

## 4. The units

### Personal Development Unit Group

| Title                                     | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Active Citizenship in the Local Community | 1     | 1      | 9   | 10  | HE4/1/NQ/017 | L/504/8510            |
| Alcohol Awareness for the Individual      | 1     | 3      | 27  | 30  | HH3/1/NQ/006 | F/505/8791            |
| Applying for a Job                        | 1     | 1      | 10  | 10  | HC6/1/NQ/009 | K/505/3049            |
| Approaches to Learning                    | 1     | 1      | 9   | 10  | HE4/1/NQ/018 | D/505/5297            |
| Aspects of Citizenship                    | 1     | 3      | 27  | 30  | HE4/1/NQ/019 | R/504/8511            |
| Assertive Living                          | 1     | 3      | 27  | 30  | HB1/1/NQ/210 | L/506/0558            |
| Banking and Other Financial Organisations | 1     | 1      | 9   | 10  | HE1/1/NQ/006 | R/504/7486            |
| Behaviour in Conflict                     | 1     | 3      | 27  | 30  | HB1/1/NQ/229 | R/504/8718            |
| Being a Critical Consumer                 | 1     | 1      | 9   | 10  | HE7/1/NQ/001 | T/507/0596            |
| Budgeting and Money Management            | 1     | 1      | 9   | 10  | HD6/1/NQ/013 | J/505/4435            |
| Building a Personal Career Portfolio      | 1     | 3      | 27  | 30  | HB1/1/NQ/211 | M/504/7494            |
| Business and the Community                | 1     | 1      | 9   | 10  | AA3/1/NQ/004 | F/507/0598            |
| Career Development and Employability      | 1     | 1      | 9   | 10  | HC1/1/NQ/031 | J/507/0599            |
| Career Preparation                        | 1     | 1      | 9   | 10  | HC1/1/NQ/030 | L/506/0737            |
| Caring for your Child                     | 1     | 3      | 27  | 30  | HJ1/1/NQ/011 | T/504/7514            |
| Citizen Social Science                    | 1     | 2      | 15  | 19  | HB1/1/NQ/256 | L/617/4833            |
| Conducting Peer Research                  | 1     | 4      | 35  | 40  | HB1/1/NQ/257 | Y/617/4833            |
| Communication in the Workplace            | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |

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|--|-------|--------|-----|-----|--------------|-----------------------|
| Critical Thinking                                      | 1     | 3      | 24  | 30  | HB1/1/NQ/169 | J/505/1955            |
| Customer Service Skills                                | 1     | 3      | 27  | 30  | HC4/1/NQ/109 | J/507/1123            |
| CV Writing   | 1     | 1      | 9   | 10  | HC4/1/NQ/067 | L/505/3058            |
| Develop Independent Skills for Living in the Community | 1     | 3      | 27  | 30  | HB1/1/NQ/212 | R/506/0559            |
| Developing a Personal Learning Programme               | 1     | 3      | 27  | 30  | HB1/1/NQ/217 | L/506/1970            |
| Developing Confidence and Self- Esteem                 | 1     | 1      | 9   | 10  | HB6/1/NQ/011 | A/506/5318            |
| Developing Own Interpersonal Skills                    | 1     | 3      | 27  | 30  | HB7/1/NQ/012 | D/504/8429            |
| Developing Personal Confidence and Self Awareness      | 1     | 3      | 27  | 30  | HB1/1/NQ/215 | D/504/8432            |
| Developing Personal Development Skills                 | 1     | 3      | 27  | 30  | HB1/1/NQ/216 | T/506/0571            |
| Developing Personal Learning Skills                    | 1     | 6      | 54  | 60  | HB1/1/NQ/218 | K/506/0759            |
| Developing Skills for Independent Life                 | 1     | 3      | 27  | 30  | HD6/1/NQ/016 | J/506/0560            |
| Employment Rights, Contracts and Pay                   | 1     | 3      | 27  | 30  | HC4/1/NQ/099 | R/505/8794            |
| Family Relationships                                   | 1     | 3      | 27  | 30  | HJ2/1/NQ/006 | M/504/8225            |
| Food Safety in the Home and Community                  | 1     | 2      | 20  | 20  | HB1/1/NQ/095 | H/502/3094            |
| Group and Teamwork Communication Skills                | 1     | 3      | 27  | 30  | HB1/1/NQ/213 | K/506/0664            |
| Handling Data  | 1     | 2      | 18  | 20  | HD4/1/NQ/063 | R/506/1050            |
| Health and Hygiene in the Home                         | 1     | 3      | 27  | 30  | HJ1/1/NQ/009 | K/505/8557            |

