

# ***A GUIDE TO TRAINEESHIP PROVISION WITH OCR***

Version 1



# INTRODUCTION

Traineeships are designed for 16-24 year olds who are qualified below Level 3 and are not quite ready for employment. They are expected to last between 6 weeks and 6 months.

Traineeships comprise of three core areas:

- High quality **work placement** of at least 100 hours
- Our Cambridge Progression and Functional Skills qualifications can help learners build their confidence in **English and maths**
- **Work preparation** training, covering areas such as CV writing, interview preparation, job search and interpersonal skills.

In this guide, we have identified a range of units from vocational qualifications, in the categories listed above, which you may find suitable for your Traineeship learners.

Delivering regulated qualifications provides excellent evidence of reliable and quality outcomes for Ofsted as well as giving Traineeship learners evidence they can share with employers.

Completion of these units will enable your Traineeship learners to move on to an Apprenticeship or employment and will give them the start they need to aspire to their chosen job role.

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Work placement							
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Potential pathway	Location
03952	Administration (Business Professional) Level 1 Award	1	Working in business and administration	Level 1	30	Administration	<a href="http://www.ocr.org.uk/Images/69061-level-1-unit-01-working-in-business-and-administration.pdf">http://www.ocr.org.uk/Images/69061-level-1-unit-01-working-in-business-and-administration.pdf</a>
		2	Creating business documents	Level 1	30	Administration	<a href="http://www.ocr.org.uk/Images/70536-level-1-unit-02-creating-business-documents.pdf">http://www.ocr.org.uk/Images/70536-level-1-unit-02-creating-business-documents.pdf</a>
		3	Making and receiving calls	Level 1	20	Administration	<a href="http://www.ocr.org.uk/Images/74979-level-1-unit-03-making-and-receiving-calls.pdf">http://www.ocr.org.uk/Images/74979-level-1-unit-03-making-and-receiving-calls.pdf</a>
		4	Welcome visitors	Level 1	20	Administration	<a href="http://www.ocr.org.uk/Images/69062-level-1-unit-04-welcoming-visitors.pdf">http://www.ocr.org.uk/Images/69062-level-1-unit-04-welcoming-visitors.pdf</a>
		9	Communicate with customers	Level 2	30	Administration	<a href="http://www.ocr.org.uk/Images/78162-level-2-unit-09-communicate-with-customers.pdf">http://www.ocr.org.uk/Images/78162-level-2-unit-09-communicate-with-customers.pdf</a>
		10	Teamwork in administration	Level 2	30	Administration	<a href="http://www.ocr.org.uk/Images/71307-level-2-unit-10-teamwork-in-administration.pdf">http://www.ocr.org.uk/Images/71307-level-2-unit-10-teamwork-in-administration.pdf</a>
		13	Organise meetings	Level 2	30	Administration	<a href="http://www.ocr.org.uk/Images/71308-level-2-unit-13-organise-meetings.pdf">http://www.ocr.org.uk/Images/71308-level-2-unit-13-organise-meetings.pdf</a>
03955	Administration (Business Professional) Level 2 Award	7	Written business communication	Level 2	40	Administration	<a href="http://www.ocr.org.uk/Images/69827-level-2-unit-07-written-business-communication.pdf">http://www.ocr.org.uk/Images/69827-level-2-unit-07-written-business-communication.pdf</a>
10334	Principles of Customer Service Level 1 Award	1	Customer expectations of customer service	Level 1	15	Customer Service	<a href="http://www.ocr.org.uk/Images/122621-unit-1-customer-expectations-of-customer-service.pdf">http://www.ocr.org.uk/Images/122621-unit-1-customer-expectations-of-customer-service.pdf</a>
		2	Organisational procedures for delivering customer service	Level 1	15	Customer Service	<a href="http://www.ocr.org.uk/Images/122622-unit-2-organisational-procedures-for-delivering-customer-service.pdf">http://www.ocr.org.uk/Images/122622-unit-2-organisational-procedures-for-delivering-customer-service.pdf</a>
09628	Principles of Customer Service Level 2 Certificate	1	Understand the principles of customer service	Level 2	30	Customer Service	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-principles-of-customer-service-level-2-certificate-09628/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-principles-of-customer-service-level-2-certificate-09628/</a>
		2	Understand the rules of customer service	Level 2	30	Customer Service	
		3	Understand the use of communication in customer service	Level 2	33	Customer Service	

