

## Life and Living Skills Unit changes June 2021.

Generic unit changes

**In all Level 1 units** – ‘Transcript’ has been replaced with ‘Record of Assessment and Evidence’

All units have had any references to:

- the A850 administration guide removed. Information about the qualification administration can be found [on our website](#).
- Functional Skills and National Occupational Standards have now been removed, where appropriate.

Changes to ‘Examples of ways the assessment criteria could be met’

In specific units, we have made some changes to the third column, ‘Examples of ways assessment criteria could be met’. This is to make sure they remain relevant and up to date. Please see the table below for details.

Level	OCR Unit No.	Unit Reference No (URN)	Unit title (*unit developed by OCR)	LO/AC Reference	Change Details in third column 'Examples of ways the assessment criteria could be met'	
					<i>Was previously</i>	<i>Now reads</i>
<b>Skill area: Communication</b>						
Entry 2	B13	T/602/0047	*Providing personal information in writing	LO1	pen friend	potential employer
Entry 3	B19	Y/602/0090	*Completing forms with personal information	LO1	Deleted - Post office account	
<b>Skill area: Environment and Community</b>						
Entry 1	C06	A/502/4171	Travel within the community: going places	LO1	magazine	drink
<b>Skill area: Home Management</b>						
Entry 3	D15	L/601/9888	*Food hygiene and safety	LO1	using a DVD clip	using audio visual sources

<b>Skill area: ICT</b>						
Entry 1	F05	R/602/0010	*Identifying and using ICT equipment	LO2	using a digital camera	using a digital camera/smartphone
Entry 2	F07	F/602/0066	*Using ICT to find information	LO1	using a CD ROM to find information about a topic	using a device such as a smartphone, a tablet or a laptop to find information about a topic
				LO2	by following the on-screen menus on a CD-ROM	by following the on-screen menus on a smartphone
Entry 3	F12	T/504/4984	Introduction to using ICT systems	LO2 – 2.2	monitor, printer, adaptive equipment	monitor, keyboard and mouse
				LO2 – 2.3	loading a music CD to provide background music	connecting a smartphone to PC in order to backup photos
				LO4 – 4.1	load a software application	open a software application
Entry 3	F13	A/602/0101	*Using ICT to produce a creative composition	LO3	CD	USB device
Entry 3	F15	L/602/0099	*Using ICT to find information	LO1 – 1.2	Selecting a CD-ROM containing information on pet care, selecting the internet to search or a suitable weather forecast or cinema time, selecting a DVD with details about a holiday resort.	Selecting a smartphone to search for information about the weather forecast or cinema times or a laptop to search the internet for details about a holiday destination.
				LO2 – 2.1	accessing a CD-ROM	accessing a smartphone app
				LO3 – 3.1	Looking at the different sections on recycling in the document on the college CD-ROM, looking at the menu options on a DVD	Looking at the different sections in a PDF document about recycling or checking that the weather forecast information on a smartphone relates to the correct location
				LO3 – 3.2	Choosing the section on 'recycling paper' from the CD-ROM, choosing the 'play' from a DVD menu	Choosing the section on 'recycling paper' from a PDF document.

<b>Skill area: Numeracy</b>						
Entry 2	J07	D/602/0060	*Reading and recording time	LO2 LO3	06/08/2010, Sept/2011, August 2010	06/08/2021, Sept/2021, August 2021
<b>Skill area: Office Practice</b>						
Entry 3	K01	H/600/1090	Working in business and administration	LO1	Creating a DVD clip	Creating an audio visual file/clip recording,
				LO2	Deleted - Asking for a reminder on how to use the franking machine	
Entry 3	K02	R/600/1098	Using office equipment in a business environment	LO1	A range of routine office tasks could include photocopying of documents, learners would need to know how to use the copier including checking that they have enough paper to complete the task; printing out standard letters, using a keyboard, printer, software package etc to send a letter, put the letter in an envelope, use stamp or access to a franking machine, address it etc; documenting received post learners would need to use the book/system used, the post received, date stamp and pens to write the entries.	A range of office tasks could include: photocopying documents (where the learner shows that they can select the correct equipment i.e. photocopier and the relevant amount of paper needed), printing and sending out letters (where the learner demonstrates that they can choose relevant equipment such as a keyboard, mouse, printer, paper, envelopes and stamps) or send emails (where a learner selects relevant PC equipment to undertake the task, e.g. email software, laptop or another device).
<b>Skill area: Performing Arts</b>						
Entry 3	L01	A/502/3828	Taking part in a performance	LO2	DVD	audio visual recording

<b>Skill area: Personal Skills</b>						
Entry 2	M11	L/601/9857	*Understanding interpersonal skills	LO1	audio/DVD clips	audio/audio visual sources
				LO3	audio or DVD clips	
Entry 2	M15	K/502/4568	Emotional wellbeing	LO1	video, drama, audio recording	drama, audio/visual audio sources
				LO4	video	visual audio sources
Entry 2	M17	F/502/0445	Individual rights and responsibilities	LO1 – 1.2 and LO1 – 1.3	audio/video/role play	audio/visual audio sources/role play
Entry 2	M18	M/502/0649	Making the most of leisure time	LO1 – 1.2	Audio, video	audio/visual audio file/clip
Entry 3	M26	Y/502/5795	Introduction to diversity, prejudice and discrimination	LO2 – 2.3	TV and/or radio	TV
					Internet forums	Media Platforms
				LO4	Human Rights Act 1998, The Disability Discrimination Act 1975, Sex Discrimination Act 1976, Race Discrimination Act etc.	Equality Act 2010, The Disability Discrimination Act 1995, Race Relations Act 1976, Gender Recognition Act 2004 etc.
Entry 3	M28	A/502/0458	Individual rights and responsibilities	LO1 – 1.1	In one session	In a day
				LO1 – 1.2	Direct Gov	GOV.UK
Entry 3	M30	F/502/0462	Managing own money	LO1 – 1.2	CDs	TV/Streaming /Media
Entry 3	M31	T/502/0457	Managing social relationships	LO1 – 1.2	DVD or Audio recordings	Audio/Audio Visual sources
Entry 3	M34	K/502/0455	Working as part of a group	LO2 – 2.1	video evidence, witness statements or by keeping a diary (written, typed, video or spoken etc.)	audio visual evidence, witness statements or by keeping a diary (written, typed or orally etc.)
<b>Skill area: World of Work</b>						
Entry 1	N05	L/502/4885	Preparation for work	LO2 – 2.3	connections adviser	tutor