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|--|-------|--------|-----|-----|--------------|-----------------------|
| Health and Safety Awareness in a Working Environment | 1     | 1      | 9   | 10  | HC4/1/NQ/093 | J/504/8487            |
| Health and Safety in a Practical Environment         | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Healthy Living                                       | 1     | 3      | 27  | 30  | HJ1/1/NQ/010 | L/504/8264            |
| Household Skills                                     | 1     | 3      | 27  | 30  | HD6/1/NQ/019 | M/507/2718            |
| Improving Assertiveness and Decision Making          | 1     | 3      | 27  | 30  | HB6/1/NQ/010 | D/505/8555            |
| Improving Own Confidence                             | 1     | 3      | 27  | 30  | HB1/1/NQ/220 | L/506/0656            |
| Improving Own Learning and Performance               | 1     | 3      | 27  | 30  | HB1/1/NQ/166 | J/504/4391            |
| Independent Shopping for Household Items             | 1     | 3      | 27  | 30  | HD6/1/NQ/017 | J/504/8277            |
| Induction to Study                                   | 1     | 3      | 27  | 30  | HB1/1/NQ/221 | R/504/8279            |
| Interview Skills                                     | 1     | 1      | 10  | 10  | HC6/1/NQ/011 | H/505/3065            |
| Introduction to Drug Awareness for the Individual    | 1     | 3      | 27  | 30  | HH3/1/NQ/007 | H/506/1215            |
| Introduction to Saving and Borrowing                 | 1     | 1      | 9   | 10  | HE1/1/NQ/012 | J/508/3157            |
| Issues of Substance Misuse                           | 1     | 1      | 9   | 10  | HH3/1/NQ/008 | H/504/8688            |
| Job Seeking Skills                                   | 1     | 3      | 27  | 30  | HC4/1/NQ/094 | R/504/8573            |
| Lip Reading Skills                                   | 1     | 6      | 54  | 60  | HB1/1/NQ/214 | F/506/0668            |
| Looking After Own Health                             | 1     | 1      | 9   | 10  | HJ1/1/NQ/007 | T/505/4060            |
| Making and Using Story Sacks for Family Learning     | 1     | 3      | 27  | 30  | HF1/1/NQ/028 | R/505/8553            |
| Making Choices in Pursuit of Personal Goals          | 1     | 3      | 27  | 30  | HB1/1/NQ/222 | R/506/1971            |
| Making Financial Decisions                           | 1     | 1      | 9   | 10  | HE1/1/NQ/008 | Y/507/0610            |

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|---|-------|--------|-----|-----|--------------|-----------------------|
| Managing Own Personal Relationships with Others | 1     | 3      | 27  | 30  | HB1/1/NQ/223 | D/506/0712            |
| Managing Your Own Learning                      | 1     | 3      | 27  | 30  | HB1/1/NQ/224 | L/505/8552            |
| Measure: Time and Temperature                   | 1     | 2      | 18  | 20  | HD4/1/NQ/061 | R/506/0920            |
| Oral Communication Skills                       | 1     | 3      | 24  | 30  | HD2/1/NQ/001 | F/505/2067            |
| Participating in a Vocational Taster            | 1     | 2      | 18  | 20  | HC1/1/NQ/035 | H/507/1128            |
| Pay and Payslips                                | 1     | 1      | 9   | 10  | AA4/1/NQ/001 | D/507/0611            |
| Peer Mediation                                  | 1     | 3      | 27  | 30  | HB1/1/NQ/231 | R/504/8816            |
| Personal Budgeting And Managing Money           | 1     | 3      | 27  | 30  | HE1/1/NQ/011 | M/507/9488            |
| Personal Career Planning                        | 1     | 3      | 27  | 30  | HC1/1/NQ/029 | M/504/7527            |
| Personal Development                            | 1     | 3      | 27  | 30  | HB1/1/NQ/225 | Y/506/0577            |
| Personal Presentation in the Workplace          | 1     | 1      | 9   | 10  | HB6/1/NQ/009 | K/504/9504            |
| Prepare for Interview                           | 1     | 1      | 9   | 10  | HC4/1/NQ/095 | R/506/0738            |
| Preparation for Work Experience                 | 1     | 1      | 9   | 10  | HC4/1/NQ/107 | K/507/0613            |
| Preparing for a Recruitment Interview           | 1     | 3      | 27  | 30  | HC4/1/NQ/096 | K/505/8722            |
| Preparing for an Interview                      | 1     | 1      | 9   | 10  | HC4/1/NQ/108 | M/507/0614            |
| Preparing for Work                              | 1     | 2      | 16  | 20  | HC4/1/NQ/080 | K/505/4444            |
| Presentation Skills                             | 1     | 2      | 18  | 20  | HB1/1/NQ/219 | T/504/8131            |
| Probability                                     | 1     | 1      | 9   | 10  | HD4/1/NQ/064 | K/506/0924            |
| Problem Solving in the Workplace                | 1     | 3      | 27  | 30  | HB4/1/NQ/001 | H/505/8587            |

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|---|-------|--------|-----|-----|---------------|-----------------------|
| Problem Solving Skills for Work                       | E3    | 2      | 20  | 20  | HC7/E3/NQ/004 | J/505/3219            |
| Punctuation and Grammar Skills                        | 1     | 2      | 18  | 20  | HD3/1/NQ/033  | J/506/0896            |
| Reading and Understanding                             | 1     | 3      | 24  | 30  | HD3/1/NQ/028  | R/505/2073            |
| Recognising and Respecting Diversity in the Workplace | 1     | 1      | 9   | 10  | HC1/1/NQ/023  | L/503/4896            |
| Recognising Employment Opportunities                  | 1     | 1      | 9   | 10  | HC4/1/NQ/098  | R/504/8685            |
| Research Project                                      | 1     | 3      | 16  | 30  | HB1/1/NQ/173  | M505/2081             |
| Responsible Work Practice                             | 1     | 1      | 9   | 10  | HC1/1/NQ/024  | Y/504/9370            |
| Rights and Responsibilities in the Workplace          | 1     | 1      | 8   | 10  | HC1/1/NQ/025  | T/504/5214            |
| Sex and Relationships                                 | 1     | 3      | 24  | 30  | HB1/1/NQ/104  | J/504/8196            |
| Speaking and Listening Skills                         | 1     | 3      | 27  | 30  | HD2/1/NQ/002  | M/505/8656            |
| Spelling Rules and Strategies in Practical Use        | 1     | 3      | 27  | 30  | HD3/1/NQ/034  | D/506/0905            |
| Spelling Skills                                       | 1     | 3      | 27  | 30  | HD3/1/NQ/035  | H/506/0906            |
| Study Skills  | 1     | 3      | 27  | 30  | HB1/1/NQ/105  | L/504/8197            |
| Supporting Your Children in Family Learning           | 1     | 3      | 27  | 30  | HB1/1/NQ/226  | J/505/8596            |
| Take Part in an Activity                              | 1     | 1      | 9   | 10  | HB1/1/NQ/228  | A/504/8714            |
| The Peer Mediation Process                            | 1     | 3      | 27  | 30  | HB1/1/NQ/237  | T/504/8856            |
| Time Management                                       | 1     | 3      | 27  | 30  | AF2/1/NQ/002  | L/504/8717            |
| Understanding And Using 2D Shapes                     | 1     | 1      | 9   | 10  | HD4/1/NQ/065  | A/506/0927            |
| Understanding And Using Decimals                      | 1     | 2      | 18  | 20  | HD4/1/NQ/066  | F/506/0928            |

