

## 4. The units

### Group A

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Action Planning for Own Development	2	2	16	20	HB1/2/NQ/084	T/505/1952
Applying for a Job	2	1	10	10	HC6/2/NQ/008	Y/505/3175
Aspects of Citizenship	2	3	24	30	HE4/2/NQ/011	Y/504/8512
Beliefs and Values	2	1	8	10	HB1/2/NQ/100	R/503/0963
Budgeting and Money Management	2	1	8	10	HD6/2/NQ/001	J/507/7004
Building a Personal Career Portfolio	2	3	24	30	HB1/2/NQ/166	D/508/6548
Building Working Relationships with Colleagues	2	2	20	20	HC4/2/NQ/074	D/508/4962
Citizen Social Science	2	2	15	19	HB1/2/NQ/174	R/617/4832
Communicate in a Business Environment	2	3	18	26	AY6/2/NQ/002	L/505/3285
Communicating Information	2	1	8	10	HC7/2/NQ/004	H/508/4963
Communication in the Workplace	2	2	16	20	HC4/2/NQ/015	D/505/4456
Conducting Peer Research	2	4	34	40	HB1/2/NQ/175	D/617/4834
Conflict Resolution	2	3	24	30	HB1/2/NQ/167	K/508/4964
Counselling Skills	2	3	24	30	PT1/2/NQ/109	M/508/5436
Critical Thinking	2	2	16	20	HB1/2/NQ/123	M/504/7592
Critical Thinking	2	3	24	30	HB1/2/NQ/085	A/505/1967

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Customer Care	2	3	24	30	HC4/2/NQ/016	H/505/4460
Customer Service Skills	2	3	24	30	HC4/2/NQ/054	R/507/1173
Debt Management	2	2	16	20	HE1/2/NQ/007	F/504/8794
Developing Confidence and Self-Esteem	2	1	8	10	HB1/2/NQ/160	A/507/1099
Developing Own Interpersonal Skills	2	3	24	26	HB1/2/NQ/128	D/506/0662
Equality and Diversity	2	3	24	30	HC4/2/NQ/014	R/505/1974
Exploring Job Opportunities	2	1	8	10	HC6/2/NQ/013	M/508/4965
Health and Safety in a Practical Environment	2	1	8	10	HC1/2/NQ/032	T/507/1182
Healthy Lifestyles	2	2	16	20	HJ1/2/NQ/003	F/503/0974
Improving Assertiveness and Decision Making Skills	2	3	24	26	HB6/2/NQ/008	F/505/8709
Improving Punctuation and Grammar Skills	2	3	24	30	HD3/2/NQ/021	L/504/8488
Interview Skills	2	1	10	10	HC6/2/NQ/007	D/505/3288
Introduction to Building and Construction	2	1	8	10	HC4/2/NQ/062	R/508/4960
Introduction to Business Administration	2	1	8	10	HC4/2/NQ/063	R/508/5414
Introduction to Catering	2	1	8	10	HC4/2/NQ/064	Y/508/5415
Introduction to Child Care	2	1	8	10	HC4/2/NQ/065	D/508/5416

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Introduction to Hairdressing and Beauty	2	1	8	10	HC4/2/NQ/066	K/508/5418
Introduction to Health and Social Care	2	1	8	10	HC4/2/NQ/067	H/508/5420
Introduction to Hospitality	2	1	8	10	HC4/2/NQ/068	D/508/4928
Introduction to Land Based Industries	2	1	8	10	HC4/2/NQ/069	M/508/5422
Introduction to Mentoring	2	1	8	10	HB1/2/NQ/170	D/508/6520
Introduction to Retail	2	1	8	10	HC4/2/NQ/070	A/508/5424
Introduction to Sport and Leisure	2	1	8	10	MA1/2/NQ/015	F/508/5425
Introduction to the Creative Industries	2	1	8	10	HC4/2/NQ/071	Y/508/5009
Introduction to the Information and Communication Technology Sector	2	1	8	10	HC4/2/NQ/072	J/508/5426
Introduction to Travel and Tourism	2	1	8	10	HC4/2/NQ/073	R/508/5428
Leadership Skills	2	3	24	30	HB1/2/NQ/126	R/505/7192
Learning from Volunteering	2	2	16	22	PT1/2/NQ/080	D/505/7194
Maintaining Sexual Health	2	1	8	10	HJ1/2/NQ/005	T/504/8579
Measures and Shape	2	3	24	30	HD4/2/NQ/014	H/505/2112
Mentoring Practice	2	2	16	20	HB1/2/NQ/149	A/506/5853
Mentoring Skills	2	3	24	30	HC4/2/NQ/060	Y/507/7010

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Monitoring and Evaluation	2	6	48	60	GB9/2/NQ/007	H/504/0655
Negotiation Skills	2	3	24	26	HB1/2/NQ/127	Y/504/7781
Numeracy in Context	2	3	24	30	HD4/2/NQ/044	H/507/7012
Oral Communication Skills	2	3	24	30	HD2/2/NQ/001	M/505/2114
Oral Presentation Skills	2	2	16	20	HB6/2/NQ/006	L/505/3206
Personal Development	2	3	24	30	HB1/2/NQ/163	K/507/7013
Personal Learning Skills	2	6	48	60	HB1/2/NQ/131	D/506/2573
Personal Presentation in the Workplace	2	1	8	10	HB6/2/NQ/010	J/507/7228
Planning and Reviewing Learning	2	2	20	20	HC7/2/NQ/005	T/508/4966
Portfolio Building	2	1	7	9	HB1/2/NQ/088	J/505/2118
Preparation for Work	2	3	27	30	HC4/2/NQ/061	F/507/7017
Problem Solving Skills	2	3	24	30	HB1/2/NQ/162	M/507/6056
Punctuation and Grammar	2	2	16	20	HD3/2/NQ/018	A/505/2133
Read and Understand Text and Source Materials	2	3	24	30	HD3/2/NQ/030	J/507/7018
Recognising and Dealing with Bullying	2	2	16	20	HB1/2/NQ/116	T/505/7301

