

4. The units

Personal Development Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assertiveness Skills	E3	3	30	30	HB6/E3/NQ/009	L/506/9681
Building Working Relationships with Colleagues	E3	2	20	20	HC4/E3/NQ/151	M/508/0303
Budgeting	E3	1	10	10	HE1/E3/NQ/004	T/506/9691
Dealing with Debt	E3	3	30	30	HE1/E3/NQ/005	Y/506/9568
Domestic Skills	E3	3	30	30	HB1/E3/NQ/113	K/506/9574
Environmental Issues	E3	2	20	20	HB1/E3/NQ/114	K/506/8795
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Improving Own Learning and Performance	1	3	27	30	HB1/1/NQ/166	J/504/4391
Individual Rights and Responsibilities	E3	1	10	10	HB1/E3/NQ/115	L/506/9714
Interview Skills	E3	1	10	10	HC6/E3/NQ/007	Y/505/3189
Issues of Substance Misuse	E3	1	10	10	HH3/E3/NQ/006	D/506/9720
Lip Reading Skills	E3	3	30	30	HB1/E3/NQ/119	D/506/9751
Looking After Own Health	1	1	9	10	HJ1/1/NQ/007	T/505/4060
Making Choices	E3	1	10	10	HB1/E3/NQ/142	A/507/2480
Making Choices In Pursuit Of Personal Goals	E3	3	30	30	HB1/E3/NQ/121	R/506/9729
Managing Social Relationships	E3	2	20	20	HD5/E3/NQ/012	J/506/9730
Money Management	E3	3	30	30	HD8/E3/NQ/015	F/506/6230
Personal Development	E3	1	10	10	HB1/E3/NQ/123	M/506/9737

Personal Development	E3	3	30	30	HB1/E3/NQ/124	H/506/9735
Personal Development Skills	E3	3	30	30	HB1/E3/NQ/043	J/504/8182
Personal Presentation in the Workplace	E3	1	10	10	HB6/E3/NQ/013	F/508/0306
Personal Safety Awareness	E3	3	30	30	HB1/E3/NQ/126	K/506/9719
Recognising Own Skills for Personal Development	E3	3	30	30	HB1/E3/NQ/102	D/505/8958
Recycling, Managing Waste	E3	2	20	20	HD8/E3/NQ/020	J/506/8819
Rights and Responsibilities in the Workplace	E3	1	10	10	HC1/E3/NQ/026	L/508/0308
Rights and Responsibilities in the Workplace	1	1	8	10	HC1/1/NQ/025	T/504/5214
Shopping for your Home	E3	3	30	30	HD5/E3/NQ/013	K/506/9798
Skills for Independent Living	E3	3	30	30	HD6/E3/NQ/007	D/504/8186
Skills for Shopping	E3	3	30	30	HD5/E3/NQ/014	D/506/9832
Social and Physical Aspects of Adult Relationships	E3	1	10	10	HB7/E3/NQ/010	A/506/9806
Take Part in an Activity	E3	1	10	10	HB1/E3/NQ/130	Y/506/9716
Time Management Skills	E3	2	20	20	HB1/E3/NQ/083	A/505/5498
Understanding Family Relationships	E3	3	30	30	HJ2/E3/NQ/006	R/506/9827
Understanding Financial Services	E3	1	10	10	HC4/E3/NQ/138	Y/506/9828
Understanding Human Growth and Development	E3	3	30	30	HF1/E3/NQ/022	R/505/3224
Understanding Self And Others	E3	3	30	30	HB1/E3/NQ/133	L/506/9728

Understanding Sex and Relationships	E3	3	30	30	PS2/E3/NQ/001	D/506/9829
Understanding Structures in the Workplace	1	2	18	20	HC1/1/NQ/026	H/504/9520
Understanding Young People, Law And Order	E3	3	30	30	HH4/E3/NQ/003	R/506/9830
Using Domestic Appliances	E3	2	20	20	HD8/E3/NQ/021	F/506/8821
Volunteering	E3	2	20	20	HC4/E3/NQ/139	A/506/9787

