

Ascentis Level 2 Award and Certificate **Work Preparation**



The Level 2 Certificate in Work Preparation qualifications is being withdrawn. The last date of registration for learners is 31st July 2022 after which no further learners can be registered.

The certification end date is 31st July 2023. If you require any further clarification, please email development@ascentis.co.uk.

Ofqual Number:

603/3957/3 Award

Ofqual Start Date: 01/02/2019 31/07/2024 Ofqual Review Date: Ofqual Certification Review Date: 31/07/2025

600/8926/X Certificate

Ofqual Start Date: 01/05/2014 Ofqual Review Date: 31/07/2022 Ofqual Certification Review Date: 31/07/2023

Qualification Overview

These qualifications at Level 2 are part of a suite of Work Preparation qualifications available through Ascentis. They 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.
- Have found it hard to get a job and need to develop skills and knowledge.

Regulation Codes

Ofqual Qualification Numbers:

- Ascentis Level 2 Award in Work Preparation: 603/3957/3
- Ascentis Level 2 Certificate in Work Preparation: 600/8926/X

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.

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.

Rule of Combination

Ascentis Level 2 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 H/504/9372.

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	2	1	10	K/503/2864	
Building a Personal Career Portfolio	2	3	24	T/504/9537	
Building Working Relationships with Colleagues	2	2	20	K/504/9454	
Communication in the Workplace	2	2	16	R/504/9464	
Customer Care	2	2	16	K/504/9471	
Exploring Job Opportunities	2	1	8	L/504/9494	
Improving Own Learning and Performance	2	2	14	R/504/9500	
Interview Skills	2	1	10	T/503/2866	
Oral Presentation Skills	2	3	24	D/504/9502	
Personal Presentation in the Workplace	2	1	8	M/504/9505	
Recognising and Respecting Diversity in the Workplace	2	1	8	A/504/9507	
Recognising Prejudice and Discrimination	2	1	8	A/504/9510	
Responsible Work Practice	2	1	8	H/504/9372	
Rights and Responsibilities in the Workplace	2	1	8	F/504/9511	
Solving Problems in the Workplace	2	2	16	L/504/9513	
Teamwork Skills	2	2	16	D/504/9516	
Work Experience	2	1	8	A/504/9362	

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 ref
Introduction to Building and Construction	2	1	8	Y/504/9904
Introduction to Business and Administration	2	1	8	Y/504/9899
Introduction to Catering	2	1	8	L/504/9902
Introduction to Engineering	2	1	8	D/504/9905
Introduction to Hairdressing and Beauty	2	1	8	F/504/9900
Introduction to Health and Social Care	2	1	8	K/504/9907
Introduction to Hospitality	2	1	8	T/504/9909
Introduction to Land-Based Industries	2	1	8	R/504/9898

Introduction to Retail	2	1	8	J/504/9901
Introduction to the Creative Industries	2	1	8	R/504/9903
Introduction to the Information and	2	1	Q	H/504/9906
Communication Technology Sector		1	0	11/304/9900

