

Ascentis Entry 3 and Level 1 Award, Certificate and Diploma



in

Skills Towards Enabling Progression (Step Up)

Rule of Combination

Ofqual Numbers:	See page 3
Ofqual Start Date:	01/03/2013
Ofqual Review Date:	31/07/2022
Ofqual Certification Review Date:	31/07/2023

Qualification Overview

These qualifications' main purpose is to help you to achieve a skill set that will enable you to operate independently and effectively in life, learning and work.

Many young people and adults need support to overcome barriers which are preventing them from achieving what they want to in life and work. These qualifications offer a flexible and broad range of subjects which can be tailored to your needs to help you to learn new skills and knowledge.

There are several features of these qualifications that make them very appropriate for their target learners:

- Unit certification is available for each of the units
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- Evidence can be generated within a wide range of organisational contexts, allowing the qualifications to meet the specific occupational requirements of the learners

Aims

The aims of these qualifications are to enable learners:

- 1 To overcome barriers to entering work
- 2 To operate independently and effectively in life, learning and work

Target Group

These qualifications are designed for learners who would benefit from an individualised curriculum and can be used for learners aged 14 and above.

They are designed to support those who:

- need to develop their English, maths and interpersonal skills in order to progress in learning or employment;
- would prefer an alternative to an academic qualification;
- lack confidence in their own ability to progress in learning or work;
- would benefit from studying vocational taster units to help make career choices.

Regulation Codes

Ofqual Regulation Numbers:

Entry 3

- Ascentis Entry Level Award in Skills Towards Enabling Progression (Step Up) (Entry 3): 600/8497/2
- Ascentis Entry Level Certificate in Skills Towards Enabling Progression (Step Up) (Entry 3): 600/8498/4
- Ascentis Entry Level Diploma in Skills Towards Enabling Progression (Step Up) (Entry 3): 600/8499/6

Level 1

- Ascentis Level 1 Award in Skills Towards Enabling Progression (Step Up): 600/8496/0
- Ascentis Level 1 Certificate in Skills Towards Enabling Progression (Step Up): 600/8494/7
- Ascentis Level 1 Diploma in Skills Towards Enabling Progression (Step Up): 600/8495/9

Assessment Method

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria. They are internally assessed and verified by the centre and then externally verified by Ascentis.

Guided Learning Hours (GLH)

The recommended guided learning hours for these qualifications is:

- Entry Level Award in Skills towards Enabling Progression (Step Up) (Entry 3) is 25
- Entry Level Certificate in Skills towards Enabling Progression (Step Up) (Entry 3) is 121
- Entry Level Diploma in Skills towards Enabling Progression (Step Up) (Entry 3) is 326
- Level 1 Award in Skills towards Enabling Progression (Step Up) is 36
- Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 146
- Level 1 Diploma in Skills towards Enabling Progression (Step Up) is 286

Total Qualification Time (TQT)

The total qualification time for these qualifications is:

- Entry Level Award in Skills towards Enabling Progression (Step Up) (Entry 3) is 30
- Entry Level Certificate in Skills towards Enabling Progression (Step Up) (Entry 3) is 150
- Entry Level Diploma in Skills towards Enabling Progression (Step Up) (Entry 3) is 370
- Level 1 Award in Skills towards Enabling Progression (Step Up) is 60
- Level 1 Certificate in Skills towards Enabling Progression (Step Up) is 210
- Level 1 Diploma in Skills towards Enabling Progression (Step Up) is 390

Age Range of Qualification

This qualification is suitable for learners aged 14+, 16–18 and 19+.

Rule of Combination

PLEASE NOTE: Units with the same title at different levels are barred.

Ascentis Entry 3 Award in Skills Towards Enabling Progression (Step Up)				
Learners must achieve 3 credits from any unit group				
				Maximum Credits: 3
Core Skills				
Title	Level	Credit Value	GLH	Unit ref
Issues of Substance Misuse	E3	1	10	A/504/8437
Skills for Shopping	E3	3	30	A/504/8695
Using Computers for Family Learning	E3	2	20	A/504/8857
Health and Safety Awareness	E3	1	10	A/504/9913
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
College Induction	E3	3	30	D/504/8124
Understanding Family Relationships	E3	3	30	D/505/1279
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Engage in Discussion	E3	1	10	F/503/3048
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
The Local Community	E3	1	10	F/505/3672
Introduction to Road Safety	E3	3	30	F/505/8712
Skills for Employability	E3	3	30	F/505/8788
Speaking to Communicate	E3	1	10	F/506/0671
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Managing Social Relationships	E3	2	20	H/505/8623
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Time	E3	1	10	J/504/8716
Emotional Intelligence	E3	3	30	J/505/3737
Career Preparation	E3	1	10	J/505/3740
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548

Food Safety and Storage	E3	3	30	J/505/8646
Using a Personal Learning Programme	E3	3	30	J/505/8789
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Recognising Employment Opportunities	E3	1	10	K/504/8529
Planning for Personal Development	E3	1	10	K/505/3665
Young People, Law and Order	E3	3	30	K/505/3679
Employment Contracts and Payslips	E3	1	10	K/505/3746
Division of Whole Numbers	E3	1	10	K/505/4010
Understanding Self and Others	E3	3	30	K/506/0678
Work Experience	E3	3	30	L/504/8720
Accessing Public Transport	E3	3	30	L/504/9592
Money: Adding and Subtracting	E3	1	10	L/505/3089
Personal Study Skills	E3	3	30	L/505/3741
Preparation for Work Experience	E3	1	10	L/505/8583
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Preparation for Production Skills	E3	3	30	M/505/3683
Data Handling: Extracting and Interpreting	E3	1	10	M/505/4008
Volunteering	E3	2	20	M/505/8592
Teamwork Skills	E3	2	20	R/505/5698
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Living in the Community	E3	3	30	R/505/8598
Participating in a Vocational Taster	E3	2	20	R/506/5308
Diversity in Society	E3	3	30	T/504/8565
Data Handling: Recording and Representing Data	E3	1	10	T/505/4009
Developing and Applying Number Skills	E3	1	10	T/506/5317
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Take Part in an Activity	E3	2	20	T/504/8713
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Getting to Know Woodlands	E3	3	30	M/505/6468
Measure: Capacity and Temperature	E3	1	10	A/505/4013
Rights and Responsibilities of Citizenship	E3	3	30	L/505/3674
Spelling in Practice	E3	1	10	A/503/3162
Reading Key Personal Words	E3	1	10	K/503/3156
Writing Composition Skills	E3	1	10	T/506/1770
Using Punctuation	E3	1	10	F/503/3289
Grammar Skills	E3	1	10	A/503/3050
Personal Learning Goals	E3	3	30	A/505/8787
Reading Grammar and Punctuation	E3	1	10	H/503/3155

Groom a Small Animal	E3	2	20	D/505/0777
Administration				
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Reception and Filing Skills	E3	3	30	H/505/3194
Animal Care				
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Building and Construction				
Health and Safety in Construction	E3	3	30	H/505/1381
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Crafts, Creative Arts and Design				
Needle/Textile Crafts	E3	3	30	D/505/5686
Basic Craft Skills	E3	3	30	H/505/5687
Using Mixed Media in 2D	E3	3	30	J/505/3608
Garment Making	E3	3	30	Y/505/3600
Child Development and Well Being				
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210
Human Growth and Development	E3	3	30	R/505/3675
Environmental Conservation				
Environmental Sustainability	E3	1	10	J/505/8503
Horticulture and Forestry				
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Clearing and Weeding a Garden	E3	2	20	F/505/0397
Sowing and Growing Plants	E3	3	30	K/505/3195
Amenity Horticulture Skills	E3	3	30	K/505/8929
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Introduction to Cultivating Plant Cuttings	E3	3	30	A/504/5330
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
History				

Discover Local History	E3	3	30	A/505/3606
ICT				
Presentation Software	E3	2	20	A/505/3217
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Desktop Publishing Software	E3	2	15	F/505/3185
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Using Graphics Software	E3	1	10	J/504/8960
Digital Lifestyle	E3	2	20	K/505/1673
IT User Fundamentals	E3	2	20	K/505/3214
Spreadsheet Software	E3	2	15	L/505/3223
Using Mobile IT Devices	E3	1	10	L/505/6378
Computer Security and Privacy	E3	1	10	L/505/8535
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
Word Processing Software	E3	2	15	M/505/3229
Computer Basics	E3	1	10	R/505/1652
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Audio and Video Software	E3	2	15	Y/505/6366
Performing Arts				
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Retail and Commercial Enterprises				
Introduction to Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	E3	3	30	A/501/9522
Basic Cooking	E3	2	20	K/505/3181
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Hand Care	E3	2	20	L/505/6106
Skin Care	E3	2	20	F/505/6135
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Basic Food Preparation	E3	2	20	M/505/3182
Serving Food and Drink	E3	2	20	T/505/6133
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Hair Plaiting	E3	3	30	F/505/8595
Customer Service in the Hospitality Industry	E3	1	10	T/505/3183
Sport, Leisure and Recreation				
Indoor Team Games	E3	3	30	A/505/8644
Taking Part in Sport	E3	3	30	F/505/8600
Improving Own Fitness	E3	3	30	L/505/8549
Transport, Operations and Maintenance				

Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107
Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Washing a Car Exterior	E3	1	10	L/505/0418
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Valeting a Car Interior	E3	1	10	T/505/8707
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574

Ascentis Entry 3 Certificate in Skills Towards Enabling Progression (Step Up)

Learners must achieve 15 credits overall. 3 credits must be achieved from Core Skills. Learners may achieve the remaining credits from any unit group. A maximum of 6 credits may be taken from the ICT units. A maximum of 6 credits can be taken at Level 1.