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|--|-------|--------|-----|-----|--------------|-----------------------|
| Understanding And Using Fractions                        | 1     | 2      | 18  | 20  | HD4/1/NQ/067 | J/506/0929            |
| Understanding And Using Percentages                      | 1     | 2      | 18  | 20  | HD4/1/NQ/068 | A/506/0930            |
| Understanding Customer Service                           | 1     | 3      | 27  | 30  | BA3/1/NQ/002 | A/506/1043            |
| Understanding Diversity within Society                   | 1     | 3      | 27  | 30  | HE4/1/NQ/020 | F/505/8807            |
| Understanding Eating Disorders                           | 1     | 1      | 9   | 10  | HH5/1/NQ/004 | H/506/0632            |
| Understanding Equal Opportunities                        | 1     | 3      | 27  | 30  | HE4/1/NQ/021 | M/506/0634            |
| Understanding Length, Weight And Capacity                | 1     | 1      | 9   | 10  | HD4/1/NQ/084 | M/507/9491            |
| Understanding Motivation                                 | 1     | 1      | 9   | 10  | HE4/1/NQ/024 | D/506/5327            |
| Understanding Own Response to Body Image                 | 1     | 2      | 18  | 20  | HB1/1/NQ/230 | J/506/1983            |
| Understanding Pay  | 1     | 3      | 27  | 30  | HB1/1/NQ/110 | Y/504/8204            |
| Understanding Perimeter and Area                         | 1     | 1      | 9   | 10  | HD4/1/NQ/085 | A/507/9493            |
| Understanding Personal and Interpersonal Conflict        | 1     | 3      | 27  | 30  | HB1/1/NQ/232 | R/506/0660            |
| Understanding Personal Awareness                         | 1     | 3      | 27  | 30  | HB1/1/NQ/233 | L/506/0673            |
| Understanding Personal Relationships                     | 1     | 3      | 27  | 30  | HB1/1/NQ/234 | Y/506/1986            |
| Understanding Prejudice and Discrimination               | 1     | 3      | 27  | 30  | HE4/1/NQ/022 | J/506/0638            |
| Understanding Rights and Responsibilities of Citizenship | 1     | 3      | 27  | 30  | HE4/1/NQ/023 | M/506/0567            |
| Understanding Self in Conflict                           | 1     | 3      | 27  | 30  | HB1/1/NQ/235 | D/506/1987            |

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|--|-------|--------|-----|-----|--------------|-----------------------|
| Understanding Social and Physical Aspects of Adult Relationships     | 1     | 1      | 9   | 10  | HB1/1/NQ/116 | K/503/9913            |
| Understanding Stress and Stress Management Techniques                | 1     | 3      | 27  | 30  | HB3/1/NQ/005 | H/506/0601            |
| Understanding Structures in the Workplace                            | 1     | 2      | 18  | 20  | HC1/1/NQ/026 | H/504/9520            |
| Understanding the Importance of a Balanced Diet and Regular Exercise | 1     | 1      | 9   | 10  | HB1/1/NQ/236 | Y/506/0613            |
| Understanding Volume   | 1     | 1      | 9   | 10  | HD4/1/NQ/086 | F/507/9494            |
| Understanding Welfare at Work  | 1     | 3      | 27  | 30  | HC4/1/NQ/100 | M/506/1993            |
| Understanding What Volunteering is About                             | 1     | 1      | 10  | 10  | HD5/1/NQ/005 | L/506/0799            |
| Understanding Whole Numbers  | 1     | 2      | 18  | 20  | HD4/1/NQ/072 | D/505/9673            |
| Understanding Work-Based Learning and Apprenticeships                | 1     | 1      | 9   | 10  | HC4/1/NQ/101 | Y/506/0742            |
| Understanding Working Patterns                                       | 1     | 1      | 9   | 10  | HC4/1/NQ/102 | D/506/0743            |
| Understanding Young People, Law and Order                            | 1     | 3      | 27  | 30  | HH4/1/NQ/002 | T/506/0649            |
| Undertaking an Enterprise Project                                    | 1     | 3      | 27  | 30  | HC4/1/NQ/081 | T/505/4446            |
| Using an Ordnance Survey Map   | 1     | 2      | 18  | 20  | HB1/1/NQ/238 | F/505/8631            |
| Using Calculations: Addition And Subtraction Of Whole Numbers        | 1     | 1      | 9   | 10  | HD4/1/NQ/073 | D/506/0936            |
| Using Calculations: Multiplication and Division Of Whole Numbers     | 1     | 2      | 18  | 2   | HD4/1/NQ/074 | H/506/0937            |

