

# Ascentis Entry Level 1, 2 and 3 Award and Certificate in Using Employability Skills Overview Specification



**Ofqual Numbers:**

Entry 1 Award	600/9014/5
Entry 1 Certificate	600/9015/7
Entry 2 Award	600/9017/0
Entry 2 Certificate	600/9018/2
Entry 3 Award	600/9020/0
Entry 3 Certificate	600/9021/2

Ofqual Start Date:	01/05/2013
Ofqual Review Date:	31/07/2027
Ofqual Certification Review Date:	31/07/2028

# Qualification Overview

The Ascentis qualifications in Using Employability Skills aim to prepare Entry Level learners for the world of work by developing their skills in three areas: Personal and Social Development, Work Skills, and Vocational Skills. Using units from these areas will enable learners to develop the confidence to progress into a work placement or paid employment.

## Aims

The aims of the qualifications are to enable learners:

- To overcome barriers which are preventing them from getting work.
- To learn new skills and knowledge in the area of employability.

## Target Group

These qualifications have been specifically developed to enable learners to achieve at a level relevant to their own current circumstances and situation. Learners may have learning difficulties or disabilities.

## Regulation Codes

Ofqual Qualification Numbers:

- Ascentis Entry Level Award in Using Employability Skills (Entry 1): 600/9014/5
- Ascentis Entry Level Certificate in Using Employability Skills (Entry 1): 600/9015/7
- Ascentis Entry Level Award in Using Employability Skills (Entry 2): 600/9017/0
- Ascentis Entry Level Certificate in Using Employability Skills (Entry 2): 600/9018/2
- Ascentis Entry Level Award in Using Employability Skills (Entry 3): 600/9020/0
- Ascentis Entry Level Certificate in Using Employability Skills (Entry 3): 600/9021/2

## Assessment Method

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

Many Ascentis units include suggested content to support wider learning opportunities across three priority areas:

- Digital
- Well-being
- Sustainability.

They are not compulsory and do not form part of the assessment. They are suggestions for tutors who may wish to link the unit content into these areas to further support learner progression in education, training and work.

## Resources to support the Delivery of the Qualification

Ascentis has devised a suite of learner workbooks and tutor presentation resources to support units within this qualification. The tasks can be contextualised to meet specific needs of learners and emerging local employment needs. Please refer to the separate **Employability Resource Mapping Document** available on QuartzWeb to identify the appropriate workbook for the units you are delivering.

# Rules of Combination

### Ascentis Entry Level Award and Certificate in Using Employability Skills (Entry 1)

For the Award, the learner must achieve 8 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 4 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B.

For the Certificate, the learner must achieve 14 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 8 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B. The remaining 2 credits can be achieved from any combination of units in Optional Groups A and B.

#### Mandatory Group: The learner must achieve the unit in this group for the Award and Certificate.

Title	Level	Credit Value	GLH	Unit Reference
Action Planning to Improve Performance	Entry 1	2	20	L/504/1234

#### Optional Group A:

The learner must achieve a minimum of 4 credits from Optional Group A for the Award.  
The learner must achieve a minimum of 8 credits from Optional Group A for the Certificate.

Title	Level	Credit Value	GLH	Unit Reference
Applying for Jobs and Courses	Entry 1	2	20	R/504/1235
Building Confidence and Self Esteem	Entry 1	2	20	T/504/1230
Dealing with Problems at Work	Entry 1	2	20	A/504/1407
Decision Making in the Work Place	Entry 1	2	20	F/504/1408
Follow Instructions in the Work Place	Entry 1	2	20	J/504/1409
Health and Safety Procedures in the Work Place	Entry 1	2	20	A/504/1410
Looking and Acting the Part in the Work Place	Entry 1	2	20	F/504/1280
Making Career Choices	Entry 1	2	20	A/504/1231
Managing Money	Entry 1	1	10	F/504/1232
Preparing for and Taking Part in an Interview	Entry 1	2	20	J/504/1233
Travelling to and from Work	Entry 1	2	20	J/504/1281
Using Communication Skills in a Work Place	Entry 1	2	20	K/504/1404
Using ICT Skills in a Work Place	Entry 1	2	20	R/504/1283
Using Number Skills in a Work Place	Entry 1	2	20	Y/504/1284
Using Reading Skills in a Work Place	Entry 1	2	20	R/504/1414
Using Writing Skills in a Work Place	Entry 1	2	20	Y/504/1415
Working with Others	Entry 1	2	20	D/504/1416

**Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B for the Award and Certificate.**

<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit Reference</b>
Carry out a Practical Activity in the Work Place	Entry 1	2	20	D/504/1237
Feeding Animals	Entry 1	2	20	H/504/1238
Induction to Work	Entry 1	2	20	F/504/1411
Making a Product	Entry 1	2	20	K/504/1239
Reading and Writing Key Words in a Work Place	Entry 1	1	10	L/504/1413
Undertaking an Enterprise Project	Entry 1	2	20	D/504/1240
Using ICT Equipment in the Work Place	Entry 1	2	20	H/504/1241
Working as a Caretaker	Entry 1	2	20	K/504/1242
Working as a Cleaner	Entry 1	2	20	M/504/1243
Working as a Volunteer	Entry 1	2	20	T/504/1244
Working in a Care Environment	Entry 1	2	20	Y/504/1236
Working in a Garage	Entry 1	2	20	H/504/1255
Working in an Office	Entry 1	2	20	K/504/1256
Working in Catering	Entry 1	2	20	M/504/1257
Working in Horticulture	Entry 1	2	20	T/504/1261
Working in Hospitality	Entry 1	2	20	Y/504/1267
Working in Retail	Entry 1	2	20	A/504/1245
Working on a Farm	Entry 1	2	20	L/504/1248
Working with Animals	Entry 1	2	20	R/504/1252

## Ascentis Entry Level Award and Certificate in Using Employability Skills (Entry 2)

For the Award, the learner must achieve 8 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 4 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B.

For the Certificate, the learner must achieve 14 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 8 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B. The remaining 2 credits can be achieved from any combination of units in Optional Groups A and B.

**Mandatory Group: The learner must achieve the unit in this group for the Award and the Certificate.**

Title	Level	Credit Value	GLH	Unit Reference
Action Planning to Improve Performance	Entry 2	2	20	L/504/1296

### Optional Group A:

**The learner must achieve a minimum of 4 credits from Optional Group A for the Award.**

**The learner must achieve a minimum of 8 credits from Optional Group A for the Certificate.**

Title	Level	Credit Value	GLH	Unit Reference
Applying for Jobs and Courses	Entry 2	2	20	R/504/1297
Building Confidence and Self Esteem	Entry 2	2	20	Y/504/1298
Dealing with Problems at Work	Entry 2	2	20	M/504/1467
Decision Making in the Work Place	Entry 2	2	20	T/504/1468
Follow Instructions in the Work Place	Entry 2	2	20	M/504/1470
Health and Safety Procedures in the Work Place	Entry 2	2	20	T/504/1471
Looking and Acting the Part in the Work Place	Entry 2	2	20	M/504/1288
Making Career Choices	Entry 2	2	20	T/504/1292
Managing Money	Entry 2	1	10	A/504/1293
Preparing for and Taking Part in an Interview	Entry 2	2	20	J/504/1295
Travelling to and from Work	Entry 2	2	20	J/504/1474
Understanding a Pay Slip	Entry 2	1	10	L/504/1475
Using Communication Skills in a Work Place	Entry 2	2	20	R/504/1476
Using ICT Skills in a Work Place	Entry 2	2	20	D/504/1478
Using Number Skills in a Work Place	Entry 2	2	20	Y/504/1463
Using Reading Skills in a Work Place	Entry 2	2	20	D/504/1464
Using Writing Skills in a Work Place	Entry 2	2	20	H/504/1465
Working with Others	Entry 2	2	20	K/504/1466

**Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B for the Award and Certificate.**

Title	Level	Credit Value	GLH	Unit Reference
Carry out a Practical Activity in the Work Place	Entry 2	2	20	M/504/1307
Feeding Animals	Entry 2	2	20	T/504/1308
Induction to Work	Entry 2	2	20	F/504/1473
Making a Product	Entry 2	2	20	D/504/1450
Undertaking an Enterprise Project	Entry 2	2	20	J/504/1300
Using ICT Equipment in the Workplace	Entry 2	2	20	R/504/1302
Working as a Caretaker	Entry 2	2	20	H/504/1451
Working as a Cleaner	Entry 2	2	20	K/504/1452
Working as a Volunteer	Entry 2	2	20	Y/504/1303
Working in a Care Environment	Entry 2	2	20	K/504/1306
Working in a Garage	Entry 2	2	20	J/504/1457
Working in an Office	Entry 2	2	20	L/504/1458
Working in Catering	Entry 2	2	20	R/504/1459
Working in Horticulture	Entry 2	2	20	L/504/1461
Working in Hospitality	Entry 2	2	20	R/504/1462
Working in Retail	Entry 2	2	20	M/504/1453
Working on a Farm	Entry 2	2	20	T/504/1454
Working with Animals	Entry 2	2	20	F/504/1456

## Ascentis Entry Level Award and Certificate in Using Employability Skills (Entry 3)

For the Award, the learner must achieve 8 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 4 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B.

