

Finding your Dream Job

NCFE Level 1 Certificate in Employment Skills – Notional NVQ Level 1 (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Finding your Dream Job is designed to help learners to find out what they're good at and then seek a career that will play to their strengths. Learners will discover useful tips on how to write a CV, where to search for and apply for jobs, and how to behave at interviews. This course offers practical guidance on finding the ideal job.

To achieve the Certificate, pupils must complete all **four** units.

Mandatory units:

Unit one: You and your career

Unit two: Job search skills

Unit three: Applying for jobs

Unit four: Interview skills

Facts and figures	2009/10
NCFE registration and certification	£30
LSC LAD learning aim reference	10011882
Pupil study hours	32
QCA 14-19 curriculum information	2009/10
Contribution to Level 1 threshold	5%
Point score	6.3

Edexcel WorkSkills

BTEC Level 1 Award, Certificate or Diploma in WorkSkills (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Job-related **WorkSkills** in bite-size e-learning chunks, accredited and endorsed by Edexcel, are available on vision2learn for **schools**.

Edexcel has developed the flexible suite of **WorkSkills** units to help learners develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. Learners can study 6 units to build a personalised course of study at Level 1 and achieve a BTEC qualification.

WorkSkills courses	Study hours	Credits
Your 'Finding a Job' Skills		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
Your Work Placement Skills		
Preparing for Work Placement	10	1
Learning from Work Placement	10	2
Credit framework		
Learners can build up credits to achieve the following qualifications:		
3 credits = Level 1 BTEC Award in WorkSkills (QCF)		
13 credits = Level 1 BTEC Certificate in WorkSkills (QCF)		
37 credits = Level 1 BTEC Diploma in WorkSkills (QCF)		

WorkSkills is suitable for KS3 year 9 students and KS4 year 10 and 11 students. 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.

Benefits for schools include:

- Accreditation for work learners may already be doing, e.g. work placements, PHSE.
- 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 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 provides an alternative to traditional classroom teaching.

Facts and figures	2009/10
Edexcel registration and certification:	
Level 1 BTEC Award	£18
Level 1 BTEC Certificate	£28.50
Level 1 BTEC Diploma	£80
LSC LAD learning aim reference:	
Level 1 BTEC Award	5004073X
Level 1 BTEC Certificate	50040741
Level 1 BTEC Diploma	50040728
QCA 14–19 curriculum information	2009/10
Contribution to Level 1 threshold:	
Award	5%
Certificate	20%
Diploma	80%
Point score:	
Award	6.3
Certificate	25
Diploma	100

Edexcel WorkSkills

BTEC Level 2 Award, Certificate or Diploma in WorkSkills (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Job-related **WorkSkills** in bite-size e-learning chunks, accredited and endorsed by Edexcel, are available on vision2learn for **schools**.

Edexcel has developed the flexible suite of **WorkSkills** units to help 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 30 units to build a personalised course of study at Level 2 and achieve a BTEC qualification.

WorkSkills courses	Study hours	Credits
Your Enterprise Skills		
Planning an Enterprise Activity	10	1
Running an Enterprise Activity	10	1
Producing a Product	10	1
Your 'At Work' Skills		
Building Working Relationships with Colleagues	20	2
Working in a Team	30	3
Effectiveness at Work	10	1
Developing Personal Skills for Leadership	20	2
Practising Leadership Skills with Others	20	2
Building Working Relationships with Customers	20	2
Self-Management Skills	20	2
Self Assessment	20	2
Setting and Meeting Targets at Work	20	2
Investigating Rights and Responsibilities at Work	10	1
Career Progression	20	2
Summarising Documents	10	1
Contributing to Meetings	10	1
Learning with Colleagues and Other Learners	20	2
Learning from More Experienced People	20	2
Communicating Solutions to Others	20	2
Solving Work Related Problems	20	2
Your 'Finding a Job' Skills		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
Your Work Placement Skills		
Preparing for Work Placement	10	1
Learning from Work Placement	10	2
Your Work-Life Balance Skills		
Alternatives to Paid Work	10	1
Working as a Volunteer	10	2
Managing your own Money	20	2
Managing your Health at Work	10	1
Credit framework		
Learners can build up credits to achieve the following qualifications:		
3 credits = Level 2 BTEC Award in WorkSkills (QCF)		
13 credits = Level 2 BTEC Certificate in WorkSkills (QCF)		
37 credits = Level 2 BTEC Diploma in WorkSkills (QCF)		

WorkSkills is suitable for KS3 year 9 students and KS4 year 10 and 11 students. 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.