Employability Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying for a Job	E3	1	10	10	HC6/E3/NQ/005	H/505/3180
Career Preparation	E3	1	10	10	HC1/E3/NQ/018	R/506/9553
Communication in the Workplace	E3	2	20	20	HD2/E3/NQ/002	A/508/0305
Customer Service Skills	E3	3	30	30	HC4/E3/NQ/134	L/506/9566
CV Writing	E3	1	10	10	HC4/E3/NQ/074	A/505/3184
Employment Contract and Payslip Basics	E3	1	10	10	HC4/E3/NQ/130	R/504/8864
Getting to Know an Organisation	E3	3	27	30	HD6/E3/NQ/037	K/507/2720
Introduction to Group and Teamwork Communication Skills	E3	3	30	30	HB1/E3/NQ/118	H/506/9718
Participating in a Vocational Taster	E3	2	20	20	HC4/E3/NQ/135	Y/506/9747
Preparation for Work Experience	E3	1	10	10	HC1/E3/NQ/019	T/506/9710
Prepare for a Recruitment Interview	E3	2	20	20	HC6/E3/NQ/010	D/506/9684

Problem Solving Skills for Work	E3	2	20	20	HC7/E3/NQ/004	J/505/3219
Production Skills	E3	3	30	30	WB1/E3/NQ/002	L/506/9759
Recognising Employment Opportunities	E3	1	10	10	HC4/E3/NQ/124	K/504/8529
Responsible Work Practice	E3	1	10	10	HC1/E3/NQ/017	L/505/5697
Skills for Employability	E3	3	30	30	HB1/E3/NQ/127	M/506/9687
Skills for Gaining Employment	E3	3	30	30	HC6/E3/NQ/011	H/506/9802
Teamwork Skills	E3	3	30	30	HB1/E3/NQ/131	K/506/9817
Understanding A Work Experience Placement	E3	3	30	30	HC4/E3/NQ/136	J/506/9825
Undertaking An Enterprise Project	E3	6	60	60	HC4/E3/NQ/142	T/506/9738
Working with Others	E3	1	10	10	HC4/E3/NQ/141	J/506/9789

Study Skills Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Developing a Personal Learning Programme	E3	3	30	30	HB1/E3/NQ/111	D/506/9569
Developing Personal Study Skills	E3	3	30	30	HB1/E3/NQ/091	M/506/0763
Induction to College	E3	3	30	30	HB1/E3/NQ/116	K/506/9753
Introduction to a Training Course	E3	3	30	30	HB1/E3/NQ/117	D/506/9717
Personal Learning Goals	E3	3	30	30	HB1/E3/NQ/125	H/506/9721
Study Skills	E3	3	30	30	HB1/E3/NQ/045	H/504/8187

Administration Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Handling Telephone Calls from Customers	E3	2	20	20	AY7/E3/NQ/008	K/505/6355
Introduction to Business Administration	E3	1	10	10	HC4/E3/NQ/154	T/508/0349
Reception and Filing Skills	E3	3	30	30	AY7/E3/NQ/005	H/505/3194
Using Office Equipment in a Business Environment	E3	1	10	10	AY8/E3/NQ/003	D/505/3226
Using the Telephone and Photocopier	E3	3	30	30	AY8/E3/NQ/005	H/506/9833

Animal Care Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assist with Catching and Restraining a Small Animal	E3	2	20	20	SP2/E3/NQ/005	Y/506/9683
Check that a Small Animal is Healthy	E3	3	30	30	SP1/E3/NQ/002	L/506/9745
Developing Confidence Working with Animals	E3	3	30	30	SP2/E3/NQ/006	A/506/9756
Groom a Small Animal	E3	2	20	30	SP2/E3/NQ/007	T/506/9707
Recognise Types and Parts of the Body of Small Animals	E3	2	20	30	SP1/E3/NQ/003	D/506/9796
Show Visitors Around a Small Animal Enterprise	E3	2	20	20	SM1/E3/NQ/002	M/506/9799