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Recognising Prejudice and Discrimination	2	1	8	10	HE4/2/NQ/016	L/508/5430
Research Project	2	3	14	26	HB1/2/NQ/089	H/505/2143
Responsible Work Practice	2	1	8	10	HC1/2/NQ/017	A/505/4481
Rights and Responsibilities in the Workplace	2	2	16	20	HC1/2/NQ/018	F/505/4482
Risk Management	2	1	8	10	AG8/2/NQ/001	Y/505/6783
Solving Problems in the Workplace	2	3	24	30	HC4/2/NQ/020	K/505/4489
Speaking and Listening Skills	2	3	24	30	HD3/2/NQ/031	F/507/7020
Stress and Stress Management Techniques	2	3	24	30	HB3/2/NQ/005	K/508/5449
Team Building Skills	2	3	24	26	HB1/2/NQ/134	H/504/8657
Team Motivation	2	3	24	25	HB1/2/NQ/145	H/504/8853
Teamwork Skills	2	3	24	30	HB1/2/NQ/099	D/505/4490
Time Management Skills	2	2	16	20	HB1/2/NQ/113	K/505/5500
Understanding Body Image	2	1	8	10	HB2/2/NQ/001	D/503/0996
Understanding Change in the Workplace	2	2	16	20	HC4/2/NQ/021	H/505/4491
Understanding Human Behaviour in Relationships	2	3	24	26	HJ2/2/NQ/007	J/505/1681
Understanding Leadership Skills	2	2	16	20	HC4/2/NQ/022	K/505/4492

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Understanding Mentoring	2	1	8	10	HB1/2/NQ/168	J/508/4986
Understanding Motivation	2	1	8	10	HB7/2/NQ/017	Y/507/1109
Understanding Opportunities in Work-based Learning and Apprenticeships	2	1	8	10	HB1/2/NQ/164	J/507/7021
Understanding Relationships	2	2	16	20	HB7/2/NQ/011	J/503/1009
Understanding Risk	2	1	8	10	HB1/2/NQ/106	F/503/1011
Understanding Structures in the Workplace	2	3	24	30	HC1/2/NQ/019	M/505/4493
Using Calculations	2	3	24	30	HD4/2/NQ/012	M/504/8208
Using Mobile IT Devices	2	2	15	20	CN4/2/NQ/003	H/505/3311
Work Experience	2	3	24	30	HC4/2/NQ/053	H/507/0710
Working in a Group	2	3	24	30	HB1/2/NQ/093	A/505/2164
Working with Data and Probability	2	3	24	30	HD4/2/NQ/015	F/505/2165
Writing	2	3	30	30	HD3/2/NQ/029	H/507/3770
Writing for Meaning Skills	2	3	24	30	HD3/2/NQ/014	J/503/3391

### Group B Building and Construction

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Apply Paint by Brush and Roller	2	6	50	60	TG8/2/NQ/008	R/507/0153
Build Brick and Block Walls	2	2	16	20	TG2/2/NQ/008	M/508/4948
Building Services Techniques in Construction	2	4	32	40	TH1/2/NQ/001	D/505/4375
Carry out Practical Operations in Wallpapering	2	5	50	50	TG8/2/NQ/014	K/508/4950
Common Plumbing Practices	2	3	24	30	TH3/2/NQ/009	T/508/4952
Developing Brickwork Bonding Skills	2	3	24	30	TG2/2/NQ/009	A/508/4998
Developing Woodwork Jointing Skills	2	3	24	30	TG7/2/NQ/011	L/508/4956
Domestic Plumbing Skills	2	3	24	30	TH3/2/NQ/008	L/507/7005
Electrical Isolation – Testing and Certification	2	6	48	60	TH2/2/NQ/001	T/505/4222
Electrical Operations	2	4	32	40	TH2/2/NQ/003	K/505/4377
Exploring Carpentry and Joinery	2	3	25	30	TG7/2/NQ/006	R/505/4339
Exploring Plastering and Dry-lining Operations	2	3	25	30	TG8/2/NQ/007	Y/505/4343
Health and Safety in Construction	2	3	24	30	TE1/2/NQ/001	D/505/4425
Title	Level	Credit	GLH	TQT	Unit code	Unit reference number

Identify and Cut Bricks and Blocks by Machine	2	1	8	10	TG2/2/NQ/010	R/508/4957
Identifying Types of Timber Used for Construction	2	3	24	30	TG7/2/NQ/007	H/505/4345
Lathe Turning	2	3	24	30	VG2/2/NQ/001	F/505/3249
Lighting and Power Circuits	2	3	24	30	TH2/2/NQ/002	L/505/4257
Plastering Techniques	2	3	24	30	TG8/2/NQ/009	A/507/7016
Plumbing Operations	2	4	32	40	TH3/2/NQ/007	M/505/9919
Practical Skills for Dry Stone Walling	2	4	30	40	QA2/2/NQ/006	R/507/7006
Roofing Operations	2	4	32	40	TG6/2/NQ/001	T/505/4379
Trowel Operations	2	4	32	40	TG2/2/NQ/004	M/505/4381
Using and Maintaining Woodworking Tools	2	3	24	30	TG7/2/NQ/009	R/507/7023
Wall and Floor Tiling	2	4	32	40	TG4/2/NQ/001	T/505/4382
Wallpapering Skills	2	3	24	30	TG8/2/NQ/010	H/507/7026
Welding	2	3	24	30	VG2/2/NQ/002	L/505/3254



