



# Progress towards GCSE achievement

## GCSE Home Economics: Child Development

Our online course helps learners to actively explore child development topics, gaining the skills and knowledge needed for their GCSE assessments including the written paper, research task and child study.

This flexible, six-unit course is ideal for teacher-led e-learning in the classroom or independent study. Topics are explained in interactive, short, engaging online lessons, so that learners grasp concepts quickly.

A wide range of thought-provoking questions, activities and case studies help learners develop their critical thinking and debating skills, as well as the essential reading and writing skills needed to achieve their Child Development GCSE.

The online learning course consists of **six** units:

**Unit one:** Parenthood

**Unit two:** Pregnancy

**Unit three:** Diet, health and care of the child

**Unit four:** Development of the child

**Unit five:** Support for the parent and child

**Unit six:** Help with your controlled assessments

### Who is it suitable for?

Child Development could be used by any pupil at KS4 studying for GCSEs.

### Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Help your hardest to reach learners achieve at GCSE level
- Studying online puts the learners in control and provides an alternative to classroom teaching.

### Get in touch

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**0191 215 4120**

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**Explaining, exploring and evaluating a wide range of child development topics**

# In depth

## GCSE in Home Economics: Child Development

AQA Level 1/Level 2 GCSE in Home Economics: Child Development

Section 96 approved for <16 and 16–18 until 31/08/2015

Approved ages	
14-16	16-18
✓	✓

Home Economics: Child Development units
<b>Unit one:</b> Parenthood <b>Unit two:</b> Pregnancy <b>Unit three:</b> Diet, health and care of the child <b>Unit four:</b> Development of the child <b>Unit five:</b> Support for the parent and child <b>Unit six:</b> Help with your controlled assessments

Facts and figures	2014/15
A.O registration and certification fee	£29.85
LARS learning aim reference (QAN)	500/4389/4
Pupil study hours	160
Minimum GLH	120
Maximum GLH	140
LDFNS	31/08/2015
Operational end date	31/08/2017
Certification end date	31/08/2018
Discount code	GA33

Grade	Contribution to L1 threshold	Contribution to L2 threshold	Performance points
A*	20.00	20.00	58.00
A	20.00	20.00	52.00
B	20.00	20.00	46.00
C	20.00	20.00	40.00
D	20.00	0.00	34.00
E	20.00	0.00	28.00
F	20.00	0.00	22.00
G	20.00	0.00	16.00

Reasonable efforts are made to ensure this information is correct and up-to-date at the time it is published. No liability is accepted and providers must check the official sources of approvals and funding.



## Progress towards GCSE achievement

### GCSE Religious Studies B (Philosophy and Applied Ethics)

Our course supports the study of philosophy and ethics in relation to Christianity and Islam. Designed to enable learners to think about real-life issues, it will help to develop skills in analysing and evaluating a range of opinions.

They'll learn how to explain key philosophical and ethical ideas, form insights and express their views about fundamental questions and issues.

A wide range of thought-provoking questions, activities and case studies help learners develop their critical thinking and debating skills, as well as the essential reading and writing skills needed to achieve their Religious Studies GCSE.

The course consists of **four** units:

**Philosophy 1:** Deity, Religious and spiritual experience, End of life

**Philosophy 2:** Good and evil, Revelation, Science

**Ethics 1:** Relationships, Medical ethics, Poverty and wealth

**Ethics 2:** Peace and justice, Equality, Media

### Who is it suitable for?

Religious Studies could be used by any pupil at KS4 studying for GCSEs.

### Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Help your hardest to reach learners achieve at GCSE level
- Studying online puts the learners in control and provides an alternative to classroom teaching.

### Get in touch

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Good  
for ...

Exploring and evaluating key world religions

# In depth

## GCSE in Religious Studies B

OCR Level 1/Level 2 GCSE in Religious Studies B (Philosophy and Applied Ethics)

Section 96 Approved for <16 and 16–18 until 31/08/2015

Approved ages	
14-16	16-18
✓	✓

Religious Studies B units
<b>Philosophy 1:</b> Deity, Religious and spiritual experience, End of life <b>Philosophy 2:</b> Good and evil, Revelation, Science
<b>Ethics 1:</b> Relationships, Medical ethics, Poverty and wealth <b>Ethics 2:</b> Peace and justice, Equality, Media

Facts and figures	2014/15
OCR registration and certification	£29.40
LARS learning aim reference (QAN)	500/4545/3
Pupil study hours	140
Minimum GLH	120
Maximum GLH	140
LDFNS	31/08/2015
Operational end date	31/08/2015
Certification end date	31/08/2016
Discount code	DD1

Grade	Contribution to L1 threshold	Contribution to L2 threshold	Performance points
A*	20.00	20.00	58.00
A	20.00	20.00	52.00
B	20.00	20.00	46.00
C	20.00	20.00	40.00
D	20.00	0.00	34.00
E	20.00	0.00	28.00
F	20.00	0.00	22.00
G	20.00	0.00	16.00

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# Progress towards GCSE achievement

## GCSE Leisure and Tourism

This online course opens up the wide world of leisure and tourism, helping pupils to develop as effective and independent learners. As learners progress through each unit they will develop a clear understanding of the contribution that leisure and tourism makes to society and the economy.

The variety of topics covered demonstrates the richness of the subject matter, from practical issues such as the importance of health and safety to broader themes such as sustainable developments and environmental issues.

Through the course of studying Leisure and Tourism, pupils will also learn to appreciate diversity and recognise similarities and differences of attitudes and cultures in society. Learners will also have the opportunity to develop and enhance vital problem solving, evaluation and evidence-gathering skills.

The course consists of **three** units plus controlled assessment preparation.

**Unit one:** The leisure and tourism industry

**Unit two:** Sales, promotion and operations in leisure and tourism

### Who is it suitable for?

Leisure and Tourism could be used by any pupil at KS4 studying for GCSEs.

### Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Help your hardest to reach learners achieve at GCSE level
- Studying online puts the learners in control and provides an alternative to classroom teaching.

### Get in touch

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Good  
for ...

Explaining, exploring and evaluating  
the leisure and tourism industry

# In depth

## GCSE in Leisure and Tourism

*Edexcel Level 1/Level 2 GCSE in Leisure and Tourism*

*Section 96 Approved for <16 and 16–18 until 31/08/2015*

Approved ages	
14-16	16-18
✓	✓

Leisure and Tourism units
<b>Unit one:</b> The leisure and tourism industry <b>Unit two:</b> Sales, promotion and operations in leisure and tourism <b>Controlled assessment preparation</b>

Facts and figures	2014/15
Edexcel registration and certification	£31.20
LARS learning aim reference (QAN)	500/4472/2
Pupil study hours	160
Minimum GLH	120
Maximum GLH	140
LDFNS	31/08/2015
Operational end date	31/08/2015
Certification end date	31/08/2016
Discount code	NK1

Grade	Contribution to L1 threshold	Contribution to L2 threshold	Performance points
A*	20.00	20.00	58.00
A	20.00	20.00	52.00
B	20.00	20.00	46.00
C	20.00	20.00	40.00
D	20.00	0.00	34.00
E	20.00	0.00	28.00
F	20.00	0.00	22.00
G	20.00	0.00	16.00

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# Progress towards IGCSE achievement

## IGCSE First Language English

This course is designed to enable learners to develop their own personal writing style while exploring a wide range of genres. Learners will gain the knowledge needed for their IGCSE exams and controlled assessments, as well as gaining the confidence to accurately and effectively apply English beyond the study of their IGCSE.

Our wide range of engaging resources and innovative features, including interactive multimedia and exam busters to allow learners to master exam techniques, provide accessible, fun material to complete both the core and extended syllabus options. Our online classroom will give learners the confidence to communicate, boosting their reading, writing, speaking, listening and memory skills.

