

OCR Life and Living Skills (Entry Level)

Entry Level 1

Introductory Award (10160), **Award** (10161), **Extended Award** (10162),
Certificate (10163), **Extended Certificate** (10181), **Diploma** (10164)

Entry Level 2

Introductory Award (10165), **Award** (10166), **Certificate** (10167),
Extended Certificate (10182), **Diploma** (10168)

Entry Level 3

Introductory Award (10169), **Award** (10170), **Certificate** (10171),
Extended Certificate (10183), **Diploma** (10172)

Key features

- Accredited onto the Qualifications and Credit Framework (QCF)
- Suitable for Foundation Learning programmes
- Offers a large number of bite-sized units across a broad range of skill areas
- All units assigned a level and credit value
- All units at all levels available for selection for each qualification
- Flexible structure provides opportunity to build personalised learning programmes
- Framework allows horizontal and vertical progression routes for learners
- 'Spiky profile' certification for learners who achieve units at different levels
- Entries and certificate claims can be made at any time

Introduction

OCR Life and Living Skills is based on the popular OCR Accreditation for Life and Living (ALL) and National Skills Profile (NSP) schemes. This Foundation Learning qualification is accredited on the Qualifications and Credit Framework (QCF) and is available at Entry 1, Entry 2 and Entry 3.

It has been designed to be completely flexible, with no minimum entry requirements. A range of qualification sizes are available including Award, Certificate and Diploma. Assessment can happen as and when the learner is ready, and certification can be claimed at any time.

Over 140 bite-sized units are available across a wide range of skill areas. Any combination of units, at any level, can be selected to suit the particular needs and interests of the learner. This provides the opportunity to build a rich and varied personalised learning programme for the learner.

The qualification structure provides the opportunity for learners to progress to higher level units or to achieve units at the same level where progression to a higher level is not possible.

Target audience

This Entry level qualification is suitable for both young people and mature learners, including those with profound and multiple learning disabilities.

The qualification includes a range of Entry 1 units that are suitable for learners working at different stages of the Entry 1 Achievement Continuum .

Assessment

There are no specific barriers to assessment.

Units may be assessed using any method, or combination of methods, that clearly demonstrate that learning outcomes and assessment criteria have been met by the learner. Assessment can take place as and when learners are ready.

OCR recording documents have been produced for each unit to aid the recording and tracking of assessment and evidence—Records of Assessment and Evidence (RAE). Assessment of Entry Level 1 units must make use of the 10 stage Achievement Continuum, and be recorded in the relevant section on the Entry 1 RAE.

All units are assessed in the centre by centre staff, the evidence is then sent by post to an appointed OCR Moderator to be moderated.

Progression opportunities

The qualification structure provides the opportunity for learners to progress to higher level units, or to achieve additional units at the same level where progression to a higher level is not possible.

Certification

Learners will receive a certificate for each full qualification they achieve and a separate certificate listing all of the units. Learners who do not achieve a full qualification will receive a unit certificate for the units they have achieved.

The full qualification certificate will show the qualification level, title and Ofqual accreditation information. The unit certificate will also show the credit value of each unit achieved.

Qualification support

OCR offers a programme of training events for tutors and assessors who want to find out more about the qualification. For more details, please see the Professional Development link on the Life and Living Skills webpage.

OCR's website, www.ocr.org.uk, contains an area dedicated to these qualifications. The Centre Handbook, assessment recording documents and other support material can be downloaded from the Life and Living Skills webpage.

If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509** or at vocational.qualifications@ocr.org.uk.

What to do next?

To seek approval to offer this qualification, please apply on-line following the step by step a guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

Centres previously approved for the National Skills Profile (NSP) and Accreditation for Life and Living (ALL) schemes will automatically be approved to offer the Entry Level Life and Living qualifications.

A summary of how the approval process works is provided in our *Admin Guide for Vocational Qualifications*. Our [Fees List](#) lists the charges for candidate entries and certification. Both publications are available to download from our website www.ocr.org.uk.

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: OCR Customer Contact centre, OCR, Coventry Office, Westwood Way, Coventry, CV4 8JQ.

Qualification structure

There are no minimum entry requirements. The qualification offers over 150 units that can be combined to build a rich and varied personalised learning programme.

All units are available for selection for each of the qualifications, ie learners can complete Entry 1, Entry 2 and Entry 3 units within the same qualification (spiky profile).

The rules regarding the minimum number of credits to be achieved at the Level of the qualification are shown in the table below.