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 Reference Build Brick and Block Walls 2 2 16 A/504/9622 Communicate in a Business Environment 2 3 18 D/601/2475 Creative Craft Skills 2 3 24 I/504/4620 Developing Gooding Skills 2 3 24 K/504/9602 Developing Good Practice Skills for Use in the Kitchen 2 3 24 K/504/9602 Developing Good Practice Skills for Use in the Kitchen 2 3 24 K/504/9602 Developing Good Practice Skills for Use in the Kitchen 2 3 24 K/504/9602 Developing Good Practice Skills for Use in the Kitchen 2 1 9 H/502/0132 Earling Good Safety in Cartering 2 1 9 H/502/0132 Health and Safety in a Practical Environment 2 1 8 R/504/9366 Hedgelaying 2 4 30 H/502/3743 Improve Own Performance in a Business 2 2 6	achieve 2 credits in total for the Award.				
Communicate in a Business Environment 2 3 18 D/601/2475 Creative Craft Skills 2 3 24 J/504/4620 Developing Cooking Skills 2 3 24 K/504/9602 Developing Good Practice Skills for Use in the Kitchen 2 3 24 K/504/9602 Developing Good Practice Skills for Use in the Kitchen 2 3 24 R/505/3286 Food Safety in Catering 2 1 9 H/502/0132 Health and Safety in a Practical Environment 2 1 8 R/504/9366 Hedgelaying 2 4 30 H/502/3743 Improve Own Performance in a Business 2 2 6 L/601/2469 Introduction to Duty of Care in Health, Social Care 2 1 9 H/601/5474 Introduction to Duty of Care in Health, Social Car	Title	Level	Credit Value	GLH	Unit Reference
Creative Craft Skills 2 3 24 J/504/4620 Developing Cooking Skills 2 3 24 K/504/9602 Developing Good Practice Skills for Use in the Kitchen 2 3 24 K/504/9602 Establishing Plants or Seeds in Soil 2 4 30 A/502/1223 Food Safety in Catering 2 1 9 H/502/0132 Health and Safety in a Practical Environment 2 1 8 R/504/9366 Hedgelaying 2 4 30 H/502/3743 Improve Own Performance in a Business 2 2 6 L/601/2469 Introduction to Duty of Care in Health, Social Care 2 2 6 L/601/2469 Introduction to Duty of Care in Health, Social Care 2 1 9 H/601/5474 Printroduction to Duty of Care in Health, Social Care 2 1 9 H/601/5474 Plastering Techniques 2 3 24 A/504/4680 Plastering Techniques 2 3 24 H/503/8159	Build Brick and Block Walls	2	2	16	A/504/9622
Developing Cooking Skills	Communicate in a Business Environment	2	3	18	D/601/2475
Developing Good Practice Skills for Use in the Kitchen	Creative Craft Skills	2	3	24	J/504/4620
Kitchen 2 3 24 R/505/3286 Establishing Plants or Seeds in Soil 2 4 30 A/502/1223 Food Safety in Catering 2 1 9 H/502/0132 Health and Safety in a Practical Environment 2 1 8 R/504/9366 Hedgelaying 2 4 30 H/502/3743 Improve Own Performance in a Business 2 2 6 L/601/2469 Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings 2 1 9 H/601/5474 Painting Methods - Pictorial Language 2 3 24 A/504/4680 Plastering Techniques 2 3 24 H/503/8159 Practical Skills for Dry Stone Walling 2 4 30 H/503/8159 Principles of Communication in Adult Social Care 2 2 17 L/602/905 Principles of Personal Development in Adult 2 2 17 L/602/3035 Principles of Safeguarding and Protection in 2 3 26	Developing Cooking Skills	2	3	24	K/504/9602
Food Safety in Catering		2	3	24	R/505/3286
Health and Safety in a Practical Environment 2	Establishing Plants or Seeds in Soil	2	4	30	A/502/1223
Hedgelaying	Food Safety in Catering	2	1	9	H/502/0132
Improve Own Performance in a Business Environment Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings Painting Methods - Pictorial Language Plastering Techniques Practical Skills for Dry Stone Walling Principles of Communication in Adult Social Care Settings Principles of Personal Development in Adult Social Care Settings Principles of Safeguarding and Protection in Health and Social Care Produce Craft Work Provide Nutrients to Crops or Plants Understand How to Handle Information in Social Care Settings Understanding Business Organisations Understanding Gustomer Service in the Retail Sector Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2	Health and Safety in a Practical Environment	2	1	8	R/504/9366
Environment Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings Painting Methods - Pictorial Language Plastering Techniques Practical Skills for Dry Stone Walling Principles of Communication in Adult Social Care Settings Principles of Personal Development in Adult Social Care Settings Principles of Safeguarding and Protection in Health and Social Care Produce Craft Work Provide Nutrients to Crops or Plants Understand How to Handle Information in Social Care Settings Understanding Business Organisations Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2	Hedgelaying	2	4	30	H/502/3743
or Children's and Young People's Settings Painting Methods - Pictorial Language Plastering Techniques Practical Skills for Dry Stone Walling Principles of Communication in Adult Social Care Settings Principles of Personal Development in Adult Social Care Settings Principles of Safeguarding and Protection in Health and Social Care Produce Craft Work Provide Nutrients to Crops or Plants Understand How to Handle Information in Social Care Worker Understanding Business Organisations Understanding How Children Learn Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2 3 24 A/504/4680 A/504/4680 A/504/4680 A/504/4680 A/504/4680 A/503/2801 L/602/2905 L/602/2905 L/602/2905 A/601/8574 L/602/3035 A/601/8574 L/602/3035 A/601/8574 L/602/3035 A/601/8574 A/601/8574 By A/505/3261 Provide Nutrients to Crops or Plants A/505/3261 Provide Nutrients to Crops or Plants Dy A/505/3301 A/505/3301 A/505/3302 A/504/9616 A/504/9616 A/505/8838 Dy A/505/8838 A/506/5370	•	2	2	6	L/601/2469