The course consists of four units. Learners will generally be instructed to complete either unit one or unit two depending on which syllabus applies to them, alongside unit three and unit four.

**Unit one:** Paper 1

**Unit two:** Paper 2

**Unit three:** Coursework portfolio

**Unit four:** Speaking and listening

### Who is it suitable for?

IGCSE First Language English could be used by any pupil at KS4 studying for IGCSEs.

### Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Help your hardest to reach learners achieve at IGCSE level
- Studying online puts the learners in control and provides an alternative to classroom teaching.

### Get in touch

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**Good  
for ...**

**Explaining, exploring and evaluating  
vital English skills**

# In depth

## IGCSE in First Language English

*Cambridge International Level 1/Level 2 Certificate in First Language English*

*Section 96 Approved from <16 and 16–18 to 31/08/2017*

Approved ages	
14-16	16–18
✓	✓

First Language English units
<b>Unit one:</b> Paper 1 <b>Unit two:</b> Paper 2 <b>Unit three:</b> Coursework portfolio <b>Unit four:</b> Speaking and listening

Facts and figures	2014/15
Cambridge International registration and certification	TBC
LARS learning aim reference (QAN)	500/5782/0
Pupil study hours	160
GLH	130
Discount code	FK2A

Grade	Contribution to L1 threshold	Contribution to L2 threshold	Performance points
A*	20.00	20.00	58.00
A	20.00	20.00	52.00
B	20.00	20.00	46.00
C	20.00	20.00	40.00
D	20.00	0.00	34.00
E	20.00	0.00	28.00
F	20.00	0.00	22.00
G	20.00	0.00	16.00

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# Progress towards GCSE achievement

## GCSE Statistics (Foundation and Higher)

This online course helps learners to actively explore the Statistics GCSE and develop their ability to represent, analyse and use statistical data in a way which encourages strong perception and independence of thought.

The clear, logical and succinct resources provide support for both foundation and higher syllabus options and are ideal for teacher-led e-learning in the classroom or after-school independent revision.

Statistical topics are explained in interactive, short, engaging online lessons, so that learners grasp concepts quickly. A wide range of thought-provoking questions, activities and fun features encourage learners to succeed independently in a context of support and collaboration.

The online learning course consists of **five** units:

**Unit one:** The collection of data

**Unit two:** Using data

**Unit three:** Scatter diagrams and graphs

**Unit four:** Probability and distributions

**Unit five:** Project work for controlled assessment

## Who is it suitable for?

Our Statistics GCSE e-learning programme could be used by any pupil at KS4 studying for GCSE Statistics at foundation or higher syllabus level.

## Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Help your hardest to reach learners achieve at IGCSE level
- Studying online puts the learners in control and provides an alternative to classroom teaching.

## Get in touch

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Good  
for ...

Developing and applying mathematical skills

# In depth

## GCSE in Statistics (Foundation and Higher)

Edexcel Level 1/Level 2 GCSE in Statistics

Section 96 Approval End Date 31/08/2015

Approved ages	
14-16	16-18
✓	✓

GCSE Statistics units
<b>Unit one:</b> The collection of data
<b>Unit two:</b> Using data
<b>Unit three:</b> Scatter diagrams and graphs
<b>Unit four:</b> Probability and distributions
<b>Unit five:</b> Project work for controlled assessment

Facts and figures	2014/15
A.O registration and certification fee	£26.65
LARS learning aim reference (QAN)	500/4456/4
Pupil study hours	140
Minimum GLH	120
Maximum GLH	140
LDFNS	31/08/2015
Operational end date	31/08/2015
Certification end date	31/08/2016
Barring classification code	RB71

Grade	Contribution to L1 threshold	Contribution to L2 threshold	Performance points
A*	20.00	20.00	58.00
A	20.00	20.00	52.00
B	20.00	20.00	46.00
C	20.00	20.00	40.00
D	20.00	0.00	34.00
E	20.00	0.00	28.00
F	20.00	0.00	22.00
G	20.00	0.00	16.00

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# Real skills for the workplace

## Business and Administration (Level 2)

All workplaces need efficient members of staff who can communicate well and excel at customer service. Our business and administration qualification has been designed to deliver the most relevant and up-to-date skills to help your learners match the needs of employers.

With **Business and Administration** (Level 2), all units are mandatory.

**Unit one:** Principles of personal responsibilities and working in a business environment

**Unit two:** Principles of providing administrative services

**Unit three:** Principles of managing information and producing documents

**Unit four:** Principles of supporting change in a business environment

**Unit five:** Principles of supporting business events

**Unit six:** Principles of budgets in a business environment

## Who is it suitable for?

This six-unit course provides KS4 pupils with relevant, up-to-date skills for the workplace. Upon completion pupils will be awarded the **Level 2 Certificate in Principles of Business and Administration**.

## Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal for improving communication skills and other 'soft' skills.

## Get in touch

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Developing work-related skills

# In depth

## Business and Administration

NCFE Level 2 Certificate in Business and Administration Knowledge (QCF)

Section 96 approved to 31/08/2015

Approved ages		
14-16	16-18	19+
✓	✓	✓

Business and Administration units	Study hours	Credit values
<b>Mandatory</b>		
<b>Unit one:</b> Principles of personal responsibilities and working in a business environment	40	4
<b>Unit two:</b> Principles of providing administrative services	40	4
<b>Unit three:</b> Principles of managing information and producing documents	30	3
<b>Unit four:</b> Principles of supporting change in a business environment	10	1
<b>Unit five:</b> Principles of supporting business events	10	1
<b>Unit six:</b> Principles of budgets in a business environment	20	2

Credit value framework
Learners can build up credit values to achieve the following qualification: <b>15 credits = Level 2 Certificate</b> in Business and Administration Knowledge (QCF) N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.

Facts and figures	2014/15
NCFE registration and certification	£51
LARS learning aim reference (QAN)	601/3557/8
Pupil study hours	150
Ofqual and Diploma GLH	120

14-19 curriculum information	2014/15
Discount code	AB2
Diploma barring code	ZZZZ

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# Skills for the workplace

## Business and Administration (Level 3)



All workplaces need efficient members of staff who can communicate well and excel at customer service. Our business and administration qualification has been designed to deliver the most relevant and up-to-date skills to help your learners match the needs of employers.

This Level 3 course helps solve your curriculum dilemmas around Raising the Participation Age and is ideal for progression from KS4 to KS5.

With **Business and Administration** (Level 3), all units are mandatory:

**Unit one:** Principles of personal responsibilities and how to develop and evaluate own performance at work

**Unit two:** Principles of working with and supervising others in a business environment

**Unit three:** Principles of managing information and producing documents in a business environment

**Unit four:** Principles of providing and maintaining administrative services

**Unit nine:** Principles of contributing to innovation and change

## Who is it suitable for?

This five-unit course provides pupils at KS5 with relevant, up-to-date skills for the workplace. Upon completion pupils will be awarded the **Level 3 Certificate in Principles of Business and Administration**.

## Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal for improving communication skills and other 'soft' skills.

## Get in touch

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Good  
for ...