OCR code	Entry Level	Qualification title	Credits needed	Minimum credits at level	GLH	QCF qual code
10160	E1	Introductory Award	2	2 credits at E1	20	501/0958/3
10161	E1	Award	6	4 credits at E1	60	501/0974/1
10162	E1	Extended Award	9	5 credits at E1	75	501/1093/7
10163	E1	Certificate	13	7 credits at E1	115 – 130	501/0976/5
10181	E1	Extended Cert	25	13 credits at E1	235 – 250	501/1700/2
10164	E1	Diploma	37	19 credits at E1	355 – 370	501/1202/8
10165	E2	Introductory Award	2	2 credits at E2	20	501/1031/7
10166	E2	Award	6	4 credits at E2	60	501/1030/5
10167	E2	Certificate	13	7 credits at E2	115 – 130	501/1145/0
10182	E2	Extended Cert	25	13 credits at E2	235 – 250	501/1702/6
10168	E2	Diploma	37	19 credits at E2	355 – 370	501/1203/X
10169	E3	Introductory Award	2	2 credits at E3	20	501/1032/9
10170	E3	Award	6	4 credits at E3	60	501/1143/7
10171	E3	Certificate	13	7 credits at E3	115 – 130	501/1033/0
10183	E3	Extended Cert	25	13 credits at E3	235 – 250	501/1492/X
10172	E3	Diploma	37	19 credits at E3	355 – 370	501/1204/1

Unit Titles

The following units are available in the qualifications. The complete units are available to download from the Life and Living Skills webpage.

Level	Unit title (*unit developed by OCR)	Credit value	OCR Unit No.	QCF unit no.
Skill area: Arts and Crafts				
Entry 1	*Engaging in a creative group project	3	A01	H/601/9797
Entry 1	*Engaging in new creative activities	3	A02	M/601/9799
Entry 1	*Displaying creative work	3	A03	D/601/9796
Entry 2	*Selecting and planning an art or craft product	2	A04	T/601/9836
Entry 2	*Creating an art or craft product	2	A05	D/601/9832
Entry 2	*Displaying an art or craft product	2	A06	K/601/9834
Entry 3	*Designing an art or craft product	2	A07	K/601/9882
Entry 3	*Making an art or craft product	2	A08	A/601/9885
Entry 3	*Exhibiting an art or craft product	2	A09	T/601/9884

Level	Unit title (*unit developed by OCR)	Credit value	OCR Unit No.	QCF unit no.
Skill area: Communication				
Entry 1	*Making requests and asking questions in familiar situations	2	B01	A/602/0003
Entry 1	*Providing personal information	2	B02	F/602/0004
Entry 1	*Engaging in early reading activities	3	B03	J/601/9999
Entry 1	*Interacting in a group situation	2	B04	M/602/0001
Entry 1	Engaging with the world around you: people	3	B05	R/502/4175
Entry 1	Encountering experiences: being a part of things	3	B06	R/502/4161
Entry 1	Developing communication skills	3	B07	F/502/4317
Entry 1	Developing reading skills	3	B08	F/502/4320
Entry 1	Developing writing skills	3	B09	R/502/4323
Entry 2	*Presenting written information in different styles and formats	2	B10	A/602/0051
Entry 2	*Understanding short texts and simple instructions	2	B11	F/602/0052
Entry 2	*Asking questions and making requests in everyday situations	1	B12	K/602/0045
Entry 2	*Providing personal information in writing	2	B13	T/602/0047
Entry 2	Managing social relationships	1	B14	A/502/0444
Entry 3	*Contributing to discussions	2	B15	J/602/0084
Entry 3	*Writing in short paragraphs	2	B16	K/602/0093
Entry 3	*Using different reading methods	2	B17	T/602/0095
Entry 3	*Making requests and asking questions in a variety of situations	2	B18	Y/602/0087
Entry 3	*Completing forms with personal information	2	B19	Y/602/0090

Skill area: Environment and Community				
Entry 1	*Responding to your local natural environment	3	C01	A/601/9806
Entry 1	*Identifying your local community and facilities	3	C02	H/601/9802
Entry 1	*Using a community facility over a period of time	3	C03	J/601/9808
Entry 1	*Responding to community facilities	3	C04	T/601/9805
Entry 1	*Finding out about and using community facilities	3	C05	Y/601/9800
Entry 1	Travel within the community: going places	3	C06	A/502/4171
Entry 2	*Individual responsibilities in the community	2	C07	A/601/9840
Entry 2	Community action	2	C08	Y/502/0449
Entry 3	*Increasing community involvement	3	C10	J/601/9887
Entry 3	Community action	2	C11	F/502/0459