### Group C Business Administration and IT Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Building Working Relationships with Colleagues	2	2	20	20	HC4/2/NQ/074	D/508/4962
Business Development	2	3	24	28	AA3/2/NQ/001	R/505/6706
Business Skills	2	3	24	28	AY6/2/NQ/005	Y/505/6707
Business Studies	2	3	24	28	AY5/2/NQ/001	D/505/6708
Chairing Meetings	2	1	8	10	AY5/2/NQ/002	H/505/6709
Communicate in a Business Environment	2	3	18	26	AY6/2/NQ/002	L/505/3285
Data Protection and Confidentiality in a Working Environment	2	3	24	28	AJ4/2/NQ/001	H/505/6712
Desktop Publishing Software	2	4	30	36	CQ2/2/NQ/003	D/505/3176
Financial Management	2	3	24	30	AY5/2/NQ/003	M/505/6714
Funding Strategies and Bid-Writing	2	3	24	28	AK5/2/NQ/001	F/505/6717
Handle Mail	2	3	15	30	AZ3/2/NQ/005	D/508/0474
How to Run Effective Meetings	2	1	8	10	AF6/2/NQ/001	F/505/6720
Improve Own Performance in a Business Environment	2	2	6	10	AY7/2/NQ/001	K/505/3178
International Aspects of Business	2	3	24	28	AA3/2/NQ/002	R/505/6723

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Introduction to Business Administration	2	1	8	10	HC4/2/NQ/063	R/508/5414
Manage Own Performance in a Business Environment	2	2	16	20	AY6/2/NQ/007	L/505/6364
Management	2	3	24	30	AA3/2/NQ/003	H/505/6726
Marketing	2	3	24	28	BA1/2/NQ/002	K/505/6730
Marketing Research	2	3	24	28	BA1/2/NQ/003	A/505/6733
Meet and Welcome Visitors	2	3	23	28	AY7/2/NQ/002	Y/505/3290
Minute Taking	2	3	24	28	AF6/2/NQ/002	L/505/6736
Presentation Software	2	4	30	32	CQ5/2/NQ/008	D/505/3260
Responsible Work Practice	2	1	8	10	HC1/2/NQ/017	A/505/4481
Risk Management	2	1	8	10	AG8/2/NQ/001	Y/505/6738
Role of a Secretary	2	1	8	10	AY6/2/NQ/008	D/505/6739
Role of a Treasurer	2	1	8	10	AY5/2/NQ/004	R/505/6740
Running a Community Event	2	1	8	10	AY6/2/NQ/009	Y/505/6741
Single Entry Bookkeeping	2	3	24	28	AK8/2/NQ/001	D/505/6742
Solve Business Problems	2	3	24	30	AY5/2/NQ/005	R/505/6365
Spreadsheet Software	2	4	30	32	CP3/2/NQ/004	L/505/3299
The Economic Environment	2	3	24	30	AB1/2/NQ/009	H/505/6743

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
The Employment Relationship	2	3	24	30	AJ2/2/NQ/001	K/505/6744
The Individual in Organisations	2	3	24	30	AA3/2/NQ/004	M/505/6745
Pay and Payslips	2	1	8	10	AA4/2/NQ/001	D/507/0673
Understanding Business Organisations	2	3	24	30	AY7/2/NQ/005	J/508/5765
Understanding the Business Environment	2	3	24	30	AY5/2/NQ/009	L/508/5766
Use Office Equipment	2	4	18	36	AY8/2/NQ/001	M/505/9127
Using Email	2	3	20	28	CR3/2/NQ/005	D/505/3310
Using the Internet	2	4	30	36	CR3/2/NQ/006	K/505/3312
Word Processing Software	2	4	30	36	CQ1/2/NQ/004	M/505/3313
Work in a Business Environment	2	2	18	20	AY6/2/NQ/003	T/505/3314
Work with Other People in a Business Environment	2	3	24	30	AY6/2/NQ/013	R/508/5767

### Group D Child Care

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Child Minding	2	2	15	20	PT2/2/NQ/018	J/505/7190
Developing Skills for Listening to Children	2	3	24	30	HJ2/2/NQ/009	L/508/5881

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
First Aid Essentials	2	1	10	10	PV1/2/NQ/003	F/508/1861
Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	2	1	9	10	PT1/2/NQ/050	H/505/3289
Introductory Awareness of Autistic Spectrum Conditions	2	2	17	20	PT1/2/NQ/087	T/508/2019
Language and Communication Development in Children	2	6	48	58	HF1/2/NQ/024	A/506/2581
Play for Early Learning	2	6	48	60	HF1/2/NQ/034	F/508/5442
Principles of Communication in Adult Social Care Settings	2	2	17	20	PT1/2/NQ/072	D/505/3291
Principles of Safeguarding and Protection in Health and Social Care	2	3	26	30	PT1/2/NQ/076	F/505/3297
Supporting a Child with Reading	2	3	24	30	HD5/2/NQ/001	D/508/5450
Supporting a Child with Writing	2	3	24	30	HD3/2/NQ/032	H/508/5451
Understand the Context of Supporting Individuals with Learning Disabilities	2	4	35	40	PR4/2/NQ/011	J/508/2347

