/504/8904 Young Parenthood

CORE SKILLS ENTRY LEVEL				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
T/504/8484	Alcohol and Drug Misuse Awareness	3	Entry 3	ELCPE3	L1CP	L1DP	
J/504/8425	Aspects of Citizenship	3	Entry 3	ELCPE3	L1CP	L1DP	
L/504/8538	Assertiveness and Decision Making Skills	3	Entry 3	ELCPE3	L1CP	L1DP	
K/504/7493	Budgeting	1	Entry 3	ELCPE3	L1CP	L1DP	
D/504/8284	Career Preparation	1	Entry 3	ELCPE3	L1CP	L1DP	
T/506/0750	College Induction	3	Entry 3	ELCPE3	L1CP	L1DP	
Y/504/8428	Communication Skills for Group and Teamwork	3	Entry 3	ELCPE3	L1CP	L1DP	
H/504/8285	Customer Service	3	Entry 3	ELCPE3	L1CP	L1DP	
K/504/8286	Developing a Personal Learning Programme	3	Entry 3	ELCPE3	L1CP	L1DP	
J/504/8506	Developing Domestic Skills	3	Entry 3	ELCPE3	L1CP	L1DP	
J/504/8490	Developing Skills for a Healthy Lifestyle	3	Entry 3	ELCPE3	L1CP	L1DP	
F/504/8519	Developing Skills for Gaining Employment	3	Entry 3	ELCPE3	L1CP	L1DP	
R/504/8864	Employment Contract and Payslip Basics	1	Entry 3	ELCPE3	L1CP	L1DP	
M/504/8807	Family Relationships	3	Entry 3	ELCPE3	L1CP	L1DP	
F/504/8228	Food Safety and Storage	3	Entry 3	ELCPE3	L1CP	L1DP	
F/504/8293	Food Drink and Cooking	3	Entry 3	ELCPE3	L1CP	L1DP	
A/504/8521	General Skills for Independent Living	3	Entry 3	ELCPE3	L1CP	L1DP	
M/505/6468	Getting to Know Woodlands	3	Entry 3	ELCPE3	L1CP	L1DP	
Y/505/9123	Health and Fitness	3	Entry 3	ELCPE3	L1CP	L1DP	
R/504/8220	Health and Hygiene	3	Entry 3	ELCPE3	L1CP	L1DP	
A/504/9913	Health and Safety Awareness	1	Entry 3	ELCPE3	L1CP	L1DP	

A/502/0458	Individual rights and responsibilities	1	Entry 3	ELCPE3	L1CP	L1DP	
F/505/8712	Introduction to Road Safety	3	Entry 3	ELCPE3	L1CP	L1DP	
H/504/8576	Living in the Community	3	Entry 3	ELCPE3	L1CP	L1DP	
A/506/0698	Making And Using Story Sacks For Family Learning	2	Entry 3	ELCPE3	L1CP	L1DP	
J/506/0574	Making Choices In Pursuit Of Personal Goals	3	Entry 3	ELCPE3	L1CP	L1DP	

T/502/0457	Managing Social Relationships	2	Entry 3	ELCPE3	L1CP	L1DP	
M/504/8631	Participating in a Vocational Taster	2	Entry 3	ELCPE3	L1CP	L1DP	
K/505/8543	Personal Body Hygiene Awareness	1	Entry 3	ELCPE3	L1CP	L1DP	
R/506/0786	Personal Budgeting And Managing Money	3	Entry 3	ELCPE3	L1CP	L1DP	
R/506/0576	Personal Development	1	Entry 3	ELCPE3	L1CP	L1DP	
A/504/8289	Personal Study Skills	3	Entry 3	ELCPE3	L1CP	L1DP	L1AP
M/505/3683	Preparation for Production Skills	3	Entry 3	ELCPE3	L1CP	L1DP	
L/505/8583	Preparation for Work Experience	1	Entry 3	ELCPE3	L1CP	L1DP	
D/505/8958	Recognising Own Skills for Personal Development	3	Entry 3	ELCPE3	L1CP	L1DP	
J/504/8537	Rights and Responsibilities of Citizenship	3	Entry 3	ELCPE3	L1CP	L1DP	
F/504/8567	Sex and Relationship Education	3	Entry 3	ELCPE3	L1CP	L1DP	
F/505/8788	Skills for Employability	3	Entry 3	ELCPE3	L1CP	L1DP	
A/504/8695	Skills for Shopping	3	Entry 3	ELCPE3	L1CP	L1DP	
A/504/8809	Supporting Children in Family Learning	3	Entry 3	ELCPE3	L1CP	L1DP	
T/504/8713	Take Part in an Activity	1	Entry 3	ELCPE3	L1CP	L1DP	
K/504/8532	Teamwork Skills	3	Entry 3	ELCPE3	L1CP	L1DP	
Y/506/0627	The Local Community	1	Entry 3	ELCPE3	L1CP	L1DP	
Y/506/0627	Understanding Diversity In Society	3	Entry 3	ELCPE3	L1CP	L1DP	
K/506/0678	Understanding Self And Others	3	Entry 3	ELCPE3	L1CP	L1DP	
F/504/8570	Undertaking an Enterprise Project	6	Entry 3	ELCPE3	L1CP	L1DP	
A/504/8857	Using Computers for Family Learning	2	Entry 3	ELCPE3	L1CP	L1DP	

