

Ascentis Level 1 Award and Certificate in Work Preparation Overview Specification



Ofqual Number:

603/3956/1 Award
Ofqual Start Date: 01/02/2019
Ofqual Review Date: 31/07/2027
Ofqual Certification Review Date: 31/07/2028

600/9024/8 Certificate
Ofqual Start Date: 01/08/2014
Ofqual Review Date: 31/07/2027
Ofqual Certification Review Date: 31/07/2028

Qualification Overview

These qualifications are part of a suite of Work Preparation qualifications available through Ascentis which have been designed to help learners develop skills to prepare them for employment in a range of workplaces.

Aims

The aims of the vocational Work Preparation qualifications are to:

- Meet the needs of learners on 16-19 Study Programmes.
- Meet the needs of learners on Traineeship Programmes.
- Meet the needs of learners who wish to progress to Apprenticeships.
- Prepare learners for the world of work.
- Prepare learners for further, work-related study.
- Ensure learners have an understanding of values and attitudes relevant to employment.
- Help learners develop the general employability skills needed for successful and fulfilling employment.
- Help learners identify specific occupational areas in which they may wish to pursue a career.
- Help learners develop the skills necessary to find and gain employment.

Target Group

These qualifications are for learners who:

- Are not yet ready for a vocational course (e.g. NVQ).
- Need to develop a range of transferable skills to use in the workplace.
- Want to build the skills and confidence needed to apply for work.
- Are considering returning to employment after a period out of work.
- Need to develop skills and knowledge that will help those who have found it hard to get a job.

Regulation Codes

Ofqual Qualification Numbers:

- Ascentis Level 1 Award in Work Preparation: 603/3956/1
- Ascentis Level 1 Certificate in Work Preparation: 600/9024/8

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 the Ascentis Electronic Portal to identify the appropriate workbook for the units you are delivering.

Rules of Combination

Ascentis Level 1 Award in Work Preparation

Learners must achieve 7 credits in total. A minimum of 4 credits must be taken from Group A and a minimum of 1 credit (maximum of 2 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice Y/504/9370.

Unit Group A (Employability): A minimum of 4 credits must be taken from Group A.

| Title | Level | Credit Value | GLH | Unit Reference |
|---|-------|--------------|-----|----------------|
| Applying for a Job | 1 | 1 | 10 | K/505/3049 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Building Working Relationships with Colleagues | 1 | 2 | 20 | M/505/3053 |
| Communicating in the Workplace | 1 | 2 | 18 | A/504/9460 |
| Customer Care | 1 | 2 | 16 | A/503/4893 |
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Enterprise Skills | 1 | 1 | 8 | A/504/5151 |
| Exploring Job Opportunities | 1 | 1 | 8 | T/504/5147 |
| Improving Own Learning and Performance | 1 | 2 | 16 | D/504/9497 |
| Interview Skills | 1 | 1 | 10 | H/505/3065 |
| Oral Presentation Skills | 1 | 3 | 27 | T/505/4902 |
| Personal Presentation in the Workplace | 1 | 1 | 9 | K/504/9504 |
| Planning and Reviewing Learning | 1 | 2 | 20 | L/503/5210 |
| Recognising and Respecting Diversity in the Workplace | 1 | 1 | 9 | L/503/4896 |
| Recognising Prejudice and Discrimination | 1 | 1 | 9 | J/504/9509 |
| Responsible Work Practice | 1 | 1 | 9 | Y/504/9370 |
| Rights and Responsibilities in the Workplace | 1 | 1 | 8 | T/504/5214 |
| Solving Problems in the Workplace | 1 | 2 | 18 | J/504/9512 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Understanding Change in the Workplace | 1 | 2 | 18 | K/504/9518 |
| Using the Internet | 1 | 3 | 20 | T/502/4296 |
| Well-being for the Workplace | 1 | 2 | 20 | M/650/7277 |
| Word Processing Software | 1 | 3 | 20 | L/502/4627 |
| Work Experience | 1 | 1 | 9 | T/504/9361 |

Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 2 credits must be taken from Group B.

| Title | Level | Credit Value | GLH | Unit Reference |
|---|-------|--------------|-----|----------------|
| Introduction to Business and Administration | 1 | 1 | 9 | A/504/9894 |