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|--|-------|--------|-----|-----|--------------|-----------------------|
| Using Cooking Skills in the Domestic Kitchen | 1     | 3      | 27  | 30  | HB1/1/NQ/239 | Y/506/0790            |
| Using Teamwork Skills                        | 1     | 3      | 27  | 30  | HB1/1/NQ/240 | D/506/0676            |
| Website Software                             | 1     | 3      | 20  | 30  | CQ0/1/NQ/002 | L/502/4630            |
| Work Experience                              | 1     | 3      | 27  | 30  | HC4/1/NQ/104 | J/506/1997            |
| Work Placement                               | 1     | 3      | 27  | 30  | HC4/1/NQ/013 | R/504/8198            |
| Work, Review and Plan                        | 1     | 3      | 27  | 30  | HB1/1/NQ/241 | Y/506/0708            |
| Working in a Group                           | 1     | 3      | 24  | 30  | HB1/1/NQ/176 | D/505/2092            |
| Writing for Meaning Skills                   | 1     | 3      | 27  | 30  | HD3/1/NQ/036 | M/506/0911            |

### Administration Unit Group

| Title                        | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|------------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Filing Skills                | 1     | 3      | 27  | 30  | AY4/1/NQ/002 | R/505/0825            |
| Using Faxes and Photocopiers | 1     | 3      | 27  | 30  | AY8/1/NQ/008 | T/506/2000            |

### Agriculture Unit Group

| Title                                    | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Assist with Animal Accommodation         | 1     | 2      | 18  | 20  | SH2/1/NQ/001 | R/600/0470            |
| Assist with Feedstuffs for Small Animals | 1     | 2      | 18  | 20  | SF2/1/NQ/001 | H/600/0473            |
| Assist with the Care of Animals          | 1     | 2      | 18  | 20  | SH2/1/NQ/002 | A/502/4588            |



| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Assist with the Movement and Handling of Small Animals   | 1     | 1      | 9   | 10  | SH2/1/NQ/003 | T/502/5710            |
| Principles of Dealing with Animal Accommodation          | 1     | 2      | 18  | 20  | SH2/1/NQ/004 | D/600/0469            |
| Principles of the Care of Animals                        | 1     | 2      | 18  | 20  | SH2/1/NQ/005 | F/502/4589            |
| Principles of the Movement and Handling of Small Animals | 1     | 2      | 18  | 20  | SH2/1/NQ/006 | L/502/5714            |
| Understanding Soils and Crop Plants                      | 1     | 3      | 27  | 30  | SD2/1/NQ/001 | F/506/1013            |

### Animal Care Unit Group

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Assist with Maintaining the Health and Wellbeing of Animals | 1     | 6      | 50  | 60  | SP5/1/NQ/001 | H/502/5119            |
| Developing Confidence Working With Animals                  | 1     | 3      | 27  | 30  | SP2/1/NQ/004 | H/507/9486            |
| Principles of Dealing with Feedstuffs for Small Animals     | 1     | 1      | 9   | 10  | SP2/1/NQ/002 | Y/600/0471            |

### Building and Construction Unit Group

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Apply Foundation and Plain Papers                             | 1     | 5      | 50  | 50  | TG2/1/NQ/035 | F/505/0304            |
| Apply Paint Systems by Brush and Roller                       | 1     | 6      | 60  | 60  | TG8/1/NQ/021 | J/505/0305            |
| Assemble Units for Interiors                                  | 1     | 1      | 10  | 10  | TE3/1/NQ/004 | L/505/0306            |
| Bricklaying Principles  | 1     | 3      | 30  | 30  | TG2/1/NQ/030 | T/505/0607            |
| Brickwork Skills  | 1     | 4      | 34  | 40  | TG2/1/NQ/036 | T/505/0476            |
| Carpentry Hand Skills   | 1     | 3      | 27  | 30  | TG7/1/NQ/015 | J/506/0512            |
| Constructing a Cavity Wall Using Bricklaying Skills           | 1     | 3      | 27  | 30  | TG2/1/NQ/026 | L/504/9625            |
| Constructing a Half Brick Wall Using Bricklaying Skills       | 1     | 3      | 27  | 30  | TG2/1/NQ/027 | Y/504/9627            |
| Constructing a One Brick Wide Wall Using Bricklaying Skills   | 1     | 3      | 27  | 30  | TG2/1/NQ/028 | H/504/9629            |
| Developing Construction Painting Skills                       | 1     | 4      | 40  | 40  | TG8/1/NQ/002 | R/502/3690            |
| Developing Joinery Skills                                     | 1     | 4      | 40  | 40  | TG2/1/NQ/007 | H/502/3693            |
| Developing Plumbing Skills                                    | 1     | 4      | 40  | 40  | TH3/1/NQ/001 | K/502/3694            |
| Fitting Units for Interiors                                   | 1     | 1      | 10  | 10  | TE3/1/NQ/005 | F/506/2002            |
| Fix and Fit Work Surfaces                                     | 1     | 1      | 10  | 10  | TE3/1/NQ/006 | R/506/2005            |
| Know How to Carry Out Basic Blocklaying                       | 1     | 2      | 20  | 20  | TG2/1/NQ/037 | J/506/2017            |
| Know How to Maintain and Use Carpentry and Joinery Hand Tools | 1     | 2      | 20  | 20  | TG2/1/NQ/038 | H/506/2011            |
| Know How to Produce Basic Woodworking Joints                  | 1     | 3      | 30  | 30  | TG7/1/NQ/014 | T/506/2014            |

