

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
Art Project	2	3	20	30	JA2/2/NQ/004	J/504/9123
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
Drawing	2	3	21	30	JB2/2/NQ/001	Y/504/9126
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

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Introduction to Child Care	2	1	8	10	HC4/2/NQ/065	D/508/5416
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Recognising and Dealing with Bullying	2	2	16	20	HB1/2/NQ/116	T/505/7301
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding Leadership Skills	2	2	16	20	HC4/2/NQ/022	K/505/4492
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 in Visual Art	2	3	24	30	JA1/2/NQ/008	J/504/9140
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 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 C 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
First Aid Essentials	2	1	10	10	PV1/2/NQ/003	F/508/1861

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 D 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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 E 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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 F 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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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 G 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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 H 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
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

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

Group I 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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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