A solution to raising the  
participation age

# In depth

## Business and Administration

*NCFE Level 3 Certificate in Principles of Business and Administration (QCF)*

*Section 96 approved to 31/08/2015*

Approved ages	
<b>14-16</b>	<b>16-18</b>
x	✓

Business and Administration units	Study hours	Credit values
<b>Mandatory</b>		
<b>Unit one:</b> Principles of personal responsibilities and how to develop and evaluate own performance at work	40	4
<b>Unit two:</b> Principles of working with and supervising others in a business environment	30	3
<b>Unit three:</b> Principles of managing information and producing documents in a business environment	40	4
<b>Unit four:</b> Principles of providing and maintaining administrative services	40	4
<b>Unit nine:</b> Principles of contributing to innovation and change	20	2
Credit value framework		
Learners can build up credit values to achieve the following qualification: 17 credits = Level 3 <b>Certificate</b> in Principles in Business and Administration (QCF)		

Facts and figures	2014/15
NCFE registration and certification	£56
LARS learning aim reference (QAN)	501/1233/8
Pupil study hours	170
Ofqual and Diploma GLH	136

14-19 curriculum information	2014/15
Discount code	AB2
Diploma barring code	AY



# Break into the business world

## Enterprise Skills Project (Level 2)

This course is designed to help pupils develop enterprise capabilities and characteristics. They will have the opportunity to plan and carry out an enterprising project, reflect on the experience and make plans for future development.

There are many skills required in order to create and run successful enterprise projects. This course covers enterprise skills in bite-sized sessions.

The course consists of **three** units:

**Unit one:** Understand and explore enterprise capabilities

**Unit two:** Plan and carry out an enterprising project

**Unit three:** Evaluation of enterprise project and self-development

### Who is it suitable for?

This course is suitable for all KS4 students and is particularly suitable for those following work- or enterprise-related learning programmes. Ideal as a precursor qualification for budding entrepreneurs, **Enterprise Skills Project** enables pupils to think creatively about enterprise and the skills they need to succeed in business. Pupils gain the **NCFE Level 2 Certificate in Developing Enterprise Skills** upon completion.



### Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Studying online puts the learner in control and provides an alternative to classroom teaching
- Ideal for improving communication skills and other 'soft' skills.

### Get in touch

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Good  
for ...

Project work, encouraging extra-curricular activities



# In depth

## Enterprise Skills Project

*NCFE Level 2 Certificate in Developing Enterprise Skills (QCF)*

*Section 96 approved to 31/12/2014*

Approved ages	
<b>14-16</b>	<b>16-18</b>
✓	✓

Enterprise Skills units	Study hours	Credit values
<b>Mandatory</b>		
<b>Unit one:</b> Understand and explore enterprise capabilities	40	4
<b>Unit two:</b> Plan and carry out an enterprising project	70	7
<b>Unit three:</b> Evaluation of enterprise project and self-development	30	3

Credit value framework
Learners can build up credit values to achieve the following qualification: <b>14 credits = Level 2 Certificate</b> in Developing Enterprise Skills N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.

Facts and figures	2014/15
NCFE registration and certification	£51
LARS learning aim reference (QAN)	500/8443/4
Pupil study hours	140
Ofqual and Diploma GLH	130

14-19 curriculum information	2014/15
Discount code	AE5
Diploma barring code	AE

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# Uncover the world of work

## Edexcel WorkSkills (Level 1)

Job-related **WorkSkills** in bite-sized e-learning chunks are available on vision**2**learn for **schools**.

The flexible suite of **WorkSkills** units helps learners develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. Learners can 'pick and mix' from 11 units to build a personalised course of study at Level 1 and achieve a BTEC qualification.

### Who is it suitable for?

**WorkSkills** is suitable for KS3 and KS4 pupils. The units are flexible and can be combined to create qualifications of different sizes and at different levels to suit the needs of the individual learner. Upon completion learners gain either the **BTEC Level 1 Award** or **Certificate in WorkSkills (QCF)**.

### Benefits for schools

- Learning material that is ideal for bundling up with other subjects, eg work placements, PSHE
- Greater pupil awareness of the knowledge, attitudes and behaviour employers are looking for
- Minimal disruption to timetable. **WorkSkills** has been designed to fit into the curriculum and be easily integrated with Levels 1 and 2
- Flexible online study – learners can complete the units at school or at home
- Studying online puts the learner in control and is an alternative to traditional classroom teaching.

### Get in touch

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Integrating with work placements, filling potential skills gaps

# In depth

## Edexcel WorkSkills

BTEC Level 1 Award or Certificate in **WorkSkills** (QCF)

Section 96 approved to 31/08/2015

Approved ages	
<b>14-16</b>	<b>16-18</b>
✓	✓

WorkSkills courses	Study hours	Credit values
<b>Your enterprise skills</b>		
Planning an enterprise activity	10	1
Running an enterprise activity	10	1
<b>Your 'finding a job' skills</b>		
Searching for a job	10	1
Applying for a job	10	1
Preparing for an interview	10	1
Interview skills	10	1
<b>Your work placement skills</b>		
Preparing for work placement	10	1
Learning from work placement	20	2
<b>Your work-life balance skills</b>		
Alternatives to paid work	10	1
Working as a volunteer	20	2
Managing your own money	20	2
<b>Credit framework</b>		
Learners can build up credits to achieve the following qualifications:		
<b>3 credits</b> = Level 1 BTEC <b>Award</b> in <b>WorkSkills</b> (QCF)		
<b>13 credits</b> = Level 1 BTEC <b>Certificate</b> in <b>WorkSkills</b> (QCF)		
N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.		

Facts and figures	2014/15
Edexcel registration and certification:	
Level 1 BTEC Award	£19.25
Level 1 BTEC Certificate	£30.45
LARS learning aim reference (QAN)s:	
Level 1 BTEC Award	600/2393/4
Level 1 BTEC Certificate	600/2394/6
Pupil study hours:	
Award	30
Certificate	130
Ofqual GLH:	
Award	20-30
Certificate	110-130
Diploma GLH:	
Award	20
Certificate	110

14-19 curriculum information	2014/15
Discount code	HC42
Diploma barring code	ZZZZ

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# Uncover the world of work

## Edexcel WorkSkills (Level 2)

Job-related **WorkSkills** in bite-sized e-learning chunks are available on vision**2**learn for **schools**.

The flexible suite of **WorkSkills** units helps learners develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. Learners can 'pick and mix' from 15 units to build a personalised course of study at Level 2 and achieve a BTEC qualification.

### Who is it suitable for?

**WorkSkills** is suitable for KS3 and KS4 pupils. The units are flexible and can be combined to create qualifications of different sizes and at different levels to suit the needs of the individual learner. Upon completion learners gain either the **BTEC Level 2 Award** or **Certificate in WorkSkills (QCF)**.

### Benefits for schools

- Learning material that is ideal for bundling up with other subjects, eg work placements, PSHE
- Greater pupil awareness of the knowledge, attitudes and behaviour employers are looking for
- Minimal disruption to timetable. **WorkSkills** has been designed to fit into the curriculum and be easily integrated with Levels 1 and 2
- Flexible online study – learners can complete the units at school or at home
- Studying online puts the learner in control and is an alternative to traditional classroom teaching.

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Good  
for ...

Integrating with work placements,  
filling potential skills gaps

# In depth

## Edexcel WorkSkills

BTEC Level 2 Award or Certificate in **WorkSkills** (QCF)

Section 96 approval until 31/08/2015

Approved ages	
<b>14-16</b>	<b>16-18</b>
✓	✓

WorkSkills courses	Study hours	Credit values
<b>Your work-life balance skills</b>		
Alternatives to paid work	10	1
Managing your own money	20	2
Managing your health at work	10	1
<b>Your finding a job skills</b>		
Searching for a job	10	1
Applying for a job	10	1
Preparing for an interview	10	1
Interview skills	10	1
<b>Your 'at work' skills</b>		
Self-management skills	20	2
Self-assessment	20	2
Career progression	20	2
Practising leadership skills with others	20	2
Working in a team	30	3
Learning from more experienced people	20	2
Building working relationships with colleagues	20	2
Investigating rights and responsibilities at work	10	1
<b>Credit framework</b>		
Learners can build up credits to achieve the following qualifications:		
<b>3</b> credits = Level 2 BTEC <b>Award</b> in <b>WorkSkills</b> (QCF)		
<b>13</b> credits = Level 2 BTEC <b>Certificate</b> in <b>WorkSkills</b> (QCF)		
N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.		