Level	Unit title (*unit developed by OCR)	Credit value	OCR Unit No.	QCF unit no.
Skill area: Home Management				
Entry 1	*Planning and preparing a simple meal	3	D01	A/602/0017
Entry 1	*Planning and preparing food for an event	3	D02	A/602/0020
Entry 1	*Using shopping facilities	3	D03	F/602/0021
Entry 1	*Selecting and using cooking equipment	3	D04	M/602/0015
Entry 1	*Participating in carrying out household tasks	3	D05	R/601/9813
Entry 1	*Preparing drinks and snacks	3	D06	T/602/0016
Entry 1	Developing independent living skills: looking after your own home	2	D07	M/502/4166
Entry 2	Food safety and storage	3	D08	D/600/6210
Entry 2	Recycling, managing waste	2	D09	K/600/6226
Entry 2	*Following a simple recipe	3	D10	J/601/9842
Entry 2	*Understanding how to clean the home	2	D11	K/601/9848
Entry 2	Shopping for daily living	3	D12	T/601/2188
Entry 2	Cleaning, washing, drying and storing laundry	2	D13	M/601/2190
Entry 3	Household cleaning	3	D14	T/600/6214
Entry 3	*Food hygiene and safety	2	D15	L/601/9888
Entry 3	Basic food preparation	2	D16	J/600/0711

Skill area: Horticulture

Entry 3	Insert plant material	1	E01	M/502/0618
Entry 3	*Caring for plant material	2	E02	J/601/9890
Entry 3	*Preparing and planting a site	2	E03	L/601/9891

Skill area: ICT

Entry 1	*Using ICT to record and edit information	3	F01	D/601/9815
Entry 1	*Interacting purposefully with ICT	3	F02	D/602/0012
Entry 1	*Obtaining information from an ICT-based source	3	F03	H/602/0013
Entry 1	*Using creative software	3	F04	K/602/0014
Entry 1	*Identifying and using ICT equipment	3	F05	R/602/0010
Entry 1	*Responding to ICT enabled equipment	3	F06	Y/601/9814
Entry 2	*Using ICT to find information	2	F07	F/602/0066
Entry 2	*Using ICT to change a creative composition	2	F08	L/602/0054
Entry 2	*Using ICT to enter and edit text	2	F09	R/602/0055
Entry 2	*Using ICT to communicate	2	F10	R/602/0105
Entry 2	*Know how to use ICT safely	2	F11	Y/602/0106
Entry 3	*Introduction to using ICT systems	3	F12	T/504/4984
Entry 3	*Using ICT to produce a creative composition	3	F13	A/602/0101
Entry 3	*Using ICT to produce a text document	2	F14	F/602/0102
Entry 3	*Using ICT to find information	3	F15	L/602/0099
Entry 3	Communicating information using ICT	3	F16	H/502/1197

Level	Unit title (*unit developed by OCR)	Credit value	OCR Unit No.	QCF unit no.
Skill area: Manufacturing				
Entry 3	*Contributing to the manufacture of a product	2	G01	Y/601/9893
Skill area: Media				
Entry 3	*Producing and editing images for a media product	2	H01	D/601/9894
Entry 3	*Recording and modifying material for a media product	2	H02	H/601/9895
Entry 3	*Writing and editing material for a media product	2	H03	M/601/9897
Skill area: Motor Vehicles				
Entry 3	*Carrying out basic vehicle maintenance	2	I02	T/601/9898
Skill area: Numeracy				
Entry 1	*Recognising time through regular events	3	J01	K/601/9817
Entry 1	Early mathematics: measure	2	J02	M/502/4331
Entry 1	Early mathematics: developing number skills	2	J03	D/502/4325
Entry 1	Early mathematics: sequencing and sorting	3	J04	T/502/4332
Entry 1	Understanding what money is used for	3	J05	D/600/0438
Entry 2	*Working with whole numbers up to 100	2	J06	D/602/0057
Entry 2	*Reading and recording time	2	J07	D/602/0060
Entry 2	*Collecting and presenting numerical information	2	J08	H/602/0061
Entry 2	*Using coins and notes	2	J09	K/602/0059
Entry 2	*Estimating and measuring	2	J10	M/602/0063
Entry 3	*Working with time	2	J11	D/602/0074
Entry 3	*Working with money	2	J12	H/602/0108
Entry 3	*Working with whole numbers up to 1000	2	J13	L/602/0068
Entry 3	*Presenting information in a chart	2	J14	M/602/0080
Entry 3	*Working with measurements	2	J15	T/602/0078
Skill area: Office Practice				
Entry 3	Working in business and administration	2	K01	H/600/1090
Entry 3	Using office equipment in a business environment	3	K02	R/600/1098
Skill area: Performing Arts				
Entry 3	Taking part in a performance	3	L01	A/502/3828