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Understanding and Managing Emotions	2	3	24	30	HF3/2/NQ/001	H/505/7195
Understanding Child Protection Theory	2	3	24	30	HF1/2/NQ/029	Y/508/5706
Understanding Children's Social and Emotional Development	2	3	24	30	HF1/2/NQ/032	R/508/5882
Understanding How Children Learn	2	3	24	30	HF1/2/NQ/033	M/508/5856
Understanding How to Meet the Physical Needs of Children	2	3	24	30	HF7/2/NQ/011	R/505/3305
Understanding Nutrition, Performance and Healthy Eating	2	3	24	30	PA1/2/NQ/027	M/508/5873
Understanding the Care for Babies under Twelve Months	2	3	24	30	HF1/2/NQ/030	L/508/5878
Understanding the Importance of Play	2	3	24	30	HF1/2/NQ/031	R/508/5879
Understanding the Language and Communication Development of Children	2	5	40	50	HF1/2/NQ/019	J/505/5911

### Group E Creative Studies

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Acting Skills	2	4	40	40	LC4/2/NQ/002	T/504/7125
Advertising Practice	2	3	24	30	JA1/2/NQ/022	R/508/4988

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Art Project	2	3	20	30	JA2/2/NQ/004	J/504/9123
Backstage Skills	2	3	27	30	LE1/2/NQ/002	F/504/7127
Balloon Decorations for Parties and Themes	2	1	8	10	JF1/2/NQ/002	D/505/7521
Candle Making	2	3	24	30	JG4/2/NQ/001	L/504/7728
Ceramics	2	3	26	30	JR1/2/NQ/001	J/504/7730
Colour Theory and Design	2	3	24	30	JA2/2/NQ/005	L/504/9124
Combined Arts and Collaboration	2	3	24	30	JA1/2/NQ/019	Y/508/4989
Contemporary Flower Arranging	2	3	27	30	JG2/2/NQ/001	L/504/7731
Costume for Performance	2	3	27	30	LE5/2/NQ/002	D/504/7135
Craft Design Project	2	3	22	30	JC1/2/NQ/001	R/504/7732
Craft Design Style	2	3	24	30	JC1/2/NQ/002	Y/504/7733
Creative Craft	2	3	25	30	JF1/2/NQ/001	D/504/7734
Creative Writing	2	2	16	20	KC3/2/NQ/001	M/505/7524
Design for Performance	2	6	50	60	LE2/2/NQ/001	K/504/7137
Desktop Publishing Software	2	4	30	40	CQ2/2/NQ/003	D/505/3176
Developing Garment Construction Skills – Children's Wear	2	3	24	30	JK6/2/NQ/016	D/508/5884
Developing Garment Construction Skills – Contemporary Dress/Jacket/Shirt/Trousers or Skirt	2	3	24	30	JK6/2/NQ/019	K/508/5886

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Developing Garment Construction Skills – Kameez	2	3	24	30	JK6/2/NQ/017	M/508/5887
Devising Drama	2	3	4	30	LC4/2/NQ/001	M/504/7138
Digital Imaging and Printing	2	3	24	30	KJ2/2/NQ/002	M/508/4996
Digital Photography	2	3	21	30	JA1/2/NQ/001	R/504/9125
Discovering Music	2	3	24	30	JA1/2/NQ/020	T/508/4997
DJ Skills	2	3	25	30	LK4/2/NQ/002	F/505/7527
Drawing	2	3	21	30	JB2/2/NQ/001	Y/504/9126
Drawing Application Methods	2	3	24	30	JB2/2/NQ/010	F/508/4999
Embroidery	2	3	24	30	JL2/2/NQ/001	H/504/7735
Exploratory Drawing Methods - Using Textile Media and Applications	2	3	24	30	JK1/2/NQ/010	H/508/5000
Exploring a Career in the Creative Sector	2	3	27	30	LC4/2/NQ/022	K/508/5001
Face Painting	2	1	9	10	JB2/2/NQ/008	J/505/7528
Film Project	2	3	24	30	KA3/2/NQ/002	M/508/5002
Floral Art Skills	2	3	26	30	JG2/2/NQ/002	M/504/7737
Garment Construction Skills	2	4	35	40	JK6/2/NQ/008	D/505/8376
Garment Construction: Detail Techniques	2	3	24	30	JK6/2/NQ/018	J/508/5006
Graphic Design	2	2	16	20	JC3/2/NQ/001	H/504/9128

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Group Devised Drama Project	2	3	24	30	LC4/2/NQ/003	T/504/7139
Hand Knitting Skills	2	3	27	30	JK7/2/NQ/001	L/508/1569
Health and Safety for Performing Arts	2	2	16	20	LE1/2/NQ/001	M/504/7141
Imaging Software	2	4	30	40	CQ5/2/NQ/007	H/505/3177
Improvisation and Performance	2	3	24	30	LC4/2/NQ/004	A/504/7143
Jewellery Making	2	3	24	30	JH6/2/NQ/002	H/507/3672
Leaflet and Poster Production and Distribution	2	2	16	20	KA2/2/NQ/002	J/505/7531
Leatherwork	2	3	27	30	JL9/2/NQ/001	K/507/3673
Life Drawing	2	3	24	30	JB2/2/NQ/003	K/504/9129
Making a Product	2	2	18	20	HC4/2/NQ/057	K/507/6217
Making Dance	2	3	24	30	LB5/2/NQ/002	K/504/7154
Mask Making	2	3	27	30	JF4/2/NQ/002	M/504/7740
Materials Exploration	2	3	26	30	JA2/2/NQ/002	T/504/7741
Metalwork Crafts	2	3	24	30	JH2/2/NQ/002	L/507/3679
Music for Performance	2	3	24	30	LF5/2/NQ/004	T/504/7156
Music Improvisation and Performance Skills	2	2	16	20	LC4/2/NQ/023	L/508/5010
Music Journalism	2	6	48	60	KD3/2/NQ/001	R/505/7533
Musical Ensemble Skills	2	6	52	60	LF1/2/NQ/002	M/504/7155



Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Oral Storytelling for Performance	2	3	24	30	LC4/2/NQ/006	A/504/7157
Painting Methods - Mixed Media	2	3	24	30	JB2/2/NQ/011	K/508/5015
Painting Methods - Pictorial Language	2	3	24	30	JB2/2/NQ/012	A/508/5018
Painting with Oils	2	3	26	30	JB2/2/NQ/004	H/504/9131
Painting with Water Based Media	2	3	26	30	JB2/2/NQ/005	K/504/9132
Pattern Cutting: Garment Modelling and Fitting	2	3	24	30	JK1/2/NQ/011	T/508/5020
Pattern Cutting: Pattern Construction Blocks	2	3	24	30	JK1/2/NQ/012	F/508/5022
Pattern Cutting: Pattern Design	2	6	48	60	JK1/2/NQ/013	R/508/5025
Performing in a Production	2	3	24	30	LE1/2/NQ/003	A/504/7160
Performing Physical Theatre	2	3	24	30	LC1/2/NQ/001	J/504/7162
Photography - Using a Camera and Accessories	2	2	18	20	LE2/2/NQ/010	H/508/5028
Photography - Using A Tripod	2	1	9	10	LE2/2/NQ/011	K/508/5046
Photography Using Film	2	3	24	27	JA1/2/NQ/018	M/508/1581
Photography: A Creative Approach to Picture Making	2	3	24	30	JA1/2/NQ/021	T/508/5051
Plagiarism	2	1	7	10	HB1/2/NQ/087	F/505/2117

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Planning and Building a Set	2	3	27	30	LE2/2/NQ/002	M/504/7169
Presenting Visual Art Work	2	3	24	30	JA1/2/NQ/003	T/504/9134
Presentations and Slideshows	2	3	24	30	CQ5/2/NQ/003	L/505/2119
Processing Black and White Film	2	3	26	30	JA1/2/NQ/005	F/504/9136
Produce Craft Work	2	3	20	30	JA8/2/NQ/001	H/505/3261
Promoting a Performing Arts Event	2	4	30	40	LC4/2/NQ/007	M/504/7172
Sculpture	2	3	24	30	JB3/2/NQ/001	L/504/9138
Set and Meet Goals in the Performing Arts	2	3	24	30	LC4/2/NQ/008	F/504/7175
Soft Furnishing: Cushion Making	2	3	24	30	JL7/2/NQ/001	F/505/3252
Soft Furnishings for Interior Design	2	3	24	30	JC8/2/NQ/007	M/505/7359
Sound and Audio Production Skills	2	3	26	30	LK1/2/NQ/009	D/505/7535
Stained Glass	2	3	27	30	JR2/2/NQ/001	J/504/7744
Tailored Garment Construction	2	6	48	58	JK1/2/NQ/014	T/508/5888
Teamwork and Communication Skills for Performing Arts	2	3	24	30	LE1/2/NQ/004	H/504/7184
Technical Skills for Performance	2	4	35	40	LE1/2/NQ/005	K/504/7185
Textile Crafts	2	3	24	30	JK4/2/NQ/001	D/507/3699

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Textile Techniques and Processes	2	3	24	30	JK1/2/NQ/015	A/508/6539
Textiles	2	3	27	30	JK1/2/NQ/002	R/504/7746
The Internet as a Tool for Music Promotion	2	3	24	30	LK3/2/NQ/001	M/504/7186
Toy Making	2	3	24	30	JF3/2/NQ/001	Y/504/7747
Urban, Street or Graffiti Art Practice	2	3	24	30	JK1/2/NQ/016	A/508/5410
Use of Materials in a Practical Activity	2	2	16	20	HC1/2/NQ/036	R/507/1187
Using 2 Dimensional Shapes in Practical Contexts	2	1	8	10	HD4/2/NQ/043	D/507/6330
Using a Digital Audio Workstation	2	3	30	30	LK1/2/NQ/003	T/504/7187
Using Computers in the Arts	2	3	24	30	JA1/2/NQ/023	L/508/5413
Using Video	2	3	20	30	JA1/2/NQ/007	R/504/9139
Woodworking Crafts	2	3	24	30	JP3/2/NQ/002	H/507/3705
Working in Craft	2	3	24	30	JA2/2/NQ/003	H/504/7749
Working in the Performing Arts	2	3	24	30	LC4/2/NQ/009	A/504/7188
Working in Visual Art	2	3	24	30	JA1/2/NQ/008	J/504/9140
Working to a Visual Arts Brief	2	3	20	30	JA1/2/NQ/009	L/504/9141
Working with Digital Images	2	3	24	30	JA1/2/NQ/010	R/504/9142
Working with Mixed Media	2	3	24	30	JA1/2/NQ/011	Y/504/9143

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Working with Wood	2	3	27	30	JP3/2/NQ/001	Y/504/7750

### Group F Hair and Beauty

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying Make-up	2	3	26	30	HL7/2/NQ/001	H/505/6418
Customer Service Skills	2	3	24	30	HC4/2/NQ/054	R/507/1173
Dealing with Bookings	2	1	10	10	NA1/2/NQ/008	K/505/6176
Display Stock to Promote Sales in a Salon	2	3	24	30	HL6/2/NQ/001	M/505/6177
Meet and Welcome Visitors	2	3	23	28	AY7/2/NQ/002	Y/505/3290
Nail Art	2	3	26	30	HL4/2/NQ/001	Y/505/6450
Principles of Resolving Customer Problems	2	2	10	20	NB1/2/NQ/002	M/505/6180
Promote Products and Services to Clients in a Salon	2	3	28	30	HL6/2/NQ/005	A/508/5889
Provide Information and Advice to Customers in a Salon Environment	2	3	25	30	HL6/2/NQ/003	A/505/6182
Reception, Billing and Cashier Procedures for the Front Office Staff	2	3	24	30	ND3/2/NQ/006	R/508/4943
Salon Reception Duties	2	3	24	30	HL6/2/NQ/006	M/508/5890