L/504/7471	Using Public Transport	3	Entry 3	ELCPE3	L1CP	L1DP	
R/504/8881	Volunteering	2	Entry 3	ELCPE3	L1CP	L1DP	
L/504/8720	Work Experience	3	Entry 3	ELCPE3	L1CP	L1DP	
K/504/8899	Young Parenthood	2	Entry 3	ELCPE3	L1CP	L1DP	
K/505/3679	Young People Law and Order	3	Entry 3	ELCPE3	L1CP	L1DP	
R/506/1775	Healthy Lifestyles	1	Entry 3	ELCPE3	L1CP	L1DP	
K/502/4263	Work awareness	2	Entry 3	ELCPE3	L1CP	L1DP	
A/502/4266	Problem solving skills for work	2	Entry 3	ELCPE3	L1CP	L1DP	
F/502/4267	Working in a team	2	Entry 3	ELCPE3	L1CP	L1DP	
K/502/4277	Making the right impression at work	1	Entry 3	ELCPE3	L1CP	L1DP	

T/502/4282	Behaving appropriately at work	1	Entry 3	ELCPE3	L1CP	L1DP	
F/502/4284	Rights and entitlements at work	1	Entry 3	ELCPE3	L1CP	L1DP	
L/502/4286	Your responsibilities as an employee	1	Entry 3	ELCPE3	L1CP	L1DP	
R/502/4290	Making progress	1	Entry 3	ELCPE3	L1CP	L1DP	
H/502/4293	Getting to a destination safely and on time	1	Entry 3	ELCPE3	L1CP	L1DP	
M/502/4295	Goal and target setting	1	Entry 3	ELCPE3	L1CP	L1DP	
A/502/4302	Prioritising tasks	1	Entry 3	ELCPE3	L1CP	L1DP	
F/502/4303	Managing your time	1	Entry 3	ELCPE3	L1CP	L1DP	
J/502/4304	ICT for employment	1	Entry 3	ELCPE3	L1CP	L1DP	
L/502/4305	Following instructions	1	Entry 3	ELCPE3	L1CP	L1DP	
R/502/4306	Dealing with numbers in a place of work	2	Entry 3	ELCPE3	L1CP	L1DP	
Y/502/4307	Working with managers	1	Entry 3	ELCPE3	L1CP	L1DP	
H/502/4309	Working with other employees	1	Entry 3	ELCPE3	L1CP	L1DP	
D/502/4311	Deciding on the right job for you	1	Entry 3	ELCPE3	L1CP	L1DP	
K/502/4313	Looking for work	1	Entry 3	ELCPE3	L1CP	L1DP	
M/502/4314	Completing an application form	1	Entry 3	ELCPE3	L1CP	L1DP	
T/502/4315	Getting ready for interviews	1	Entry 3	ELCPE3	L1CP	L1DP	
A/502/4316	Understanding money at work	2	Entry 3	ELCPE3	L1CP	L1DP	
J/502/4321	Health and safety in places of work	2	Entry 3	ELCPE3	L1CP	L1DP	

L/600/1312	Understanding conflict at work	1	Entry 3	ELCPE3	L1CP	L1DP	
H/507/9195	Alternatives to Paid Work	1	Entry 3	ELCPE3	L1CP	L1DP	
K/507/9196	Presenting Accurate Documents	1	Entry 3	ELCPE3	L1CP	L1DP	
M/507/9197	Being Responsible for Other People's Money	1	Entry 3	ELCPE3	L1CP	L1DP	
T/507/9198	Safe Learning in the Workplace	1	Entry 3	ELCPE3	L1CP	L1DP	
A/507/9199	Applying for a Job	1	Entry 3	ELCPE3	L1CP	L1DP	
H/507/9200	Self-management Skills	2	Entry 3	ELCPE3	L1CP	L1DP	
K/507/9201	Self-assessment	1	Entry 3	ELCPE3	L1CP	L1DP	
M/507/9202	Speaking Confidently at Work	1	Entry 3	ELCPE3	L1CP	L1DP	
T/507/9203	Career Progression	1	Entry 3	ELCPE3		L1DP	
A/507/9204	Producing a Product	1	Entry 3	ELCPE3	L1CP	L1DP	
F/507/9205	Solving Work-related Problems	2	Entry 3	ELCPE3	L1CP	L1DP	
J/507/9206	Preparing for Work Placement	1	Entry 3	ELCPE3	L1CP	L1DP	
L/507/9210	Conduct at Work	1	Entry 3	ELCPE3	L1CP	L1DP	
R/507/9211	Managing Your Health at Work	1	Entry 3	ELCPE3		L1DP	
Y/507/9212	Literacy for the workplace	1	Entry 3	ELCPE3	L1CP	L1DP	
H/507/9214	Developing Personal Presentation Skills for the Workplace	1	Entry 3	ELCPE3	L1CP	L1DP	
K/507/9215	Produce a CV	2	Entry 3	ELCPE3	L1CP	L1DP	
H/507/9245	Communication Skills for Work	2	Entry 3	ELCPE3	L1CP	L1DP	
K/507/9246	Diversity in Society	3	Entry 3	ELCPE3	L1CP	L1DP	
M/507/9247	Behaviour in Conflict	3	Entry 3	ELCPE3	L1CP	L1DP	
T/507/9248	Improving Own Confidence	3	Entry 3	ELCPE3	L1CP	L1DP	
A/507/9249	Emotional Intelligence	3	Entry 3	ELCPE3		L1DP	
A/507/9252	Building Confidence And Self Esteem	2	Entry 3	ELCPE3	L1CP	L1DP	
D/507/9261	Career Planning And Making Applications	3	Entry 3	ELCPE3	L1CP	L1DP	
K/507/9263	Reading the time	1	Entry 3	ELCPE3	L1CP	L1DP	
J/507/9268	Preparation for a Recruitment Interview	2	Entry 3	ELCPE3	L1CP	L1DP	