Plastering Techniques 2 3 24 H/503/8159 Practical Skills for Dry Stone Walling 2 4 30 H/503/2801 Principles of Communication in Adult Social Care Settings 2 2 17 L/602/2905 Principles of Personal Development in Adult Social Care Settings 2 2 17 L/602/3035 Principles of Safeguarding and Protection in Health and Social Care 2 3 26 A/601/8574 Produce Craft Work 2 3 20 H/505/3261 Provide Nutrients to Crops or Plants 2 2 15 L/502/0853 Understand How to Handle Information in Social Care Settings 2 1 9 A/505/3301 Understand the Role of the Social Care Worker 2 1 9 F/505/3302 Understanding Business Organisations 2 3 24 F/504/9587 Understanding Customer Service in the Retail Sector 2 3 24 K/504/9616 Understanding How Children Learn 2 3 24 F/505/8838 Understanding How to Sel	•	2	1	9	H/601/5474
Practical Skills for Dry Stone Walling Principles of Communication in Adult Social Care Settings Principles of Personal Development in Adult Social Care Settings Principles of Safeguarding and Protection in Health and Social Care Produce Craft Work Provide Nutrients to Crops or Plants Understand the Role of the Social Care Worker Understanding Business Organisations Understanding Gustomer Service in the Retail Sector Understanding How Children Learn Understanding How to Select Plants 2 4 30 H/503/2801 L/602/2905 17 L/602/3035 L/602/3035 2 2 37 26 A/601/8574 2 3 20 H/505/3261 2 3 20 H/505/3261 2 15 L/502/0853 2 1 9 A/505/3301 2 1 9 F/505/3301 2 1 9 F/505/3302 3 24 F/504/9587 4 M/502/5821 4 M/502/5821 4 F/504/9616 4 M/502/5821 5 Children 4 Draderstanding How to Meet the Physical Needs of Children 5 2 3 24 F/506/5370	Painting Methods - Pictorial Language	2	3	24	A/504/4680
Principles of Communication in Adult Social Care Settings Principles of Personal Development in Adult Social Care Settings Principles of Safeguarding and Protection in Health and Social Care Produce Craft Work Provide Nutrients to Crops or Plants Understand How to Handle Information in Social Care Settings Understand the Role of the Social Care Worker Understanding Business Organisations Understanding Customer Service in the Retail Sector Understanding How Children Learn Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2 2 3 24 F/506/5370	Plastering Techniques	2	3	24	H/503/8159
Settings Principles of Personal Development in Adult Social Care Settings Principles of Safeguarding and Protection in Health and Social Care Produce Craft Work Provide Nutrients to Crops or Plants Understand How to Handle Information in Social Care Settings Understand the Role of the Social Care Worker Understanding Business Organisations Understanding Customer Service in the Retail Sector Understanding How Children Learn Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2 2 3 24 F/506/5370 17 L/602/2905 L/602/3035 L/602/3035 2 3 26 A/601/8574 2 3 20 H/505/3261 Provide Nutrients to Crops or Plants 2 2 1 9 A/505/3301 2 1 9 F/505/3301 2 1 9 F/505/3302 3 24 F/504/9587 4 F/504/9587 4 F/505/8838 4 F/505/8838 4 F/505/8838	Practical Skills for Dry Stone Walling	2	4	30	H/503/2801
Social Care Settings Principles of Safeguarding and Protection in Health and Social Care Produce Craft Work Provide Nutrients to Crops or Plants Understand How to Handle Information in Social Care Settings Understand the Role of the Social Care Worker Understanding Business Organisations Understanding Customer Service in the Retail Sector Understanding How Children Learn Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2	•	2	2	17	L/602/2905
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Provide Nutrients to Crops or Plants Understand How to Handle Information in Social Care Settings Understand the Role of the Social Care Worker Understanding Business Organisations Understanding Customer Service in the Retail Sector Understanding How Children Learn Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2 1 9 F/505/3301 Pr/505/3302 Understanding Business Organisations 2 3 24 F/504/9587 Understanding How Children Learn 2 3 24 K/504/9616 Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2 3 24 F/506/5370		2	3	26	A/601/8574
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Understand How to Handle Information in Social Care Settings219A/505/3301Understand the Role of the Social Care Worker219F/505/3302Understanding Business Organisations2324F/504/9587Understanding Customer Service in the Retail Sector2322M/502/5821Understanding How Children Learn2324K/504/9616Understanding How to Meet the Physical Needs of Children2324F/505/8838Understanding How to Select Plants2324F/506/5370	Provide Nutrients to Crops or Plants	2	2	15	L/502/0853
Understanding Business Organisations 2 3 24 F/504/9587 Understanding Customer Service in the Retail Sector Understanding How Children Learn 2 3 24 K/504/9616 Understanding How to Meet the Physical Needs of Children Understanding How to Select Plants 2 3 24 F/506/5370		2	1	9	
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Sector 2 3 22 M/502/5821 Understanding How Children Learn 2 3 24 K/504/9616 Understanding How to Meet the Physical Needs of Children 2 3 24 F/505/8838 Understanding How to Select Plants 2 3 24 F/506/5370	Understanding Business Organisations	2	3	24	F/504/9587
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711,711	Understanding How to Meet the Physical Needs	2	3	24	i
Understanding Organic Horticulture 2 3 24 D/505/3307	Understanding How to Select Plants	2	3	24	F/506/5370
	Understanding Organic Horticulture	2	3	24	D/505/3307