Building and Construction Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Brickwork: Introduction to Assisting Workshop Practice	E3	3	30	30	TG2/E3/NQ/012	A/505/4206
Brickwork: Introduction to Building a Half Brick Wall Three Courses High	E3	3	30	30	TG2/E3/NQ/018	R/508/0312
Building a Three Brick Square Hollow Pillar	E3	3	30	30	TG2/E3/NQ/016	L/506/9552
Building a Three Course Half Brick Wall	E3	3	30	30	TG2/E3/NQ/017	T/506/9741
Carrying Out Plastering Operations	E3	2	20	20	TG8/E3/NQ/011	H/508/0315
Cutting and Hanging Wall Coverings	E3	3	30	30	TG8/E3/NQ/008	D/506/8793
Cutting and Hanging Wall Coverings - D/506/8793 is barred against Painting and Decorating: Cutting and Hanging Wall Coverings - K/507/2930						
Health and Safety: Construction	E3	3	30	30	TF4/E3/NQ/003	F/506/9712
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Introduction to Brickwork	E3	3	30	30	TG2/E3/NQ/011	R/505/3191
Introduction to Building and Construction	E3	1	10	10	TG1/E3/NQ/006	M/508/0317
Introduction to Carpentry and Joinery	E3	3	30	30	TG7/E3/NQ/001	Y/505/3192
Introduction to Drilling and Fixing Components in Plumbing	E3	2	20	20	TH3/E3/NQ/003	A/508/0319
Introduction to Environmental Sustainability	E3	1	10	10	TC3/E3/NQ/002	T/508/0321

Introduction to Measuring and Marking Out in Plumbing	E3	2	20	20	TH3/E3/NQ/004	L/508/0325
Painting and Decorating Skills	E3	3	30	30	TG8/E3/NQ/009	J/506/8805
Painting and Decorating: Cutting and Hanging Wall Coverings	E3	3	30	30	TG8/E3/NQ/010	K/507/2930
Painting and Decorating: Cutting and Hanging Wall Coverings - K/507/2930 is barred against Cutting and Hanging Wall Coverings - D/506/8793						
Preparing to Work in Construction	E3	3	30	30	TG1/E3/NQ/005	J/506/9758
Site Carpentry Skills	E3	2	20	20	WK1/E3/NQ/006	H/508/0329

Child Development and Well Being Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Caring for a Child	E3	3	30	30	HF1/E3/NQ/026	J/506/9744
Caring for a Child - J/506/9744 is barred against Introduction to Developing Skills for Caring for your Child - M/505/8785						
Caring for Young Children and Babies	E3	3	30	30	HF7/E3/NQ/001	L/505/5876
Developing Parenting Skills	E3	3	30	30	HF1/E3/NQ/027	Y/506/9571
Introduction to Developing Skills for Caring for your Child	E3	3	30	30	HF1/E3/NQ/024	M/505/8785
Introduction to Developing Skills for Caring for your Child - M/505/8785 is barred against Caring for a Child - J/506/9744						
Introduction to Food and Nutrition for Children and Young People	E3	3	30	30	HF1/E3/NQ/018	R/505/3210

Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	20	HB1/E3/NQ/094	J/505/8548
Making and Using Story Sacks for Family Learning	E3	2	20	20	HF1/E3/NQ/028	H/506/9749
Planning Physical Care Needs of Young Children	E3	3	30	30	HF1/E3/NQ/005	R/504/8184
Preparing, Presenting and Storing Food for Children	E3	3	30	30	HF7/E3/NQ/002	Y/505/5878
Respecting Children as Individuals	E3	3	30	30	HF1/E3/NQ/006	Y/504/8185
Skills for Listening to Children	E3	3	30	30	HF1/E3/NQ/029	K/506/9803
Supporting Children in Family Learning	E3	3	30	30	HB1/E3/NQ/129	A/506/9711
Understanding How and Why to Support Children in Family Learning	E3	3	30	30	HJ2/E3/NQ/005	D/505/8572
Understanding Human Growth and Development	E3	3	30	30	HF1/E3/NQ/022	R/505/3224
Young Parenthood	E3	2	20	20	HD5/E3/NQ/015	R/506/9746