Work placement							
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Potential pathway	Location
10258	New Product Design and Development Level 2 Award	1	Develop preliminary specification and plans from a design brief	Level 2	24	Engineering	<a href="http://www.ocr.org.uk/Images/75787-level-2-unit-01-develop-preliminary-specification-and-plans-from-a-design-brief.pdf">http://www.ocr.org.uk/Images/75787-level-2-unit-01-develop-preliminary-specification-and-plans-from-a-design-brief.pdf</a>
		2	Research techniques in design	Level 2	24	Engineering	<a href="http://www.ocr.org.uk/Images/68417-level-2-unit-02-research-techniques-in-design.pdf">http://www.ocr.org.uk/Images/68417-level-2-unit-02-research-techniques-in-design.pdf</a>
		3	Concept development	Level 2	34	Engineering	<a href="http://www.ocr.org.uk/Images/72840-level-2-unit-03-concept-development.pdf">http://www.ocr.org.uk/Images/72840-level-2-unit-03-concept-development.pdf</a>
04711	Employment Responsibilities and Rights in Health, Social Care and Children and Young People's Settings Level 2 Award	201	Understand employment responsibilities and rights in health, social care and children and young people's settings	Level 2	24	Health and Social Care	<a href="http://www.ocr.org.uk/Images/70554-level-2-unit-201-understand-employment-responsibilities-and-rights-in-health-social-care-or-children-and-young-people-s-settings.pdf">http://www.ocr.org.uk/Images/70554-level-2-unit-201-understand-employment-responsibilities-and-rights-in-health-social-care-or-children-and-young-people-s-settings.pdf</a>
04700	Preparing to Work in Adult Social Care Level 2 Certificate	PWCS 21	Principles of communication in adult social care settings	Level 2	17	Health and Social Care	<a href="http://www.ocr.org.uk/Images/80791-level-2-unit-pwcs-21-principles-of-communication-in-adult-social-care-settings.pdf">http://www.ocr.org.uk/Images/80791-level-2-unit-pwcs-21-principles-of-communication-in-adult-social-care-settings.pdf</a>
		PWCS 22	Principles of personal development in adult social care settings	Level 2	17	Health and Social Care	<a href="http://www.ocr.org.uk/Images/80792-level-2-unit-pwcs-22-principles-of-personal-development-in-adult-social-care-settings.pdf">http://www.ocr.org.uk/Images/80792-level-2-unit-pwcs-22-principles-of-personal-development-in-adult-social-care-settings.pdf</a>
		PWCS 23	Principles of diversity, equality and inclusion in adult social care settings	Level 2	18	Health and Social Care	<a href="http://www.ocr.org.uk/Images/80793-level-2-unit-pwcs-23-principles-of-diversity-equality-and-inclusion-in-adult-social-care-settings.pdf">http://www.ocr.org.uk/Images/80793-level-2-unit-pwcs-23-principles-of-diversity-equality-and-inclusion-in-adult-social-care-settings.pdf</a>
		PWCS 25	Understand the role of the social care worker	Level 2	9	Health and Social Care	<a href="http://www.ocr.org.uk/Images/80795-level-2-unit-pwcs-25-understand-the-role-of-the-social-care-worker.pdf">http://www.ocr.org.uk/Images/80795-level-2-unit-pwcs-25-understand-the-role-of-the-social-care-worker.pdf</a>
		PWCS 26	Understand person-centred approaches in adult social care settings	Level 2	34	Health and Social Care	<a href="http://www.ocr.org.uk/Images/80796-level-2-unit-pwcs-26-understand-person-centred-approaches-in-adult-social-care-settings.pdf">http://www.ocr.org.uk/Images/80796-level-2-unit-pwcs-26-understand-person-centred-approaches-in-adult-social-care-settings.pdf</a>
		PWCS 27	Understand health and safety in social care settings	Level 2	40	Health and Social Care	<a href="http://www.ocr.org.uk/Images/80797-level-2-unit-pwcs-27-understand-health-and-safety-in-social-care-settings.pdf">http://www.ocr.org.uk/Images/80797-level-2-unit-pwcs-27-understand-health-and-safety-in-social-care-settings.pdf</a>