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|---|-------|--------|-----|-----|--------------|-----------------------|
| Plastering Techniques                                       | 1     | 3      | 27  | 30  | TG1/1/NQ/011 | A/508/5715            |
| Preparing Ceilings and Walls for Decoration                 | 1     | 1      | 10  | 10  | TG8/1/NQ/025 | T/505/0669            |
| Use of Tools and Equipment for Bricklaying                  | 1     | 3      | 27  | 30  | TG2/1/NQ/039 | F/505/8614            |
| Using and Maintaining Woodworking Tools                     | 1     | 3      | 27  | 30  | TG7/1/NQ/016 | J/506/3247            |
| Using Decorative Paint Effects for Interior Walls           | 1     | 3      | 27  | 30  | TG8/1/NQ/022 | F/505/4398            |
| Using Floor and Wall Tiling Techniques                      | 1     | 3      | 27  | 30  | TG4/1/NQ/004 | D/506/0497            |
| Using Painting Skills for Interior Ceilings and Walls       | 1     | 3      | 27  | 30  | TG8/1/NQ/019 | K/504/9647            |
| Using Plastering Skills - Floating Coat to an Attached Pier | 1     | 3      | 27  | 30  | TG8/1/NQ/026 | R/506/0500            |
| Using Plastering Skills - Plastering to a Window Reveal     | 1     | 3      | 27  | 30  | TG8/1/NQ/027 | Y/506/0501            |
| Wallpapering Skills   | 1     | 3      | 27  | 30  | TG8/1/NQ/028 | K/505/0751            |

### Business Management Unit Group

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Budgetary Control within a Business Environment | 1     | 3      | 27  | 30  | AG1/1/NQ/002 | T/504/9358            |
| Business Meeting Techniques                     | 1     | 3      | 27  | 30  | AA3/1/NQ/003 | J/505/8792            |
| Understanding Business Communication            | 1     | 3      | 27  | 30  | AF3/1/NQ/003 | H/506/0548            |

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Understanding Time Management in the Workplace | 1     | 2      | 18  | 20  | HC4/1/NQ/105 | H/506/0761            |

### Child Development and Well Being Unit Group

| Title   | Level | Credit | GLH | TQT | Unit code     | Unit reference number |
|---|-------|--------|-----|-----|---------------|-----------------------|
| Caring for Young Children   | 1     | 3      | 27  | 30  | HF7/1/NQ/003  | T/505/3054            |
| Caring for Young Children and Babies  | E3    | 3      | 30  | 30  | HF7/E3/NQ/001 | L/505/5876            |
| Caring for Your Baby  | 1     | 3      | 27  | 30  | PT2/1/NQ/011  | M/505/8933            |
| Developing Language and Communication Skills in Children                        | 1     | 3      | 27  | 30  | HF7/1/NQ/005  | R/505/5880            |
| Developing Skills for Listening to Children                                     | 1     | 3      | 27  | 30  | HF1/1/NQ/034  | H/504/8514            |
| Parenting Skills  | 1     | 3      | 27  | 30  | HJ2/1/NQ/005  | T/504/7786            |
| Play for Early Learning   | 1     | 3      | 27  | 30  | HF1/1/NQ/035  | J/505/1602            |
| Supporting a Child with Reading   | 1     | 3      | 27  | 30  | HD3/1/NQ/030  | J/504/8697            |
| Supporting Children's Literacy and Numeracy Development through Family Learning | 1     | 3      | 27  | 30  | HB1/1/NQ/227  | K/506/1975            |
| The Physical and Psychological Needs of Children                                | 1     | 3      | 27  | 30  | HF1/1/NQ/036  | K/505/1611            |
| Understanding Changing Roles and Relationships in Adolescence                   | 1     | 3      | 27  | 30  | HJ2/1/NQ/007  | M/505/8804            |
| Understanding Child Development   | 1     | 3      | 27  | 30  | HF1/1/NQ/029  | T/506/0974            |

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Understanding Children's Social and Emotional Development                               | 1     | 3      | 27  | 30  | HF1/1/NQ/030 | L/505/8650            |
| Understanding Growth, Social and Emotional Development of Children                      | 1     | 3      | 27  | 30  | HF1/1/NQ/031 | H/505/8606            |
| Understanding Play  | 1     | 3      | 27  | 30  | HF1/1/NQ/037 | J/506/0977            |
| Understanding the Intellectual and Language Development of Children from Birth to Eight | 1     | 3      | 27  | 30  | HF1/1/NQ/038 | H/506/5328            |
| Understanding Your Pregnancy and Preparation for Your Baby                              | 1     | 3      | 27  | 30  | HJ2/1/NQ/008 | R/506/0724            |
| Using Craft Activities With Children And Young People                                   | 1     | 3      | 27  | 30  | HF1/1/NQ/033 | L/506/0978            |
| Working with your Child to Develop Literacy Skills                                      | 1     | 3      | 27  | 30  | HD3/1/NQ/032 | F/504/8892            |
| Working with Your Child to Develop Numeracy Skills                                      | 1     | 3      | 27  | 30  | HD4/1/NQ/062 | J/504/8893            |
| Young Parenthood  | 1     | 2      | 18  | 20  | HD5/1/NQ/006 | K/506/0728            |