CORE SKILLS LEVEL 1				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
L/504/8510	Active Citizenship in the Local Community	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/504/8281	Alcohol Awareness	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/505/4054	Applying for Housing	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/504/8511	Aspects of Citizenship	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/506/0558	Assertive Living	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/504/7494	Building a Personal Career Portfolio	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/505/8933	Caring for Your Baby	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/504/7514	Caring for your Child	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/504/8711	Supporting Children's Literacy and Numeracy Development	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/506/0751	College Induction	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/7517	Communication in the Workplace	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

A/504/7689	Communication Skills for Group and Teamwork	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/506/1966	Confidence and Self-Esteem	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/504/8727	Customer Service	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/8429	Developing own Interpersonal Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/8432	Developing Personal Confidence and Self Awareness	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/504/8287	Developing a Personal Learning Programme	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/506/0560	Developing Skills For Independent Life	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/506/0587	Drug Awareness	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

J/504/8800	Employment Rights Contracts and Pay	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/504/8225	Family Relationships	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/505/4076	Further Education Enrichment Activity	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/505/4058	Good Tenancy	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/506/1050	Handling Data	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/505/8557	Health and Hygiene in the Home	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/8487	Health and Safety Awareness in a Working Environment	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/8263	Health and Safety in a Practical Environment	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/506/1589	Health Safety and First Aid at Work	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/504/8264	Healthy Living	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/505/4001	Household Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/505/8555	Improving Assertiveness and Decision Making	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/504/8274 	Improving Own Confidence	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/9497	Improving own learning and performance	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/8277	Independent Shopping for Household Items	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/504/8279	Induction to Study	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/505/8625	Introduction to Peer Support Skills	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/504/8573	Job Seeking Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/504/8563	Living in the Community	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/505/8553	Making and Using Story Sacks for Family Learning	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/505/4080	Making Choices in Pursuit of Personal Goals	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

L/505/8552	Managing Your Own Learning	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/505/8566	Parenting Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/504/8632	Participating in a Vocational Taster	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/504/8826	Personal and Interpersonal Conflict	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/504/8837	Personal Awareness	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/506/0787	Personal Budgeting And Managing Money	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/505/4104	Personal Career Planning	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/505/4105	Personal Career Preparation	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/7792	Personal Development	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/7796	Personal Learning Skills	6	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/504/8839	Personal Relationships	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/8947	Planning own Fitness Programme	4	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/504/8842	Prejudice and Discrimination	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/504/8667	Preparation for an Recruitment Interview	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/505/4106	Prepare for Interview	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/505/8722	Preparing for a Recruitment Interview	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/505/4107	Preparing for Work	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/504/8131	Presentation Skills	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/505/8587 	Problem Solving in the Workplace	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/504/8685	Recognising Employment Opportunities	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/505/1237	Recognising Issues of Substance Misuse	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/504/8692	Sex and Relationship Education	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/504/7780	Skills for Lip Reading	6	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/8697	Supporting a Child with Reading	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/504/8700	Supporting a Child with Writing	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

J/505/8596	Supporting Your Children in Family Learning	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/504/8714	Take Part in an Activity	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/8876	Teamwork Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/504/8717	Time Management	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/504/8803	Understanding Discrimination	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/505/8807	Understanding Diversity Within Society	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/505/8719	Understanding HE: Raising Aspirations	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/505/1244	Understanding Own Response to Body Image	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/505/4099	Understanding Rights and Responsibilities of Citizenship	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/505/1246	Understanding Stress and Stress Management Techniques	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/506/0613	Understanding The Importance Of A Balanced Diet And Regular Exercise	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/505/8584	Understanding Time Management in the Workplace	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/506/0742	Understanding Work-Based Learning And Apprenticeship	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/506/0649	Understanding Young People Law And Order	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/8866	Undertaking an Enterprise Project	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/504/8869	Using an Ordnance Survey Map	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/505/4336	Using Cooking Skills in the Domestic Kitchen	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/8883	Work Experience	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/505/8616	Work Review and Plan	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/504/8861	Working Patterns	1	Level 1	ELCPE3	L1CP	L1DP	L1AP

F/504/8892	Working with your Child to Develop Literacy Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/8893	Working with Your Child to Develop Numeracy Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/506/0911	Writing For Meaning Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/504/8904	Young Parenthood	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/504/8691	Responsible Road Vehicle Ownership and Use	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/506/1736	Understanding Emotions	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

M/506/0634	Understanding Equal Opportunities	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/504/8931	Food Safety and Storage	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/505/8656	Speaking and Listening Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/600/8641	Supporting Employability and Personal Effectiveness	5	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/503/2831	Searching for a Job	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/503/2832	Applying for a Job	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/503/2833	Preparing for an Interview	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/503/2834	Interview Skills	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/503/2836	Self-assessment	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/503/2840	Learning with Colleagues and Other Learners	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/503/2843	Working in a Team	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/504/2849	Reading the time	1	Level 1	ELCPE3			L1AP
F/503/2854	Preparing for Work Placement	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/503/2855	Learning from Work Placement	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/503/2857	Planning an Enterprise Activity	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/503/2858	Running an Enterprise Activity	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/502/0477	Preparation for work	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/502/0465	Working as part of a group	2	Level 1	ELCPE3	L1CP	L1DP	L1AP