Facts and figures		2014/15
Edexcel registration and certification:		
Level 2 BTEC Award		£19.25
Level 2 BTEC Certificate		£30.45
LARS learning aim reference (QAN)s:		
Level 2 BTEC Award		600/2292/9
Level 2 BTEC Certificate		600/2296/6
Pupil study hours		10 hours per credit
Award	Ofqual GLH: 30	Diploma GLH: 30
Certificate	110-130	110

14-19 curriculum information		2014/15
Discount code		HC42
Diploma barring code		ZZZZ

Reasonable efforts are made to ensure this information is correct and up-to-date at the time it is published. No liability is accepted and providers must check the official sources of approvals and funding.



# Real skills for the real world

## Essential IT Skills (Level 1)

**Essential IT Skills Level 1** offers learners a route to relevant and modern IT user skills. Learners can learn new skills in the areas they need most and build on their existing IT skills. It's a great qualification to add to their CV and impress future employers.

Each ITQ unit has a credit value. Learners can build up credit values to achieve a **Level 1 ITQ Award/Certificate in IT User Skills (QCF)** accredited by NCFE or OCR. The units and their individual credit values are summarised overleaf.

### Who is it suitable for?

**Essential IT Skills Level 1** is suitable for KS3 and KS4 pupils. The units are flexible and can be combined to create a Level 1 Award or Certificate qualification, depending on the needs of the individual learner.

### Benefits for schools

- Flexible online study – learners can complete the units at school or home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal for improving IT skills.

### Get in touch

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Good  
for ...

Developing practical IT skills  
for beginners

# In depth

## Essential IT Skills Level 1

OCR Level 1 Award/Certificate in IT User Skills (ITQ) (QCF) Section 96 approved to 31/08/2015

NCFE Level 1 Award/Certificate in IT User Skills (ITQ) (QCF) Section 96 approved to 31/08/2015

Approved ages		2014/15	
OCR		NCFE	
14-16	✓	✓	✓
16-18	✓	✓	✓

Essential IT Skills units	Study hours	Credit values Level 1
<b>Mandatory</b>		
<b>IPU1:</b> Improving productivity using IT	30	3
<b>Optional</b>		
<b>EML1:</b> Using email	20	2
<b>SS1:</b> Spreadsheet software	30	3
<b>WP1:</b> Word processing software	30	3
<b>DB1:</b> Database software	30	3
<b>PS1:</b> Presentation software	30	3
<b>INT1:</b> Using the internet	30	3
<b>IUF FS1:</b> IT user fundamentals	30	3
<b>ICF FS1:</b> IT communication fundamentals	20	2

Credit value framework
<p>Learners can build up credit values to achieve the following qualifications:</p> <p><b>9 credits</b> = Level 1 ITQ <b>Award</b> in IT User Skills</p> <p><b>13 credits</b> = Level 1 ITQ <b>Certificate</b> in IT User Skills</p> <p>N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.</p>

Facts and figures		2014/15	
OCR		NCFE	
A.O. Registration and certification:			
Level 1 Award	£35.10	£26	
Level 1 Certificate	£58.50	£41	
LARS learning aim reference (QAN)s:			
Level 1 Award	500/6684/5	600/1464/7	
Level 1 Certificate	500/6683/3	600/1455/6	
Pupil study hours:			
Level 1 Award	90	90	
Level 1 Certificate	130	130	
Ofqual GLH:			
Award	60-70	60-75	
Certificate	100-110	100-110	
Diploma GLH:			
Award	60	60	
Certificate	100	100	

14-19 curriculum information		2014/15	
OCR		NCFE	
Discount code	CN1	CN1	
Diploma barring code	CN	ZZZZ	

Reasonable efforts are made to ensure this information is correct and up-to-date at the time it is published. No liability is accepted and providers must check the official sources of approvals and funding.





# Real skills for the real world

## Essential IT Skills (Level 2)

**Essential IT Skills Level 2** offers learners a route to relevant and modern IT user skills. Learners can learn new skills in the areas they need most and build on their existing IT skills. It's a great qualification to add to their CV and impress future employers.

Each ITQ unit has a credit value. Learners can build up credit values to achieve a **Level 2 ITQ Award/Certificate in IT User Skills (QCF)** accredited by OCR or NCFE. The units and their individual credit values are summarised overleaf.

### Who is it suitable for?

**Essential IT Skills Level 2** is suitable for KS3 and KS4 pupils. The units are flexible and can be combined to create a Level 2 Award or Certificate qualification, depending on the needs of the individual learner.

### Benefits for schools

- Flexible online study – learners can complete the units at school or home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal for improving IT skills.

### Get in touch

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Good  
for ...

**Building upon existing IT skills in preparation for further study or work**

# In depth

## Essential IT Skills Level 2

OCR Level 2 Award/Certificate/Extended Certificate in IT User Skills (ITQ) (QCF) Section 96 approved to 31/08/2015

NCFE Level 2 Award/Certificate in IT User Skills (ITQ) (QCF) Section 96 approved to 31/08/2015

Approved ages		2014/15	
	OCR	NCFE	
14-16	✓	✓	
16-18	✓	✓	

Essential IT Skills units	Study hours	Credit values Level 2
<b>Mandatory</b>		
<b>IPU2:</b> Improving productivity using IT	40	4
<b>Optional</b>		
<b>EML2:</b> Using email	30	3
<b>SS2:</b> Spreadsheet software	40	4
<b>WP2:</b> Word processing software	40	4
<b>DB2:</b> Database software	40	4
<b>PS2:</b> Presentation software	40	4
<b>IUF FS2:</b> IT user fundamentals	30	3
<b>INT2:</b> Using the internet	40	4
<b>ICF FS2:</b> IT communication fundamentals	20	2

### Credit value framework

Learners can build up credit values to achieve the following qualifications:  
**10** credits = Level 2 ITQ **Award** in IT User Skills  
**16** credits = Level 2 ITQ **Certificate** in IT User Skills  
**25** credits = Level 2 ITQ **Extended Certificate** in IT User Skills  
 N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.

Facts and figures		2014/15	
	OCR	NCFE	
A.O registration and certification:			
Level 2 Award	£46.80	£31	
Level 2 Certificate	£74.10	£46	
Level 2 Extended Certificate	£93.60	--	
LARS learning aim reference (QAN)s:			
Level 2 Award	500/6685/7	501/1241/7	
Level 2 Certificate	500/6743/6	501/1239/9	
Level 2 Extended Certificate	600/1062/9	--	
Pupil study hours:			
Level 2 Award	100	100	
Level 2 Certificate	160	160	
Level 2 Extended Certificate	250	--	
Ofqual GLH:			
Award	70-80	70-80	
Certificate	120-130	110-120	
Extended Certificate	185-195	--	
Diploma GLH:			
Award	70	70	
Certificate	120	110	
Extended Certificate	185	--	

14-19 curriculum information		2014/15	
	OCR	NCFE	
Contribution to Level 2 threshold:			
Award	10%	N/A	
Certificate	20%	N/A	
Extended Certificate	40%	N/A	
Point score:			
Award	23	N/A	
Certificate	46	N/A	
Extended Certificate	92	N/A	
Discount code	CN1	CN1	
Diploma barring code	CN	CN1	

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# Real skills for the real world

## Essential IT Skills (Level 3)

**Essential IT Skills Level 3** equips learners with an in-depth understanding of invaluable features of Microsoft Office. Learners will be confident improving processes with IT and using advanced tools and techniques in Word and Excel. It's a great qualification that provides skills truly relevant in the workplace.

