

Ascentis Entry Level 1, 2 and 3 Award and Certificate in Using Employability Skills Rule of Combination



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

Ofqual Start Date: 01/05/2013
Ofqual Review Date: 31/07/2021
Ofqual Certification Review Date: 31/07/2022

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 qualification 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.

Rule of Combination

Ascentis Entry Level Award in Using Employability Skills (Entry 1)

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.

Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
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.

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

Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Working in Retail	Entry 1	2	20	A/504/1245
Carry out a Practical Activity in the Work Place	Entry 1	2	20	D/504/1237
Undertaking an Enterprise Project	Entry 1	2	20	D/504/1240
Induction to Work	Entry 1	2	20	F/504/1411
Feeding Animals	Entry 1	2	20	H/504/1238
Using ICT Equipment in the Work Place	Entry 1	2	20	H/504/1241
Working in a Garage	Entry 1	2	20	H/504/1255
Making a Product	Entry 1	2	20	K/504/1239
Working as a Caretaker	Entry 1	2	20	K/504/1242
Working in an Office	Entry 1	2	20	K/504/1256

Working on a Farm	Entry 1	2	20	L/504/1248
Reading and Writing Key Words in a Work Place	Entry 1	1	10	L/504/1413
Working as a Cleaner	Entry 1	2	20	M/504/1243
Working in Catering	Entry 1	2	20	M/504/1257
Working with Animals	Entry 1	2	20	R/504/1252
Working as a Volunteer	Entry 1	2	20	T/504/1244
Working in Horticulture	Entry 1	2	20	T/504/1261
Working in a Care Environment	Entry 1	2	20	Y/504/1236
Working in Hospitality	Entry 1	2	20	Y/504/1267

Ascentis Entry Level Certificate in Using Employability Skills (Entry 1)

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.

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

Optional Group A: The learner must achieve a minimum of 8 credits from Optional Group A.

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

Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

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

Ascentis Entry Level Award in Using Employability Skills (Entry 2)

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.

Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
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.

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

Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 2	2	20	D/504/1450
Working with Animals	Entry 2	2	20	F/504/1456
Induction to Work	Entry 2	2	20	F/504/1473
Working as a Caretaker	Entry 2	2	20	H/504/1451
Undertaking an Enterprise Project	Entry 2	2	20	J/504/1300
Working in a Garage	Entry 2	2	20	J/504/1457
Working in a Care Environment	Entry 2	2	20	K/504/1306
Working as a Cleaner	Entry 2	2	20	K/504/1452
Working in an Office	Entry 2	2	20	L/504/1458
Working in Horticulture	Entry 2	2	20	L/504/1461
Carry out a Practical Activity in the Work Place	Entry 2	2	20	M/504/1307
Working in Retail	Entry 2	2	20	M/504/1453

Using ICT Equipment in the Workplace	Entry 2	2	20	R/504/1302
Working in Catering	Entry 2	2	20	R/504/1459
Working in Hospitality	Entry 2	2	20	R/504/1462
Feeding Animals	Entry 2	2	20	T/504/1308
Working on a Farm	Entry 2	2	20	T/504/1454
Working as a Volunteer	Entry 2	2	20	Y/504/1303

Ascentis Entry Level Certificate in Using Employability Skills (Entry 2)

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.

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

Optional Group A: The learner must achieve a minimum of 8 credits from Optional Group A.

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

Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 2	2	20	D/504/1450
Working with Animals	Entry 2	2	20	F/504/1456
Induction to Work	Entry 2	2	20	F/504/1473
Working as a Caretaker	Entry 2	2	20	H/504/1451

Undertaking an Enterprise Project	Entry 2	2	20	J/504/1300
Working in a Garage	Entry 2	2	20	J/504/1457
Working in a Care Environment	Entry 2	2	20	K/504/1306
Working as a Cleaner	Entry 2	2	20	K/504/1452
Working in an Office	Entry 2	2	20	L/504/1458
Working in Horticulture	Entry 2	2	20	L/504/1461
Carry out a Practical Activity in the Work Place	Entry 2	2	20	M/504/1307
Working in Retail	Entry 2	2	20	M/504/1453
Using ICT Equipment in the Workplace	Entry 2	2	20	R/504/1302
Working in Catering	Entry 2	2	20	R/504/1459
Working in Hospitality	Entry 2	2	20	R/504/1462
Feeding Animals	Entry 2	2	20	T/504/1308
Working on a Farm	Entry 2	2	20	T/504/1454
Working as a Volunteer	Entry 2	2	20	Y/504/1303

Ascentis Entry Level Award in Using Employability Skills (Entry 3)

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.

Mandatory Group: The learner must achieve the unit in this group.

Title	Level	Credit Value	GLH	Unit ref
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.

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

Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 3	2	20	A/504/1651
Working as a Volunteer	Entry 3	2	20	F/504/1635
Working on a Farm	Entry 3	2	20	F/504/1666
Using ICT Equipment in a Work Place	Entry 3	2	20	H/504/1627
Working in Hospitality	Entry 3	2	20	H/504/1661
Undertaking an Enterprise Project	Entry 3	2	20	J/504/1653
Working in an Office	Entry 3	2	20	J/504/1670
Working as a Caretaker	Entry 3	2	20	K/504/1628
Working as a Cleaner	Entry 3	2	20	K/504/1631
Working in Horticulture	Entry 3	2	20	K/504/1659
Working in a Care Environment	Entry 3	2	20	L/504/1637
Working with Animals	Entry 3	2	20	L/504/1668

Feeding Animals	Entry 3	2	20	M/504/1646
Working in Retail	Entry 3	2	20	M/504/1663
Working in Catering	Entry 3	2	20	R/504/1655
Working in a Garage	Entry 3	2	20	R/504/1669
Carry out a Practical Activity in the Work Place	Entry 3	2	20	Y/504/1639
Induction to Work	Entry 3	2	20	Y/504/1690

Ascentis Entry Level Certificate in Using Employability Skills (Entry 3)

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.

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

Optional Group A: The learner must achieve a minimum of 8 credits from Optional Group A.

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

Optional Group B: The learner must achieve a minimum of 2 credits from Optional Group B.

Title	Level	Credit Value	GLH	Unit ref
Making a Product	Entry 3	2	20	A/504/1651
Working as a Volunteer	Entry 3	2	20	F/504/1635
Working on a Farm	Entry 3	2	20	F/504/1666
Using ICT Equipment in a Work Place	Entry 3	2	20	H/504/1627

Working in Hospitality	Entry 3	2	20	H/504/1661
Undertaking an Enterprise Project	Entry 3	2	20	J/504/1653
Working in an Office	Entry 3	2	20	J/504/1670
Working as a Caretaker	Entry 3	2	20	K/504/1628
Working as a Cleaner	Entry 3	2	20	K/504/1631
Working in Horticulture	Entry 3	2	20	K/504/1659
Working in a Care Environment	Entry 3	2	20	L/504/1637
Working with Animals	Entry 3	2	20	L/504/1668
Feeding Animals	Entry 3	2	20	M/504/1646
Working in Retail	Entry 3	2	20	M/504/1663
Working in Catering	Entry 3	2	20	R/504/1655
Working in a Garage	Entry 3	2	20	R/504/1669
Carry out a Practical Activity in the Work Place	Entry 3	2	20	Y/504/1639
Induction to Work	Entry 3	2	20	Y/504/1690

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 melanie.porrith@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