Work placement							
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Potential pathway	Location
1766	Retail Knowledge Level 2 Award	NA	Understanding the retail selling process	Level 2	15	Retail	<a href="http://www.ocr.org.uk/Images/82506-level-2-understanding-the-retail-selling-process.pdf">http://www.ocr.org.uk/Images/82506-level-2-understanding-the-retail-selling-process.pdf</a>
		NA	Understanding customer service in the retail sector	Level 2	22	Retail	<a href="http://www.ocr.org.uk/Images/82500-level-2-understanding-customer-service-in-the-retail-sector.pdf">http://www.ocr.org.uk/Images/82500-level-2-understanding-customer-service-in-the-retail-sector.pdf</a>
04304	Creative iMedia Level 1 Award	101	Pre-production skills	Level 1	30	Media and Communication	<a href="http://www.ocr.org.uk/Images/81591-level-1-unit-101-pre-production-skills.pdf">http://www.ocr.org.uk/Images/81591-level-1-unit-101-pre-production-skills.pdf</a>
		105	Sound effects	Level 1	30	Media and Communication	<a href="http://www.ocr.org.uk/Images/77967-level-1-unit-105-sound-effects.pdf">http://www.ocr.org.uk/Images/77967-level-1-unit-105-sound-effects.pdf</a>
04307	Creative iMedia Level 2 Award	103	Special video effects	Level 2	35	Media and Communication	<a href="http://www.ocr.org.uk/Images/69484-level-1-unit-103-special-video-effects.pdf">http://www.ocr.org.uk/Images/69484-level-1-unit-103-special-video-effects.pdf</a>
		106	Storytelling with a comic strip	Level 2	25	Media and Communication	<a href="http://www.ocr.org.uk/Images/70949-level-1-unit-106-storytelling-with-a-comic-strip.pdf">http://www.ocr.org.uk/Images/70949-level-1-unit-106-storytelling-with-a-comic-strip.pdf</a>
10342	Being Entrepreneurial - Identifying and Pitching Opportunities Level 2 Award	1	Pitching ideas to others	Level 2	20	Being Entrepreneurial	<a href="http://www.ocr.org.uk/Images/142901-level-2-unit-01-pitching-ideas-to-others.pdf">http://www.ocr.org.uk/Images/142901-level-2-unit-01-pitching-ideas-to-others.pdf</a>
01679	Using ICT Entry Level Award (Entry 3)	1	Displaying information using ICT	Entry 3	15	ICT	<a href="http://www.ocr.org.uk/Images/139700-entry-level-3-unit-1-displaying-information-using-ict.pdf">http://www.ocr.org.uk/Images/139700-entry-level-3-unit-1-displaying-information-using-ict.pdf</a>
		2	Using ICT to find information	Entry 3	15	ICT	<a href="http://www.ocr.org.uk/Images/139701-entry-level-3-unit-2-using-ict-to-find-information.pdf">http://www.ocr.org.uk/Images/139701-entry-level-3-unit-2-using-ict-to-find-information.pdf</a>
		3	Communicating information using ICT	Entry 3	15	ICT	<a href="http://www.ocr.org.uk/Images/139702-entry-level-3-unit-3-communicating-information-using-ict.pdf">http://www.ocr.org.uk/Images/139702-entry-level-3-unit-3-communicating-information-using-ict.pdf</a>
		4	Producing charts using ICT	Entry 3	15	ICT	<a href="http://www.ocr.org.uk/Images/139703-entry-level-3-unit-4-producing-charts-using-ict.pdf">http://www.ocr.org.uk/Images/139703-entry-level-3-unit-4-producing-charts-using-ict.pdf</a>
08730	ICT Systems and Principles for IT Practitioners (PROCOM) Level 2 Award	1	Customer Care	Level 2	40	ICT	<a href="http://www.ocr.org.uk/Images/82982-level-2-unit-01-customer-care.pdf">http://www.ocr.org.uk/Images/82982-level-2-unit-01-customer-care.pdf</a>
		3	Organisation and planning of own workload	Level 2	25	ICT	<a href="http://www.ocr.org.uk/Images/83001-level-2-unit-03-organisation-and-planning-of-own-workload.pdf">http://www.ocr.org.uk/Images/83001-level-2-unit-03-organisation-and-planning-of-own-workload.pdf</a>
		11	Information management	Level 2	40	ICT	<a href="http://www.ocr.org.uk/Images/82988-level-2-unit-11-information-management.pdf">http://www.ocr.org.uk/Images/82988-level-2-unit-11-information-management.pdf</a>