T/502/3584	Business and Customer Awareness	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/502/3038	Writing a CV	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/502/0464	Dealing with Problems in daily life	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/600/1258	Contribute to the development of effective working	4	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/601/1609	Communicate using customer service language	4	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/601/1211	Adapt your behaviour to give a good customer service impression	5	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/601/2448	Improve own performance in a business environment	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/601/2447	Manage own performance in a business environment	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/601/2453	Communicate in a business environment	4	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/502/3589	Dealing with your first days at work	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/502/3592	How to keep improving	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/502/3610	Working with colleagues	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/502/3613	Job and training search skills	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/507/9497	Understanding motivation	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/507/9271	Motivation	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/507/9270	Creating a Tailored Curriculum Vitae	3	Level 1	ELCPE3	L1CP	L1DP	
L/507/9269	Career Planning	3	Level 1	ELCPE3	L1CP	L1DP	
J/503/2841	Communicating Solutions to Others	2	Level 1		L1C	L1DP	
K/503/2850	Solving Work-related Problems	2	Level 1		L1C	L1DP	
M/503/2848	Managing Your Health at Work	1	Level 1		L1C	L1DP	

CORE SKILLS LEVEL 2	In Qualification
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URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
Y/504/8722	Active Citizenship in the Local Community	1	Level 2	ELCPE3	L1CP	L1DP	
D/504/8513	Adapting to Change at Work	3	Level 2	ELCPE3	L1CP	L1DP	
Y/504/8512	Aspects of Citizenship	3	Level 2	ELCPE3	L1CP	L1DP	
T/504/7495	Building a Personal Career Portfolio	3	Level 2	ELCPE3	L1CP	L1DP	
F/504/8648	Career Planning	3	Level 2	ELCPE3	L1CP	L1DP	
K/504/8725	Changing Roles and Relationships in Adolescence	3	Level 2	ELCPE3	L1CP	L1DP	
A/504/7515	Communicating Information	1	Level 2	ELCPE3	L1CP	L1DP	
R/504/7519	Communication in the Workplace	3	Level 2	ELCPE3	L1CP	L1DP	
L/504/7695	Communication Skills for Group and Teamwork	3	Level 2	ELCPE3	L1CP	L1DP	
M/504/7592	Critical Thinking	2	Level 2	ELCPE3	L1CP	L1DP	
F/504/8729	Customer Service	3	Level 2	ELCPE3	L1CP	L1DP	
F/504/8794	Debt Management	2	Level 2	ELCPE3	L1CP	L1DP	
Y/504/7599	Decision Making Skills	1	Level 2	ELCPE3	L1CP	L1DP	

A/504/7594	Developing a Personal Exercise Programme	6	Level 2	ELCPE3	L1CP	L1DP	
R/504/8430	Developing own Interpersonal Skills	3	Level 2	ELCPE3	L1CP	L1DP	
D/504/8527	Developing Personal Confidence and Self Awareness	3	Level 2	ELCPE3	L1CP	L1DP	
T/505/5385	Reading Strategies	3	Level 2	ELCPE3	L1CP	L1DP	
M/504/8290	Drug Awareness	3	Level 2	ELCPE3	L1CP	L1DP	
L/504/8801	Employment Rights Contracts and Pay	3	Level 2	ELCPE3	L1CP	L1DP	
Y/505/8702	Exploring Computers to Support Family Learning	2	Level 2	ELCPE3	L1CP	L1DP	
T/504/8808	Family Relationships	3	Level 2	ELCPE3	L1CP	L1DP	
M/504/8693	Health and Safety Awareness in a Working Environment	3	Level 2	ELCPE3	L1CP	L1DP	
M/506/1718	Health Safety and First Aid at Work	3	Level 2	ELCPE3	L1CP	L1DP	
Y/504/8266	Healthy Living	3	Level 2	ELCPE3	L1CP	L1DP	
F/505/8709	Improving Assertiveness and Decision Making Skills	3	Level 2	ELCPE3	L1CP	L1DP	
A/504/8275	Improving Own Learning and Performance	3	Level 2	ELCPE3	L1CP	L1DP	
H/505/8671	Introduction to Mentoring	1	Level 2	ELCPE3	L1CP	L1DP	
L/504/8572	Investigating a Career	3	Level 2	ELCPE3	L1CP	L1DP	
Y/504/7778	Leadership Skills	3	Level 2	ELCPE3	L1CP	L1DP	
D/504/8575	Learning from Volunteering	2	Level 2	ELCPE3	L1CP	L1DP	
T/504/8579	Maintaining Sexual Health	1	Level 2	ELCPE3	L1CP	L1DP	
A/505/8711	Making and Using Story Sacks for Family Learning	3	Level 2	ELCPE3	L1CP	L1DP	
J/505/5052	Making Choices in Pursuit of Personal Goals	3	Level 2	ELCPE3	L1CP	L1DP	
H/504/8626	Managing Personal Relationships	3	Level 2	ELCPE3	L1CP	L1DP	
K/505/8915	Managing Your Own Learning	3	Level 2	ELCPE3	L1CP	L1DP	