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Shampoo and Condition Hair	2	1	10	10	HL7/2/NQ/002	A/505/6456
Understand the Control, Receipt and Storage of Stock in a Retail Business	2	2	17	20	BC3/2/NQ/010	T/508/5776
Understand the Handling of Customer Payments in a Retail Business	2	1	8	10	BC3/2/NQ/011	Y/508/5835
Understand the Retail Selling Process	2	2	15	20	BC3/2/NQ/012	F/508/5764
Understanding Customer Service in the Retail Sector	2	3	22	30	BA3/2/NQ/003	F/508/5876
Understanding How a Retail Business Maintains Health and Safety on its Premises	2	2	15	20	BC3/2/NQ/008	D/508/5870
Understanding How Individuals and Teams Contribute to the Effectiveness of a Retail Business	2	3	22	30	BC3/2/NQ/009	K/508/5869

### Group G Health and Social Care

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Ageing and the Older Person	2	3	24	30	PT2/2/NQ/025	H/508/5434
Awareness of Models of Disability	2	2	15	20	PA1/2/NQ/012	R/508/1637

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Awareness of Sensory Loss	2	2	16	20	PA9/2/NQ/009	R/508/1640
Care Planning Skills for the Care Worker	2	3	24	30	PA1/2/NQ/028	K/508/5435
Cleaning, Decontamination and Waste Management	2	2	20	20	PL3/2/NQ/001	M/508/1645
Contribute to Health and Safety in Health and Social Care	2	4	33	40	PT1/2/NQ/099	L/508/3502
Data Protection and Confidentiality in a Working Environment	2	3	24	28	AJ4/2/NQ/001	H/505/6712
Dementia Awareness	2	2	17	20	PT1/2/NQ/085	F/508/1746
First Aid Essentials	2	1	10	10	PV1/2/NQ/003	F/508/1861
Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	2	1	9	10	PT/1/2/NQ/050	H/505/3289
Introductory Awareness of Autistic Spectrum Conditions	2	2	17	20	PT1/2/NQ/087	T/508/2019
Principles of Diversity, Equality and Inclusion in Adult Social Care Settings	2	2	18	20	PT1/2/NQ/077	K/505/5884
Principles of Food Safety when Providing Food and Drink for Individuals	2	2	15	20	PL5/2/NQ/006	L/508/6612

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Principles of Safeguarding and Protection in Health and Social Care	2	3	26	30	PT1/2/NQ/076	F/505/3297
Providing Personal Care in Care Settings	2	3	24	30	PA1/2/NQ/029	H/508/5448
Safeguarding Adults	2	2	16	20	PR4/2/NQ/004	K/507/1888
Stroke Awareness	2	3	28	30	HF8/2/NQ/001	J/508/2171
Support Care Plan Activities	2	2	13	20	HF8/2/NQ/002	L/508/2172
Support Individuals to Eat and Drink	2	2	15	20	PT1/2/NQ/089	T/508/2182
Support Person-Centred Thinking and Planning	2	5	34	50	PR3/2/NQ/001	M/508/2231
The Principles of Infection Prevention and Control	2	3	30	30	PL3/2/NQ/002	R/508/2254
The Role of the Care Worker in Caring for the Person with Dementia	2	3	24	30	PT1/2/NQ/110	L/508/5458
The Role of the Health and Social Care Worker	2	2	14	20	PS1/2/NQ/002	J/508/2252
Understand Health and Safety in Social Care Settings	2	4	40	40	PT1/2/NQ/078	J/505/5889
Understand How to Handle Information in Social Care Settings	2	1	9	10	PT1/2/NQ/074	A/505/3301

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understand Person-Centred Approaches in Adult Social Care Settings	2	4	34	40	PT1/2/NQ/079	L/505/5909
Understand the Context of Supporting Individuals with Learning Disabilities	2	4	35	40	PR4/2/NQ/011	J/508/2347
Understanding and Managing Emotions	2	3	24	30	HF3/2/NQ/001	H/505/7195
Understanding Continence Care	2	3	24	30	PT2/2/NQ/026	L/508/5850
Understanding Disability, Society and the Law	2	3	24	30	PT1/2/NQ/111	D/508/5853
Understanding Hearing Impairment	2	3	24	30	PT2/2/NQ/027	H/508/5854
Understanding Mental Health in Adults	2	2	12	20	PS2/2/NQ/002	K/505/7196
Understanding Nutrition, Performance and Healthy Eating	2	3	24	30	PA1/2/NQ/027	M/508/5873
Understanding Record Keeping for the Care Worker	2	3	24	30	PA6/2/NQ/005	J/508/5877
Understanding Visual Impairment	2	3	24	30	PT2/2/NQ/028	L/508/5508
Working with Dignity in Health and Social Care	2	3	24	28	PT2/2/NQ/024	R/506/6345