Community and Citizenship Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Aspects of Citizenship	E3	3	30	30	HE4/E3/NQ/006	J/504/8425
Citizenship	E3	3	30	30	HB1/E3/NQ/110	H/506/9556
Living in the Community	E3	3	30	30	HD6/E3/NQ/026	K/506/9722
The Local Community	E3	1	10	10	HB1/E3/NQ/132	F/506/9824
Understanding Cultural Differences	E3	3	30	30	HC4/E3/NQ/137	L/506/9826
Understanding Diversity In Society	E3	3	30	30	HB7/E3/NQ/011	F/506/9726

Crafts, Creative Arts and Design Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Clothing Design	E3	3	30	30	JK1/E3/NQ/008	A/506/9563
Craft Skills	E3	3	30	30	JA2/E3/NQ/004	F/506/9564
Curtain Making	E3	3	30	30	JL7/E3/NQ/008	J/506/9565
Garment Making	E3	3	30	30	JK1/E3/NQ/007	H/506/9704
Introduction to a Design Project	E3	3	30	30	JC1/E3/NQ/007	L/508/1572
Making an Art or Craft Product	E3	2	20	20	JG7/E3/NQ/001	F/507/3579
Needle and Textile Crafts	E3	3	30	30	JA8/E3/NQ/003	Y/506/9733
Soft Furnishing	E3	3	30	30	JL7/E3/NQ/009	L/506/9695
Using Mixed Media in 2D	E3	3	30	30	JB2/E3/NQ/005	A/506/9739

English Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Engage in Discussion	E3	1	10	10	HD3/E3/NQ/021	M/506/9575
Grammar and Punctuation in Practical Use	E3	1	10	10	HD3/E3/NQ/014	A/506/1768
Grammar Skills	E3	1	10	10	HD3/E3/NQ/022	K/506/9705
Improving Own Spelling	E3	1	10	10	HD3/E3/NQ/023	J/506/9713
Reading Comprehension	E3	1	10	10	HD3/E3/NQ/024	F/506/9760
Reading Grammar and Punctuation	E3	1	10	10	HD3/E3/NQ/025	L/506/9793
Reading Key Personal Words	E3	1	10	10	HD3/E3/NQ/026	R/506/9794

Speaking To Communicate	E3	1	10	10	HB1/E3/NQ/128	L/506/9700
Spelling and Handwriting Skills	E3	1	10	10	HD3/E3/NQ/027	L/506/9809
Spelling in Practice	E3	1	10	10	HD3/E3/NQ/028	F/506/9810
Using Listening and Responding Skills	E3	1	10	10	HD3/E3/NQ/029	A/506/9773
Using Punctuation	E3	1	10	10	HD3/E3/NQ/030	K/506/9784
Writing Composition Skills	E3	1	10	10	HB1/E3/NQ/108	T/506/1770

Health and Hygiene Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Alcohol and Drug Misuse Awareness	E3	3	30	30	HH3/E3/NQ/005	J/506/9534
Developing Skills For Hygiene And Health	E3	3	30	30	HJ1/E3/NQ/022	J/506/0624
Health and Safety Awareness	E3	1	10	10	HB5/E3/NQ/005	F/506/9709
Personal Hygiene	E3	1	10	10	HJ1/E3/NQ/026	Y/506/8811
Personal Hygiene Skills for Hands and Feet	E3	1	10	10	HJ1/E3/NQ/007	L/504/8183
Personal Hygiene Skills for Oral Health	E3	1	10	10	HJ1/E3/NQ/027	M/506/9723

History Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Local History	E3	3	30	30	DB6/E3/NQ/003	T/506/9724