Benefits for schools include:

- Accreditation for work learners may already be doing, e.g. work placements, PHSE.
- 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 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 provides an alternative to traditional classroom teaching.

Under 16 year olds have a maximum of 360 GLH per qualification. To stay within this limit learners should incorporate 'Learning from Work Placement' and/or 'Working as a Volunteer' as part of their Diploma qualification.

Facts and figures		2009/10
Edexcel registration and certification:		
Level 2 BTEC Award		£18
Level 2 BTEC Certificate		£28.50
Level 2 BTEC Diploma		£80
LSC LAD learning aim reference:		
Level 2 BTEC Award		50040765
Level 2 BTEC Certificate		50040716
Level 2 BTEC Diploma		50040777
QCA 14-19 curriculum information		
		2009/10
Contribution to Level 2 threshold:		
Award		5%
Certificate		20%
Diploma		80%
Point score:		
Award		11.5
Certificate		46
Diploma		184

Practical Emotional Intelligence Skills

NCFE Level 3 Certificate in Personal Effectiveness at Work – Notional NVQ Level 3 (approved to 31/08/2010)

Section 96/97 approved	14-16	X	16-18	✓	18+	✓	19+	✓
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Emotional Intelligence – the ability to understand and control emotions, and recognise and respond to those of others – is emerging as the single most effective life and business skill of the new century. This course provides practical skills to maximise effectiveness. Full of practical techniques, it enables pupils to improve their Emotional Intelligence in the eight key areas listed below.

To achieve the Certificate, pupils must complete all **eight** units.

Mandatory units:

Unit one: Accelerated learning

Unit two: Innovation

Unit three: Self-awareness

Unit four: Intuition

Unit five: Emotional management

Unit six: Goal orientation

Unit seven: Empathy

Unit eight: Social skills

Facts and figures	2009/10
NCFE registration and certification	£50 + £10
LSC LAD learning aim reference	10022946
Pupil study hours	105–120
QCA 14–19 curriculum information	2009/10
Contribution to Levels 1 and 2 threshold	24%
Contribution to Level 3 threshold	15%
Point score	63

OCR iMedia Level 1

OCR Level 1 Certificate for iMedia Users – Notional NVQ Level 1 (approved to 31/05/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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OCR iMedia Level 1 is an excellent introduction to the basics of iMedia, presented in a no-nonsense way that makes it suitable for beginners. The course takes participants through the fundamentals of using iMedia, from web page production to digital imaging.

To achieve the Certificate, pupils must complete all **three** units.

Mandatory units:

Unit one: Exploring the digital world of media

Unit two: Introduction to web page production

Unit three: Introduction to digital imaging

Facts and figures	2009/10
OCR registration and certification	£39
LSC LAD learning aim reference	50017111
Pupil study hours	90
QCA 14–19 curriculum information	2009/10
Contribution to Level 1 threshold	20%
Point score	25

OCR iMedia Level 2

OCR Level 2 Certificate for iMedia Users – Notional NVQ Level 2 (approved to 31/12/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Replacement qualification for Web Entrepreneur for 2007/8

This course gives learners the opportunity to develop iMedia skills, from digital graphics to web authoring and digital animation.

To achieve the Certificate, pupils must complete all **three** units.

Mandatory units:

Unit one: Digital graphics

Unit two: Web authoring

Unit three: Digital animation

Facts and figures	2009/10
OCR registration and certification	£44.40
LSC LAD learning aim reference	10056786
Pupil study hours	90
QCA 14-19 curriculum information	2009/10
Contribution to Level 2 threshold	20%
Point score	46

CLAiT Plus For Microsoft Office 2003

OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus) – Notional NVQ Level 2 (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This course is suitable for those with a little more IT knowledge or confidence. It aims to provide candidates with broad knowledge and skills in using computers. Pupils will learn more about word processing, spreadsheets, emailing, database techniques and e-presentations.

The CLAiT Plus qualification consists of eight units in total.

To achieve the Certificate, pupils will need to complete Unit one and then study a further **two** units.

To achieve the Diploma, pupils will have the opportunity to study **five** of these units – Units one, two, three, five and eight.

