

# Ascentis Level 2 Award and Certificate in Work Preparation Overview Specification



**The Level 2 Certificate in Work Preparation qualifications is being withdrawn.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

**The certification end date is 31<sup>st</sup> July 2023. If you require any further clarification, please email [development@ascentis.co.uk](mailto:development@ascentis.co.uk).**

**Ofqual Number:**

603/3957/3 Award	
Ofqual Start Date:	01/02/2019
Ofqual Review Date:	31/07/2024
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 Communication Technology Sector	2	1	8	H/504/9906
<b>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.</b>				
<b>Title</b>	<b>Level</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Unit Reference</b>
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

## 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

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Title	Level	Credit Value	GLH	Unit ref
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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
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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](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).