Horticulture and Forestry Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Amenity Horticulture Skills	E3	3	30	30	SE2/E3/NQ/035	K/505/8929
Cultivating Plant Cuttings	E3	3	30	30	SG4/E3/NQ/003	H/505/6449
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	30	SE2/E3/NQ/032	D/505/6451
Garden Horticulture	E3	3	30	30	SG4/E3/NQ/004	H/505/6466
Garden Maintenance Skills	E3	3	30	30	SG4/E3/NQ/005	K/505/6467
Getting to Know Woodlands	E3	3	30	30	SG4/E3/NQ/002	M/505/6468
Introduction to Propagation of Plants	E3	3	30	30	SE2/E3/NQ/027	Y/505/3211
Planting in a Container	E3	3	30	30	SG4/E3/NQ/007	T/505/6469
Practical Floristry Skills	E3	3	30	30	SE7/E3/NQ/004	L/506/9678
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	20	SA1/E3/NQ/002	Y/506/9795
Sowing and Growing Plants	E3	3	30	30	SE2/E3/NQ/030	K/505/3195
Understanding Floristry Skills	E3	1	10	10	SE7/E3/NQ/005	J/506/9727
Using And Maintaining Garden Tools	E3	3	30	10	SE2/E3/NQ/036	M/506/9771
Water Plants by Hand	E3	1	10	10	HC4/E3/NQ/140	M/506/9740

Hospitality and Catering Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Basic Cooking	E3	2	20	20	NF4/E3/NQ/007	K/505/3181
Basic Food Preparation	E3	2	20	20	NF4/E3/NQ/008	M/505/3182
Customer Service in the Hospitality Industry	E3	1	10	10	NA1/E3/NQ/005	T/505/3183
Food Safety and Storage	E3	3	30	30	HD8/E3/NQ/018	A/506/9577
Food, Drink and Cooking	E3	3	30	30	HD6/E3/NQ/008	T/504/8176
Guest Services in the Hospitality Industry	E3	2	20	20	NA1/E3/NQ/009	L/505/6090
Introduction to Catering	E3	1	10	10	HC4/E3/NQ/152	L/508/0339
Kitchen Hygiene	E3	1	10	10	HD8/E3/NQ/019	T/506/8802
Introduction to the Hospitality Industry	E3	1	10	10	NA1/E3/NQ/007	H/505/3213
Serving Food and Drink	E3	2	20	20	NA1/E3/NQ/010	T/505/6133
Skills for Setting a Table	E3	1	10	10	HD6/E3/NQ/027	M/506/9804

IT for Users Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Audio and Video Software	E3	2	15	20	CQ6/E3/NQ/006	Y/505/6366
Computer Basics	E3	1	10	10	CN1/E3/NQ/005	F/506/9757
Computer Security and Privacy	E3	2	20	20	CQ6/E3/NQ/011	D/505/6367
Data Management Software	E3	2	15	20	CQ6/E3/NQ/007	H/505/6368
Database Software	E3	2	15	20	CQ6/E3/NQ/008	K/505/6369

Design and Imaging Software	E3	2	15	20	CQ6/E3/NQ/009	H/505/6371
Desktop Publishing Software	E3	2	15	20	CQ2/E3/NQ/003	F/505/3185
Digital Lifestyle	E3	1	10	10	CP5/E3/NQ/005	A/506/1771
Introduction to the Information and Communication Technology Sector	E3	1	10	10	HC4/E3/NQ/153	Y/508/0330
IT User Fundamentals	E3	2	20	20	CN0/E3/NQ/012	K/505/3214
Personal Digital Photograph Processing	E3	1	10	10	CQ6/E3/NQ/017	L/506/9731
Personal Information Management Software	E3	1	10	10	CQ6/E3/NQ/013	F/505/6376
Presentation Software	E3	2	20	20	CQ5/E3/NQ/005	A/505/3217
Productivity Programs	E3	1	10	10	CN0/E3/NQ/013	F/506/1772
Specialist/Bespoke Software	E3	2	15	20	CQ6/E3/NQ/014	J/505/6377
Spreadsheet Software	E3	2	15	20	CP3/E3/NQ/004	L/505/3223
The Internet and World Wide Web	E3	1	10	10	CR3/E3/NQ/015	A/506/9823
Using Email	E3	1	10	10	CR3/E3/NQ/011	Y/505/3225
Using Computers for Family Learning	E3	3	20	30	HB1/E3/NQ/134	T/506/9772
Using Mobile IT Devices	E3	1	10	10	CQ6/E3/NQ/015	L/505/6378
Using the Internet	E3	1	10	10	CR3/E3/NQ/012	H/505/3227
Using the Internet for Shopping	E3	1	10	10	CR3/E3/NQ/016	M/506/9785
Word Processing	E3	2	20	20	CQ1/E3/NQ/006	A/506/9742
Word Processing Software	E3	2	15	20	CQ1/E3/NQ/004	M/505/3229
Working in Business Administration	E3	1	10	10	AY6/E3/NQ/001	K/505/3231