Maximum Credits: 15

Unit Group A: Core Skills

Title	Level	Credit Value	GLH	Unit ref
Issues of Substance Misuse	E3	1	10	A/504/8437
Skills for Shopping	E3	3	30	A/504/8695
Using Computers for Family Learning	E3	2	20	A/504/8857
Health and Safety Awareness	E3	1	10	A/504/9913
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
College Induction	E3	3	30	D/504/8124
Understanding Family Relationships	E3	3	30	D/505/1279
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Engage in Discussion	E3	1	10	F/503/3048
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
The Local Community	E3	1	10	F/505/3672
Introduction to Road Safety	E3	3	30	F/505/8712
Skills for Employability	E3	3	30	F/505/8788
Speaking to Communicate	E3	1	10	F/506/0671
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Managing Social Relationships	E3	2	20	H/505/8623
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Time	E3	1	10	J/504/8716
Emotional Intelligence	E3	3	30	J/505/3737
Career Preparation	E3	1	10	J/505/3740
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Food Safety and Storage	E3	3	30	J/505/8646
Using a Personal Learning Programme	E3	3	30	J/505/8789

Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Recognising Employment Opportunities	E3	1	10	K/504/8529
Planning for Personal Development	E3	1	10	K/505/3665
Young People, Law and Order	E3	3	30	K/505/3679
Employment Contracts and Payslips	E3	1	10	K/505/3746
Division of Whole Numbers	E3	1	10	K/505/4010
Understanding Self and Others	E3	3	30	K/506/0678
Work Experience	E3	3	30	L/504/8720
Accessing Public Transport	E3	3	30	L/504/9592
Money: Adding and Subtracting	E3	1	10	L/505/3089
Personal Study Skills	E3	3	30	L/505/3741
Preparation for Work Experience	E3	1	10	L/505/8583
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Preparation for Production Skills	E3	3	30	M/505/3683
Data Handling: Extracting and Interpreting	E3	1	10	M/505/4008
Volunteering	E3	2	20	M/505/8592
Teamwork Skills	E3	2	20	R/505/5698
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Living in the Community	E3	3	30	R/505/8598
Participating in a Vocational Taster	E3	2	20	R/506/5308
Diversity in Society	E3	3	30	T/504/8565
Data Handling: Recording and Representing Data	E3	1	10	T/505/4009
Developing and Applying Number Skills	E3	1	10	T/506/5317
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Take Part in an Activity	E3	2	20	T/504/8713
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Getting to Know Woodlands	E3	3	30	M/505/6468
Measure: Capacity and Temperature	E3	1	10	A/505/4013
Rights and Responsibilities of Citizenship	E3	3	30	L/505/3674
Spelling in Practice	E3	1	10	A/503/3162
Reading Key Personal Words	E3	1	10	K/503/3156
Writing Composition Skills	E3	1	10	T/506/1770
Using Punctuation	E3	1	10	F/503/3289
Grammar Skills	E3	1	10	A/503/3050
Personal Learning Goals	E3	3	30	A/505/8787
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Undertaking an Enterprise Project	E3	6	60	F/504/8570
Groom a Small Animal	E3	2	20	D/505/0777

Optional Units				
Animal Care				
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Administration				
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Reception and Filing Skills	E3	3	30	H/505/3194
Building and Construction				
Health and Safety in Construction	E3	3	30	H/505/1381
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Crafts, Creative Arts and Design				
Needle/Textile Crafts	E3	3	30	D/505/5686
Basic Craft Skills	E3	3	30	H/505/5687
Using Mixed Media in 2D	E3	3	30	J/505/3608
Garment Making	E3	3	30	Y/505/3600
Child Development and Well Being				
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210
Human Growth and Development	E3	3	30	R/505/3675
Environmental Conservation				
Environmental Sustainability	E3	1	10	J/505/8503
Horticulture and Forestry				
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Clearing and Weeding a Garden	E3	2	20	F/505/0397
Sowing and Growing Plants	E3	3	30	K/505/3195
Amenity Horticulture Skills	E3	3	30	K/505/8929
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Planting in a Container	E3	3	30	D/505/0407
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786

History				
Discover Local History	E3	3	30	A/505/3606
ICT for Users				
Presentation Software	E3	2	20	A/505/3217
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Desktop Publishing Software	E3	2	15	F/505/3185
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Using Graphics Software	E3	1	10	J/504/8960
Digital Lifestyle	E3	2	20	K/505/1673
IT User Fundamentals	E3	2	20	K/505/3214
Spreadsheet Software	E3	2	15	L/505/3223
Using Mobile IT Devices	E3	1	10	L/505/6378
Computer Security and Privacy	E3	1	10	L/505/8535
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
Word Processing Software	E3	2	15	M/505/3229
Computer Basics	E3	1	10	R/505/1652
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Audio and Video Software	E3	2	15	Y/505/6366
Performing Arts				
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Retail and Commercial Enterprises				
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Basic Cooking	E3	2	20	K/505/3181
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Basic Food Preparation	E3	2	20	M/505/3182
Serving Food and Drink	E3	2	20	T/505/6133
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Hair Plaiting	E3	3	30	F/505/8595
Customer Service in the Hospitality Industry	E3	1	10	T/505/3183
Sport, Leisure and Recreation				
Indoor Team Games	E3	3	30	A/505/8644
Taking Part in Sport	E3	3	30	F/505/8600
Improving Own Fitness	E3	3	30	L/505/8549
Transport, Operations and Maintenance				
Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107

Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Washing a Car Exterior	E3	1	10	L/505/0418
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Valeting a Car Interior	E3	1	10	T/505/8707
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Level 1 Units				
Handling Data	1	2	18	A/503/3291
Preparing to be a Good Tenant and Neighbour	1	1	9	A/504/1147
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Emotional Intelligence	1	3	27	A/505/4111
Numbers, Decimals, Fractions and Percentages	1	3	30	A/505/4867
Understanding Your Pay	1	3	27	A/505/5291
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Understanding and Using Percentages	1	2	18	D/503/3252
Writing for Meaning Skills	1	3	27	D/503/3302
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Improving Own Learning and Performance	1	2	16	D/504/9497
Family Relationships	1	3	27	D/505/1282
Personal Relationships	1	3	27	D/505/1539
Equality and Diversity	1	3	24	D/505/1959
Independent Skills for Living in the Community	1	3	27	D/505/3999
Interpersonal Skills	1	3	27	D/505/4067
Personal Learning Programme	1	3	27	D/505/4070
Job Seeking Skills	1	3	27	D/505/4103
Planning a Move into a New Home	1	1	9	D/505/4666
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Understanding Motivation	1	1	9	D/506/5327
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Understanding Volume	1	1	9	F/503/3258
Using Calculations: Multiplication and Division of Whole Numbers	1	2	18	F/503/3356
Spelling Skills	1	3	27	F/503/3390

Understand How to Look After a New Home	1	1	9	F/504/1151
Further Education Enrichment Activity	1	2	18	F/505/4076
Understanding Work-Based Placements	1	1	9	F/505/8645
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding and Using 2D Shapes	1	1	9	H/503/3169
Personal Learning Skills	1	6	54	H/505/4071
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Personal Career Planning	1	3	27	H/505/4104
Problem Solving in the Workplace	1	3	27	H/505/8587
Approaches to Learning	1	1	9	H/505/8718
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Using Calculations: Addition and Subtraction of Whole Numbers	1	1	9	J/503/3259
Understanding Perimeter and Area	1	1	9	J/503/3276
Understand How to Apply for Housing	1	1	9	J/504/1149
Understand How to Look After Personal Health and Hygiene	1	1	9	J/504/1152
Communication in the Workplace	1	3	27	J/504/7517
Sex and Relationships	1	3	24	J/504/8196
Independent Shopping for Household Items	1	3	27	J/504/8277
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Understanding Own Response to Body Image	1	2	18	J/505/1244
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Take Part in an Activity	1	1	9	J/505/4337
Managing Own Relationship with Others	1	3	27	J/505/8551
How the Body Works	1	2	18	J/505/8615
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Data Calculations	1	1	9	K/503/3044
Calculations using Fractions, Decimals and Percentages	1	3	24	K/505/1947
Measures and Shape	1	3	24	K/505/2063
Personal Development Skills	1	3	27	K/505/4069
Personal Career Preparation	1	1	9	K/505/4105
Health and Hygiene in the Home	1	3	27	K/505/8557
Understanding Pay and Payslips	1	1	9	K/505/8610

Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparation for Work	1	3	27	K/505/8848
Calculation: Whole Numbers	1	3	27	K/505/9031
Young Parenthood	1	2	18	K/506/0728
Punctuation and Grammar Skills	1	2	18	L/503/3392
Understanding Financial Products and Services	1	1	9	L/504/1153
Healthy Living	1	3	27	L/504/8264
Active Citizenship in the Local Community	1	1	9	L/504/8510
Time Management	1	3	27	L/504/8717
Improving Own Confidence	1	3	27	L/505/4078
Managing Your Own Learning	1	3	27	L/505/8552
Work, Review and Plan	1	3	27	L/505/8616
Carrying Out an Independent Research Project	1	3	27	L/505/8633
Understanding Personal Awareness	1	3	27	L/506/0673
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Skills for Independent Life	1	3	27	M/505/4073
Prepare for Interview	1	1	9	M/505/4106
Understanding what Volunteering is About	1	1	9	M/505/8611
Speaking and Listening Skills	1	3	27	M/505/8656
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding Numbers	1	2	18	R/503/3166
Understanding and Using Decimals	1	2	18	R/503/3278
Developing Customer Service Skills	1	3	27	R/503/9226
Understanding and Using Shapes	1	3	27	R/503/9291
Personal Money Management	1	1	9	R/504/1154
Work Placement	1	3	27	R/504/8198
Induction to Study	1	3	27	R/504/8279
Aspects of Citizenship	1	3	27	R/504/8511
Presentation Skills	1	2	18	R/505/0453
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding Young People, Law and Order	1	3	27	R/505/4101
Recognising Employment Opportunities	1	1	9	R/505/4342
Preparing for Interviews	1	1	9	R/505/5300
Personal Budgeting and Money Management	1	3	27	R/505/8567
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Measure: Time and Temperature	1	2	18	R/506/0920
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Participating in a Vocational Taster	1	2	20	T/504/8632

Prejudice and Discrimination	1	3	27	T/504/8842
Building a Personal Career Portfolio	1	3	27	T/505/3989
Preparing for Work	1	3	27	T/505/4107
Undertaking an Enterprise Project	1	3	27	T/505/4446
Assertive Living	1	3	27	T/506/5320
Understanding and Using Fractions	1	2	18	Y/503/3170
Probability	1	1	9	Y/503/3282
Teamwork Skills	1	2	18	Y/504/9515
Personal Development	1	3	27	Y/506/0577
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Developing Confidence Working With Animals	1	3	27	J/506/0476
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Principles of the Care of Animals	1	2	18	M/505/8575
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with the Care of Animals	1	2	18	A/505/8613
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Health and Safety in Construction	1	3	30	D/505/1363
Wallpapering Skills	1	3	27	D/506/5330
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Developing Plumbing Skills	1	4	36	H/505/8668
Carpentry Hand Skills	1	3	27	J/503/2659
Assemble Units for Interiors	1	1	10	J/505/8601
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Fitting Units for Interiors	1	1	10	M/505/0539
Plastering Techniques	1	3	27	R/504/9643
Introduction to Plastering Techniques	1	3	27	R/505/4969
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649

Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Industrial Fabric Printing	1	6	54	R/505/8729
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Developing Skills for Listening to Children	1	3	27	H/503/8193
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Caring for Your Baby	1	3	27	M/505/8933
Caring for Young Children	1	3	27	T/505/3054
Understanding Play	1	3	27	Y/504/9613
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Sowing and Growing Techniques	1	3	27	H/505/8797
Organic Horticulture	1	3	27	L/505/0600
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Creative Writing Skills	1	3	27	M/505/4042
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Understanding Customer Service	1	3	27	A/506/1043
Preparing and Serving Drinks	1	3	27	D/505/8636
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Salon Reception Duties	1	3	22	H/504/9601
Food Service	1	2	18	J/505/3060
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Using Kitchen Equipment	1	1	10	T/502/5075
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Developing Angling Skills	1	3	27	J/505/8629

Participating in Leisure Activities	1	3	27	L/505/0659
Taking Part in Sport	1	3	27	R/505/1330
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Repair a Cycle Puncture	1	1	9	M/504/9584
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
Design Software	1	3	20	A/505/6389
IT Software Fundamentals	1	3	20	A/505/6392
Word Processing Software	1	3	20	D/505/6398
Video Software Skills	1	2	18	F/505/1730
Spreadsheet Software	1	3	20	F/505/3204
Using the Internet	1	3	20	H/505/3275
Using Email	1	2	15	L/505/3271
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Desktop Publishing Software	1	3	20	R/505/3059
Imaging Software	1	3	20	R/505/3062
IT Communication Fundamentals	1	2	15	T/505/6391
Using Mobile IT Devices	1	2	15	Y/505/3273
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560

Ascentis Entry 3 Diploma in Skills Towards Enabling Progression (Step Up)

Learners must achieve 37 credits overall. 6 credits must be achieved from Core Skills. Learners may achieve the remaining credits from any unit group. A maximum of 6 credits may be taken from the ICT units. A maximum of 12 credits can be taken at Level 1.

Maximum Credits: 37

Unit Group A: Core Skills

Title	Level	Credit Value	GLH	Unit ref
Issues of Substance Misuse	E3	1	10	A/504/8437
Skills for Shopping	E3	3	30	A/504/8695
Using Computers for Family Learning	E3	2	20	A/504/8857
Health and Safety Awareness	E3	1	10	A/504/9913
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
College Induction	E3	3	30	D/504/8124
Understanding Family Relationships	E3	3	30	D/505/1279
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Engage in Discussion	E3	1	10	F/503/3048
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
The Local Community	E3	1	10	F/505/3672
Introduction to Road Safety	E3	3	30	F/505/8712
Skills for Employability	E3	3	30	F/505/8788
Speaking to Communicate	E3	1	10	F/506/0671
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Managing Social Relationships	E3	2	20	H/505/8623
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Time	E3	1	10	J/504/8716
Emotional Intelligence	E3	3	30	J/505/3737
Career Preparation	E3	1	10	J/505/3740
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Food Safety and Storage	E3	3	30	J/505/8646
Using a Personal Learning Programme	E3	3	30	J/505/8789

Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Recognising Employment Opportunities	E3	1	10	K/504/8529
Planning for Personal Development	E3	1	10	K/505/3665
Young People, Law and Order	E3	3	30	K/505/3679
Employment Contracts and Payslips	E3	1	10	K/505/3746
Division of Whole Numbers	E3	1	10	K/505/4010
Understanding Self and Others	E3	3	30	K/506/0678
Work Experience	E3	3	30	L/504/8720
Accessing Public Transport	E3	3	30	L/504/9592
Money: Adding and Subtracting	E3	1	10	L/505/3089
Personal Study Skills	E3	3	30	L/505/3741
Preparation for Work Experience	E3	1	10	L/505/8583
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Preparation for Production Skills	E3	3	30	M/505/3683
Data Handling: Extracting and Interpreting	E3	1	10	M/505/4008
Volunteering	E3	2	20	M/505/8592
Teamwork Skills	E3	2	20	R/505/5698
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Living in the Community	E3	3	30	R/505/8598
Participating in a Vocational Taster	E3	2	20	R/506/5308
Diversity in Society	E3	3	30	T/504/8565
Data Handling: Recording and Representing Data	E3	1	10	T/505/4009
Developing and Applying Number Skills	E3	1	10	T/506/5317
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Take Part in an Activity	E3	2	20	T/504/8713
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Getting to Know Woodlands	E3	3	30	M/505/6468
Measure: Capacity and Temperature	E3	1	10	A/505/4013
Rights and Responsibilities of Citizenship	E3	3	30	L/505/3674
Spelling in Practice	E3	1	10	A/503/3162
Reading Key Personal Words	E3	1	10	K/503/3156
Writing Composition Skills	E3	1	10	T/506/1770
Using Punctuation	E3	1	10	F/503/3289
Grammar Skills	E3	1	10	A/503/3050
Personal Learning Goals	E3	3	30	A/505/8787
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Undertaking an Enterprise Project	E3	6	60	F/504/8570
Groom a Small Animal	E3	2	20	D/505/0777

Optional Units				
Animal Care				
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Administration				
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Reception and Filing Skills	E3	3	30	H/505/3194
Building and Construction				
Health and Safety in Construction	E3	3	30	H/505/1381
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Crafts, Creative Arts and Design				
Needle/Textile Crafts	E3	3	30	D/505/5686
Basic Craft Skills	E3	3	30	H/505/5687
Using Mixed Media in 2D	E3	3	30	J/505/3608
Garment Making	E3	3	30	Y/505/3600
Child Development and Well Being				
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210
Human Growth and Development	E3	3	30	R/505/3675
Environmental Conservation				
Environmental Sustainability	E3	1	10	J/505/8503
Horticulture and Forestry				
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Clearing and Weeding a Garden	E3	2	20	F/505/0397
Sowing and Growing Plants	E3	3	30	K/505/3195
Amenity Horticulture Skills	E3	3	30	K/505/8929
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Planting in a Container	E3	3	30	D/505/0407
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786

History				
Discover Local History	E3	3	30	A/505/3606
ICT for Users				
Presentation Software	E3	2	20	A/505/3217
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Desktop Publishing Software	E3	2	15	F/505/3185
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Using Graphics Software	E3	1	10	J/504/8960
Digital Lifestyle	E3	2	20	K/505/1673
IT User Fundamentals	E3	2	20	K/505/3214
Spreadsheet Software	E3	2	15	L/505/3223
Using Mobile IT Devices	E3	1	10	L/505/6378
Computer Security and Privacy	E3	1	10	L/505/8535
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
Word Processing Software	E3	2	15	M/505/3229
Computer Basics	E3	1	10	R/505/1652
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Audio and Video Software	E3	2	15	Y/505/6366
Performing Arts				
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Retail and Commercial Enterprises				
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Basic Cooking	E3	2	20	K/505/3181
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Basic Food Preparation	E3	2	20	M/505/3182
Serving Food and Drink	E3	2	20	T/505/6133
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Hair Plaiting	E3	3	30	F/505/8595
Customer Service in the Hospitality Industry	E3	1	10	T/505/3183
Sport, Leisure and Recreation				
Indoor Team Games	E3	3	30	A/505/8644
Taking Part in Sport	E3	3	30	F/505/8600
Improving Own Fitness	E3	3	30	L/505/8549
Transport, Operations and Maintenance				
Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107

Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Washing a Car Exterior	E3	1	10	L/505/0418
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Valeting a Car Interior	E3	1	10	T/505/8707
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Level 1 Units				
Handling Data	1	2	18	A/503/3291
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Emotional Intelligence	1	3	27	A/505/4111
Numbers, Decimals, Fractions and Percentages	1	3	30	A/505/4867
Understanding Your Pay	1	3	27	A/505/5291
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Understanding and Using Percentages	1	2	18	D/503/3252
Writing for Meaning Skills	1	3	27	D/503/3302
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Improving own learning and performance	1	2	16	D/504/9497
Family Relationships	1	3	27	D/505/1282
Personal Relationships	1	3	27	D/505/1539
Equality and Diversity	1	3	24	D/505/1959
Independent Skills for Living in the Community	1	3	27	D/505/3999
Interpersonal Skills	1	3	27	D/505/4067
Personal Learning Programme	1	3	27	D/505/4070
Job Seeking Skills	1	3	27	D/505/4103
Planning a move into a new home	1	1	9	D/505/4666
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Understanding Motivation	1	1	9	D/506/5327
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Understanding Volume	1	1	9	F/503/3258
Using Calculations: Multiplication and Division of Whole Numbers	1	2	18	F/503/3356
Spelling Skills	1	3	27	F/503/3390
Understand how to look after a new home	1	1	9	F/504/1151

Further Education Enrichment Activity	1	2	18	F/505/4076
Understanding Work-Based Placements	1	1	9	F/505/8645
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding and Using 2D Shapes	1	1	9	H/503/3169
Personal Learning Skills	1	6	54	H/505/4071
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Personal Career Planning	1	3	27	H/505/4104
Problem Solving in the Workplace	1	3	27	H/505/8587
Approaches to Learning	1	1	9	H/505/8718
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Using Calculations: Addition and Subtraction of Whole Numbers	1	1	9	J/503/3259
Understanding Perimeter and Area	1	1	9	J/503/3276
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Communication in the Workplace	1	3	27	J/504/7517
Sex and Relationships	1	3	24	J/504/8196
Independent Shopping for Household Items	1	3	27	J/504/8277
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Understanding Own Response to Body Image	1	2	18	J/505/1244
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Take Part in an Activity	1	1	9	J/505/4337
Managing Own Relationship with Others	1	3	27	J/505/8551
How the Body Works	1	2	18	J/505/8615
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Data Calculations	1	1	9	K/503/3044
Calculations using Fractions, Decimals and Percentages	1	3	24	K/505/1947
Measures and Shape	1	3	24	K/505/2063
Personal Development Skills	1	3	27	K/505/4069
Personal Career Preparation	1	1	9	K/505/4105
Health and Hygiene in the Home	1	3	27	K/505/8557
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Preparing for a Recruitment Interview	1	3	27	K/505/8722