Units:

Unit one: Integrated e-document production

Unit two: Manipulating spreadsheets and graphs

Unit three: Creating and using a database

Unit five: Design an e-presentation

Unit eight: Electronic communication

Facts and figures		2009/10
OCR registration and certification:		
Certificate		£53.40
Diploma		£89
LSC LAD learning aim reference:		
Certificate		10049472
Diploma		10049484
Pupil study hours:		
Certificate		90
Diploma		150
QCA 14–19 curriculum information		2009/10
Contribution to Level 2 threshold:		
Certificate		20%
Diploma		40%
Point score:		
Certificate		46
Diploma		92

New CLAiT For Microsoft Office 2003

OCR Level 1 Certificate/Diploma for IT Users (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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New CLAiT is a qualification designed to recognise the skills, knowledge and understanding of IT users everywhere. This course will equip pupils with the basic range of transferable skills necessary to meet the demands of the modern workplace, and will prepare them for progression to further training and accreditation in IT User skills at Level 2 and Level 3.

To achieve the Certificate, pupils must achieve Unit one, plus **two** other units.

To achieve the Diploma, pupils must achieve all **five** units.

Units:

Unit one: File management and e-document production

Unit two: Creating spreadsheets and graphs

Unit three: Database manipulation

Unit four: Create an e-presentation

Unit five: Online communication

Facts and figures		2009/10
OCR registration and certification:		
Certificate		£39.30
Diploma		£65.50
LSC LAD learning aim reference:		
Certificate		10049459
Diploma		10049460
QCA 14-19 curriculum information		2009/10
Contribution to Level 1 threshold:		
Certificate		10%
Diploma		20%
Point score:		
Certificate		12.5
Diploma		25

Essential IT Skills Level 1

OCR Level 1 ITQ Award/Certificate in IT User Skills (QCF) (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Essential IT Skills Level 1 is a brand new qualification on the Qualification Credit Framework and accredited by OCR. This online course offers learners a route to the most 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 new 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)**. The units and their individual credit values are summarised below.

Essential IT Skills units	Study hours	Credit values Level 1
Mandatory		
Improving productivity using IT	30	3
Optional		
Using email	20	2
Spreadsheet software	30	3
Word processing software	40	4
Database software	30	3
Presentation software	30	3
Credit value framework		
Learners can build up credit values to achieve the following qualifications:		
9 credits = Level 1 ITQ Award in IT User Skills (QCF)		
13 credits = Level 1 ITQ Certificate in IT User Skills (QCF)		

Essential IT Skills Level 1 is suitable for KS3 year 9 students and KS4 year 10 and 11 students. 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. They are also suitable for use in Foundation Learning Personalised Learning Programmes and in KS4 Engagement Programmes.

Benefits for schools include:

- Accreditation for work learners may already be doing. e.g. CLAiT.
- 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.

Facts and figures	2009/10
OCR registration and certification:	
Level 1 Award	£31.50
Level 1 Certificate	£52.50
Qualification reference numbers:	
Level 1 Award	50066845
Level 1 Certificate	50066833
Pupil study hours:	
Level 1 Award	90
Level 1 Certificate	130
QCA 14–19 curriculum information	
2009/10	
Contribution to Level 1 threshold:	
Award	TBC
Certificate	TBC
Point score:	
Award	TBC
Certificate	TBC

Essential IT Skills Level 2

OCR Level 2 ITQ Award/Certificate in IT User Skills (QCF) (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Essential IT Skills Level 2 is a brand new qualification on the Qualification Credit Framework and accredited by OCR. This online course offers learners a route to the most 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 new 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)**. The units and their individual credit values are summarised below.

Essential IT Skills units	Study hours	Credit values Level 2
Mandatory		
Improving productivity using IT	40	4
Optional		
Using email	30	3
Spreadsheet software	40	4
Word processing software	40	4
Database software	40	4
Presentation software	40	4
Credit value framework		
Learners can build up credit values to achieve the following qualifications: 10 credits = Level 2 ITQ Award in IT User Skills (QCF) 16 credits = Level 2 ITQ Certificate in IT User Skills (QCF) (this is a full Level 2)		

Essential IT Skills Level 2 is suitable for KS3 year 9 students and KS4 year 10 and 11 students. 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 include:

- Accreditation for work learners may already be doing, e.g. CLAIT.
- 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.