Understanding the Cognitive Development of Children	2	3	24	A/505/7218
Understanding the Physical Development of Children and Young People	2	3	24	A/504/9619
Understanding the Retail Selling Process	2	2	15	A/502/5806
Understanding the Value of Food and Nutrition for Children and Young People	2	3	24	M/504/9620
Using and Maintaining Woodworking Tools	2	3	24	F/503/8122
Using Email	2	3	20	M/502/4300
Wallpapering Skills	2	3	24	F/503/8119
Word Processing Software	2	4	30	R/502/4628
Work in a Business Environment	2	2	18	F/601/2470
Work with Other People in a Business Environment	2	3	24	K/505/0166
Working in Craft	2	3	24	H/504/7749

Ascentis Level 2 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 H/504/9372.

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	2	1	10	K/503/2864	
Building a Personal Career Portfolio	2	3	24	T/504/9537	
Building Working Relationships with Colleagues	2	2	20	K/504/9454	
Communication in the Workplace	2	2	16	R/504/9464	
Customer Care	2	2	16	K/504/9471	
Exploring Job Opportunities	2	1	8	L/504/9494	
Improving Own Learning and Performance	2	2	14	R/504/9500	
Interview Skills	2	1	10	T/503/2866	
Oral Presentation Skills	2	3	24	D/504/9502	
Personal Presentation in the Workplace	2	1	8	M/504/9505	
Recognising and Respecting Diversity in the Workplace	2	1	8	A/504/9507	
Recognising Prejudice and Discrimination	2	1	8	A/504/9510	
Responsible Work Practice	2	1	8	H/504/9372	
Rights and Responsibilities in the Workplace	2	1	8	F/504/9511	
Solving Problems in the Workplace	2	2	16	L/504/9513	
Teamwork Skills	2	2	16	D/504/9516	
Work Experience	2	1	8	A/504/9362	