Aimed at sixth form students, Essential IT Skills Level 3 allows learners to work towards a **Level 3 ITQ Award/Certificate in IT User Skills (QCF)** accredited by OCR, and is ideal as a progression course from Level 2 to Level 3.

Each ITQ unit has a credit value. Learners build up values to achieve their Award/Certificate. The units and their individual credit values are summarised overleaf.

### Who is it suitable for?

**Essential IT Skills Level 3** is suitable for sixth form students. Following the Raising of the Participation Age in 2013, this course is a great option for students seeking an alternative to traditional A-Levels and wishing to gain practical skills for the workplace.

### Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal for improving IT skills.

### Get in touch

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Good  
for ...

A solution to raising the  
participation age

# In depth

## Essential IT Skills Level 3

OCR Level 3 Award/Certificate in IT User Skills (ITQ) (QCF)

Section 96 approved to 31/08/2015

Approved ages	
<b>14-16</b>	<b>16-18</b>
x	✓

Essential IT Skills units	Study hours	Credit values Level 3
<b>Mandatory</b> <b>IPU3:</b> Improving productivity using IT	50	5
<b>Optional</b> <b>SS3:</b> Spreadsheet software <b>WP3:</b> Word processing software	60 60	6 6

Credit value framework
Learners can build up credit values to achieve the following qualifications: <b>12</b> (8+ required at Level 3) = Level 3 ITQ <b>Award</b> in IT User Skills <b>25*</b> (15+ required at Level 3) = Level 3 ITQ <b>Certificate</b> in IT User Skills N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.

\*A minimum of 15 credits must be at level 3. The balance of credits may be made up from level 1 or 2 ITQ units with different names. For the Award a minimum of 8 credits must be at level 3.

N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.

Facts and figures	2014/15
OCR registration and certification: Level 3 Award Level 3 Certificate	£66.30 £102.50
LARS learning aim reference (QAN)s: Level 3 Award Level 3 Certificate	500/6588/9 500/6758/8
Pupil study hours: Level 3 Award Level 3 Certificate	120 250
Ofqual GLH: Award Certificate	85 - 90 185 - 200
Diploma GLH: Award Certificate	85 185

14-19 curriculum information	2014/15
Discount code	CN1
Diploma barring code	CN



# Succeed in the sporting world

## Coaching Sport (Level 2)

A highly practical, introductory level sports coaching qualification. The course introduces participants to the basic principles of coaching and offers first steps on the ladder to becoming a sports coach.

To achieve the Award, pupils must complete all **four** units:

**Unit one:** Understanding the fundamentals of coaching sport

**Unit two:** Understand how to develop participant(s) through coaching sport

**Unit three:** Supporting participant(s) lifestyle through coaching sport

**Unit four:** Understanding the principles of safe and equitable coaching practice

### Who is it suitable for?

Coaching Sport provides KS4 pupils with the opportunity to study for a Level 2 qualification in sports coaching. It's ideal for those with an interest in sport and can also be used as an introduction to leadership skills.

### Benefits for schools

- Flexible online study – learners can complete the units at school or home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal for improving communication skills and other 'soft' skills.

### Get in touch

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Good  
for ...

Integrating with GCSE PE and school sports clubs

# In depth

## Coaching Sport (Level 2)

NCFE Level 2 Award in the Principles of Coaching Sport (QCF)

Section 96 approved to 28/02/2015

Approved ages	
14-16	16-18
✓	✓

Coaching Sport units	Study hours	Credit values
<b>Mandatory</b>		
<b>Unit one:</b> Understanding the fundamentals of coaching sport	30	3
<b>Unit two:</b> Understand how to develop participant(s) through coaching sport	20	2
<b>Unit three:</b> Supporting participant(s) lifestyle through coaching sport	20	2
<b>Unit four:</b> Understanding the principles of safe and equitable coaching practice	20	2
<b>Credit value framework</b>		
Learners can build up credit values to achieve the following qualification: <b>9 credits = Level 2 Award</b> in the Principles of Coaching Sport (QCF) N.B. Refer to qualification specification or Ofqual RRQ for rules of combination and barred units.		

\*Award only fundable for SFA unemployed.

Facts and figures	2014/15
NCFE registration and certification	£41
LARS learning aim reference (QAN)	500/9847/0
Pupil study hours	90
Ofqual and Diploma GLH	63

14-19 curriculum information	2014/15
Discount code	MA4
Diploma barring code	PA

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# Understanding your world

## Equality and Diversity (Level 2)

We live in a diverse society and come into contact with people who have different backgrounds, views, values and beliefs. This course will help learners to develop knowledge of the issues and anti-discrimination laws that relate to equality and diversity.

Whatever their situation or background, **Equality and Diversity (Level 2)** is a great way to help pupils understand more about the meaning and importance of equality and diversity, the impact of prejudice and discrimination and employer and individual rights and responsibilities.

Pupils must complete all **three** units of this course:

**Unit one:** Equality and diversity in society

**Unit two:** Equality and diversity in the community

**Unit three:** Equality and diversity in the workplace

### Who is it suitable for?

This course can be used with KS3 and KS4 pupils as a practical element of their PSHE and Religious Studies qualifications. Upon completion pupils are awarded the **NCFE Level 2 Certificate in Equality and Diversity**.

### Benefits for schools

- Flexible online study – learners can complete the units at school or home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal for improving communication skills and other 'soft' skills.

### Get in touch

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Good  
for ...

Tutorial work, group work in PSHE  
and RE



# In depth

## Equality and Diversity

NCFE Level 2 Certificate in Equality and Diversity (QCF)

Section 96 approved to 31/12/2018

Approved ages	
14-16	16-18
✓	✓

Equality and Diversity (Level 2) units	Study hours	Credit values
<b>Unit one:</b> Equality and diversity in society	60	6
<b>Unit two:</b> Equality and diversity in the community	60	6
<b>Unit three:</b> Equality and diversity in the workplace	60	6
Credit value framework		
Learners can build up credit values to achieve the following qualification: <b>18 credits = Level 2 Certificate</b> in Equality and Diversity (QCF) (Full level 2)		

Facts and figures	2014/15
NCFE registration and certification	£51
LARS learning aim reference (QAN)	601/3145/7
Ofqual and Diploma GLH	180

14-19 curriculum information	2014/15
Discount code	PS3
Diploma barring code	ZZZZ



# Healthier lifestyles for the future

## Nutrition and Health (Level 2)

Making lifestyle changes in relation to diet, physical activity and not smoking can significantly increase the likelihood of remaining fit and active into old age. There has never been such a wide choice of food available to us. Unfortunately, this has been matched by a decrease in the quality of our diet.

Nutrition and Health will provide learners with the knowledge they need to make informed lifestyle choices in relation to their diet. They will also learn how to consider the nutritional needs of others and how to plan a healthy diet.

Pupils must complete all **six** units of this course:

**Unit one:** Explore principles of healthy eating

**Unit two:** Consider nutritional needs of a variety of individuals

**Unit three:** Use food and nutrition information to plan a healthy diet

**Unit four:** The principles of weight management

**Unit five:** Understanding eating disorders

**Unit six:** Principles of food safety for the home environment

## Who is it suitable for?

Nutrition and Health is suitable for KS3 and KS4 pupils. The six-unit course leads to a Certificate qualification. It can be taken by all students and provides them with the tools to develop healthy eating habits for life.

## Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Studying online puts the learners in control and provides an alternative to classroom teaching
- Ideal as a cross-curricular subject; integrates well with science and food technology.

## Get in touch

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Good  
for ...