| Introduction to Catering | 1 | 1 | 9 | D/504/9886 |
|---|-------|--------------|-----|------------|
| Introduction to Hairdressing and Beauty | 1 | 1 | 9 | L/504/9897 |
| Introduction to Health and Social Care | 1 | 1 | 9 | M/504/9889 |
| Introduction to Hospitality | 1 | 1 | 9 | K/504/9891 |
| Introduction to Land Based Industries | 1 | 1 | 9 | T/504/9893 |
| Introduction to Retail | 1 | 1 | 9 | F/504/9895 |
| Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 2 credits in total for the Award. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Assist with Feedstuffs for Small Animals | 1 | 2 | 18 | H/600/0473 |
| Assist with Maintaining Plants | 1 | 4 | 36 | H/502/4102 |
| Assist with Planting and Establishing Plants | 1 | 3 | 27 | F/502/4088 |
| Awareness of the Role and Responsibilities of the Adult Social Care Worker | 1 | 1 | 10 | F/502/9727 |
| Basic Food Preparation and Cooking | 1 | 3 | 30 | K/502/5042 |
| Caring for Young Children | 1 | 3 | 27 | T/505/3054 |
| Customer Service in the Hospitality Industry | 1 | 3 | 20 | J/502/4898 |
| Food Service | 1 | 3 | 30 | K/502/4957 |
| Health and Safety in a Practical Environment | 1 | 1 | 9 | J/504/9364 |
| Improve Own Performance in a Business Environment | 1 | 1 | 7 | T/601/2448 |
| Introduction to the Adult Social Care Sector | 1 | 1 | 10 | F/506/3246 |
| Introductory Awareness of Person-Centred Support in Health, Social Care and Children's and Young People's Settings | 1 | 2 | 18 | D/502/9718 |
| Participating in Leisure Activities | 1 | 3 | 27 | L/503/9273 |
| Practical Skills for Dry Stone Walls | 1 | 6 | 6 | Y/501/4893 |
| Prepare to Set Out Construction Components | 1 | 3 | 27 | M/505/0170 |
| Presentation Software | 1 | 3 | 20 | K/502/4621 |
| Self-Management Skills | 1 | 2 | 18 | A/504/9586 |
| Sound and Audio Production Skills | 1 | 3 | 27 | L/505/0998 |
| Understand the Range of Service Provision and Roles Within Health and Social Care (Adults and Children and Young People), Early Years and Childcare | 1 | 3 | 26 | A/602/6187 |
| Understanding Child Development | 1 | 3 | 27 | R/504/9612 |
| Understanding Customer Service in the Retail Sector | 1 | 2 | 17 | T/502/5819 |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1 | 3 | 27 | J/505/8808 |
| Understanding the Retail Selling Process | 1 | 2 | 13 | T/502/5805 |
| Using Email | 1 | 2 | 15 | J/502/4299 |

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|---|---|---|----|------------|
| Using Office Equipment in a Business Environment | 1 | 2 | 9 | T/600/4950 |
| Work in a Business Environment | 1 | 3 | 17 | A/601/2449 |
| Work with Other People in a Business Environment | 1 | 2 | 9 | A/601/2452 |
| Working with Others in Health, Social Care and Children's and Young People's Settings | 1 | 2 | 16 | Y/506/0689 |

Ascentis Level 1 Certificate in Work Preparation

Learners must achieve 15 credits in total. A minimum of 8 credits must be taken from Group A and a minimum of 1 credit (maximum of 3 credits) from Group B. Remaining credit is awarded for units in Group A, B or C.

Although not mandatory, we do recommend your learners take unit Responsible Work Practice Y/504/9370.

Unit Group A (Employability): A minimum of 8 credits must be taken from Group A.

| Title | Level | Credit Value | GLH | Unit Reference |
|---|-------|--------------|-----|----------------|
| Applying for a Job | 1 | 1 | 10 | K/505/3049 |
| Building a Personal Career Portfolio | 1 | 3 | 27 | T/505/3989 |
| Building Working Relationships with Colleagues | 1 | 2 | 20 | M/505/3053 |
| Communicating in the Workplace | 1 | 2 | 18 | A/504/9460 |
| Customer Care | 1 | 2 | 16 | A/503/4893 |
| CV Writing | 1 | 1 | 9 | L/600/9944 |
| Enterprise Skills | 1 | 1 | 8 | A/504/5151 |
| Exploring Job Opportunities | 1 | 1 | 8 | T/504/5147 |
| Improving Own Learning and Performance | 1 | 2 | 16 | D/504/9497 |
| Interview Skills | 1 | 1 | 10 | H/505/3065 |
| Oral Presentation Skills | 1 | 3 | 27 | T/505/4902 |
| Personal Presentation in the Workplace | 1 | 1 | 9 | K/504/9504 |
| Planning and Reviewing Learning | 1 | 2 | 20 | L/503/5210 |
| Recognising and Respecting Diversity in the Workplace | 1 | 1 | 9 | L/503/4896 |
| Recognising Prejudice and Discrimination | 1 | 1 | 9 | J/504/9509 |
| Responsible Work Practice | 1 | 1 | 9 | Y/504/9370 |
| Rights and Responsibilities in the Workplace | 1 | 1 | 8 | T/504/5214 |
| Solving Problems in the Workplace | 1 | 2 | 18 | J/504/9512 |
| Teamwork Skills | 1 | 2 | 18 | Y/504/9515 |
| Understanding Change in the Workplace | 1 | 2 | 18 | K/504/9518 |
| Using the Internet | 1 | 3 | 20 | T/502/4296 |
| Well-being for the Workplace | 1 | 2 | 20 | M/650/7277 |
| Word Processing Software | 1 | 3 | 20 | L/502/4627 |
| Work Experience | 1 | 1 | 9 | T/504/9361 |