### Crafts, Creative Arts and Design Unit Group

| Title                                     | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Art Project                               | 1     | 3      | 23  | 30  | JA2/1/NQ/003 | A/504/9099            |
| Developing Skills in Furniture Renovation | 1     | 3      | 27  | 30  | JP4/1/NQ/001 | Y/617/6405            |
| Garment Construction                      | 1     | 3      | 27  | 30  | JK6/1/NQ/048 | K/505/9854            |
| Hand Knitting Skills                      | 1     | 3      | 27  | 30  | JK6/1/NQ/047 | K/504/9969            |

| Title   | Level | Credit | GLH | TQT | Unit code     | Unit reference number |
|---|-------|--------|-----|-----|---------------|-----------------------|
| Introduction to the Creative Industries         | 1     | 1      | 9   | 10  | HC4/1/NQ/076  | J/504/9896            |
| Making an Art or Craft Product                  | E3    | 2      | 20  | 20  | JG7/E3/NQ/001 | F/507/3579            |
| Measuring and Cutting Skills for Garment Making | 1     | 3      | 27  | 30  | JK1/1/NQ/010  | Y/505/8554            |
| Painting with Water Based Media                 | 1     | 3      | 27  | 30  | JB2/1/NQ/005  | R/504/9108            |
| Preparation for Garment Construction            | 1     | 2      | 18  | 20  | JK6/1/NQ/060  | K/507/9490            |
| Sewing Skills                                   | 1     | 3      | 27  | 30  | JK6/1/NQ/046  | R/505/9010            |

### Engineering Unit Group

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Assembling Mechanical Components                               | 1     | 3      | 30  | 30  | XH1/1/NQ/003 | M/505/4347            |
| Developing Skills in Using a Bench/Pedestal Drilling Machine   | 1     | 4      | 40  | 40  | XF7/1/NQ/004 | H/506/0985            |
| Developing Skills in Wiring Electrical Circuits and Components | 1     | 3      | 30  | 30  | XA5/1/NQ/006 | K/506/0986            |
| Electronic Assembly Skills                                     | 1     | 3      | 30  | 30  | XJ1/1/NQ/003 | A/505/0706            |
| Introduction to Engineering                                    | 1     | 1      | 9   | 10  | HC4/1/NQ/070 | K/504/9888            |
| Introduction to Engineering Equipment and Materials            | 1     | 3      | 27  | 30  | XA1/1/NQ/002 | M/505/3196            |
| Joining Materials Using Welding                                | 1     | 3      | 30  | 30  | XE2/1/NQ/003 | A/505/4352            |

|  |   |   |    |    |              |            |
|--|---|---|----|----|--------------|------------|
| Making Engineering Components Using Hand Tools | 1 | 4 | 36 | 40 | XA5/1/NQ/005 | F/505/4353 |
|--|---|---|----|----|--------------|------------|

### Environmental Unit Group

| Title                                  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Understanding Ecology and Conservation | 1     | 3      | 27  | 30  | QD1/1/NQ/006 | Y/505/6576            |

### Foundation for Learning and Life Unit Group

| Title                                 | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---------------------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Understanding HE: Raising Aspirations | 1     | 2      | 18  | 20  | HB1/1/NQ/243 | K/505/8719            |

### History Unit Group

| Title                  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Discover Local History | 1     | 3      | 27  | 30  | DB6/1/NQ/001 | D/504/1660            |

### Health and Social Care Unit Group

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Introduction to the Adult Social Care Sector                   | 1     | 1      | 10  | 10  | PT1/1/NQ/007 | F/502/9579            |
| Introduction to the Values and Principles of Adult Social Care | 1     | 1      | 10  | 10  | PT1/1/NQ/008 | D/502/9590            |
| Peer Support Skills  | 1     | 2      | 18  | 20  | PT1/1/NQ/021 | A/504/9376            |

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| The Role of Young People as Peer Mentors  | 1     | 3      | 27  | 30  | PT1/1/NQ/022 | A/504/9085            |
| Understanding Nutrition, Performance and Healthy Eating                                       | 1     | 3      | 27  | 30  | PA1/1/NQ/004 | R/505/3269            |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1     | 3      | 27  | 30  | PT1/1/NQ/019 | J/505/3270            |

### Horticulture and Forestry Unit Group

| Title                                       | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Cultivating Compost and Soils               | 1     | 3      | 27  | 30  | SE3/1/NQ/004 | L/506/1015            |
| Cultivating Herbs                           | 1     | 3      | 27  | 30  | SE2/1/NQ/032 | R/506/1016            |
| Developing Skills in Garden Horticulture    | 1     | 3      | 27  | 30  | SE2/1/NQ/033 | L/503/9225            |
| Practical Floristry Skills                  | 1     | 3      | 27  | 30  | SE7/1/NQ/005 | A/504/9247            |
| Understanding Organic Horticulture          | 1     | 3      | 27  | 30  | SE3/1/NQ/005 | F/506/1030            |
| Understanding Plant Pruning                 | 1     | 1      | 9   | 10  | SE2/1/NQ/027 | D/505/6577            |
| Understanding Sowing and Growing Techniques | 1     | 3      | 27  | 30  | SE2/1/NQ/031 | Y/506/1034            |
| Understanding Techniques Used in Floristry  | 1     | 3      | 27  | 30  | SE7/1/NQ/007 | K/506/1037            |