### Group H Hospitality and Catering

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Baking Bread, Pastry, Cakes and Biscuits	2	4	32	40	NE2/2/NQ/002	H/505/6158
Clean and Maintain External Surfaces and Areas	2	3	16	30	TH9/2/NQ/002	H/505/8427
Cleaning and Servicing of Hospitality Areas	2	3	24	30	NA1/2/NQ/007	Y/505/6173
Cooking with Meat, Fish and Vegetables	2	4	32	40	NE4/2/NQ/001	H/505/6175
Dealing with Bookings	2	1	10	10	NA1/2/NQ/008	K/505/6176
Developing Cooking Skills	2	3	24	30	NF4/2/NQ/004	R/508/4909
Developing Good Practice Skills for use in the Kitchen	2	3	24	30	NH3/2/NQ/002	R/505/3286
Food Safety in Catering	2	1	9	10	NA1/2/NQ/002	Y/505/3287
Housekeeping in Hospitality	2	3	24	30	ND4/2/NQ/004	A/508/4919
Preparation and Clearing of Service Areas	2	3	26	30	NA1/2/NQ/009	T/505/6178
Preparing Basic Fish Dishes	2	1	8	10	NF1/2/NQ/006	H/508/4929
Preparing Pasta Dishes	2	1	8	10	NF1/2/NQ/007	K/508/4933
Preparing Rice, Pulse and Grain Dishes	2	1	8	10	NF1/2/NQ/008	J/508/4938

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Preparing Vegetable Dishes	2	1	8	10	NF1/2/NQ/009	J/508/4941
Principles of Customer Service in Hospitality Leisure Travel and Tourism	2	2	16	20	NA1/2/NQ/003	M/505/3179
Principles of Preparing and Clearing Areas for Table Service	2	2	15	20	NB1/2/NQ/006	M/507/9667
Principles of Producing Basic Fish Dishes	2	1	8	10	NF1/2/NQ/001	K/505/3293
Principles of Producing Basic Pasta Dishes	2	1	8	10	NF1/2/NQ/002	M/505/3294
Principles of Producing Basic Rice, Pulse and Grain Dishes	2	1	8	10	NF1/2/NQ/003	T/505/3295
Principles of Producing Basic Vegetable Dishes	2	1	8	10	NF1/2/NQ/004	A/505/3296
Principles of Resolving Customer Service Problems	2	2	10	20	NB1/2/NQ/002	M/505/6180
Principles of Setting Up and Closing a Kitchen	2	1	7	10	NF6/2/NQ/002	L/508/4942
Reception, Billing and Cashier Procedures for Front Office Staff	2	3	24	30	ND3/2/NQ/006	R/508/4943

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Service of Alcoholic and Non-Alcoholic Drinks	2	1	10	10	NB2/2/NQ/001	F/505/6183
Service of Food at Table	2	1	10	10	NB1/2/NQ/004	J/505/6184
Understanding Food Hygiene	2	3	24	30	NF1/2/NQ/005	M/505/6471
Understanding Hotel Reservation Systems	2	3	24	30	ND3/2/NQ/007	Y/508/4944
Using Grains, Pulses and Dairy Produce in Cooking	2	3	24	30	NB1/2/NQ/014	D/508/4945

### Group I Land Based Studies

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Build Brick and Block Walls	2	2	16	20	TG2/2/NQ/008	M/508/4948
Collect, Sort and Process Materials for Recycling	2	3	23	30	QE4/2/NQ/002	K/508/6407
Establishing Plants or Seeds in Soil	2	4	30	38	SE2/2/NQ/037	M/508/6408
Green Woodwork	2	3	24	30	SG4/2/NQ/001	F/505/6569
Habitat Management	2	2	18	20	QA1/2/NQ/009	L/507/5772
Hedgelaying	2	4	30	38	SF4/2/NQ/003	D/508/6422
Identify and Cut Bricks and Blocks by Machine	2	1	8	10	TG2/2/NQ/010	R/508/4957

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Identify and Report the Presence of Pests, Diseases and Disorder	2	3	23	30	SE2/2/NQ/038	F/508/6445
Introduction to Land Based Industries	2	1	8	10	HC4/2/NQ/069	M/508/5422
Life Processes and Living Things	2	3	24	28	RA1/2/NQ/012	Y/505/4682
Maintain Moisture Levels for Crops or Plants	2	2	15	20	SE2/2/NQ/039	J/508/6446
Meet and Welcome Visitors	2	3	23	28	AY7/2/NQ/002	Y/505/3290
Plant Nomenclature, Terminology and Identification	2	5	38	50	SE2/2/NQ/040	L/508/6447
Plant Propagation Skills	2	3	24	30	SE2/2/NQ/041	F/508/6462
Plant Selection	2	3	24	30	SE2/2/NQ/042	T/508/6443
Practical Floristry Skills	2	3	24	30	SE7/2/NQ/006	M/508/6473
Practical Skills for Dry Stone Walling	2	4	30	40	QA2/2/NQ/006	R/507/7006
Prepare and Cultivate Sites Ready for Planting Crops	2	4	30	38	SE2/2/NQ/043	R/508/6434
Prepare Feed for Animals	2	2	15	20	SP2/2/NQ/006	Y/508/6404
Preparing Ground for Seeding and Planting	2	4	30	38	SE2/2/NQ/044	R/508/6403

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Principles of Ecology and Conservation	2	6	48	58	SL6/2/NQ/002	A/508/6380
Propagate Plants from Seed	2	4	30	38	SE2/2/NQ/045	M/508/6375
Provide Nutrients to Crops or Plants	2	2	15	20	SE2/2/NQ/046	Y/508/6290
Select and Prepare Interior Plant Displays	2	6	45	58	SE2/2/NQ/047	A/508/6265
Sharpening and Maintenance of Edged Hand Tools	2	3	24	30	SK3/2/NQ/004	L/505/6574
Tractor Driving	2	4	32	40	SK1/2/NQ/001	K/505/6470
Understanding Grazing Systems	2	3	24	30	SA1/2/NQ/004	T/505/6472
Understanding How to Conserve Grass as Hay and Silage	2	3	24	30	SA1/2/NQ/005	A/505/6473
Understanding How to Grow Fruit and Vegetables	2	3	24	30	SE2/2/NQ/021	L/505/3304
Understanding How to Protect Crops	2	4	32	40	SE4/2/NQ/004	F/505/6474
Understanding How to Select Plants	2	3	24	30	SE2/2/NQ/022	Y/505/3306
Understanding Organic Horticulture	2	3	24	30	SE3/2/NQ/003	D/505/3307
Understanding Techniques used in Floristry	2	3	24	30	SE7/2/NQ/007	H/508/6177
Understanding the Construction of Water Gardens	2	2	16	20	SE2/2/NQ/048	J/508/6172