Maths Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Addition and Subtraction	E3	1	10	10	HD4/E3/NQ/035	K/505/5609
Data Handling: Extracting and Interpreting Data	E3	1	10	10	HD4/E3/NQ/041	D/506/0693
Data Handling: Recording and Representing Data	E3	1	10	10	HD4/E3/NQ/042	H/506/0694
Division	E3	1	10	10	HD4/E3/NQ/037	F/505/5633
Extract And Use Data	E3	1	10	10	HD4/E3/NQ/029	J/505/5634
Fractions	E3	1	10	10	HD4/E3/NQ/038	L/505/5635
Measure	E3	1	10	10	HD4/E3/NQ/045	F/506/1769
Measure: Weight	E3	1	10	10	HD4/E3/NQ/048	R/506/9732
Measuring Distance and Length	E3	1	10	10	HD4/E3/NQ/010	A/504/8180
Money	E3	1	10	10	HD4/E3/NQ/032	R/505/5636
Multiplication of Whole Numbers	E3	1	10	10	HD4/E3/NQ/039	T/505/5645
Shape and Space	E3	1	10	10	HD4/E3/NQ/033	F/505/5647
Time	E3	1	10	10	HD4/E3/NQ/049	A/506/9725
Using Addition and Subtraction	E3	1	10	10	HD4/E3/NQ/050	T/506/9769
Whole Numbers	E3	1	10	10	HD4/E3/NQ/040	L/505/5649

Performing Arts Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Performance Skills	E3	3	30	30	LE1/E3/NQ/001	D/506/9734
Physical Performance Skills	E3	3	30	30	LC1/E3/NQ/005	R/506/9715

Retail and Wholesale Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Handling Stock in a Retail Environment	E3	3	30	30	BC3/E3/NQ/001	A/504/8177
Introduction to Retail	E3	2	20	20	HC4/E3/NQ/090	D/505/3212
Keeping the Work Area Clean and Safe in a Retail Environment	E3	3	30	30	BC3/E3/NQ/002	F/504/8178
Looking after Customers in a Retail Environment	E3	3	30	30	BC3/E3/NQ/003	J/504/8179
Understanding Money at Work	E3	2	20	20	HC1/E3/NQ/015	J/505/6136

Service Enterprises Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Facial Cleanse, Tone and Massage	E3	3	30	30	HL1/E3/NQ/009	J/505/6394
Hair Plaiting	E3	3	30	30	HL7/E3/NQ/018	A/506/9708
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	30	HL7/E3/NQ/011	L/505/3187
Hairdressing: Introduction to Health and Safety	E3	3	30	30	HL7/E3/NQ/019	T/506/9755
Hairdressing: Introduction to Working Relationships	E3	3	30	30	HL7/E3/NQ/020	M/506/9754
Hand Care	E3	3	30	30	HL1/E3/NQ/012	M/506/8796
Introduction to Hairdressing and Beauty	E3	1	10	10	HL1/E3/NQ/014	M/508/0334
Introduction to the Hair and Beauty Sector	E3	2	20	30	HL7/E3/NQ/021	F/506/8799
Presenting a Professional Image in a Salon	E3	2	20	20	HL1/E3/NQ/007	F/505/3218

Providing Basic Manicure Treatments	E3	3	30	30	HL1/E3/NQ/015	K/617/9325
Shampoo and Conditioning	E3	2	20	20	HL7/E3/NQ/015	A/505/6134
Skin Care	E3	3	30	30	HL1/E3/NQ/013	A/506/8820
Understanding Money at Work	E3	2	20	20	HC1/E3/NQ/015	J/505/6136