Work placement							
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Potential pathway	Location
03991	ITQ in IT User Skills	1	Improving productivity using ICT	Level 1	20	ICT	<a href="http://www.ocr.org.uk/Images/76928-level-1-unit-01-improving-productivity-using-it.pdf">http://www.ocr.org.uk/Images/76928-level-1-unit-01-improving-productivity-using-it.pdf</a>
		33	Using email	Level 1	15	ICT	<a href="http://www.ocr.org.uk/Images/78178-level-1-unit-33-using-email.pdf">http://www.ocr.org.uk/Images/78178-level-1-unit-33-using-email.pdf</a>
		39	Using the Internet	Level 1	20	ICT	<a href="http://www.ocr.org.uk/Images/68373-level-1-unit-39-using-the-internet.pdf">http://www.ocr.org.uk/Images/68373-level-1-unit-39-using-the-internet.pdf</a>
		45	Using mobile IT devices	Level 1	15	ICT	<a href="http://www.ocr.org.uk/Images/69853-level-1-unit-45-using-mobile-it-devices.pdf">http://www.ocr.org.uk/Images/69853-level-1-unit-45-using-mobile-it-devices.pdf</a>
10284	Retail Skills Level 1 Award	2	Keep stock at required levels in a retail environment	Level 1	16	Retail	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-retail-skills-level-1-award-10284-from-2012/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-retail-skills-level-1-award-10284-from-2012/</a>
		4	Maintain food safety while working with food in a retail environment	Level 1	11	Retail	
		6	Wrap and pack goods for customers in a retail environment	Level 1	18	Retail	
		10	Comply with workplace health and safety requirements in a retail environment	Level 1	28	Retail	
10287	Retail Skills Level 2 Award	17	Help customers choose products in a retail environment	Level 2	20	Retail	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-retail-skills-level-2-award-10287-from-2012/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-retail-skills-level-2-award-10287-from-2012/</a>
		19	Deal with customer queries and complaints in a retail environment	Level 2	24	Retail	
		21	Process payments for purchases in a retail environment	Level 2	17	Retail	
		44	Protect own and others' health and safety when working in a retail environment	Level 2	28	Retail	

Work placement							
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Potential pathway	Location
04464	Support Work in Schools Level 2 Award	1	Child and young person development	Level 2	15	Teaching and support	<a href="http://www.ocr.org.uk/Images/71132-level-2-unit-01-child-and-young-person-development.pdf">http://www.ocr.org.uk/Images/71132-level-2-unit-01-child-and-young-person-development.pdf</a>
		2	Safeguarding the welfare of children and young people	Level 2	20	Teaching and support	<a href="http://www.ocr.org.uk/Images/75545-level-2-unit-02-safeguarding-the-welfare-of-children-and-young-people.pdf">http://www.ocr.org.uk/Images/75545-level-2-unit-02-safeguarding-the-welfare-of-children-and-young-people.pdf</a>
		3	Communication and professional relationships with children, young people and adults	Level 2	15	Teaching and support	<a href="http://www.ocr.org.uk/Images/78055-level-2-unit-03-communication-and-professional-relationships-with-children-young-people-and-adults.pdf">http://www.ocr.org.uk/Images/78055-level-2-unit-03-communication-and-professional-relationships-with-children-young-people-and-adults.pdf</a>
		4	Equality, diversity and inclusion in work with children and young people	Level 2	15	Teaching and support	<a href="http://www.ocr.org.uk/Images/77272-level-2-unit-04-equality-diversity-and-inclusion-in-work-with-children-and-young-people.pdf">http://www.ocr.org.uk/Images/77272-level-2-unit-04-equality-diversity-and-inclusion-in-work-with-children-and-young-people.pdf</a>
		5	Schools as organisations	Level 2	20	Teaching and support	<a href="http://www.ocr.org.uk/Images/75546-level-2-unit-05-schools-as-organisations.pdf">http://www.ocr.org.uk/Images/75546-level-2-unit-05-schools-as-organisations.pdf</a>
06957	Initial Text Processing (Entry 3) Award	06964	Text production	Entry 3	30	Text processing	<a href="http://www.ocr.org.uk/Images/87131-entry-level-3-unit-06964-text-production.pdf">http://www.ocr.org.uk/Images/87131-entry-level-3-unit-06964-text-production.pdf</a>
06947	Text Processing (Business Professional) Level 1 Award	06966	Text production	Level 1	40	Text processing	<a href="http://www.ocr.org.uk/Images/81145-level-1-unit-06966-text-production.pdf">http://www.ocr.org.uk/Images/81145-level-1-unit-06966-text-production.pdf</a>
		06968	Business presentations	Level 1	40	Text processing	<a href="http://www.ocr.org.uk/Images/81148-level-1-unit-06968-business-presentations.pdf">http://www.ocr.org.uk/Images/81148-level-1-unit-06968-business-presentations.pdf</a>
		06969	Computer keyboard skills	Level 1	30	Text processing	<a href="http://www.ocr.org.uk/Images/81149-level-1-unit-06969-computer-keyboard-skills.pdf">http://www.ocr.org.uk/Images/81149-level-1-unit-06969-computer-keyboard-skills.pdf</a>
06958	Text processing (Business Professional) Level 2 Award	06976	Audio-Transcription	Level 2	40	Text processing	<a href="http://www.ocr.org.uk/Images/81157-level-2-unit-06976-audio-transcription.pdf">http://www.ocr.org.uk/Images/81157-level-2-unit-06976-audio-transcription.pdf</a>
06956	Speed Keying (Entry 3) Award	06965	Speed keying	Entry 3	20	Text processing	<a href="http://www.ocr.org.uk/Images/81144-entry-level-3-unit-06965-speed-keying.pdf">http://www.ocr.org.uk/Images/81144-entry-level-3-unit-06965-speed-keying.pdf</a>