### Hospitality and Catering Unit Group

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Basic Food Preparation and Cooking           | 1     | 3      | 30  | 30  | NF1/1/NQ/006 | K/505/3052            |
| Customer Service in the Hospitality Industry | 1     | 3      | 20  | 30  | NA1/1/NQ/016 | A/504/9393            |
| Food Service                                 | 1     | 3      | 30  | 30  | NA1/1/NQ/017 | M/506/0813            |
| Front Office Operations                      | 1     | 3      | 30  | 30  | ND3/1/NQ/004 | Y/505/6142            |
| Introduction to Food Commodities             | 1     | 1      | 10  | 10  | NA1/1/NQ/014 | D/505/6143            |
| Introduction to the Hospitality Industry     | 1     | 2      | 20  | 20  | NA1/1/NQ/013 | A/505/3198            |
| Preparing and Serving Drinks                 | 1     | 3      | 27  | 30  | NB2/1/NQ/005 | D/505/8636            |
| Using Kitchen Equipment                      | 1     | 1      | 10  | 10  | NF1/1/NQ/007 | R/505/3272            |

### IT for Users Unit Group

| Title                         | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|-------------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Audio Software                | 1     | 2      | 15  | 20  | CQ6/1/NQ/001 | K/502/4389            |
| Data Management Software      | 1     | 2      | 15  | 20  | CY0/1/NQ/001 | F/502/4558            |
| Database Software             | 1     | 3      | 20  | 30  | CP2/1/NQ/001 | H/502/4553            |
| Design Software               | 1     | 3      | 20  | 30  | CQ5/1/NQ/001 | M/502/4572            |
| Desktop Publishing Software   | 1     | 3      | 20  | 30  | CQ2/1/NQ/001 | Y/502/4565            |
| Imaging Software              | 1     | 3      | 20  | 30  | CQ5/1/NQ/002 | J/502/4612            |
| IT Communication Fundamentals | 1     | 2      | 15  | 20  | CP4/1/NQ/001 | Y/502/4291            |

| Title                    | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--------------------------|-------|--------|-----|-----|--------------|-----------------------|
| IT Software Fundamentals | 1     | 3      | 20  | 30  | CP0/1/NQ/001 | L/502/4384            |
| Multimedia Software      | 1     | 3      | 20  | 30  | CQ6/1/NQ/002 | Y/502/4615            |
| Presentation Software    | 1     | 3      | 20  | 30  | CQ0/1/NQ/001 | K/502/4621            |
| Spreadsheet Software     | 1     | 3      | 20  | 30  | CP3/1/NQ/001 | A/502/4624            |
| Using Email              | 1     | 2      | 15  | 20  | CR3/1/NQ/001 | J/502/4299            |
| Using Mobile IT Devices  | 1     | 2      | 15  | 20  | CN4/1/NQ/001 | H/502/4374            |
| Using the Internet       | 1     | 3      | 20  | 30  | CR3/1/NQ/002 | T/502/4296            |
| Video Software           | 1     | 2      | 15  | 20  | CQ6/1/NQ/003 | K/502/4392            |
| Website Software         | 1     | 3      | 20  | 30  | CQ0/1/NQ/002 | L/502/4630            |
| Word Processing Software | 1     | 3      | 20  | 30  | CQ1/1/NQ/001 | L/502/4627            |

### Media and Communication Unit Group

| Title                           | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---------------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Introduction to Advertising     | 1     | 1      | 9   | 10  | KA2/1/NQ/007 | Y/505/8604            |
| Introduction to News Production | 1     | 2      | 18  | 20  | KA2/1/NQ/008 | Y/505/8618            |

### Performing Arts Unit Group

| Title                              | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|------------------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Backstage Skills                   | 1     | 3      | 27  | 30  | LE1/1/NQ/001 | M/504/7124            |
| Developing Creative Writing Skills | 1     | 3      | 27  | 30  | HB1/1/NQ/244 | M/506/0889            |

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Developing DJing Skills  | 1     | 3      | 27  | 30  | LK4/1/NQ/003 | H/506/0825            |
| Developing Performance Improvisation Techniques  | 1     | 3      | 27  | 30  | LC4/1/NQ/024 | M/506/0830            |
| Developing Technical Skills for Performance in the Arts                                | 1     | 3      | 27  | 30  | LC4/1/NQ/025 | R/506/0836            |
| Introduction to Composing Music  | 1     | 6      | 54  | 60  | LF5/1/NQ/012 | T/504/4953            |
| Music Skills for Solo Performance  | 1     | 6      | 54  | 60  | LF1/1/NQ/002 | D/505/8619            |
| Musical Ensemble Skills  | 1     | 6      | 54  | 60  | LH1/1/NQ/003 | J/507/3017            |
| Musical Theatre  | 1     | 3      | 27  | 30  | LC1/1/NQ/007 | D/506/0838            |
| Performing Physical Theatre  | 1     | 3      | 27  | 30  | LC1/1/NQ/008 | A/505/4898            |
| Rehearsing for a Production  | 1     | 3      | 27  | 30  | LC1/1/NQ/009 | T/506/0845            |
| Song Writing Skills in Popular Music   | 1     | 6      | 54  | 60  | LF5/1/NQ/013 | F/506/0847            |
| Sound and Audio Production Skills  | 1     | 3      | 27  | 30  | LK1/1/NQ/009 | L/505/0998            |
| Understanding the Use of Digital Sampling Techniques for Composing and Producing Music | 1     | 3      | 27  | 30  | LK1/1/NQ/010 | L/506/0852            |
| Using Aural Skills in Music  | 1     | 3      | 27  | 30  | LF5/1/NQ/014 | L/505/1004            |
| Using the Internet as a Medium for Music   | 1     | 3      | 26  | 30  | LK1/1/NQ/004 | R/504/7178            |