T/504/8629	Mentoring Practice	2	Level 2	ELCPE3	L1CP	L1DP	
J/505/1289	Mentoring Skills	3	Level 2	ELCPE3	L1CP	L1DP	
A/505/4030	Numeracy in Context – Planning a Mathematical Project	3	Level 2	ELCPE3	L1CP	L1DP	
A/504/7787	Parenting Skills	3	Level 2	ELCPE3	L1CP	L1DP	
A/504/8633	Participating in a Vocational Taster	2	Level 2	ELCPE3	L1CP	L1DP	
H/504/8836	Personal and Social Responsibility	3	Level 2	ELCPE3	L1CP	L1DP	
L/504/7843	Personal Budgeting and Managing Money	3	Level 2	ELCPE3	L1CP	L1DP	
D/505/5123	Personal Career Preparation	1	Level 2	ELCPE3	L1CP	L1DP	
L/504/7793	Personal Development	3	Level 2	ELCPE3	L1CP	L1DP	
H/504/7797	Personal Learning Skills	6	Level 2	ELCPE3	L1CP	L1DP	
K/504/8840	Personal Risk	1	Level 2	ELCPE3	L1CP	L1DP	
M/504/8127	Personal Study Skills	6	Level 2	ELCPE3	L1CP	L1DP	
Y/504/8655	Plan and Cook for a Healthy Lifestyle	3	Level 2	ELCPE3	L1CP	L1DP	
M/504/8659	Practical Presentation Skills	3	Level 2	ELCPE3	L1CP	L1DP	
A/504/8843	Prejudice and Discrimination	3	Level 2	ELCPE3	L1CP	L1DP	
M/504/8662	Preparation for a Recruitment Interview	2	Level 2	ELCPE3	L1CP	L1DP	
L/506/0740	Preparing For Work	3	Level 2	ELCPE3	L1CP	L1DP	
J/504/8683	Problem Solving Skills	3	Level 2	ELCPE3	L1CP	L1DP	
Y/504/8686	Recognising Employment Opportunities	1	Level 2	ELCPE3	L1CP	L1DP	
L/505/1262	Recognising Issues of Substance Misuse	1	Level 2	ELCPE3	L1CP	L1DP	
R/504/8847	Rights and Responsibilities of Citizenship	3	Level 2	ELCPE3	L1CP	L1DP	
T/504/8694	Sex and Relationship Education	3	Level 2	ELCPE3	L1CP	L1DP	
R/504/8699	Supporting a Child with Reading	3	Level 2	ELCPE3	L1CP	L1DP	
L/504/8703	Supporting a Child with Writing	3	Level 2	ELCPE3	L1CP	L1DP	
M/504/8712	Supporting Children’s Literacy and Numeracy Development	2	Level 2	ELCPE3	L1CP	L1DP	

R/505/8889	Supporting Your Children in Family Learning	3	Level 2	ELCPE3	L1CP	L1DP	
K/505/9174	Take Part in an Activity	1	Level 2	ELCPE3	L1CP	L1DP	
H/504/8657	Team Building Skills	3	Level 2	ELCPE3	L1CP	L1DP	
L/504/8877	Teamwork Skills	3	Level 2	ELCPE3	L1CP	L1DP	
L/505/5098	Understanding Conflict Resolution	3	Level 2	ELCPE3	L1CP	L1DP	
K/504/8806	Understanding Discrimination	3	Level 2	ELCPE3	L1CP	L1DP	
M/505/8835	Understanding Diversity within Society	3	Level 2	ELCPE3	L1CP	L1DP	
J/505/1681	Understanding Human Behaviour in Relationships	3	Level 2	ELCPE3	L1CP	L1DP	
A/505/5100	Understanding Mediation	3	Level 2	ELCPE3	L1CP	L1DP	

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T/505/1272	Understanding Own Response to Body Image	2	Level 2	ELCPE3	L1CP	L1DP	
K/505/8672	Understanding Personal Finance: Savings and Credit	1	Level 2	ELCPE3	L1CP	L1DP	
A/505/1273	Understanding Stress and Stress Management Techniques	3	Level 2	ELCPE3	L1CP	L1DP	
F/505/8676	Understanding Team Motivation	3	Level 2	ELCPE3	L1CP	L1DP	
Y/505/8912	Understanding Young People Law and Order	3	Level 2	ELCPE3	L1CP	L1DP	
H/504/8867	Undertaking an Enterprise Project	3	Level 2	ELCPE3	L1CP	L1DP	
H/504/8884	Work Experience	3	Level 2	ELCPE3	L1CP	L1DP	
J/503/3391	Writing for Meaning Skills	3	Level 2	ELCPE3	L1CP	L1DP	
A/503/2870	Developing Personal Skills for Leadership	2	Level 2	ELCPE3	L1CP	L1DP	
F/503/2871	Practising Leadership Skills with Others	2	Level 2	ELCPE3	L1CP	L1DP	
L/507/9272	Manual Handling Risk Assessment	2	Level 2	ELCPE3	L1CP	L1DP	
Y/615/6171	Principles of Passenger Carrying Vehicle (PCV) Theory	2	Level 2		L1CP		

AD - Administration (15.2)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
R/505/0825	Filing Skills	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/505/4296	Using Scanners and Photocopiers	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

BUS - Business Management (15.3)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
T/504/9358	Budgetary Control within a Business Environment	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/505/8792	Business Meeting Techniques	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/505/4200	Understanding Business Communication	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

CDW - Child Development and Well Being (1.5)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
T/505/1577	Developing Language and Communication Skills in Children	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/504/8516	Developing Skills in Caring for Young Children	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/505/1602	Play for Early Learning	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/505/1611	The Physical and Psychological Needs of Children	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/505/1616	The Principles of Listening to Children	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
R/504/9612	Understanding Child Development	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/505/8650	Understanding Children's Social and Emotional Development	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/505/8606	Understanding Growth Social and Emotional Development of Children	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/504/9613	Understanding Play	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/504/9614	Using Craft Activities with Children and Young People	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

CSS - Cleaning and Support Services (7.3)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
T/508/0772	Maintain personal hygiene standards when cleaning	2	Level 1	ELCPE3	L1CP	L1DP	L1AP

Y/508/0862	Work individually and follow reporting procedures in a cleaning environment	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/508/0869	Work with others and follow reporting procedures	2	Level 1	ELCPE3	L1CP	L1DP	L1AP

CC - Contact Centre (15.2)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
L/508/0941	Improve personal effectiveness at work in a contact centre	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
R/508/0942	Work with others to support customers in a contact centre	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/508/0944	Communicate information to customers through a contact centre	4	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/508/0945	Use specific features of contact centre systems and technology	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