Work placement							
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Potential pathway	Location
09878	Team Leading Level 2 Certificate	21	Developing working relationships with team members	Level 2	30	Management and Team Leading	<a href="http://www.ocr.org.uk/Images/83004-level-2-unit-21-developing-working-relationships-with-team-members.pdf">http://www.ocr.org.uk/Images/83004-level-2-unit-21-developing-working-relationships-with-team-members.pdf</a>
		22	Key principles of team leading	Level 2	40	Management and Team Leading	<a href="http://www.ocr.org.uk/Images/83003-level-2-unit-22-key-principles-of-team-leading.pdf">http://www.ocr.org.uk/Images/83003-level-2-unit-22-key-principles-of-team-leading.pdf</a>
		23	Managing personal development	Level 2	20	Management and Team Leading	<a href="http://www.ocr.org.uk/Images/82651-level-2-unit-23-managing-personal-development.pdf">http://www.ocr.org.uk/Images/82651-level-2-unit-23-managing-personal-development.pdf</a>
		24	Developing a team	Level 2	30	Management and Team Leading	<a href="http://www.ocr.org.uk/Images/83002-level-2-unit-24-developing-a-team.pdf">http://www.ocr.org.uk/Images/83002-level-2-unit-24-developing-a-team.pdf</a>
		31	Gaining results from your team	Level 2	30	Management and Team Leading	<a href="http://www.ocr.org.uk/Images/83005-level-3-unit-31-gaining-results-from-your-team.pdf">http://www.ocr.org.uk/Images/83005-level-3-unit-31-gaining-results-from-your-team.pdf</a>
10315	Understanding Business Enterprise Level 1 Award	1	Understand the personal qualities and abilities for business	Level 1	8	Business	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-understanding-business-enterprise-level-1-award-10315-from-2012/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-understanding-business-enterprise-level-1-award-10315-from-2012/</a>
		2	Understand the opportunities and risks in running a business	Level 1	8	Business	
		3	Understand how to market a business	Level 1	8	Business	
		6	Understand business planning	Level 1	8	Business	
		7	Understand how to manage money in a business situation	Level 1	8	Business	
10316	Understanding Business Enterprise Level 2 Award	9	Understand the personal qualities and abilities for business	Level 2	8	Business	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-understanding-business-enterprise-level-1-award-10315-from-2012/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-understanding-business-enterprise-level-1-award-10315-from-2012/</a>
		10	Understand the opportunities and risks in running a business	Level 2	8	Business	
		11	Understand how to market a business	Level 2	8	Business	
		13	Understand business planning	Level 2	8	Business	
		16	Understand how to manage money in a business	Level 2	8	Business	
09896	Preparing for a Business Venture Level 2 Award	1	Considering a business idea	Level 2	23	Business	<a href="http://www.ocr.org.uk/Images/69102-level-2-unit-01-considering-a-business-idea.pdf">http://www.ocr.org.uk/Images/69102-level-2-unit-01-considering-a-business-idea.pdf</a>
		2	Identifying personal development needs to start a business venture	Level 2	23	Business	<a href="http://www.ocr.org.uk/Images/73549-level-2-unit-02-identifying-personal-development-needs-to-start-a-business-venture.pdf">http://www.ocr.org.uk/Images/73549-level-2-unit-02-identifying-personal-development-needs-to-start-a-business-venture.pdf</a>
		5	Investigating legal issues relating to a business venture	Level 2	28	Business	<a href="http://www.ocr.org.uk/Images/133304-level-2-unit-05-investigating-legal-issues-relating-to-a-business-venture.pdf">http://www.ocr.org.uk/Images/133304-level-2-unit-05-investigating-legal-issues-relating-to-a-business-venture.pdf</a>