Facts and figures	2009/10
OCR registration and certification: Level 2 Award Level 2 Certificate	£42 £66.50
Qualification reference numbers: Level 2 Award Level 2 Certificate	50066857 50067436
Pupil study hours: Level 2 Award Level 2 Certificate	100 160
QCA 14–19 curriculum information	
2009/10	
Contribution to Level 2 threshold: Award Certificate	TBC TBC
Point score: Award Certificate	TBC TBC

Essential Sports Coaching Skills

NCFE Level 2 Certificate in Sports Coaching – Notional NVQ Level 2 (approved to 31/08/2010)

Section 96/97 approved	14-16	X	16-18	✓	18+	✓	19+	✓
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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 Certificate, pupils must complete all **three** units.

Mandatory units:

Unit one: The principles of coaching

Unit two: Working with children and adults

Unit three: Psychology, learning and communication

Facts and figures	2009/10
NCFE registration and certification	£38 + £10
LSC LAD learning aim reference	10036040
Pupil study hours	90
QCA 14–19 curriculum information	2009/10
Contribution to Level 2 threshold	20%
Point score	46

Healthy Living

NCFE Level 1 Certificate in Exercise Studies – Notional NVQ Level 1 (approved to 31/12/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This course is suitable for anyone who wants to understand the benefits of exercise and fitness, improve their health and fitness levels and develop a strong sense of personal well-being.

It encourages pupils to:

- adopt a healthier lifestyle
- develop a fitness plan to suit them
- measure and improve their personal fitness
- do it all safely and securely.

To achieve the Certificate, pupils must complete **both** units.

Mandatory units:

Unit one: Understand and apply principles of training

Unit two: Exercising safely

Facts and figures	2009/10
NCFE registration and certification	£30
LSC LAD learning aim reference	1002380X
Pupil study hours	90
QCA 14–19 curriculum information	2009/10
Contribution to Level 1 threshold	20%
Point score	25



Healthy Eating

NCFE Level 2 Certificate in Nutrition and Health – Notional NVQ Level 2 (approved to 31/12/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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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. This course will provide learners with the knowledge they need to make informed lifestyle choices in relation to their diet.

To achieve the Certificate, pupils must complete all **three** units.

Mandatory units:

Unit one: Introduction to healthy eating

Unit two: Diet and nutrition

Unit three: Food and nutrition issues

Facts and figures	2009/10
NCFE registration and certification	£34 + £10
LSC LAD learning aim reference	10044267
Pupil study hours	90
QCA 14–19 curriculum information	2009/10
Contribution to Level 2 threshold	20%
Point score	46

Improving your Learning and Performance

NCFE Level 2 Key Skills in Improving own Learning and Performance (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This unit is all about planning and reviewing your learning and improving your performance. Pupils will set targets and create plans to help them meet these targets; they will also learn how to review progress and identify their achievements.

Facts and figures	2009/10
NCFE registration and certification	£10
LSC LAD learning aim reference	10036787
Pupil study hours	36
QCA 14-19 curriculum information	2009/10
Contribution to Level 2 threshold	15%
Point score	34.5



Improving your Problem Solving

NCFE Level 2 Key Skills in Problem Solving (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This unit helps pupils to apply their problem-solving skills effectively. They will learn how to identify problems and possible solutions. Pupils will also find out how to plan and try out solutions as well as how to check that a problem has been solved.

Facts and figures	2009/10
NCFE registration and certification	£10
LSC LAD learning aim reference	10036799
Pupil study hours	36
QCA 14-19 curriculum information	2009/10
Contribution to Level 2 threshold	15%
Point score	34.5



Working with Others

NCFE Level 2 Key Skills in Working with Others (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This unit is all about how to apply skills in team working and pupils will identify the benefits of working together. Pupils will find out how to work cooperatively towards achieving identified objectives as well as how to share information on progress and agree future improvements.

Facts and figures	2009/10
NCFE registration and certification	£10
LSC LAD learning aim reference	10036763
Pupil study hours	36
QCA 14-19 curriculum information	2009/10
Contribution to Level 2 threshold	15%
Point score	34.5



Key Skills in Communication (Journalism)

Level 2 Key Skills Certificate in Communication – Notional NVQ Level 2 (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This course focuses on the importance of effective communication in the world of journalism. Learners will have the opportunity to develop their key communication skills in areas such as giving a talk, writing documents and taking part in discussions.

To achieve the Certificate, pupils must complete all **five** sessions.