Preparation for Work	1	3	27	K/505/8848
Calculation: Whole Numbers	1	3	27	K/505/9031
Young Parenthood	1	2	18	K/506/0728
Punctuation and Grammar Skills	1	2	18	L/503/3392
Understanding financial products and services	1	1	9	L/504/1153
Healthy Living	1	3	27	L/504/8264
Active Citizenship in the Local Community	1	1	9	L/504/8510
Time Management	1	3	27	L/504/8717
Improving Own Confidence	1	3	27	L/505/4078
Managing Your Own Learning	1	3	27	L/505/8552
Work, Review and Plan	1	3	27	L/505/8616
Carrying Out an Independent Research Project	1	3	27	L/505/8633
Understanding Personal Awareness	1	3	27	L/506/0673
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Skills for Independent Life	1	3	27	M/505/4073
Prepare for Interview	1	1	9	M/505/4106
Understanding what Volunteering is About	1	1	9	M/505/8611
Speaking and Listening Skills	1	3	27	M/505/8656
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding Numbers	1	2	18	R/503/3166
Understanding and Using Decimals	1	2	18	R/503/3278
Developing Customer Service Skills	1	3	27	R/503/9226
Understanding and Using Shapes	1	3	27	R/503/9291
Personal Money Management	1	1	9	R/504/1154
Work Placement	1	3	27	R/504/8198
Induction to Study	1	3	27	R/504/8279
Aspects of Citizenship	1	3	27	R/504/8511
Presentation Skills	1	2	18	R/505/0453
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding Young People, Law and Order	1	3	27	R/505/4101
Recognising Employment Opportunities	1	1	9	R/505/4342
Preparing for Interviews	1	1	9	R/505/5300
Personal Budgeting and Money Management	1	3	27	R/505/8567
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Measure: Time and Temperature	1	2	18	R/506/0920
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Participating in a Vocational Taster	1	2	20	T/504/8632
Prejudice and Discrimination	1	3	27	T/504/8842
Building a Personal Career Portfolio	1	3	27	T/505/3989

Preparing for Work	1	3	27	T/505/4107
Undertaking an Enterprise Project	1	3	27	T/505/4446
Assertive Living	1	3	27	T/506/5320
Understanding and Using Fractions	1	2	18	Y/503/3170
Probability	1	1	9	Y/503/3282
Teamwork Skills	1	2	18	Y/504/9515
Personal Development	1	3	27	Y/506/0577
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Developing Confidence Working With Animals	1	3	27	J/506/0476
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Principles of the Care of Animals	1	2	18	M/505/8575
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with the Care of Animals	1	2	18	A/505/8613
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Health and Safety in Construction	1	3	30	D/505/1363
Wallpapering Skills	1	3	27	D/506/5330
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Developing Plumbing Skills	1	4	36	H/505/8668
Carpentry Hand Skills	1	3	27	J/503/2659
Assemble Units for Interiors	1	1	10	J/505/8601
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Fitting Units for Interiors	1	1	10	M/505/0539
Plastering Techniques	1	3	27	R/504/9643
Introduction to Plastering Techniques	1	3	27	R/505/4969
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627

Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Industrial Fabric Printing	1	6	54	R/505/8729
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Developing Skills for Listening to Children	1	3	27	H/503/8193
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Caring for Your Baby	1	3	27	M/505/8933
Caring for Young Children	1	3	27	T/505/3054
Understanding Play	1	3	27	Y/504/9613
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Sowing and Growing Techniques	1	3	27	H/505/8797
Organic Horticulture	1	3	27	L/505/0600
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Creative Writing Skills	1	3	27	M/505/4042
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Understanding Customer Service	1	3	27	A/506/1043
Preparing and Serving Drinks	1	3	27	D/505/8636
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Salon Reception Duties	1	3	22	H/504/9601
Food Service	1	2	18	J/505/3060
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Using Kitchen Equipment	1	1	10	T/502/5075
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Taking Part in Sport	1	3	27	R/505/1330

Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Repair a Cycle Puncture	1	1	9	M/504/9584
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
Design Software	1	3	20	A/505/6389
IT Software Fundamentals	1	3	20	A/505/6392
Word Processing Software	1	3	20	D/505/6398
Video Software Skills	1	2	18	F/505/1730
Spreadsheet Software	1	3	20	F/505/3204
Using the Internet	1	3	20	H/505/3275
Using Email	1	2	15	L/505/3271
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Desktop Publishing Software	1	3	20	R/505/3059
Imaging Software	1	3	20	R/505/3062
IT Communication Fundamentals	1	2	15	T/505/6391
Using Mobile IT Devices	1	2	15	Y/505/3273
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560

Ascentis Level 1 Award in Skills Towards Enabling Progression (Step Up)

Learners must achieve 6 credits from any group. A maximum of 3 credits may be taken from the ICT units.

Maximum credits: 6

Core Skills

Title	Level	Credit Value	GLH	Unit ref
Handling Data	1	2	18	A/503/3291
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Emotional Intelligence	1	3	27	A/505/4111
Numbers, Decimals, Fractions and Percentages	1	3	30	A/505/4867
Understanding Your Pay	1	3	27	A/505/5291
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Understanding and Using Percentages	1	2	18	D/503/3252
Writing for Meaning Skills	1	3	27	D/503/3302
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Improving own learning and performance	1	2	16	D/504/9497
Family Relationships	1	3	27	D/505/1282
Personal Relationships	1	3	27	D/505/1539
Equality and Diversity	1	3	24	D/505/1959
Independent Skills for Living in the Community	1	3	27	D/505/3999
Interpersonal Skills	1	3	27	D/505/4067
Personal Learning Programme	1	3	27	D/505/4070
Job Seeking Skills	1	3	27	D/505/4103
Planning a move into a new home	1	1	9	D/505/4666
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Understanding Motivation	1	1	9	D/506/5327
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Understanding Volume	1	1	9	F/503/3258
Using Calculations: Multiplication and Division of Whole Numbers	1	2	18	F/503/3356
Spelling Skills	1	3	27	F/503/3390
Understand how to look after a new home	1	1	9	F/504/1151
Further Education Enrichment Activity	1	2	18	F/505/4076
Understanding Work-Based Placements	1	1	9	F/505/8645
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Understanding Diversity within Society	1	3	27	F/505/8807
Understanding and Using 2D Shapes	1	1	9	H/503/3169
Personal Learning Skills	1	6	54	H/505/4071

Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Personal Career Planning	1	3	27	H/505/4104
Problem Solving in the Workplace	1	3	27	H/505/8587
Approaches to Learning	1	1	9	H/505/8718
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Using Calculations: Addition and Subtraction of Whole Numbers	1	1	9	J/503/3259
Understanding Perimeter and Area	1	1	9	J/503/3276
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Communication in the Workplace	1	3	27	J/504/7517
Sex and Relationships	1	3	24	J/504/8196
Independent Shopping for Household Items	1	3	27	J/504/8277
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Understanding Own Response to Body Image	1	2	18	J/505/1244
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Take Part in an Activity	1	1	9	J/505/4337
Managing Own Relationship with Others	1	3	27	J/505/8551
How the Body Works	1	2	18	J/505/8615
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Data Calculations	1	1	9	K/503/3044
Calculations using Fractions, Decimals and Percentages	1	3	24	K/505/1947
Measures and Shape	1	3	24	K/505/2063
Personal Development Skills	1	3	27	K/505/4069
Personal Career Preparation	1	1	9	K/505/4105
Health and Hygiene in the Home	1	3	27	K/505/8557
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparation for Work	1	3	27	K/505/8848
Calculation: Whole Numbers	1	3	27	K/505/9031
Young Parenthood	1	2	18	K/506/0728
Punctuation and Grammar Skills	1	2	18	L/503/3392
Understanding financial products and services	1	1	9	L/504/1153
Healthy Living	1	3	27	L/504/8264

Active Citizenship in the Local Community	1	1	9	L/504/8510
Time Management	1	3	27	L/504/8717
Improving Own Confidence	1	3	27	L/505/4078
Managing Your Own Learning	1	3	27	L/505/8552
Work, Review and Plan	1	3	27	L/505/8616
Carrying Out an Independent Research Project	1	3	27	L/505/8633
Understanding Personal Awareness	1	3	27	L/506/0673
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Skills for Independent Life	1	3	27	M/505/4073
Prepare for Interview	1	1	9	M/505/4106
Understanding what Volunteering is About	1	1	9	M/505/8611
Speaking and Listening Skills	1	3	27	M/505/8656
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding Numbers	1	2	18	R/503/3166
Understanding and Using Decimals	1	2	18	R/503/3278
Developing Customer Service Skills	1	3	27	R/503/9226
Understanding and Using Shapes	1	3	27	R/503/9291
Personal Money Management	1	1	9	R/504/1154
Work Placement	1	3	27	R/504/8198
Induction to Study	1	3	27	R/504/8279
Aspects of Citizenship	1	3	27	R/504/8511
Presentation Skills	1	2	18	R/505/0453
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding Young People, Law and Order	1	3	27	R/505/4101
Recognising Employment Opportunities	1	1	9	R/505/4342
Preparing for Interviews	1	1	9	R/505/5300
Personal Budgeting and Money Management	1	3	27	R/505/8567
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Measure: Time and Temperature	1	2	18	R/506/0920
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Participating in a Vocational Taster	1	2	20	T/504/8632
Prejudice and Discrimination	1	3	27	T/504/8842
Building a Personal Career Portfolio	1	3	27	T/505/3989
Preparing for Work	1	3	27	T/505/4107
Undertaking an Enterprise Project	1	3	27	T/505/4446
Assertive Living	1	3	27	T/506/5320
Understanding and Using Fractions	1	2	18	Y/503/3170
Probability	1	1	9	Y/503/3282
Teamwork Skills	1	2	18	Y/504/9515
Personal Development	1	3	27	Y/506/0577

Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
College Induction	1	3	27	H/503/3043
Principles of Dealing with Animal Accommodation	1	2	18	A/505/8627
Work Experience	1	3	27	T/505/8724
Agriculture and Animal Care				
Developing Confidence Working With Animals	1	3	27	J/506/0476
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Principles of the Care of Animals	1	2	18	M/505/8575
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with the Care of Animals	1	2	18	A/505/8613
Building and Construction				
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Health and Safety in Construction	1	3	30	D/505/1363
Wallpapering Skills	1	3	27	D/506/5330
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Developing Plumbing Skills	1	4	36	H/505/8668
Carpentry Hand Skills	1	3	27	J/503/2659
Assemble Units for Interiors	1	1	10	J/505/8601
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Fitting Units for Interiors	1	1	10	M/505/0539
Plastering Techniques	1	3	27	R/504/9643
Introduction to Plastering Techniques	1	3	27	R/505/4969
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644

Business Management				
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Crafts, Creative Arts and Design				
Industrial Fabric Printing	1	6	54	R/505/8729
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Child Development and Well Being				
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Developing Skills for Listening to Children	1	3	27	H/503/8193
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Caring for Your Baby	1	3	27	M/505/8933
Caring for Young Children	1	3	27	T/505/3054
Understanding Play	1	3	27	Y/504/9613
Environmental Conservation				
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Horticulture and Forestry				
Sowing and Growing Techniques	1	3	27	H/505/8797
Organic Horticulture	1	3	27	L/505/0600
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Health and Social Care				
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Introduction to Care Work	1	2	10	M/504/6524
Performing Arts				
Creative Writing Skills	1	3	27	M/505/4042
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Song Writing Skills	1	3	24	D/504/7166
Using the Internet as a Medium for Music	1	3	27	F/505/8726
Sound and Audio Production Skills	1	3	27	L/505/0998
Retail and Commercial Enterprise				
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Understanding Customer Service	1	3	27	A/506/1043
Preparing and Serving Drinks	1	3	27	D/505/8636

Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Salon Reception Duties	1	3	22	H/504/9601
Food Service	1	2	18	J/505/3060
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Using Kitchen Equipment	1	1	10	T/502/5075
Sport, Leisure and Recreation				
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Taking Part in Sport	1	3	27	R/505/1330
Transport and Engineering				
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Repair a Cycle Puncture	1	1	9	M/504/9584
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
ICT				
Design Software	1	3	20	A/505/6389
IT Software Fundamentals	1	3	20	A/505/6392
Word Processing Software	1	3	20	D/505/6398
Video Software Skills	1	2	18	F/505/1730
Spreadsheet Software	1	3	20	F/505/3204
Using the Internet	1	3	20	H/505/3275
Using Email	1	2	15	L/505/3271
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Desktop Publishing Software	1	3	20	R/505/3059
Imaging Software	1	3	20	R/505/3062
IT Communication Fundamentals	1	2	15	T/505/6391
Using Mobile IT Devices	1	2	15	Y/505/3273

Ascentis Level 1 Certificate in Skills Towards Enabling Progression (Step Up)

Learners must achieve 21 credits overall. 6 credits must be achieved from Core Skills. Learners may achieve the remaining credits from any unit group. A maximum of 6 credits may be taken from the ICT units. A maximum of 6 credits can be taken at Entry 3 or Level 2.

Maximum credits: 21

Core Skills

Title	Level	Credit Value	GLH	Unit ref
Handling Data	1	2	18	A/503/3291
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Emotional Intelligence	1	3	27	A/505/4111
Numbers, Decimals, Fractions and Percentages	1	3	30	A/505/4867
Understanding Your Pay	1	3	27	A/505/5291
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Understanding and Using Percentages	1	2	18	D/503/3252
Writing for Meaning Skills	1	3	27	D/503/3302
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Improving own learning and performance	1	2	16	D/504/9497
Family Relationships	1	3	27	D/505/1282
Personal Relationships	1	3	27	D/505/1539
Equality and Diversity	1	3	24	D/505/1959
Independent Skills for Living in the Community	1	3	27	D/505/3999
Interpersonal Skills	1	3	27	D/505/4067
Personal Learning Programme	1	3	27	D/505/4070
Job Seeking Skills	1	3	27	D/505/4103
Planning a move into a new home	1	1	9	D/505/4666
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Understanding Motivation	1	1	9	D/506/5327
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Understanding Volume	1	1	9	F/503/3258
Using Calculations: Multiplication and Division of Whole Numbers	1	2	18	F/503/3356
Spelling Skills	1	3	27	F/503/3390
Understand how to look after a new home	1	1	9	F/504/1151
Further Education Enrichment Activity	1	2	18	F/505/4076
Understanding Work-Based Placements	1	1	9	F/505/8645
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Understanding Diversity within Society	1	3	27	F/505/8807

Understanding and Using 2D Shapes	1	1	9	H/503/3169
Personal Learning Skills	1	6	54	H/505/4071
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Personal Career Planning	1	3	27	H/505/4104
Problem Solving in the Workplace	1	3	27	H/505/8587
Approaches to Learning	1	1	9	H/505/8718
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Using Calculations: Addition and Subtraction of Whole Numbers	1	1	9	J/503/3259
Understanding Perimeter and Area	1	1	9	J/503/3276
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Communication in the Workplace	1	3	27	J/504/7517
Sex and Relationships	1	3	24	J/504/8196
Independent Shopping for Household Items	1	3	27	J/504/8277
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Understanding Own Response to Body Image	1	2	18	J/505/1244
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Take Part in an Activity	1	1	9	J/505/4337
Managing Own Relationship with Others	1	3	27	J/505/8551
How the Body Works	1	2	18	J/505/8615
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Data Calculations	1	1	9	K/503/3044
Calculations using Fractions, Decimals and Percentages	1	3	24	K/505/1947
Measures and Shape	1	3	24	K/505/2063
Personal Development Skills	1	3	27	K/505/4069
Personal Career Preparation	1	1	9	K/505/4105
Health and Hygiene in the Home	1	3	27	K/505/8557
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparation for Work	1	3	27	K/505/8848
Calculation: Whole Numbers	1	3	27	K/505/9031
Young Parenthood	1	2	18	K/506/0728
Punctuation and Grammar Skills	1	2	18	L/503/3392

Understanding financial products and services	1	1	9	L/504/1153
Healthy Living	1	3	27	L/504/8264
Active Citizenship in the Local Community	1	1	9	L/504/8510
Time Management	1	3	27	L/504/8717
Improving Own Confidence	1	3	27	L/505/4078
Managing Your Own Learning	1	3	27	L/505/8552
Work, Review and Plan	1	3	27	L/505/8616
Carrying Out an Independent Research Project	1	3	27	L/505/8633
Understanding Personal Awareness	1	3	27	L/506/0673
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Skills for Independent Life	1	3	27	M/505/4073
Prepare for Interview	1	1	9	M/505/4106
Understanding what Volunteering is About	1	1	9	M/505/8611
Speaking and Listening Skills	1	3	27	M/505/8656
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding Numbers	1	2	18	R/503/3166
Understanding and Using Decimals	1	2	18	R/503/3278
Developing Customer Service Skills	1	3	27	R/503/9226
Understanding and Using Shapes	1	3	27	R/503/9291
Personal Money Management	1	1	9	R/504/1154
Work Placement	1	3	27	R/504/8198
Induction to Study	1	3	27	R/504/8279
Aspects of Citizenship	1	3	27	R/504/8511
Presentation Skills	1	2	18	R/505/0453
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding Young People, Law and Order	1	3	27	R/505/4101
Recognising Employment Opportunities	1	1	9	R/505/4342
Preparing for Interviews	1	1	9	R/505/5300
Personal Budgeting and Money Management	1	3	27	R/505/8567
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Measure: Time and Temperature	1	2	18	R/506/0920
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Participating in a Vocational Taster	1	2	20	T/504/8632
Prejudice and Discrimination	1	3	27	T/504/8842
Building a Personal Career Portfolio	1	3	27	T/505/3989
Preparing for Work	1	3	27	T/505/4107
Undertaking an Enterprise Project	1	3	27	T/505/4446
Assertive Living	1	3	27	T/506/5320
Understanding and Using Fractions	1	2	18	Y/503/3170

Probability	1	1	9	Y/503/3282
Teamwork Skills	1	2	18	Y/504/9515
Personal Development	1	3	27	Y/506/0577
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
College Induction	1	3	27	H/503/3043
Principles of Dealing with Animal Accommodation	1	2	18	A/505/8627
Work Experience	1	3	27	T/505/8724
Agriculture and Animal Care				
Developing Confidence Working With Animals	1	3	27	J/506/0476
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Principles of the Care of Animals	1	2	18	M/505/8575
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with the Care of Animals	1	2	18	A/505/8613
Building and Construction				
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Health and Safety in Construction	1	3	30	D/505/1363
Wallpapering Skills	1	3	27	D/506/5330
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Developing Plumbing Skills	1	4	36	H/505/8668
Carpentry Hand Skills	1	3	27	J/503/2659
Assemble Units for Interiors	1	1	10	J/505/8601
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Fitting Units for Interiors	1	1	10	M/505/0539
Plastering Techniques	1	3	27	R/504/9643
Introduction to Plastering Techniques	1	3	27	R/505/4969
Fix and Fit Work Surfaces	1	1	10	R/505/8603

Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627
Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Business Management				
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Crafts, Creative Arts and Design				
Industrial Fabric Printing	1	6	54	R/505/8729
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Child Development and Well Being				
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Developing Skills for Listening to Children	1	3	27	H/503/8193
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Caring for Your Baby	1	3	27	M/505/8933
Caring for Young Children	1	3	27	T/505/3054
Understanding Play	1	3	27	Y/504/9613
Environmental Conservation				
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Horticulture and Forestry				
Sowing and Growing Techniques	1	3	27	H/505/8797
Organic Horticulture	1	3	27	L/505/0600
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Health and Social Care				
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Introduction to Care Work	1	2	10	M/504/6524
Performing Arts				
Creative Writing Skills	1	3	27	M/505/4042
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Song Writing Skills	1	3	24	D/504/7166
Using the Internet as a Medium for Music	1	3	27	F/505/8726

Sound and Audio Production Skills	1	3	27	L/505/0998
Retail and Commercial Enterprise				
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Understanding Customer Service	1	3	27	A/506/1043
Preparing and Serving Drinks	1	3	27	D/505/8636
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Salon Reception Duties	1	3	22	H/504/9601
Food Service	1	2	18	J/505/3060
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Using Kitchen Equipment	1	1	10	T/502/5075
Sport, Leisure and Recreation				
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Taking Part in Sport	1	3	27	R/505/1330
Transport and Engineering				
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Repair a Cycle Puncture	1	1	9	M/504/9584
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
ICT				
Design Software	1	3	20	A/505/6389
IT Software Fundamentals	1	3	20	A/505/6392
Word Processing Software	1	3	20	D/505/6398
Video Software Skills	1	2	18	F/505/1730
Spreadsheet Software	1	3	20	F/505/3204
Using the Internet	1	3	20	H/505/3275
Using Email	1	2	15	L/505/3271
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Desktop Publishing Software	1	3	20	R/505/3059
Imaging Software	1	3	20	R/505/3062
IT Communication Fundamentals	1	2	15	T/505/6391

Using Mobile IT Devices	1	2	15	Y/505/3273
Entry 3 units				
Issues of Substance Misuse	E3	1	10	A/504/8437
Skills for Shopping	E3	3	30	A/504/8695
Using Computers for Family Learning	E3	2	20	A/504/8857
Health and Safety Awareness	E3	1	10	A/504/9913
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
College Induction	E3	3	30	D/504/8124
Understanding Family Relationships	E3	3	30	D/505/1279
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Engage in Discussion	E3	1	10	F/503/3048
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
The Local Community	E3	1	10	F/505/3672
Introduction to Road Safety	E3	3	30	F/505/8712
Skills for Employability	E3	3	30	F/505/8788
Speaking to Communicate	E3	1	10	F/506/0671
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Managing Social Relationships	E3	2	20	H/505/8623
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Time	E3	1	10	J/504/8716
Emotional Intelligence	E3	3	30	J/505/3737
Career Preparation	E3	1	10	J/505/3740
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Food Safety and Storage	E3	3	30	J/505/8646
Using a Personal Learning Programme	E3	3	30	J/505/8789
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Recognising Employment Opportunities	E3	1	10	K/504/8529
Planning for Personal Development	E3	1	10	K/505/3665
Young People, Law and Order	E3	3	30	K/505/3679
Employment Contracts and Payslips	E3	1	10	K/505/3746
Division of Whole Numbers	E3	1	10	K/505/4010
Understanding Self and Others	E3	3	30	K/506/0678