For the Certificate, the learner must achieve 14 credits. 2 credits must be achieved from the unit in the Mandatory Group. A minimum of 8 credits must be achieved from Optional Group A and a minimum of 2 credits must be achieved from Optional Group B. The remaining 2 credits can be achieved from any combination of units in Optional Groups A and B.

### Mandatory Group: The learner must achieve the unit in this group for the Award and Certificate.

Title	Level	Credit Value	GLH	Unit Reference
Action Planning to Improve Performance	Entry 3	2	20	Y/504/1625

### Optional Group A:

The learner must achieve a minimum of 4 credits from Optional Group A for the Award.  
The learner must achieve a minimum of 8 credits from Optional Group A for the Certificate.

Title	Level	Credit Value	GLH	Unit Reference
Applying for Jobs and Courses	Entry 3	2	20	Y/504/1480
Building Confidence and Self Esteem	Entry 3	2	20	K/508/5502
Dealing with Problems at Work	Entry 3	2	20	T/504/1678
Decision Making in the Work Place	Entry 3	2	20	T/504/1681
Follow Instructions in the Work Place	Entry 3	2	20	J/504/1684
Health and Safety Procedures in the Work Place	Entry 3	2	20	Y/504/1687
Looking and Acting the Part in the Work Place	Entry 3	2	20	H/504/1482
Making Career Choices	Entry 3	2	20	M/504/1484
Managing Money	Entry 3	1	10	T/504/1485
Preparing for and Taking Part in an Interview	Entry 3	2	20	D/504/1626
Travelling to and from Work	Entry 3	2	20	H/504/1692
Understanding a Pay Slip	Entry 3	1	10	Y/504/1673
Using Communication Skills in a Work Place	Entry 3	2	20	J/504/1698
Using ICT Skills in a Work Place	Entry 3	2	20	L/504/1699
Using Number Skills in a Work Place	Entry 3	2	20	T/504/1700
Using Reading Skills in a Work Place	Entry 3	2	20	A/504/1701
Using Writing Skills in a Work Place	Entry 3	2	20	F/504/1702
Working with Others	Entry 3	2	20	T/504/1695

**Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B for the Award and Certificate.**

<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit Reference</b>
Carry out a Practical Activity in the Work Place	Entry 3	2	20	Y/504/1639
Feeding Animals	Entry 3	2	20	M/504/1646
Induction to Work	Entry 3	2	20	Y/504/1690
Making a Product	Entry 3	2	20	A/504/1651
Undertaking an Enterprise Project	Entry 3	2	20	J/504/1653
Using ICT Equipment in a Work Place	Entry 3	2	20	H/504/1627
Working as a Caretaker	Entry 3	2	20	K/504/1628
Working as a Cleaner	Entry 3	2	20	K/504/1631
Working as a Volunteer	Entry 3	2	20	F/504/1635
Working in a Care Environment	Entry 3	2	20	L/504/1637
Working in a Garage	Entry 3	2	20	R/504/1669
Working in an Office	Entry 3	2	20	J/504/1670
Working in Catering	Entry 3	2	20	R/504/1655
Working in Horticulture	Entry 3	2	20	K/504/1659
Working in Hospitality	Entry 3	2	20	H/504/1661
Working in Retail	Entry 3	2	20	M/504/1663
Working on a Farm	Entry 3	2	20	F/504/1666
Working with Animals	Entry 3	2	20	L/504/1668



## Guided Learning Hours (GLH)

The recommended guided learning hours for Entry 1 Award in Using Employability Skills is 80.

The recommended guided learning hours for Entry 1 Certificate in Using Employability Skills is 140.

The recommended guided learning hours for Entry 2 Award in Using Employability Skills is 80.

The recommended guided learning hours for Entry 2 Certificate in Using Employability Skills is 140.

The recommended guided learning hours for Entry 3 Award in Using Employability Skills is 80.

The recommended guided learning hours for Entry 3 Certificate in Using Employability Skills is 140.

## Total Qualification Time (TQT)

The total qualification time for Entry 1 Award in Using Employability Skills is 80.

The total qualification time for Entry 1 Certificate in Using Employability Skills is 140.

The total qualification time for Entry 2 Award in Using Employability Skills is 80.

The total qualification time for Entry 2 Certificate in Using Employability Skills is 140.

The total qualification time for Entry 3 Award in Using Employability Skills is 80.

The total qualification time for Entry 3 Certificate in Using Employability Skills is 140.

## Age Range of Qualification

This qualification is suitable for learners aged 16-18 and 19+.

# Contact & Further Information

**New Centres** please email [hello@ascentis.co.uk](mailto:hello@ascentis.co.uk) or call **01524 845046**.

**Existing Centres** please visit the login area of our website, [www.ascentis.co.uk](http://www.ascentis.co.uk), to view the full specification.

**Product Development** for enquiries please email [development@ascentis.co.uk](mailto:development@ascentis.co.uk).