Learning about healthy eating and planning balanced meals

# In depth

## Nutrition and Health

NCFE Level 2 Certificate in Understanding Nutrition and Health (QCF)

Section 96 approved to 31/08/2018

Approved ages	
14-16	16-18
✓	✓

Nutrition and Health (Level 2) units	Study hours	Credit values
<b>Unit one:</b> Explore principles of healthy eating	50	5
<b>Unit two:</b> Consider nutritional needs of a variety of individuals	40	4
<b>Unit three:</b> Use food and nutrition information to plan a healthy diet	30	3
<b>Unit four:</b> The principles of weight management	10	1
<b>Unit five:</b> Understanding eating disorders	10	1
<b>Unit six:</b> Principles of food safety for the home environment	10	1
<b>Credit value framework</b>		
Learners can build up credit values to achieve the following qualification: 15 credits = Level 2 <b>Certificate</b> in Understanding Nutrition and Health (QCF) (Full Level 2)		

Facts and figures	2014/15
NCFE registration and certification	£51
LARS learning aim reference (QAN)	601/3389/2
Ofqual and Diploma GLH	126

14-19 curriculum information	2014/15
Discount code	NH2
Diploma barring code	ZZZZ

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# Help your money go further

## Money Management (Level 1)

The aim of this course is to provide practical, step-by-step guidance on how to manage personal finances. Working through this course can help pupils learn key skills on how to manage their money effectively, helping them to avoid financial problems in the future and enjoy a better quality of life.

With two-thirds of young people worried about their future finances, it is clear that financial education now has a useful part to play in any school curriculum.

Money Management will provide learners with an essential life skill. Learners will become responsible for their own finances and anticipating peaks and troughs in their income and expenditure.

Pupils must complete **one** mandatory unit:

**Unit one:** Personal money management

### Who is it suitable for?

This course is suitable for all Level 1 and Level 2 learners and, when used with our **Functional Skills Maths resources**, can help borderline learners to boost their maths skills. Pupils can build up their confidence by practising money and maths skills in a vocational context and gain practical skills for life. Pupils gain the **NCFE Level 1 Award in Money Management** upon completion.

### Benefits for schools

- Flexible online study – learners can complete the units at school or at home
- Ready-made solution for PSHE classwork
- Studying online puts the learners in control and provides an alternative to classroom teaching.

### Get in touch

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**Practising mathematical skills in real-life situations, developing a life skill**

# In depth

## Money Management

NCFE Level 1 Award in Personal Money Management (QCF)

Section 96 approved to 28/02/2015

Approved ages	
14-16	16-18
✓	✓

Money Management (Level 1)	Study hours	Credit values
<b>Unit one:</b> Personal money management	30	3
Session 1: Sources of money		
Session 2: Income and expenditure		
Session 3: Savings and debt		
Session 4: Bank accounts and statements		
Session 5: All about pay slips		
Session 6: All about savings		
Session 7: Planning a significant purchase		
Session 8: Going ahead with your purchase		
<b>Credit value framework</b>		
Learners can build up credit values to achieve the following qualification: 3 credits = Level 1 <b>Award</b> in Personal Money Management (QCF)		

Facts and figures	2014/15
NCFE registration and certification	£22
LARS learning aim reference (QAN)	500/8624/8
Pupil study hours	30
Ofqual and Diploma GLH	30

14-19 curriculum information	2014/15
Discount code	HE1
Diploma barring code	HE1

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# Focus your learning skills

## Take control – *your learning, your life!*

'Learning to Learn' resource

**Take control – *your learning, your life!*** is a 'Learning to Learn' performance booster resource. It aims to help pupils explore where their 'locus of control' lies in a user-friendly, age-appropriate online session.

**Locus of control** refers to the way in which people believe they can control their lives.

**Take control – *your learning, your life!*** aims to help these learners to appreciate that the way they think in life is not fixed and that it is possible to learn to think in a way that enables them to achieve better results.

**Take control – *your learning, your life!*** is a short, seven-page resource designed to fit in around pupils' studies.

### Who is it for?

**Take control – *your learning, your life!*** could be used by any pupil at KS3 or KS4 who is studying for GCSEs or other qualifications. Studies show that people who believe they have a lot of control over their life (a high internal locus of control) tend to achieve better results.

All current vision2learn for **schools** learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Take control – *your learning, your life!*** can be found here.

**Take control – *your learning, your life!*** is a 'Learning to Learn' resource and does not lead to a qualification. At the end of their course, pupils can print an end-of-course certificate to keep as evidence of their learning.

### Benefits for schools

- Encourages pupils to adopt independent approaches to studying
- Part of a complete suite of 'Learning to Learn' resources
- Ideal option to help pupils overcome barriers to learning.

### Get in touch

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Good  
for ...

Revision, motivational study and  
working in tutorial groups

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# Open your mind to learning

## Be smart!

'Learning to Learn' resource

**Be smart!** is a 'Learning to Learn' resource designed to help learners explore their considerable capacity to learn and to help schools implement 'Learning to Learn' strategies in practical, hands-on ways.

**Be smart!** challenges the closed mindsets that hold learners back.

Inspired by the work on mindsets by Professor Dweck at Stanford University, the **Be smart!** programme directly challenges the closed mindset by showing pupils that they:

- Have vast learning capabilities and brain capacity
- Have already learnt thousands of facts very successfully
- Will already have substantial expertise on their favourite subjects, hobbies and interests.

**Be smart!** is divided into **five** sessions:

**Session one:** Salute your brilliant brain

**Session two:** Map your massive learning capability

**Session three:** Attack the gremlins

**Session four:** Recognise your talent

**Session five:** Take action!

## Who is it suitable for?

**Be smart!** is an all-school solution to help pupils explore their ability to learn.

All current vision**2**learn for **schools** learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Be smart!** can be found here.

**Be smart!** is a 'Learning to Learn' resource and does not lead to a qualification.

## Benefits for schools

- Encourages pupils to adopt independent approaches to studying
- Part of a complete suite of 'Learning to Learn' resources
- Ideal option to help pupils overcome barriers to learning.

## Get in touch

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Good  
for ...

Revision, motivational study and  
working in tutorial groups

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# Aim higher and achieve more

## Reach your study goals 'Learning to Learn' resource

**Reach your study goals** is a 'Learning to Learn' performance booster resource. This resource aims to help pupils set realistic, achievable study goals through Motivation Mapping™.

**Reach your study goals** helps pupils to set goals and understand their own motivation about why a goal is important to them, through the Motivation Mapping™ activity. By completing this short course learners will have:

- Specific SMART goals for what they want to achieve and when they want to achieve it
- Real and personal reasons why they want to achieve these goals
- Practical ideas about how to achieve their goals.

**Reach your study goals** is a short, single-session, eight-page resource.

### Who is it suitable for?

**Reach your study goals** could be used by any pupil at KS3 or KS4. Research on goal setting shows that people who write their goals down often achieve more. This practical resource helps learners to tap into the benefits of goal setting and link their goals to their motivation.



All current vision**2**learn for **schools** learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Reach your study goals** can be found here.

**Reach your study goals** is a 'Learning to Learn' resource and does not lead to a qualification.

### Benefits for schools

- Encourages pupils to adopt independent approaches to studying
- Part of a complete suite of 'Learning to Learn' resources
- Ideal option to help pupils overcome barriers to learning.

### Get in touch

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Good  
for ...

Revision, motivational study and  
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# Realise your learning potential

## Gradeboosters

'Learning to Learn' resource

**Gradeboosters** is a 'Learning to Learn' performance booster resource – a structured way to improve exam performance. This resource aims to give pupils a structured approach to improving their performance in assessed work and in examinations.

**Gradeboosters** will help learners to take responsibility for their learning and gives them all the practical techniques and essential tools they need to achieve better grades. It helps them to take a closer look at their approach to studying, from managing their time more effectively to preparing for exams.