Sport, Leisure and Recreation Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assisting at a Sport or Active Leisure Event	E3	3	30	30	MA1/E3/NQ/014	F/506/9550
Developing Angling Skills	E3	3	30	30	MH4/E3/NQ/003	A/505/8594
Developing Skills for a Healthy Lifestyle	E3	3	30	30	HJ1/E3/NQ/021	J/504/8490
Health and Fitness	E3	3	30	30	HJ5/E3/NQ/006	T/505/7203
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Improving Own Fitness	E3	3	30	30	HJ5/E3/NQ/007	A/506/8798
Indoor Team Games	E3	3	30	30	MA3/E3/NQ/003	D/506/9703
Participating in Leisure Activities	E3	3	30	30	MA2/E3/NQ/001	F/504/8181
Planning and Participating in Short Walks	E3	3	30	30	MH1/E3/NQ/006	M/506/9706
Skills for a Healthy Lifestyle	E3	3	30	30	HJ1/E3/NQ/028	Y/506/9800
Taking Part in Sport	E3	3	30	30	MA1/E3/NQ/005	R/505/7208
The Angling Environment	E3	3	30	30	MH4/E3/NQ/005	M/506/9821

Transport, Operations and Maintenance Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Accessing Public Transport	E3	3	30	30	NK2/E3/NQ/002	T/506/9545
Check and Maintain Motor Vehicle External Lights	E3	1	10	10	XS1/E3/NQ/040	Y/508/0344
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	10	XS1/E3/NQ/021	T/505/4401
Checking and Maintaining Fluid Levels on a Car	E3	1	10	10	XS1/E3/NQ/036	Y/506/9554
Clean and Prepare a Cycle for Use	E3	1	10	10	XS1/E3/NQ/037	D/506/9748
Identification of Basic External and Internal Car Parts	E3	1	10	10	XS1/E3/NQ/023	R/505/3188
Introduction to Engineering	E3	1	10	10	XA1/E3/NQ/002	J/508/0324
Introduction to Road Safety	E3	3	30	30	HB5/E3/NQ/004	F/505/8712
Lubricate and Tension a Single Speed Cycle Chain	E3	1	10	10	XS8/E3/NQ/013	Y/506/9750
Motor Vehicle Workshop Tools and Equipment	E3	2	20	20	XS1/E3/NQ/024	T/505/3216
Remove and Replace Cycle Saddles, Seatposts and Handlebars	E3	1	10	10	XS8/E3/NQ/014	H/506/9685
Remove and Replace Motor Vehicle Road Wheels	E3	1	10	10	XS5/E3/NQ/002	T/508/0318
Remove and Replace Spark Plugs	E3	1	10	10	XS4/E3/NQ/002	L/508/0311
Routine Motorcycle Checks	E3	2	20	20	XS1/E3/NQ/025	A/505/3220
Routine Vehicle Checks	E3	2	20	20	XS1/E3/NQ/026	F/505/3221

Routine Wheel and Tyre Checks	E3	2	20	20	XS1/E3/NQ/027	J/505/3222
Valeting a Car Interior	E3	3	30	30	XS1/E3/NQ/038	T/506/9786
Washing a Car Exterior	E3	1	10	10	XS1/E3/NQ/029	K/505/3228
Vehicle Maintenance and Repair	E3	2	20	20	XS1/E3/NQ/032	A/505/4402
Vehicle Wheels and Tyres	1	4	40	40	XS5/1/NQ/001	F/505/4370
Wax and Polish a Car Exterior	E3	1	10	10	XS1/E3/NQ/039	F/506/9788

Travel and Tourism Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Displaying Travel and Tourism Information	E3	3	30	30	NK1/E3/NQ/002	Y/508/0375
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Introduction to Travel and Tourism	E3	1	10	10	HC4/E3/NQ/155	Y/508/0358
Providing Information on a Tourist Destination	E3	2	18	20	NL1/E3/NQ/005	J/505/6234
Researching a Tourist Destination	E3	3	30	30	NL1/E3/NQ/006	D/508/0362