CS - Customer Service (15.2)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
Y/508/0926	Understand working in a customer service environment	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/508/0927	Communication in customer service	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/508/0933	Record details of customer service problems	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

T/508/0934	Deal with customer queries, requests and problems	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/508/0935	Communicate with customers in writing	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/508/0936	Deal with incoming telephone calls from customers	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
J/508/0937	Make telephone calls to customers	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
L/508/0938	Process information about customers	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
J/508/0940	Meeting customers' after sales needs	3	Level 2	ELCPE3	L1CP	L1DP	L1AP

HC - Hospitality and Catering (7.4)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
M/504/9391	Basic Food Preparation and Cooking	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/504/9393	Customer Service in the Hospitality Industry	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/504/9410	Food Commodities	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/504/8872	Using Kitchen Equipment	1	Level 1	ELCPE3	L1CP	L1DP	L1AP

HSC - Health and Social Care (1.3)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
A/504/9040	The Principles of Care Organisational Policies and the Role of the Care Worker	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/505/1242	Understanding Nutrition Performance and Healthy Eating	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/504/9085	The Role of Young People as Peer Mentors	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

IT - IT for Users (6.2)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
K/502/4389	Audio Software	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/502/4630	Website Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/502/4553	Database Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
M/502/4572	Design Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/502/4565	Desktop Publishing Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/502/4299	Using Email	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/502/4612	Imaging Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/502/4291	IT Communication Fundamentals	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/502/4384	IT Software Fundamentals	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
Y/502/4615	Multimedia Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/502/4621	Presentation Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
A/502/4624	Spreadsheet Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
T/502/4296	Using the Internet	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
K/502/4392	Video Software	2	Level 1	ELCPE3	L1CP	L1DP	L1AP
L/502/4627	Word Processing Software	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
H/502/0177	Audio and video software	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP
L/502/0173	Design and imaging software	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP
K/505/1673	Digital Lifestyle	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP
D/505/1721	Email Skills	1	Entry 3	ELCPE3	L1CP	L1DP	L1AP
T/502/0166	IT User fundamentals	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP
F/505/1677	Personal Digital Photograph Processing	1	Entry 3	ELCPE3	L1CP	L1DP	L1AP
M/505/1691	Presentation Software Skills	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP

J/505/6377	Specialist/Bespoke Software	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP
Y/505/1698	Spreadsheet Software Skills	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP
Y/505/1720	The Internet and World Wide Web	1	Entry 3	ELCPE3	L1CP	L1DP	L1AP
F/502/0171	Using the Internet	1	Entry 3	ELCPE3	L1CP	L1DP	L1AP
F/506/0380	Using The Internet For Shopping	1	Entry 3	ELCPE3	L1CP	L1DP	L1AP
K/505/1737	Word Processing Software Skills	2	Entry 3	ELCPE3	L1CP	L1DP	L1AP
D/502/4390	Audio Software	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
R/502/4631	Website Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
J/502/4559	Data Management Software	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
T/502/4573	Design Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
D/502/4566	Desktop Publishing Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
M/502/4300	Using Email	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
L/502/4613	Imaging Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
D/502/4292	IT Communication Fundamentals	2	Level 2	ELCPE3	L1CP	L1DP	L1AP
D/502/4616	Multimedia Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
M/502/4622	Presentation Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
F/502/4625	Spreadsheet Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
A/502/4297	Using the Internet	4	Level 2	ELCPE3	L1CP	L1DP	L1AP
R/502/4628	Word Processing Software	4	Level 2	ELCPE3	L1CP	L1DP	L1AP

RW - Retailing and Wholesaling (7.1)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
T/505/4205	Understanding the Business of Retail	1	Level 1	ELCPE3	L1CP	L1DP	L1AP
J/505/4208	Understanding the Retail Selling Process	2	Level 1	ELCPE3	L1CP	L1DP	L1AP

TO - Transportation operations and maintenance (4.3)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
J/508/0923	Transport and distribution in logistics	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
F/508/1505	Introduction to Logistics	2	Level 2	ELCPE3	L1CP	L1DP	L1AP
Y/616/5985	Working safely in a Motorcycle Workshop	2	Level 2		L1CP		

WS - Warehousing and Storage (7.2)				In Qualification			
URN	Component Name	Credit Value	Component Level	ELCPE3	L1CP	L1DP	L1AP
A/508/0871	Make an effective contribution to a business in the logistics sector	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
F/508/0872	Place goods in storage in logistics operations	4	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/508/0880	Process orders for customers in logistics operations	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
R/508/0889	Process returned goods in logistics operations	3	Level 2	ELCPE3	L1CP	L1DP	L1AP
L/508/0891	Receive goods in a logistics environment	3	Level 1	ELCPE3	L1CP	L1DP	L1AP
D/508/0894	Assemble orders for dispatch in a logistics environment	3	Level 1	ELCPE3	L1CP	L1DP	L1AP

Section Three

Assessment Principles and Component Specifications

3.1 Assessment Principles

FutureQuals qualifications will always include Assessment Principles whether they have been developed by a Sector Skills Council (SSC) or FutureQuals own.

1. Introduction

1.1 This document sets out those principles and approaches to component/qualification assessment already described in the Regulatory Framework. The information is intended to support the quality assurance processes of FutureQuals and it should also be read alongside individual component assessment requirements.

1.2 These principles will ensure a consistent approach to those elements of assessment which require further interpretation and definition.

2. Assessment

2.1 Learners must meet all of the learning outcomes and assessment criteria identified in each component to achieve the full component. Evidence should be developed over a period of time using different assessment methods.