Work Experience	E3	3	30	L/504/8720
Accessing Public Transport	E3	3	30	L/504/9592
Money: Adding and Subtracting	E3	1	10	L/505/3089
Personal Study Skills	E3	3	30	L/505/3741
Preparation for Work Experience	E3	1	10	L/505/8583
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Preparation for Production Skills	E3	3	30	M/505/3683
Data Handling: Extracting and Interpreting	E3	1	10	M/505/4008
Volunteering	E3	2	20	M/505/8592
Teamwork Skills	E3	2	20	R/505/5698
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Living in the Community	E3	3	30	R/505/8598
Participating in a Vocational Taster	E3	2	20	R/506/5308
Diversity in Society	E3	3	30	T/504/8565
Data Handling: Recording and Representing Data	E3	1	10	T/505/4009
Developing and Applying Number Skills	E3	1	10	T/506/5317
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Take Part in an Activity	E3	2	20	T/504/8713
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Getting to Know Woodlands	E3	3	30	M/505/6468
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Reception and Filing Skills	E3	3	30	H/505/3194
Health and Safety in Construction	E3	3	30	H/505/1381
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Needle/Textile Crafts	E3	3	30	D/505/5686
Basic Craft Skills	E3	3	30	H/505/5687
Using Mixed Media in 2D	E3	3	30	J/505/3608
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713

Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210
Human Growth and Development	E3	3	30	R/505/3675
Environmental Sustainability	E3	1	10	J/505/8503
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Clearing and Weeding a Garden	E3	2	20	F/505/0397
Sowing and Growing Plants	E3	3	30	K/505/3195
Amenity Horticulture Skills	E3	3	30	K/505/8929
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Planting in a Container	E3	3	30	D/505/0407
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Discover Local History	E3	3	30	A/505/3606
Presentation Software	E3	2	20	A/505/3217
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Desktop Publishing Software	E3	2	15	F/505/3185
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Using Graphics Software	E3	1	10	J/504/8960
Digital Lifestyle	E3	2	20	K/505/1673
IT User Fundamentals	E3	2	20	K/505/3214
Spreadsheet Software	E3	2	15	L/505/3223
Using Mobile IT Devices	E3	1	10	L/505/6378
Computer Security and Privacy	E3	1	10	L/505/8535
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
Word Processing Software	E3	2	15	M/505/3229
Computer Basics	E3	1	10	R/505/1652
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Audio and Video Software	E3	2	15	Y/505/6366
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Basic Cooking	E3	2	20	K/505/3181
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Basic Food Preparation	E3	2	20	M/505/3182

Serving Food and Drink	E3	2	20	T/505/6133
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Indoor Team Games	E3	3	30	A/505/8644
Taking Part in Sport	E3	3	30	F/505/8600
Improving Own Fitness	E3	3	30	L/505/8549
Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107
Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Washing a Car Exterior	E3	1	10	L/505/0418
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Valeting a Car Interior	E3	1	10	T/505/8707
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Personal Learning Goals	E3	3	30	A/505/8787
Garment Making	E3	3	30	Y/505/3600
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Groom a Small Animal	E3	2	20	D/505/0777
Hair Plaiting	E3	3	30	F/505/8595
Level 2 Units				
Prejudice and Discrimination	2	3	24	A/504/8843
Career Planning	2	3	20	A/505/1225
Mentoring Practice	2	2	16	A/505/1287
Teamwork Skills	2	2	16	D/504/9516
Learning from Volunteering	2	2	16	D/505/7194
Understanding Welfare at Work	2	3	24	D/506/5344
Team Building Skills	2	3	24	H/504/8657
Undertaking an Enterprise Project	2	3	24	H/504/8867
Work Experience	2	3	24	H/504/8884
Personal Development Skills	2	3	24	H/505/5057
Interpersonal Skills	2	3	24	H/505/5060
Recognising Employment Opportunities	2	1	8	H/505/5124
Introduction to Mentoring	2	1	8	H/505/8671
Mentoring Skills	2	3	24	J/505/1289
Making Choices in Pursuit of Personal Goals	2	3	24	J/505/5052
Drug Awareness	2	3	24	J/506/0588
Preparation for a Recruitment Interview	2	2	16	J/506/5340
Understanding Customer Service	2	3	24	K/503/2668
Personal Budgeting and Managing Money	2	3	24	K/503/3173
Communication in the Workplace	2	3	24	L/503/7619

Recognising Issues of Substance Misuse	2	1	8	L/505/1262
Problem Solving Skills	2	3	24	L/506/5341
Recognising and Dealing with Bullying	2	2	16	M/505/0802
Personal and Social Responsibility	2	3	24	M/505/5109
Equality and Diversity	2	3	24	R/505/1974
Group and Teamwork Communication Skills	2	3	24	R/505/8925
Speaking and Listening Skills	2	3	24	Y/503/3377
Sex and Relationships Education	2	3	24	Y/504/2886
Aspects of Citizenship	2	3	24	Y/504/8512
Personal Risk	2	1	8	Y/505/5119
Understanding Young People, Law and Order	2	3	24	Y/505/8912
Developing Personal Learning Skills	2	3	24	Y/506/5374
Managing Your Own Learning	2	3	24	K/505/8915
Health and Safety Awareness in a Working Environment	2	3	24	M/504/8693
Leadership Skills	2	3	24	R/505/7192
Understanding Business Organisations	2	3	24	F/504/9587
Understanding how to Meet the Physical Needs of Children	2	3	24	F/505/8838
Understanding the Intellectual and Language Development of Children from Birth to Eight	2	3	24	A/506/5366
Understanding Ageing and the Older Person	2	3	24	A/505/4674
Dementia Awareness	2	2	16	A/505/8935
Understanding Mental Health	2	3	24	L/505/4680
Understanding Continence Care	2	3	24	L/505/8888
Understanding Counselling Theories	2	3	24	M/505/8883
Nutrition and Weight Management	2	6	48	T/504/8968
Skills in Providing Personal Care in Care Settings	2	3	24	Y/505/8926
Care Planning Skills for the Care Worker	2	3	24	D/505/8703
The Role of the Care Worker in Caring for the Person with Dementia	2	3	24	T/504/9084
Understanding Health Promotion in Care Settings	2	3	24	A/505/8837
Sound and Audio Production Skills	2	3	24	D/505/4974
Careers in Leisure and Tourism	2	3	24	J/505/4810
Taking Part in Sport for Personal Improvement	2	3	24	M/505/7233

Ascentis Level 1 Diploma in Skills Towards Enabling Progression (Step Up)

Learners must achieve 39 credits overall. 9 credits must be achieved from Core Skills. Learners may achieve the remaining credits from any unit group. A maximum of 6 credits may be taken from the ICT units. A maximum of 9 credits can be taken at Entry 3 or Level 2.

Maximum credits: 39

Core Skills

Title	Level	Credit Value	GLH	Unit ref
Handling Data	1	2	18	A/503/3291
Preparing to be a good tenant and neighbour	1	1	9	A/504/1147
Personal and Interpersonal Conflict	1	3	27	A/504/8826
Emotional Intelligence	1	3	27	A/505/4111
Numbers, Decimals, Fractions and Percentages	1	3	30	A/505/4867
Understanding Your Pay	1	3	27	A/505/5291
Developing Confidence and Self-Esteem	1	1	9	A/506/5318
Understanding and Using Percentages	1	2	18	D/503/3252
Writing for Meaning Skills	1	3	27	D/503/3302
Developing Personal Confidence and Self Awareness	1	3	27	D/504/8432
Improving own learning and performance	1	2	16	D/504/9497
Family Relationships	1	3	27	D/505/1282
Personal Relationships	1	3	27	D/505/1539
Equality and Diversity	1	3	24	D/505/1959
Independent Skills for Living in the Community	1	3	27	D/505/3999
Interpersonal Skills	1	3	27	D/505/4067
Personal Learning Programme	1	3	27	D/505/4070
Job Seeking Skills	1	3	27	D/505/4103
Planning a move into a new home	1	1	9	D/505/4666
Improving Assertiveness and Decision Making	1	3	27	D/505/8555
Understanding Motivation	1	1	9	D/506/5327
Spelling Rules and Strategies in Practical Use	1	3	27	F/503/3163
Understanding Volume	1	1	9	F/503/3258
Using Calculations: Multiplication and Division of Whole Numbers	1	2	18	F/503/3356
Spelling Skills	1	3	27	F/503/3390
Understand how to look after a new home	1	1	9	F/504/1151
Further Education Enrichment Activity	1	2	18	F/505/4076
Understanding Work-Based Placements	1	1	9	F/505/8645
Alcohol Awareness for the Individual	1	3	27	F/505/8791
Understanding Diversity within Society	1	3	27	F/505/8807

Understanding and Using 2D Shapes	1	1	9	H/503/3169
Personal Learning Skills	1	6	54	H/505/4071
Understanding Rights and Responsibilities of Citizenship	1	3	27	H/505/4099
Personal Career Planning	1	3	27	H/505/4104
Problem Solving in the Workplace	1	3	27	H/505/8587
Approaches to Learning	1	1	9	H/505/8718
Introduction to Drug Awareness for the Individual	1	3	27	H/506/1215
Using Calculations: Addition and Subtraction of Whole Numbers	1	1	9	J/503/3259
Understanding Perimeter and Area	1	1	9	J/503/3276
Understand how to apply for housing	1	1	9	J/504/1149
Understand how to look after personal health and hygiene	1	1	9	J/504/1152
Communication in the Workplace	1	3	27	J/504/7517
Sex and Relationships	1	3	24	J/504/8196
Independent Shopping for Household Items	1	3	27	J/504/8277
Health and Safety in a Practical Environment	1	1	9	J/504/9364
Group and Teamwork Communication Skills	1	2	18	J/505/0451
Understanding Own Response to Body Image	1	2	18	J/505/1244
Making Choices in Pursuit of Personal Goals	1	3	27	J/505/4080
Take Part in an Activity	1	1	9	J/505/4337
Managing Own Relationship with Others	1	3	27	J/505/8551
How the Body Works	1	2	18	J/505/8615
Transforming Own Behaviour in Conflict	1	3	27	J/506/5323
Data Calculations	1	1	9	K/503/3044
Calculations using Fractions, Decimals and Percentages	1	3	24	K/505/1947
Measures and Shape	1	3	24	K/505/2063
Personal Development Skills	1	3	27	K/505/4069
Personal Career Preparation	1	1	9	K/505/4105
Health and Hygiene in the Home	1	3	27	K/505/8557
Understanding Pay and Payslips	1	1	9	K/505/8610
Understanding HE: Raising Aspirations	1	2	18	K/505/8719
Preparing for a Recruitment Interview	1	3	27	K/505/8722
Preparation for Work	1	3	27	K/505/8848
Calculation: Whole Numbers	1	3	27	K/505/9031
Young Parenthood	1	2	18	K/506/0728
Punctuation and Grammar Skills	1	2	18	L/503/3392
Understanding financial products and services	1	1	9	L/504/1153
Healthy Living	1	3	27	L/504/8264