Unit Group B (Sector Introduction): A minimum of 1 credit and a maximum of 3 credits must be taken from Group B.

| Title | Level | Credit Value | GLH | Unit Reference |
|---|-------|--------------|-----|----------------|
| Introduction to Business and Administration | 1 | 1 | 9 | A/504/9894 |
| Introduction to Catering | 1 | 1 | 9 | D/504/9886 |
| Introduction to Hairdressing and Beauty | 1 | 1 | 9 | L/504/9897 |
| Introduction to Health and Social Care | 1 | 1 | 9 | M/504/9889 |
| Introduction to Hospitality | 1 | 1 | 9 | K/504/9891 |
| Introduction to Land Based Industries | 1 | 1 | 9 | T/504/9893 |

| Introduction to Retail | 1 | 1 | 9 | F/504/9895 |
|--|-------|--------------|-----|------------|
| Introduction to the Creative Industries | 1 | 1 | 9 | J/504/9896 |
| Unit Group C (Sector Units): Learners can take units from Group C for remaining credit required to achieve 15 credits in total for the Certificate. | | | | |
| Title | Level | Credit Value | GLH | Unit ref |
| Assist with Feedstuffs for Small Animals | 1 | 2 | 18 | H/600/0473 |
| Assist with Maintaining Plants | 1 | 4 | 36 | H/502/4102 |
| Assist with Planting and Establishing Plants | 1 | 3 | 27 | F/502/4088 |
| Awareness of the Role and Responsibilities of the Adult Social Care Worker | 1 | 1 | 10 | F/502/9727 |
| Basic Food Preparation and Cooking | 1 | 3 | 30 | K/502/5042 |
| Caring for Young Children | 1 | 3 | 27 | T/505/3054 |
| Customer Service in the Hospitality Industry | 1 | 3 | 20 | J/502/4898 |
| Explore Acting Skills | 1 | 3 | 27 | H/504/9811 |
| Food Service | 1 | 3 | 30 | K/502/4957 |
| Health and Safety in a Practical Environment | 1 | 1 | 9 | J/504/9364 |
| Improve Own Performance in a Business Environment | 1 | 1 | 7 | T/601/2448 |
| Improvisation and Performance Skills | 1 | 3 | 27 | T/504/4841 |
| Introduction to Radio Production and Interviewing | 1 | 3 | 27 | H/504/9839 |
| Introduction to the Adult Social Care Sector | 1 | 1 | 10 | F/506/3246 |
| Introductory Awareness of Person-Centred Support in Health, Social Care and Children's and Young People's Settings | 1 | 2 | 18 | D/502/9718 |
| Participating in Leisure Activities | 1 | 3 | 27 | L/503/9273 |
| Practical Skills for Dry Stone Walls | 1 | 6 | 6 | Y/501/4893 |
| Prepare to Set Out Construction Components | 1 | 3 | 27 | M/505/0170 |
| Presentation Software | 1 | 3 | 20 | K/502/4621 |
| Self-Management Skills | 1 | 2 | 18 | A/504/9586 |
| Sound and Audio Production Skills | 1 | 3 | 27 | L/505/0998 |
| Understand the Range of Service Provision and Roles Within Health and Social Care (Adults and Children and Young People), Early Years and Childcare | 1 | 3 | 26 | A/602/6187 |
| Understanding Child Development | 1 | 3 | 27 | R/504/9612 |
| Understanding Customer Service in the Retail Sector | 1 | 2 | 17 | T/502/5819 |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1 | 3 | 27 | J/505/8808 |
| Understanding the Retail Selling Process | 1 | 2 | 13 | T/502/5805 |

| | | | | |
|---|---|---|----|------------|
| Using Email | 1 | 2 | 15 | J/502/4299 |
| Using Office Equipment in a Business Environment | 1 | 2 | 9 | T/600/4950 |
| Work in a Business Environment | 1 | 3 | 17 | A/601/2449 |
| Work with Other People in a Business Environment | 1 | 2 | 9 | A/601/2452 |
| Working with Others in Health, Social Care and Children's and Young People's Settings | 1 | 2 | 16 | Y/506/0689 |

Guided Learning Hours (GLH)

The recommended guided learning hours for the Level 1 Award in Work Preparation is: 70.

The recommended guided learning hours for the Level 1 Certificate in Work Preparation is: 135.

Total Qualification Time (TQT)

The total qualification time for the Level 1 Award in Work Preparation is: 70.

The total qualification time for the Level 1 Certificate in Work Preparation is: 150.

Age Range of Qualification

This qualification is suitable for young people aged 14-19 and adult learners.

Contact & Further Information

New Centres please email hello@ascentis.co.uk or call **01524 845046**.

Existing Centres please visit the login area of our website www.ascentis.co.uk to view the full specification.

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