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Using and Maintaining Woodworking Tools	2	3	24	30	TG7/2/NQ/009	R/507/7023
Welcome, Receive and Care for Visitors to Sites	2	3	23	30	SF2/2/NQ/002	D/508/6162

### Group J Retail

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Advertising Practice	2	3	24	30	JA1/2/NQ/022	R/508/4988
Data Protection and Confidentiality in a Working Environment	2	3	24	28	AJ4/2/NQ/001	H/505/6712
Display and Sell Goods	2	3	24	30	BC3/2/NQ/007	M/505/8429
Marketing	2	3	24	28	BA1/2/NQ/002	K/505/6730
Meet and Welcome Visitors	2	3	23	28	AY7/2/NQ/002	Y/505/3290
Principles of Resolving Customer Service Problems	2	2	10	20	NB1/2/NQ/002	M/505/6180
Understanding Contributions to the Effectiveness of a Retail Business	2	3	22	30	BC3/2/NQ/013	J/508/5880
Understanding Environmental Sustainability in the Retail Sector	2	3	16	28	BC3/2/NQ/014	H/508/5871

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding How a Retail Business Maintains Health and Safety on its Premises	2	2	15	20	BC3/2/NQ/008	D/508/5870
Understanding Retail Consumer Law	2	2	16	20	EC3/2/NQ/003	R/508/5834
Understanding the Control, Receipt and Storage of Stock in a Retail Business	2	2	17	20	BC3/2/NQ/010	T/508/5776
Understanding the Handling of Customer Payments in a Retail Business	2	2	8	10	BC3/2/NQ/011	Y/508/5835
Understanding the Retail Selling Process	2	2	15	20	BC3/2/NQ/012	F/508/5764

### Group K Sport, Leisure and Recreation

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Basketball	2	3	24	30	MA2/2/NQ/001	H/505/7228
Effects of Exercise on the Body Systems	2	3	24	30	MA2/2/NQ/002	K/505/7229
Narrow Boat Navigation	2	3	24	30	NM6/2/NQ/001	J/507/3681
Nutrition and Weight Management	2	6	48	60	PA1/2/NQ/026	A/508/5438
Personal Physical Fitness	2	3	24	30	MA2/2/NQ/003	D/505/7230

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Soccer	2	3	24	30	MA2/2/NQ/004	A/505/9003
Sport Activity	2	3	24	30	MA2/2/NQ/005	K/505/7232
Take Part in an Activity	2	1	8	10	HB1/2/NQ/169	R/508/6613
Taking Part in Sport for Personal Improvement	2	3	24	30	MA1/2/NQ/008	M/505/7233
Understanding Careers in Leisure and Tourism	2	3	24	30	MA1/2/NQ/007	J/505/3303
Understanding Nutrition, Performance and Healthy Eating	2	3	24	30	PA1/2/NQ/027	M/508/5873
Understanding the Leisure Industry	2	3	24	30	NL1/2/NQ/002	T/508/5907
Use of Tools and Equipment for a Practical Activity	2	2	16	20	HC1/2/NQ/038	F/507/4182
Weight Training - Practical	2	6	48	60	MD9/2/NQ/001	T/505/7234
Weight Training - Theory	2	6	48	60	MD9/2/NQ/002	A/505/7235
Wilderness Living and Survival Skills Campfire, Tool Craft and Orientation Skills	2	3	24	30	MA8/2/NQ/015	T/505/9002
Wilderness Living and Survival Skills, Shelter and Travel Craft	2	3	24	30	MA8/2/NQ/013	L/505/7238



Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Wilderness Living and Survival Skills, Water, Food and Trail Craft	2	3	24	30	MA8/2/NQ/014	J/505/7237

### Group L Travel and Tourism

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Customer Service for the Travel and Tourism Industry	2	3	24	30	NK1/2/NQ/006	D/508/6064
Hotel Reservations	2	3	24	30	NA1/2/NQ/018	J/508/4910
Principles of Customer Service in Hospitality Leisure Travel and Tourism	2	2	16	20	HC1/2/NQ/038	M/505/3179
The Business of Travel and Tourism	2	3	24	30	NK2/2/NQ/011	F/508/5988
Travel and Tourism Support Services	2	4	32	40	NK2/2/NQ/005	K/505/6291
Travel Planning	2	3	24	30	MA2/2/NQ/004	M/505/6292
UK Travel and Tourism Destinations	2	3	24	30	MA2/2/NQ/005	K/505/3262
Understanding Airline and Airport Operations	2	3	18	30	MA1/2/NQ/007	T/505/6293
Understanding the Environmental Impact of Leisure and Tourism in the UK	2	3	24	30	NK1/2/NQ/007	L/508/5914

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding the Tourism Industry	2	3	24	30	NK1/2/NQ/004	H/505/3308
Understanding the Travel and Tourism Industry	2	3	24	30	NK1/2/NQ/008	K/508/5905
Understanding the Use of Technology in Travel and Tourism	2	3	24	30	NK2/2/NQ/012	R/508/5901
Understanding the Work of a Resort Representative	2	3	24	28	NK2/2/NQ/013	L/508/5900
Worldwide Travel and Tourism Destinations	2	3	27	30	NK2/2/NQ/009	A/505/6294