2.2 Assessment decisions for competence based learning outcomes (e.g. those beginning with 'to be able to') must be made by an occupationally competent assessor using evidence generated in the workplace during the learner's normal work activity. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

2.3 Assessment decisions for competence based Learning Outcomes must be made by an assessor qualified to make assessment decisions.

2.4 Competence based assessment must include direct observation as a primary source of evidence. Assessment of competence based components and qualifications should ideally be carried out within the workplace, however, where this is not possible candidates can be assessed within an approved Realistic Working Environment (RWE) that replicates a real work setting. The criteria for RWE can be found under Definitions 6.6.

Learner evidence of occupational competence for components at any level should be generated and collected through performance under workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria. These conditions would be those typical to the candidate's normal place of work.

The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all learners have identical workplace conditions and therefore there cannot be

assessment conditions that are identical for all learners. However, assessors must ensure that, as far as possible, the conditions for assessment should be those under which the learner usually works.

2.5 Simulation may only be utilised as an assessment method for competence-based Learning Outcomes where this is specified in the assessment requirements of the individual component. The use of simulation should be restricted to obtaining evidence where the evidence cannot be generated through normal work activity. Where this may be the case, the use of simulation in the component assessment strategy will be agreed with FutureQuals.

2.6 Expert witnesses can be used for direct observation where they have occupational expertise for specialist areas or the observation is of a particularly sensitive nature. The use of expert witnesses should be determined by the IQA and agreed with FutureQuals.

2.7 Assessment of knowledge based Learning Outcomes (e.g. those beginning with 'know' or 'understand') may take place in or outside of a real work environment.

2.8 Assessment decisions for knowledge based Learning Outcomes must be made by an occupationally knowledgeable assessor qualified to make assessment decisions.

2.9 The assessment of selected FutureQuals qualifications may be subject to additional or modified assessment requirements. These requirements can be found listed under APPENDIX A onwards. All definitions remain the same as in section 6 of this document.

3. Assessors

3.1 Assessors employed by your centre will be both currently, occupationally knowledgeable and currently, occupationally competent to assess components and qualifications for which they have the expertise. They will need to be knowledgeable and competent in both the vocational area as well as in assessment. They must not assess learners where they have a potential conflict of interest, for example a family member or close friend. If this cannot be avoided, additional quality assurance checks must be put in place.

3.2 FutureQuals requires that the assessor holds, or be working towards, a current, recognised Assessor qualification. Assessors holding the L3 Certificate in Assessing Vocational Achievement, A1/A2 or D32/33 qualifications are not required to re-qualify. Where FutureQuals does not expect the assessor to hold a formal qualification, we would expect that the assessor meets the same standards of assessment practice as set out in the Learning and Development National Occupational Standard 09 Assess learner achievement.

4. Internal Quality Assurance

4.1 Internal quality assurance is key to ensuring that the assessment of evidence for components is of a consistent and appropriate quality. Centres will need to demonstrate that assessment is being monitored for consistency, reliability, inclusiveness, transparency and validity over time. Those carrying out internal quality assurance must be currently, occupationally knowledgeable, have relevant occupational expertise at the level (or above) in the area they are assuring and be qualified to make quality assurance decisions. 4.2 FutureQuals requires those responsible for internal quality assurance to hold or be working towards a current, recognised Quality Assurance qualification. Those responsible for internal quality assurance holding the L4 Award in the Internal Quality Assurance of Assessment Processes and Practice, D34 or V1 qualifications are not required to

requalify. Where FutureQuals does not require those responsible for internal quality assurance to hold a formal qualification we would expect that those responsible for internal quality assurance meet the standard of practice set out in the Learning and Development National Occupational Standard 11 Internally monitor and maintain the quality of assessment.

4.3 The Internal Quality Assurer is responsible for the integrity of the component/qualification that you, as a FutureQuals centre, claim for the learner. They will also ensure that there is no conflict of interest in assessment at the centre or where it cannot be avoided, that additional quality assurance is put in place.

5. External Quality Assurance

5.1 FutureQuals External Quality Assurers are appointed against rigorous criteria and have responsibility for ensuring the integrity and quality of components and qualifications awarded by FutureQuals. Your External Quality Assurer will work with you to ensure that all FutureQuals and regulatory requirements are met

Those carrying out external quality assurance must be currently, occupationally knowledgeable and have gained their expertise working within the sector or associated professional/occupational area they are assuring and be qualified to make quality assurance decisions.

5.2 FutureQuals requires those responsible for external quality assurance to hold or be working toward a current, recognised Quality Assurance qualification. Those responsible for external quality assurance holding the L4 Award in the External Quality Assurance of Assessment Processes and Practice, V2 or D35 qualifications are not required to re-qualify. Where FutureQuals does not require those responsible for external quality assurance to hold a formal qualification we would expect those responsible for external quality assurance to meet the standard of practice set out in the Learning and Development National Occupational Standard 12 Externally monitor and maintain the quality of assessment.

6. Definitions

6.1 Occupationally competent:

This means that each assessor must be capable of carrying out the full requirements within the competency component(s) they are assessing. Occupational competence must be at component level which might mean different assessors are needed across a whole qualification. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continuing learning and professional development.

6.2 Occupationally knowledgeable:

This means that each assessor should possess relevant knowledge and understanding, and be able to assess this in components designed to test specific knowledge and understanding, or in components where knowledge and understanding are components of competency. This occupational knowledge should be maintained annually through clearly demonstrable continuing learning and professional development.

6.3 Qualified to make assessment decisions:

This means that each assessor must hold a relevant qualification agreed with FutureQuals as suitable to support the making of appropriate and consistent assessment decisions.