Active Citizenship in the Local Community	1	1	9	L/504/8510
Time Management	1	3	27	L/504/8717
Improving Own Confidence	1	3	27	L/505/4078
Managing Your Own Learning	1	3	27	L/505/8552
Work, Review and Plan	1	3	27	L/505/8616
Carrying Out an Independent Research Project	1	3	27	L/505/8633
Understanding Personal Awareness	1	3	27	L/506/0673
Recognising Issues of Substance Misuse	1	1	9	M/505/1237
Research Project	1	3	16	M/505/2081
Skills for Independent Life	1	3	27	M/505/4073
Prepare for Interview	1	1	9	M/505/4106
Understanding what Volunteering is About	1	1	9	M/505/8611
Speaking and Listening Skills	1	3	27	M/505/8656
Understanding Welfare at Work	1	3	27	M/506/1993
Understanding Numbers	1	2	18	R/503/3166
Understanding and Using Decimals	1	2	18	R/503/3278
Developing Customer Service Skills	1	3	27	R/503/9226
Understanding and Using Shapes	1	3	27	R/503/9291
Personal Money Management	1	1	9	R/504/1154
Work Placement	1	3	27	R/504/8198
Induction to Study	1	3	27	R/504/8279
Aspects of Citizenship	1	3	27	R/504/8511
Presentation Skills	1	2	18	R/505/0453
Understanding Stress and Stress Management Techniques	1	3	27	R/505/1246
Understanding Young People, Law and Order	1	3	27	R/505/4101
Recognising Employment Opportunities	1	1	9	R/505/4342
Preparing for Interviews	1	1	9	R/505/5300
Personal Budgeting and Money Management	1	3	27	R/505/8567
Employment Rights, Contracts and Pay	1	3	27	R/505/8794
Measure: Time and Temperature	1	2	18	R/506/0920
Skills Used in Reading for Meaning	1	3	27	T/503/3158
Participating in a Vocational Taster	1	2	20	T/504/8632
Prejudice and Discrimination	1	3	27	T/504/8842
Building a Personal Career Portfolio	1	3	27	T/505/3989
Preparing for Work	1	3	27	T/505/4107
Undertaking an Enterprise Project	1	3	27	T/505/4446
Assertive Living	1	3	27	T/506/5320
Understanding and Using Fractions	1	2	18	Y/503/3170
Probability	1	1	9	Y/503/3282
Teamwork Skills	1	2	18	Y/504/9515
Personal Development	1	3	27	Y/506/0577

Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	Y/506/0613
Personal Budgeting and Managing Money	1	3	27	Y/506/0787
Using Cooking Skills in the Domestic Kitchen	1	3	27	Y/506/0790
Carry Out a Systematic Cycle Check	1	1	9	H/504/9582
College Induction	1	3	27	H/503/3043
Principles of Dealing with Animal Accommodation	1	2	18	A/505/8627
Work Experience	1	3	27	T/505/8724
Agriculture and Animal Care				
Developing Confidence Working With Animals	1	3	27	J/506/0476
Assist with Maintaining the Health and Wellbeing of Animals	1	6	54	L/505/0726
Principles of the Care of Animals	1	2	18	M/505/8575
Assist with Animal Accommodation	1	2	18	T/505/8612
Assist with Feedstuffs for Small Animals	1	2	18	H/505/3051
Assist with the Care of Animals	1	2	18	A/505/8613
Building and Construction				
Use and Maintain Woodworking Tools	1	3	27	A/505/8725
Health and Safety in Construction	1	3	30	D/505/1363
Wallpapering Skills	1	3	27	D/506/5330
Use of Tools and Equipment for Bricklaying	1	3	27	F/505/8614
Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	27	H/504/9629
Using Floor and Wall Tiling Techniques	1	3	27	H/504/9646
Developing Plumbing Skills	1	4	36	H/505/8668
Carpentry Hand Skills	1	3	27	J/503/2659
Assemble Units for Interiors	1	1	10	J/505/8601
Using Painting Skills for Interior Ceilings and Walls	1	3	27	K/504/9647
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	L/504/9625
Decorative Paint Effects for Interior Walls	1	3	27	L/505/4114
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	M/504/9648
Fitting Units for Interiors	1	1	10	M/505/0539
Plastering Techniques	1	3	27	R/504/9643
Introduction to Plastering Techniques	1	3	27	R/505/4969
Fix and Fit Work Surfaces	1	1	10	R/505/8603
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	T/504/9649
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	Y/504/9627

Preparing Ceilings and Walls for Decoration	1	3	27	Y/504/9644
Business Management				
Business Communication	1	3	27	F/505/4109
Understanding Time Management in the Workplace	1	2	18	R/505/8584
Crafts, Creative Arts and Design				
Industrial Fabric Printing	1	6	54	R/505/8729
Using Craft Skills with Natural Materials	1	3	27	T/505/8609
Tools and Equipment for Garment Making	1	3	27	K/505/8803
Using Commercial Garment Patterns	1	3	27	K/506/5329
Garment Construction Skills: Making a Simple Top	1	3	27	K/505/8560
Child Development and Well Being				
Using Craft Activities with Children and Young People	1	3	27	D/504/9614
Developing Skills for Listening to Children	1	3	27	H/503/8193
The Physical and Psychological Needs of Children	1	3	27	K/505/1611
Caring for Your Baby	1	3	27	M/505/8933
Caring for Young Children	1	3	27	T/505/3054
Understanding Play	1	3	27	Y/504/9613
Environmental Conservation				
Understanding Ecology and Conservation	1	3	27	Y/505/6576
Horticulture and Forestry				
Sowing and Growing Techniques	1	3	27	H/505/8797
Organic Horticulture	1	3	27	L/505/0600
Cultivating Compost and Soils	1	3	27	L/506/1015
Cultivating Herbs	1	3	27	R/503/2714
Developing Skills in Garden Horticulture	1	3	27	T/504/2880
Health and Social Care				
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	J/505/8808
Understanding Nutrition, Performance and Healthy Eating	1	3	27	R/505/3269
Introduction to Care Work	1	2	10	M/504/6524
Performing Arts				
Creative Writing Skills	1	3	27	M/505/4042
Technical Skills for Performance in the Arts	1	3	27	M/505/8723
Song Writing Skills	1	3	24	D/504/7166
Using the Internet as a Medium for Music	1	3	27	F/505/8726
Sound and Audio Production Skills	1	3	27	L/505/0998
Retail and Commercial Enterprise				
Introduction to the Hospitality Industry	1	2	20	A/505/3198
Understanding Customer Service	1	3	27	A/506/1043

Preparing and Serving Drinks	1	3	27	D/505/8636
Customer Service in the Hospitality Industry	1	3	20	F/505/3056
Salon Reception Duties	1	3	22	H/504/9601
Food Service	1	2	18	J/505/3060
Basic Food Preparation and Cooking	1	3	30	K/505/3052
Using Kitchen Equipment	1	1	10	T/502/5075
Sport, Leisure and Recreation				
Planning own Fitness Programme	1	4	30	D/504/8947
Take part in Exercise and Fitness	1	3	27	D/505/8801
The Angling Environment	1	3	27	D/506/4713
Using an Ordnance Survey Map	1	2	18	F/505/8631
Planning a Trip to a Visitor Attraction	1	3	25	H/504/7993
Developing Angling Skills	1	3	27	J/505/8629
Participating in Leisure Activities	1	3	27	L/505/0659
Taking Part in Sport	1	3	27	R/505/1330
Transport and Engineering				
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	D/505/0603
Identification of Basic External and Internal Car Parts	1	3	27	H/505/0604
Tools, Equipment and Materials for Vehicle Maintenance	1	4	36	K/505/8669
Maintaining a Wheeled Vehicle for Personal Use	1	2	18	M/504/8578
Repair a Cycle Puncture	1	1	9	M/504/9584
Responsible Road Vehicle Ownership and Use	1	2	18	R/506/5325
ICT				
Design Software	1	3	20	A/505/6389
IT Software Fundamentals	1	3	20	A/505/6392
Word Processing Software	1	3	20	D/505/6398
Video Software Skills	1	2	18	F/505/1730
Spreadsheet Software	1	3	20	F/505/3204
Using the Internet	1	3	20	H/505/3275
Using Email	1	2	15	L/505/3271
Multimedia Software Skills	1	3	27	M/505/1688
Presentation Software	1	3	20	M/505/3201
Desktop Publishing Software	1	3	20	R/505/3059
Imaging Software	1	3	20	R/505/3062
IT Communication Fundamentals	1	2	15	T/505/6391
Using Mobile IT Devices	1	2	15	Y/505/3273
Entry 3 units				
Issues of Substance Misuse	E3	1	10	A/504/8437
Skills for Shopping	E3	3	30	A/504/8695