Level	Unit title (*unit developed by OCR)	Credit value	OCR Unit No.	QCF unit no.
Skill area: Personal Skills				
Entry 1	Rights and responsibilities: everybody matters	3	M01	K/502/4439
Entry 1	Developing self awareness: all about me	3	M02	Y/502/4422
Entry 1	*Taking part in daily routine activities	3	M03	T/601/9819
Entry 1	*Using interpersonal skills to contribute to positive relationships	2	M04	T/601/9822
Entry 1	Developing independent living skills: having your say	3	M05	H/502/4164
Entry 1	Developing independent living skills: keeping safe	2	M06	K/502/4165
Entry 1	Dealing with problems	4	M07	Y/502/4159
Entry 1	Emotional wellbeing	2	M08	A/502/5689
Entry 1	Healthy living	2	M09	F/502/4883
Entry 2	*Understanding routines	2	M10	J/601/9856
Entry 2	*Understanding interpersonal skills	2	M11	L/601/9857
Entry 2	*Finding your way around an unfamiliar area	2	M12	T/601/9853
Entry 2	Developing self	2	M13	M/502/0442
Entry 2	Dealing with problems in daily life	2	M14	D/502/0436
Entry 2	Emotional wellbeing	2	M15	K/502/4568
Entry 2	Healthy living	2	M16	L/502/0450
Entry 2	Individual rights and responsibilities	1	M17	F/502/0445
Entry 2	Making the most of leisure time	2	M18	M/502/0649
Entry 2	Managing own money	2	M19	Y/502/0452
Entry 2	Working as part of a group	2	M20	H/502/0437
Entry 3	Developing self	2	M23	M/502/0456
Entry 3	Dealing with problems in daily life	2	M24	H/502/0454
Entry 3	Emotional wellbeing	2	M25	R/502/5729
Entry 3	Introduction to diversity, prejudice and discrimination	2	M26	Y/502/5795
Entry 3	Healthy living	2	M27	T/502/0460
Entry 3	Individual rights and responsibilities	1	M28	A/502/0458
Entry 3	Making the most of leisure time	2	M29	H/502/0650
Entry 3	Managing own money	2	M30	F/502/0462
Entry 3	Managing social relationships	2	M31	T/502/0457
Entry 3	Personal safety in the home and community	2	M32	R/502/3334
Entry 3	Getting to a destination safely and on time	1	M33	H/502/4293
Entry 3	Working as part of a group	2	M34	K/502/0455

Level	Unit title (*unit developed by OCR)	Credit value	OCR Unit No.	QCF unit no.
Skill area: World of Work				
Entry 1	Developing skills for the workplace: following instructions	2	N01	R/502/4449
Entry 1	*Recognising work areas in the wider community	3	N02	D/602/0043
Entry 1	*Participating in a mini-enterprise project	4	N03	L/601/9826
Entry 1	*Recognising centre staff and the jobs they do	3	N04	Y/601/9828
Entry 1	Preparation for work	2	N05	L/502/4885
Entry 2	*Carrying out routine tasks at work	2	N06	L/601/9860
Entry 2	*Getting ready for starting work	2	N07	Y/601/9862
Entry 2	Introduction to health and safety at work	2	N08	Y/600/2236
Entry 2	Preparation for work	2	N09	R/502/0451
Entry 2	Rights and responsibilities at work	1	N10	L/501/6639
Entry 2	Developing job search skills	1	N11	J/502/3024
Entry 3	*Health and safety procedures at work	2	N12	A/601/9899
Entry 3	*Carrying out tasks at work	2	N13	H/601/9900
Entry 3	Completing a job application form	2	N14	R/502/3026
Entry 3	Effective communication for work	2	N15	Y/502/3027
Entry 3	Preparation for work	2	N16	A/502/0461
Entry 3	Behaving appropriately at work	1	N17	T/502/4282

Skill area: Personal Skills

Entry 3	*Learning to manage substance dependency	3	O1	M/507/1035
Entry 3	*Managing recovery from substance dependency	3	O2	T/507/1036

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Vocational qualifications

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