**Gradeboosters** is divided into **four** sessions:

**Session one:** Awareness and action

**Session two:** Improving awareness

**Session three:** Increasing action

**Session four:** Making the most of your study time

### Who is it suitable for?

**Gradeboosters** could be used by any learner who is in the process of studying for their GCSEs or other examinations. This resource helps to boost motivation and encourages learners to develop a targeted, focused approach to studying for exams and assessments.

All current vision**2**learn for **schools** learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Gradeboosters** can be found here.

**Gradeboosters** is a 'Learning to Learn' resource and does not lead to a qualification. At the end of their course, pupils can print an end-of-course certificate to keep as evidence of their learning.

### Benefits for schools

- Encourages pupils to adopt independent approaches to studying
- Part of a complete suite of 'Learning to Learn' resources
- Ideal option to help pupils overcome barriers to learning.

### Get in touch

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Good  
for ...

Revision, motivational study and working in tutorial groups

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# Overcome your learning barriers

## Quit or Succeed?

'Learning to Learn' resource

**Quit or Succeed?** is a 'Learning to Learn' performance booster resource designed to help learners overcome barriers to learning. It is designed to help learners explore their learning capacity in a practical, hands-on way.

The resource helps learners work out why some people always seem to stick to their studies and stay motivated, while others give up when the going gets tough.

**Quit or Succeed?** identifies the four key phases that pupils move through as they learn:

**Stage 1:** 'Ignorance is bliss' or unconscious incompetence

**Stage 2:** 'I'm an ignoramus' or conscious incompetence

**Stage 3:** 'My confidence is growing' or conscious competence

**Stage 4:** 'Expertise is bliss' or unconscious competence

## Who is it suitable for?

**Quit or Succeed?** could be used by any pupil at KS3 or KS4.

All current vision**2**learn for **schools** learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Quit or Succeed?** can be found here.

**Quit or Succeed?** is a 'Learning to Learn' resource and does not lead to a qualification.

## Benefits for schools

- Encourages pupils to adopt independent approaches to studying
- Part of a complete suite of 'Learning to Learn' resources
- Ideal option to help pupils overcome barriers to learning.

## Get in touch

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Revision, motivational study and  
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# English skills for the real world

## Functional Skills English (Level 2)

This resource gives learners the essential skills and knowledge that they need to support the achievement of their Functional Skills qualification in English at Level 2. Learners can work through engaging, interactive study sessions, including real-life scenarios with practical tasks to help them to practise their English skills and apply their knowledge when preparing for a Functional Skills English assessment.

This resource will enable pupils to become confident and capable when using their speaking, listening, reading and writing skills in work and life.

**Functional Skills English** is divided into **two** units:

**Unit one:** Build your skills

**Unit two:** Set your skills free

Unit one gives pupils the essential 'tools' that they need for effective communication. As they master the content they will improve their ability to understand other people and make themselves understood.

Unit two shows pupils how to get to grips with the many practical tasks that they may need to complete throughout their life, including constructing emails, letters, reports, job applications and CVs. It also helps them to think about the way information is presented visually and how they communicate with people in person.

## Who is it suitable for?

This resource is ideal as a confidence booster and revision aid for KS4 students studying for their Functional Skills English qualification. It can also be used to help KS3 pupils boost their written and spoken communication skills.

## Benefits for schools

- Studying online puts the learners in control and provides an alternative to classroom teaching
- Complements and reinforces learning from other courses that have communication elements
- The online learning environment allows students to practise until they have mastered the subject.

## Get in touch

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Good  
for ...

Enhancing communication skills,  
boosting confidence in using English

# In depth

## Functional Skills English

Study materials for Functional Skills qualification in English at Level 2 (NQF)

Section 96 approved to 31/08/2018 (OCR)

Section 96 approved to 31/08/2017 (NCFE)

Approved ages	
14-16	16-18
✓	✓

Functional Skills English units
<b>Unit one:</b> Build your skills
<b>Unit two:</b> Set your skills free

Facts and figures	2014/15
<b>Qualification details</b>	
OCR registration and certification	£12.15
NCFE registration and certification	£15
LARS learning aim reference (QAN): OCR NCFE	500/8963/8 600/0140/9
<b>Government funding</b>	
Programme weighting (19+)	A (1.00)
Weighted funding rate (19+)	£724
Ofqual and Diploma GLH	45
<b>14-19 curriculum information</b>	
Discount code	HD2
Diploma barring code	ZZZZ



# Maths skills for the real world

## Functional Skills Maths (Level 2)

This resource gives learners the essential skills and knowledge that they need to support the achievement of their **Functional Skills qualification in Maths at Level 2**. Learners can work through engaging, interactive study sessions, including real-life scenarios with practical tasks to help them to practise their maths skills and apply their knowledge while preparing for a Functional Skills Maths assessment.

This resource will enable students to become confident and capable when using their number, data, algebra and equation skills in work and life.

It provides learners with the essential 'tools' that they need for effective problem solving. As they master the content they will improve their maths skills and develop new ways to apply them to real life situations.

Functional Skills Maths is divided into three units:

**Unit one:** Application of number, statistics and probability in vocational roles

**Unit two:** Applications of geometry, measures and algebra in vocational roles

**Unit three:** Set your skills free

## Who is it suitable for?

This resource is ideal as a 'rescue' option for KS4 pupils who struggle with maths. It can also be used to help KS3 pupils boost their practical maths skills and help struggling learners to make the step up from Level 1 to Level 2.

## Benefits for schools

- Studying online puts the learners in control and provides an alternative to classroom teaching
- Helps with Functional Skills preparation and revision
- The online learning environment allows pupils to practise until they have mastered the subject.

## Get in touch

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Good  
for ...

Boosting confidence in maths, helping students relate maths to real life

# In depth

## Functional Skills Maths

Study materials for Functional Skills qualification in Maths at Level 2 (NQF)

Section 96 approved to 31/08/2017 (NCFE) Section 96 approved to 31/08/2018 (OCR)

Facts and figures		2014/15
OCR registration and certification	£12.15	
NCFE registration and certification	£15	
LARS learning aim reference (QAN): NCFE OCR	501/2324/5 500/8908/0	
Pupil study hours	45	
Ofqual and Diploma GLH	45	
School Sixth Form GLH	36	
EFA funding information		
16-18 SSF SLN GLH	36	
16-18 SSF Programme weighting	F	
Last day for new starts	31/07/15	
Programme weighting	A	
Weighed funding rate (19+)	£724	
14–19 curriculum information		
Discount code	HD4	

### Level 2 Maths resources and Functional Skills Maths at Level 2

Here are details of how our **resources** map to **Functional Skills Maths at Level 2**.

#### Functional Skills Mathematics Level 2 resources

Coverage and range	Refer to
<b>N1:</b> Understand and use positive and negative numbers of any size in practical contexts	<b>Unit 1: Application of number, statistics and probability in vocational roles</b> <b>Session 1: Working with numbers</b> <ul style="list-style-type: none"> <li>Fractions, decimals and percentages</li> <li>Rounding numbers</li> <li>Expressing one quantity as a fraction of another</li> <li>Metric and imperial conversions</li> </ul> <b>Session 2: Four operations</b> <ul style="list-style-type: none"> <li>Four operations – integers (positive and negative)</li> <li>Four operations – decimals</li> <li>Four operations – fractions</li> <li>Order of operations</li> <li>Multiplying and dividing by numbers 0 – 1</li> </ul>
<b>N2:</b> Carry out calculations with numbers of any size in practical contexts, to a given number of decimal places	<b>Unit 1: Application of number, statistics and probability in vocational roles</b> <b>Session 2: Four operations</b> <ul style="list-style-type: none"> <li>Four operations – integers (positive and negative)</li> <li>Four operations – decimals</li> <li>Four operations – fractions</li> <li>Order of operations</li> <li>Multiplying and dividing by numbers 0 – 1</li> </ul>
<b>N3:</b> Understand, use and calculate ratio and proportion, including problems involving scale	<b>Unit 2: Applications of geometry, measures and algebra in vocational roles</b> <b>Session 3: Ratio and proportion</b> <ul style="list-style-type: none"> <li>Ratio</li> <li>Proportion</li> <li>Proportional change</li> <li>Direct and indirect proportion</li> </ul>

Reasonable efforts are made to ensure this information is correct and up-to-date at the time it is published. No liability is accepted and providers must check the official sources of approvals and funding.