Mandatory sessions:

Session 1: Getting started

Session 2: Taking part in a group discussion

Session 3: Giving a short talk

Session 4: Reading and summarising information

Session 5: Writing documents

Facts and figures	2009/10
NCFE registration and certification	£10
LAD learning aim references:	
NCFE	10008032
Edexcel	10002881
OCR	10003253
City & Guilds	10002753
ASDAN	10002509
Pupil study hours	not specified
QCA 14–19 curriculum information	2009/10
Contribution to Level 2 threshold	15%
Point score	34.5

Key Skills in Communication (Science)

Level 2 Key Skills Certificate in Communication – Notional NVQ Level 2 (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This course focuses on the importance of effective communication in the world of science. Learners will have the opportunity to develop their key communication skills in areas such as giving a talk, writing documents and taking part in discussions.

To achieve the Certificate, pupils must complete all **five** sessions.

Mandatory sessions:

Session 1: Getting started

Session 2: Taking part in a group discussion

Session 3: Giving a short talk

Session 4: Reading and summarising information

Session 5: Writing documents

Facts and figures	2009/10
NCFE registration and certification	£10
LAD learning aim references:	
NCFE	10008032
Edexcel	10002881
OCR	10003253
City & Guilds	10002753
ASDAN	10002509
Pupil study hours	not specified
QCA 14–19 curriculum information	2009/10
Contribution to Level 2 threshold	15%
Point score	34.5

Money Management

NCFE Level 1 Certificate in Personal Money Management (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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The aim of this course is to provide practical, step-by-step advice 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.

To achieve the Certificate, pupils must complete all **three** units.

Mandatory units:

Unit one: Identify personal finances

Unit two: Managing your own money

Unit three: Planning your money for a significant expenditure

Facts and figures	2009/10
NCFE registration and certification	£30
LSC LAD learning aim reference	10062452
Pupil study hours	30
QCA 14–19 curriculum information	2009/10
Contribution to Level 1 threshold	5%
Point score	6.3

Enterprise Skills Project

NCFE Level 2 Award/Certificate for Developing Enterprise Capabilities (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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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.

To achieve the Award, pupils must complete Unit one.

To achieve the Certificate, pupils must complete all **three** units.

Mandatory 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

Facts and figures		2009/10
NCFE registration and certification:		
Award		£31
Certificate		£46 + £10
LSC LAD learning aim reference:		
Award		50013257
Certificate		50013269
QCA 14-19 curriculum information		2009/10
Contribution to Level 2 threshold:		
Award		5%
Certificate		20%
Point score:		
Award		11.5
Certificate		46

Personal Best @ Work programme

NCFE Level 2 Wider Key Skills (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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This is an integrated programme to enable students to gain key skills for optimum future performance at work, an essential precursor to career advancement. This portfolio incorporates NCFE's section 96/97 approved three wider key skills qualifications in an overall programme of performance improvement which introduces the learner to a range of relevant Emotional Intelligence skills and techniques, seamlessly blended with, and supporting the three key skills.

Unit one: Improving your Learning and Performance

NCFE Level 2 Key Skills in *Improving own Learning and Performance* (approved to 31/08/2010)

This unit is all about planning and reviewing learning, and improving performance. Learners will set targets and create plans to help them meet these targets; they will also learn how to review progress and identify their achievements.

Unit two: Improving your Problem Solving

NCFE Level 2 Key Skills in *Problem Solving* (approved to 31/08/2010)

This unit helps learners to apply their problem solving skills effectively. They will learn how to identify problems and possible solutions. Learners will also find out how to plan and try out solutions as well as how to check that a problem has been solved.

Unit three: Working with Others

NCFE Level 2 Key Skills in *Working with Others* (approved to 31/08/2010)

This unit is all about how to apply skills in team working and learners will identify the benefits of working together. Learners will find out how to work cooperatively towards achieving identified objectives as well as how to share information on progress and agree future improvements.

Facts and figures	2009/10
NCFE registration and certification	£10 per unit
LSC LAD learning aim references:	
Unit one	10036787
Unit two	10036799
Unit three	10036763
Pupil study hours (each unit)	36
QCA 14-19 curriculum information	2009/10
Contribution to Level 2 threshold	15%
Point score (each unit)	34.5

Equality and Diversity

NCFE Level 2 Certificate in Equality and Diversity (approved to 31/08/2010)

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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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.

To achieve the Certificate, pupils must complete all **three** units.

Mandatory units:

Unit one: Explore equality and diversity

Unit two: Explore prejudice and discrimination

Unit three: Explore people's rights and responsibilities

Facts and figures	2009/10
NCFE registration and certification	£34 + £10
LSC LAD learning aim reference	10044255
Pupil study hours	120
QCA 14-19 curriculum information	2009/10
Contribution to Level 2 threshold	20%
Point score (each unit)	46