Using Computers for Family Learning	E3	2	20	A/504/8857
Health and Safety Awareness	E3	1	10	A/504/9913
Drug and Alcohol Misuse Awareness	E3	3	30	A/505/8708
Grammar and Punctuation in Practical Use	E3	1	10	A/506/1768
College Induction	E3	3	30	D/504/8124
Understanding Family Relationships	E3	3	30	D/505/1279
Introduction to Developing Parenting Skills	E3	3	30	D/505/8569
Understanding How and Why to Support Children in Family Learning	E3	3	30	D/505/8572
Recognising Own Skills for Personal Development	E3	3	30	D/505/8958
Personal Budgeting and Managing Money	E3	3	30	D/506/5313
Engage in Discussion	E3	1	10	F/503/3048
Developing Skills for Gaining Employment	E3	3	30	F/504/8519
The Local Community	E3	1	10	F/505/3672
Introduction to Road Safety	E3	3	30	F/505/8712
Skills for Employability	E3	3	30	F/505/8788
Speaking to Communicate	E3	1	10	F/506/0671
Home and Personal Safety Awareness	E3	3	30	H/504/8433
Introduction to a Training Course	E3	3	30	H/504/8495
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	H/504/9565
Introduction to Understanding Sex and Relationships	E3	3	30	H/505/8573
Managing Social Relationships	E3	2	20	H/505/8623
Alcohol and Drug Misuse Awareness	E3	3	30	H/505/8783
Aspects of Citizenship	E3	3	30	J/504/8425
Time	E3	1	10	J/504/8716
Emotional Intelligence	E3	3	30	J/505/3737
Career Preparation	E3	1	10	J/505/3740
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	J/505/8548
Food Safety and Storage	E3	3	30	J/505/8646
Using a Personal Learning Programme	E3	3	30	J/505/8789
Making Choices in Pursuit of Personal Goals	E3	3	30	J/506/0574
Recognising Employment Opportunities	E3	1	10	K/504/8529
Planning for Personal Development	E3	1	10	K/505/3665
Young People, Law and Order	E3	3	30	K/505/3679
Employment Contracts and Payslips	E3	1	10	K/505/3746
Division of Whole Numbers	E3	1	10	K/505/4010
Understanding Self and Others	E3	3	30	K/506/0678
Work Experience	E3	3	30	L/504/8720
Accessing Public Transport	E3	3	30	L/504/9592
Money: Adding and Subtracting	E3	1	10	L/505/3089
Personal Study Skills	E3	3	30	L/505/3741

Preparation for Work Experience	E3	1	10	L/505/8583
Introduction to Customer Service Skills	E3	3	30	L/505/8597
Preparation for Production Skills	E3	3	30	M/505/3683
Data Handling: Extracting and Interpreting	E3	1	10	M/505/4008
Volunteering	E3	2	20	M/505/8592
Teamwork Skills	E3	2	20	R/505/5698
Introduction to Group and Teamwork Communication Skills	E3	3	30	R/505/8570
Living in the Community	E3	3	30	R/505/8598
Participating in a Vocational Taster	E3	2	20	R/506/5308
Diversity in Society	E3	3	30	T/504/8565
Data Handling: Recording and Representing Data	E3	1	10	T/505/4009
Developing and Applying Number Skills	E3	1	10	T/506/5317
Introduction to Food, Drink and Cooking	E3	3	30	Y/504/8509
Preparing for a Recruitment Interview	E3	2	20	Y/505/3743
Introduction to Assertiveness and Decision Making Skills	E3	3	30	Y/505/8568
Developing Skills for a Healthy Lifestyle	E3	3	30	Y/506/5312
Take Part in an Activity	E3	2	20	T/504/8713
Spelling and Handwriting Skills	E3	1	10	A/503/3159
Getting to Know Woodlands	E3	3	30	M/505/6468
Developing Confidence Working With Animals	E3	3	30	R/504/9562
Recognise Types and Parts of the Body of Small Animals	E3	2	20	K/504/9566
Assist with Catching and Restraining a Small Animal	E3	2	20	K/505/8588
Check that a Small Animal is Healthy	E3	2	20	L/504/9561
Using the Telephone and Photocopier	E3	3	30	A/505/8790
Reception and Filing Skills	E3	3	30	H/505/3194
Health and Safety in Construction	E3	3	30	H/505/1381
Introduction to Carpentry and Joinery	E3	3	30	Y/505/3192
Needle/Textile Crafts	E3	3	30	D/505/5686
Basic Craft Skills	E3	3	30	H/505/5687
Using Mixed Media in 2D	E3	3	30	J/505/3608
Communication Between Children Aged 0-3 Years and Adults	E3	3	30	F/504/9606
Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30	J/505/8713
Introduction to Developing Skills for Caring for your Child	E3	3	30	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	R/505/3210

Human Growth and Development	E3	3	30	R/505/3675
Environmental Sustainability	E3	1	10	J/505/8503
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	D/505/6451
Developing Skills for Using and Maintaining Garden Tools	E3	3	30	D/505/6465
Clearing and Weeding a Garden	E3	2	20	F/505/0397
Sowing and Growing Plants	E3	3	30	K/505/3195
Amenity Horticulture Skills	E3	3	30	K/505/8929
Introduction to Propagation of Plants	E3	3	30	Y/505/3211
Planting in a Container	E3	3	30	D/505/0407
Introduction to cultivating plant cuttings	E3	3	30	A/504/5330
Introduction to Garden Maintenance Skills	E3	3	30	T/505/8786
Discover Local History	E3	3	30	A/505/3606
Presentation Software	E3	2	20	A/505/3217
Personal Digital Photograph Processing	E3	1	10	F/505/1677
Desktop Publishing Software	E3	2	15	F/505/3185
Data Management Software	E3	2	15	H/505/6368
Design and Imaging Software	E3	2	15	H/505/6371
Using Graphics Software	E3	1	10	J/504/8960
Digital Lifestyle	E3	2	20	K/505/1673
IT User Fundamentals	E3	2	20	K/505/3214
Spreadsheet Software	E3	2	15	L/505/3223
Using Mobile IT Devices	E3	1	10	L/505/6378
Computer Security and Privacy	E3	1	10	L/505/8535
Introduction to Using the Internet for Shopping	E3	1	10	L/506/5307
Word Processing Software	E3	2	15	M/505/3229
Computer Basics	E3	1	10	R/505/1652
The Internet and World Wide Web	E3	1	10	T/505/8545
Using Email	E3	1	10	Y/505/3225
Audio and Video Software	E3	2	15	Y/505/6366
Basic Performance Skills	E3	3	30	D/505/1007
Physical Performance Skills	E3	3	30	Y/505/3595
Introduction to keeping the work area clean, tidy and safe in a retail environment	E3	3	30	A/501/9522
Basic Cooking	E3	2	20	K/505/3181
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	L/505/3187
Plan and Participate in Short Walks	E3	3	30	L/506/4481
Basic Food Preparation	E3	2	20	M/505/3182
Serving Food and Drink	E3	2	20	T/505/6133
Introduction to Looking after Customers in a Retail Environment	E3	3	30	T/505/8402
Indoor Team Games	E3	3	30	A/505/8644

Taking Part in Sport	E3	3	30	F/505/8600
Improving Own Fitness	E3	3	30	L/505/8549
Motor Vehicle Workshop Tools and Equipment	E3	2	20	A/505/0107
Routine Vehicle Checks	E3	2	20	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	J/505/3222
Checking and Maintaining Fluid Levels on a Car	E3	1	10	L/505/0094
Washing a Car Exterior	E3	1	10	L/505/0418
Identification of Basic External and Internal Car Parts	E3	1	10	R/505/3188
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	T/505/4401
Valeting a Car Interior	E3	1	10	T/505/8707
Clean and Prepare a Cycle for Use	E3	1	10	J/504/9574
Personal Learning Goals	E3	3	30	A/505/8787
Garment Making	E3	3	30	Y/505/3600
Reading Grammar and Punctuation	E3	1	10	H/503/3155
Groom a Small Animal	E3	2	20	D/505/0777
Hair Plaiting	E3	3	30	F/505/8595
Level 2 Units				
Prejudice and Discrimination	2	3	24	A/504/8843
Career Planning	2	3	20	A/505/1225
Mentoring Practice	2	2	16	A/505/1287
Teamwork Skills	2	2	16	D/504/9516
Learning from Volunteering	2	2	16	D/505/7194
Understanding Welfare at Work	2	3	24	D/506/5344
Team Building Skills	2	3	24	H/504/8657
Undertaking an Enterprise Project	2	3	24	H/504/8867
Work Experience	2	3	24	H/504/8884
Personal Development Skills	2	3	24	H/505/5057
Interpersonal Skills	2	3	24	H/505/5060
Recognising Employment Opportunities	2	1	8	H/505/5124
Introduction to Mentoring	2	1	8	H/505/8671
Mentoring Skills	2	3	24	J/505/1289
Making Choices in Pursuit of Personal Goals	2	3	24	J/505/5052
Drug Awareness	2	3	24	J/506/0588
Preparation for a Recruitment Interview	2	2	16	J/506/5340
Understanding Customer Service	2	3	24	K/503/2668
Personal Budgeting and Managing Money	2	3	24	K/503/3173
Communication in the Workplace	2	3	24	L/503/7619
Recognising Issues of Substance Misuse	2	1	8	L/505/1262
Problem Solving Skills	2	3	24	L/506/5341
Recognising and Dealing with Bullying	2	2	16	M/505/0802
Personal and Social Responsibility	2	3	24	M/505/5109

Equality and Diversity	2	3	24	R/505/1974
Group and Teamwork Communication Skills	2	3	24	R/505/8925
Speaking and Listening Skills	2	3	24	Y/503/3377
Sex and Relationships Education	2	3	24	Y/504/2886
Aspects of Citizenship	2	3	24	Y/504/8512
Personal Risk	2	1	8	Y/505/5119
Understanding Young People, Law and Order	2	3	24	Y/505/8912
Developing Personal Learning Skills	2	3	24	Y/506/5374
Managing Your Own Learning	2	3	24	K/505/8915
Health and Safety Awareness in a Working Environment	2	3	24	M/504/8693
Leadership Skills	2	3	24	R/505/7192
Understanding Business Organisations	2	3	24	F/504/9587
Understanding how to Meet the Physical Needs of Children	2	3	24	F/505/8838
Understanding the Intellectual and Language Development of Children from Birth to Eight	2	3	24	A/506/5366
Understanding Ageing and the Older Person	2	3	24	A/505/4674
Dementia Awareness	2	2	16	A/505/8935
Understanding Mental Health	2	3	24	L/505/4680
Understanding Continence Care	2	3	24	L/505/8888
Understanding Counselling Theories	2	3	24	M/505/8883
Nutrition and Weight Management	2	6	48	T/504/8968
Skills in Providing Personal Care in Care Settings	2	3	24	Y/505/8926
Care Planning Skills for the Care Worker	2	3	24	D/505/8703
The Role of the Care Worker in Caring for the Person with Dementia	2	3	24	T/504/9084
Understanding Health Promotion in Care Settings	2	3	24	A/505/8837
Sound and Audio Production Skills	2	3	24	D/505/4974
Careers in Leisure and Tourism	2	3	24	J/505/4810
Taking Part in Sport for Personal Improvement	2	3	24	M/505/7233

Contact & Further Information

New Centres please email melanie.porritt@ascentis.co.uk or call 01524 845046

Existing Centres please visit the Login area of our website to view the full specification

Product Development for enquiries please email development@ascentis.co.uk