6.4 Qualified to make quality assurance decisions:

FutureQuals will determine what will qualify those undertaking internal quality assurance to make decisions about that quality assurance.

6.5 Expert witness:

This is where an expert witness, such as a qualified professional, observes the learner working in their workplace and records their findings when it would not be possible for an assessor to observe the learner's practice.

An expert witness must:

- have a working knowledge of the components on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER a qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff.

The centre will have approved the expert witness but a centre assessor will judge the evidence provided by the expert witness against the assessment criteria. This can be used as competence and knowledge evidence.

6.6 Realistic Working Environment (RWE)

It is essential that organisations wishing to operate a RWE operate in an environment which reflects a real work setting. This will ensure that any competence achieved in this way will be sustained in real employment.

To undertake the assessment in a RWE the following guidelines must be met:

- the RWE is managed as a real work situation
 - assessment must be carried out under realistic business pressures
 - all services that are carried out should be completed in a way, and to a timescale, that is acceptable in business organisations
 - candidates must be expected to achieve a volume of work comparable to normal business practices
 - the range of services, products, tools, materials and equipment that the candidates use must be up to date and available
 - account must be taken of any legislation or regulations in relation to the type of work that is being carried out
 - learners must be given workplace responsibilities to enable them to meet the requirements of the components
 - Customer perceptions of the RWE are similar to that found in the work situation being represented.



3.2 Component Specifications

Section Four

Centre Information

4.1 Centre Operations Manual

Information regarding centre support, learner registration, certification, reasonable adjustments and special consideration, complaints and appeals can be found in the [Centre Operations Manual](#).

4.2 Initial Assessment and Centre Learner Support

It is important that centres carry out an initial assessment to identify what knowledge and degree of skills the learner already has, and to identify if any support or reasonable adjustments will be required to enable them to be assessed fairly. This may include an assessment of minimum core personal skills in English, Mathematics and ICT.

This can be recorded so that centres can identify any associated needs and record this in appropriate plans. This will help in planning the learning programme. It is important at the initial assessment stage to ensure that learners commence a programme at the appropriate level.

Centres should assess each learner's potential and make a professional judgement about his/her ability to successfully complete the programme of study and achieve the qualification.

This assessment will need to take account of:

- the support available to the learner within the centre during his/her programme of study
- any specific support that might be necessary to allow the learner to access the assessment for the qualification
- diagnoses of the requirements of the learner, making use of specialist advice from external sources, as appropriate

Centres should identify any learner requirements and how they may affect successful completion of the particular programme. Programme teams should refer closely to the qualification specifications when discussing possible options for learners. They should advise learners on the appropriateness of the qualification to the learner and identify more suitable qualifications if necessary.

It is our intention that there should be no discrimination on the grounds of a protected characteristic. FutureQuals and approved centres have a responsibility to ensure that the process of assessment is robust and fair and allows a learner to show what they know and can do without compromising the assessment criteria.

Details on how to make adjustments for learners to ensure fair access to assessment is set out in the FutureQuals Reasonable Adjustment and Special Considerations Policy.

4.3 Identification Requirements and Learner Authenticity

Identification Requirements

It is a centre's responsibility to confirm the identity of a learner as part of its registration process. A centre may do this by requesting sufficient personal data and a unique learner number (ULN) to ensure the learner can be clearly and uniquely identified.

The use of a ULN is now a mandatory requirement for publicly funded education and when submitting Individualised Learner Record (ILR) returns.

Centres must have systems in place to ensure that an individual completing an assessment is the person he/she is claiming to be.

Therefore, centres are required to ensure that each learner's identification is checked and that the type of identification provided by each learner is recorded before assessments are undertaken. FutureQuals External Quality Assurers will check this record during quality assurance monitoring activities.

The following would be permitted proof of a learner's Identity:

- a valid passport (any nationality)
- a signed UK photo card driving licence
- valid warrant card issued by HM Forces or the Police
- other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card
- UK biometric residence permit

If an assessment is taking place in a learner's place of work and a learner is unable to supply any of the above, authentication of a learner's identity by a third-party representative, for example his/her line manager or a member of his/her workplace Human Resources Team can be accepted.

Learner Authenticity

It is a regulatory requirement that every assessment submission is authenticated as the work of the named learner whether submitted to a centre or to FutureQuals. Therefore, the FutureQuals Evidence Logbook requires that a declaration of authenticity is signed by a learner for each assessment submitted.

By signing the declaration a learner is acknowledging that if the statement is untrue, an assessment breach has been committed.

If a centre uses electronic systems or e-portfolios, an alternate form of formal declaration of authenticity must be completed with each assessment that is submitted.

If a centre uses its own version of the FutureQuals Evidence Logbook it must ensure that the version used captures the same information i.e. the assessment method, evidence reference, the assessor's

decision (including the signature and date to evidence completion assessment) and the learner's declaration of authenticity.

Any submission that does not carry a formal declaration of authenticity will not be externally quality assured. If an alternate formal declaration of authenticity is completed by a learner it must, as a minimum, include the statement:

Statement of confirmation of authenticity

I declare that the work presented for this component is entirely my own work.

The learner must sign and date the declaration.

4.4 Legal Considerations

Learners and centres should be aware of regulations affecting those who deal with children, young people and vulnerable adults in the country the qualification is delivered in.

The Prevent Duty Guidance available from the Home Office, makes clear the important role of further education leaders in stopping extremists seeking to radicalise learners on campuses and in supporting learners at risk of extremist influences.

Ofsted has responsibility for monitoring the Prevent Duty in publicly funded further education and skills providers.

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