Visit [www.vision2learnschools.com](http://www.vision2learnschools.com)

Approved ages	
14-16	16-18
✓	✓

<b>N4:</b> Understand and use equivalences between fractions, decimals and percentages	<b>Unit 1: Application of number, statistics and probability in vocational roles</b> <b>Session 1: Working with numbers</b> <ul style="list-style-type: none"> <li>Fractions, decimals and percentages</li> <li>Rounding numbers</li> <li>Expressing one quantity as a fraction of another</li> <li>Metric and imperial conversions</li> </ul>
<b>A1:</b> Understand and use simple formulae and equations involving one or two operations	<b>Unit 2: Applications of geometry, measures and algebra in vocational roles</b> <b>Session 5: Getting to grips with equations</b> <ul style="list-style-type: none"> <li>Simple linear equations</li> <li>Complex linear equations</li> <li>Changing the subject</li> <li>Trial and improvement</li> <li>Quadratic equations</li> </ul>
<b>G1:</b> Recognise and use 2D representations of 3D objects	<b>Unit 2: Applications of geometry, measures and algebra in vocational roles</b> <b>Session 1: Working with shapes</b> <ul style="list-style-type: none"> <li>Representation of 3D shapes</li> <li>Congruency</li> <li>Scale drawings</li> <li>Loci</li> <li>Constructions</li> </ul>
<b>G2:</b> Find area, perimeter and volume of common shapes	<b>Unit 2: Applications of geometry, measures and algebra in vocational roles</b> <b>Session 7: Solving problems using mensuration</b> <ul style="list-style-type: none"> <li>Circles</li> <li>Quadrilaterals</li> <li>Compound shapes</li> <li>Surface area of 3D shapes</li> <li>Volume of 3D shapes</li> <li>Accuracy and precision</li> </ul>
<b>S1:</b> Collect and represent discrete and continuous data, using information and communication technology (ICT) where appropriate	<b>Unit 1: Application of number, statistics and probability in vocational roles</b> <b>Session 7: Interpreting data</b> <ul style="list-style-type: none"> <li>Interpreting discrete data</li> <li>Interpreting continuous data</li> </ul>
<b>S2:</b> Use and interpret statistical measures, tables and diagrams, for discrete and continuous data, using information and communication technology (ICT) where appropriate	<b>Unit 1: Application of number, statistics and probability in vocational roles</b> <b>Session 6: Working with charts and diagrams</b> <ul style="list-style-type: none"> <li>Frequency diagrams</li> <li>Pie charts</li> <li>Scatter diagrams</li> <li>Box plots</li> <li>Cumulative frequency</li> <li>Histograms</li> </ul> <b>Session 7: Interpreting data</b> <ul style="list-style-type: none"> <li>Interpreting discrete data</li> <li>Interpreting continuous data</li> </ul> <b>Session 8: Moving averages</b> <ul style="list-style-type: none"> <li>Moving averages</li> </ul> <b>Session 9: Sampling techniques</b> <ul style="list-style-type: none"> <li>Sampling techniques</li> </ul>
<b>S4:</b> Use probability to assess the likelihood of an outcome	<b>Unit 1: Application of number, statistics and probability in vocational roles</b> <b>Session 5: Using probability theory</b> <ul style="list-style-type: none"> <li>The probability scale</li> <li>Mutually exclusive events</li> <li>Tree diagrams</li> <li>Relative frequency</li> </ul>



# Maths skills for study success

## Level 2 Maths

These Level 2 Maths online study resources are designed to support learners studying for a Level 2 Maths qualification. Engaging, interactive study sessions help learners build confidence and gain practical, transferable maths skills for life.

We've included many real-life scenarios and practical tasks to enable learners to practise and apply their skills to realistic everyday problems.

**Level 2 Maths** includes the following topics:

Unit 1: Applications of Number, Statistics and Probability in Vocational Roles

**Session one:** Working with numbers

**Session two:** Four operations

**Session three:** Percentage errors

**Session four:** Index notation and standard form

**Session five:** Using probability theory

**Session six:** Working with charts and diagrams

**Session seven:** Interpreting data

**Session eight:** Moving averages

**Session nine:** Sampling techniques

Unit 2: Using Geometry, Measures and Algebra in Vocational Roles

**Session one:** Working with shapes

**Session two:** Changing shapes

**Session three:** Ratio and proportion

**Session four:** Number sequences

**Session five:** Getting to grips with equations

**Session six:** Using graphical solutions

**Session seven:** Solving problems using mensuration

## Who is it suitable for?

These **Level 2 Maths** resources can be used to support learners who may have had limited achievements with maths by giving them a practical, vocational approach to the subject at KS4.

## Benefits for schools

- Independent online study means learners can master the content at their own pace
- Learning online means they can revisit topics they find challenging to reinforce their learning
- Effective online communication and tracking tools mean you can check on their progress and offer additional support in the classroom as required.

## Get in touch

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**Good for ...**

**Boosting confidence in 'hard to reach' learners who struggle with maths**

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# IT skills for the real world

## Functional Skills ICT (Level 2)

This resource gives learners the essential skills and knowledge that they need to support the achievement of their **Functional Skills qualification in ICT at Level 2**. Learners can work through engaging, interactive study sessions, including real-life scenarios with practical tasks to help them to practise their ICT skills and apply their knowledge when preparing for a Functional Skills ICT assessment.

This resource will enable pupils to become confident and capable when using their ICT skills in work and life.

**Functional Skills ICT** consists of one resource divided into the following sessions:

**Session one:** Finding and selecting information from the internet

**Session two:** Preparing a leaflet for employees

**Session three:** Preparing a slide show

**Session four:** A complex data handling task

**Session five:** Analysing numerical data and creating a chart

This Unit gives pupils the essential 'tools' that they need for effective use of ICT. As they master the content they will improve their ICT skills and develop new ways to apply them to real life situations.



## Who is it suitable for?

This resource is ideal as a confidence booster and revision aid for KS4 students studying for their Functional Skills ICT qualification. It can also be used to help KS3 pupils to boost their ICT skills.

## Benefits for schools

- Studying online puts the learners in control and provides an alternative to classroom teaching
- Complements and reinforces learning from other courses that have communication elements
- The online learning environment allows students to practise until they have mastered the subject.

## Get in touch

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Good  
for ...

Boosting confidence in ICT, helping students to relate ICT to life and work

# In depth

## Functional Skills ICT

Study materials for Functional Skills qualification in ICT at Level 2 (NQF)

Section 96 approved to 31/08/2017 (NCFE)

Section 96 approved to 31/08/2018 (OCR)

Approved ages	
14-16	16-18
✓	✓

Functional Skills ICT units
<p><b>Session one:</b> Finding and selecting information from the internet</p> <p><b>Session two:</b> Preparing a leaflet for employees</p> <p><b>Session three:</b> Preparing a slide show</p> <p><b>Session four:</b> A complex data handling task</p> <p><b>Session five:</b> Analysing numerical data and creating a chart</p>

Facts and figures	2014/15
Registration and certification: NCFE OCR	£15 £12.15
LARS learning aim reference (QAN): NCFE OCR	600/0139/2 500/8509/8
Pupil study hours	45
Ofqual and Diploma GLH School Sixth Form GLH	45 36

14-19 curriculum information	2014/15
Discount code	24