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 ref
Introduction to Building and Construction	2	1	8	Y/504/9904
Introduction to Business and Administration	2	1	8	Y/504/9899
Introduction to Catering	2	1	8	L/504/9902
Introduction to Engineering	2	1	8	D/504/9905
Introduction to Hairdressing and Beauty	2	1	8	F/504/9900
Introduction to Health and Social Care	2	1	8	K/504/9907
Introduction to Hospitality	2	1	8	T/504/9909
Introduction to Land-Based Industries	2	1	8	R/504/9898
Introduction to Retail	2	1	8	J/504/9901
Introduction to the Creative Industries	2	1	8	R/504/9903
Introduction to the Information and Communication Technology Sector	2	1	8	H/504/9906

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	
Build Brick and Block Walls	2	2	16	A/504/9622	
Communicate in a Business Environment	2	3	18	D/601/2475	
Creative Craft Skills	2	3	24	J/504/4620	
Developing Cooking Skills	2	3	24	K/504/9602	
Developing Good Practice Skills for Use in the Kitchen	2	3	24	R/505/3286	
Establishing Plants or Seeds in Soil	2	4	30	A/502/1223	
Food Safety in Catering	2	1	9	H/502/0132	
Health and Safety in a Practical Environment	2	1	8	R/504/9366	
Hedgelaying	2	4	30	H/502/3743	
Improve Own Performance in a Business Environment	2	2	6	L/601/2469	
Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	2	1	9	H/601/5474	
Painting Methods - Pictorial Language	2	3	24	A/504/4680	
Plastering Techniques	2	3	24	H/503/8159	
Practical Skills for Dry Stone Walling	2	4	30	H/503/2801	
Principles of Communication in Adult Social Care Settings	2	2	17	L/602/2905	
Principles of Personal Development in Adult Social Care Settings	2	2	17	L/602/3035	
Principles of Safeguarding and Protection in Health and Social Care	2	3	26	A/601/8574	
Produce Craft Work	2	3	20	H/505/3261	
Provide Nutrients to Crops or Plants	2	2	15	L/502/0853	
Understand How to Handle Information in Social Care Settings	2	1	9	A/505/3301	
Understand the Role of the Social Care Worker	2	1	9	F/505/3302	
Understanding Business Organisations	2	3	24	F/504/9587	
Understanding Customer Service in the Retail Sector	2	3	22	M/502/5821	
Understanding How Children Learn	2	3	24	K/504/9616	
Understanding How to Meet the Physical Needs of Children	2	3	24	F/505/8838	
Understanding How to Select Plants	2	3	24	F/506/5370	
Understanding Organic Horticulture	2	3	24	D/505/3307	
Understanding the Cognitive Development of Children	2	3	24	A/505/7218	

Understanding the Physical Development of Children and Young People	2	3	24	A/504/9619
Understanding the Retail Selling Process	2	2	15	A/502/5806
Understanding the Value of Food and Nutrition for Children and Young People	2	3	24	M/504/9620
Using and Maintaining Woodworking Tools	2	3	24	F/503/8122
Using Email	2	3	20	M/502/4300
Wallpapering Skills	2	3	24	F/503/8119
Word Processing Software	2	4	30	R/502/4628
Work in a Business Environment	2	2	18	F/601/2470
Work with Other People in a Business Environment	2	3	24	K/505/0166
Working in Craft	2	3	24	H/504/7749

Guided Learning Hours (GLH)

The recommended guided learning hours for the Level 2 Award in Work Preparation is: 70. The recommended guided learning hours for the Level 2 Certificate in Work Preparation is: 120.

Total Qualification Time (TQT)

The total qualification time for the Level 2 Award in Work Preparation is: 70. The total qualification time for the Level 2 Certificate in Work Preparation is: 150.

Age Range of Qualification

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

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, <u>www.ascentis.co.uk</u>, to view the full specification.

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