### Retail and Wholesale Unit Group

| Title                                    | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Understanding the Business of Retail     | 1     | 1      | 8   | 10  | BC3/1/NQ/001 | A/502/5756            |
| Understanding the Retail Selling Process | 1     | 2      | 13  | 20  | BC3/1/NQ/002 | T/502/5805            |

### Service Enterprises Unit Group

| Title  | Level | Credit | GLH | TQT | Unit code     | Unit reference number |
|--|-------|--------|-----|-----|---------------|-----------------------|
| Basic Make-up Application                        | 1     | 3      | 30  | 30  | HL1/1/NQ/002  | L/505/6140            |
| Colour Hair Using Temporary Colour               | 1     | 3      | 30  | 30  | HL7/1/NQ/001  | R/600/4874            |
| Create and Maintain Retail Displays in the Salon | 1     | 2      | 17  | 20  | HL7/1/NQ/002  | Y/600/6335            |
| Hand Care  | 1     | 3      | 30  | 30  | HL1/1/NQ/006  | H/617/9324            |
| Introduction to the Hair and Beauty Sector       | E3    | 2      | 20  | 20  | HL7/E3/NQ/021 | F/506/8799            |
| Nail Art Application                             | 1     | 3      | 30  | 30  | HL4/1/NQ/002  | H/505/6144            |
| Plaiting and Twisting Hair                       | 1     | 3      | 30  | 30  | HL7/1/NQ/003  | Y/502/3805            |
| Providing Manicure Treatments                    | 1     | 1      | 30  | 30  | HL1/1/NQ/007  | M/617/9326            |
| Reception Duties                                 | 1     | 3      | 22  | 28  | BA3/1/NQ/003  | R/617/6404            |
| Salon Reception Duties                           | 1     | 3      | 22  | 30  | HL7/1/NQ/004  | R/600/6334            |
| Skin Care  | 1     | 3      | 30  | 30  | HL1/1/NQ/008  | T/617/9327            |
| Styling Men's Hair                               | 1     | 3      | 30  | 30  | HL7/1/NQ/005  | A/502/3795            |
| Styling Women's Hair                             | 1     | 3      | 30  | 30  | HL7/1/NQ/006  | F/502/3796            |

### Sport, Leisure and Recreation Unit Group

| Title                                     | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Developing Angling Skills                 | 1     | 3      | 27  | 30  | MH4/1/NQ/003 | J/505/8629            |
| How the Body Works                        | 1     | 4      | 30  | 40  | MA2/1/NQ/019 | K/507/9487            |
| Participating in a Vocational Taster      | 1     | 2      | 18  | 20  | HC1/1/NQ/035 | H/507/1128            |
| Planning a Fitness Programme              | 1     | 3      | 27  | 30  | MA2/1/NQ/003 | F/504/8200            |
| Sport and Active Leisure Project          | 1     | 4      | 30  | 40  | MA1/1/NQ/012 | J/505/8727            |
| Taking Part in Exercise and Fitness       | 1     | 4      | 30  | 40  | MA1/1/NQ/010 | A/505/7221            |
| Taking Part in Sport                      | 1     | 3      | 27  | 30  | MA1/1/NQ/013 | R/505/1330            |
| The Angling Environment                   | 1     | 3      | 27  | 30  | MH4/1/NQ/005 | T/507/9492            |
| Using Craft Skills with Natural Materials | 1     | 3      | 27  | 30  | MA1/1/NQ/014 | T/505/8609            |

### Transport, Operations and Maintenance Unit Group

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Carry Out a Systematic Cycle Check                       | 1     | 1      | 9   | 10  | XS8/1/NQ/005 | H/504/9582            |
| Checking and Maintaining a Car's Tyre Pressure and Tread | 1     | 1      | 9   | 10  | XS1/1/NQ/013 | A/505/3055            |
| Identification of Basic External and Internal Car Parts  | 1     | 3      | 27  | 30  | XS1/1/NQ/021 | T/506/0988            |
| Maintaining a Wheeled Vehicle for Personal Use           | 1     | 2      | 18  | 20  | HD6/1/NQ/018 | M/504/8578            |

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Remove and Replace a Cycle Rim Brake Assembly           | 1     | 2      | 10  | 20  | XS1/1/NQ/022 | L/506/2035            |
| Repair a Cycle Puncture                                 | 1     | 1      | 5   | 10  | XS8/1/NQ/007 | D/506/2038            |
| Responsible Road Vehicle Ownership and Use              | 1     | 2      | 18  | 20  | HD5/1/NQ/004 | H/504/8691            |
| Routine Motorcycle Maintenance Processes and Procedures | 1     | 4      | 30  | 40  | XS1/1/NQ/005 | D/600/3310            |
| Tools, Equipment and Materials for Vehicle Maintenance  | 1     | 4      | 30  | 40  | XS1/1/NQ/006 | F/600/3297            |
| Vehicle Wheels and Tyres                                | 1     | 4      | 40  | 40  | XS5/1/NQ/001 | F/505/4370            |

### Travel and Tourism Unit Group

| Title                                   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Planning a Trip to a Visitor Attraction | 1     | 4      | 30  | 40  | NL1/1/NQ/001 | A/502/3702            |