Work placement							
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Potential pathway	Location
10391	Children and Young People's Workforce Certificate	MU2.9	Understand partnership working in services for children and young people	Level 2	18	Child development	<a href="http://www.ocr.org.uk/Images/70988-level-2-unit-mu2.9-understand-partnership-working-in-services-for-children-and-young-people.pdf">http://www.ocr.org.uk/Images/70988-level-2-unit-mu2.9-understand-partnership-working-in-services-for-children-and-young-people.pdf</a>
		TDA2.1	Child and young person development	Level 2	15	Child development	<a href="http://www.ocr.org.uk/Images/69518-level-2-unit-tda2.1-child-and-young-person-development.pdf">http://www.ocr.org.uk/Images/69518-level-2-unit-tda2.1-child-and-young-person-development.pdf</a>
		TDA2.2	Safeguarding the welfare of children and young people	Level 2	20	Child development	<a href="http://www.ocr.org.uk/Images/73948-level-2-unit-tda2.2-safeguarding-the-welfare-of-children-and-young-people.pdf">http://www.ocr.org.uk/Images/73948-level-2-unit-tda2.2-safeguarding-the-welfare-of-children-and-young-people.pdf</a>

English and maths						
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Location
05427	OCR Entry Level Cambridge Award in English	05427	Read for purpose and meaning in straightforward continuous texts	Entry 3	20	<a href="http://www.ocr.org.uk/qualifications/cambridge-progression-ocr-cambridge-award-certificate-in-english-entry-level-1-3-and-level-1-and-2/">http://www.ocr.org.uk/qualifications/cambridge-progression-ocr-cambridge-award-certificate-in-english-entry-level-1-3-and-level-1-and-2/</a>
05432		05432	Understand meaning in compound sentences	Entry 3	30	
05437		05437	Construct compound sentences	Entry 3	20	
05440		05440	Plan and sequence texts	Entry 3	20	
05445		05445	Speak to communicate information, ideas and opinions	Entry 3	20	
05448		05448	Contribute to discussions	Entry 3	20	
05723		05723	Listen and respond to specific information	Entry 3	20	
05428	OCR Level 1 Cambridge Award in English	05428	Read for purpose and meaning in texts on a variety of topics	Level 1	40	
05433		05433	Interpret meaning in sentences in straightforward texts	Level 1	20	
05441		05441	Plan and sequence texts	Level 1	30	
05446		05446	Speak to communicate information, ideas and opinions	Level 1	20	
05449		05449	Develop discussions	Level 1	30	
05451		05451	Understand use of language in fiction and non-fiction texts	Level 1	40	
05724		05724	Listen to actively respond in dialogue	Level 1	20	
05429	OCR Level 2 Cambridge Award in English	05429	Read for implied meaning in sentences in complex texts	Level 2	40	
05434		05434	Interpret meaning in sentences in complex texts	Level 2	20	
05439		05439	Construct complex sentences	Level 2	30	
05442		05442	Plan and adapt texts	Level 2	20	
05447		05447	Speak to communicate information, ideas and opinions	Level 2	10	
05450		05450	Manage discussions	Level 2	30	
05452		05452	Understand use of language in complex fiction and non-fiction texts	Level 2	40	
05725	05725	Listen to respond in a constructive manner	Level 2	20		

English and maths						
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Location
05747	OCR Entry Level Cambridge Award in Mathematics	05747	Simple fractions	Entry 3	10	<a href="http://www.ocr.org.uk/qualifications/cambridge-progression-ocr-cambridge-award-certificate-in-mathematics-entry-level-1-3-and-level-1-and-2/">http://www.ocr.org.uk/qualifications/cambridge-progression-ocr-cambridge-award-certificate-in-mathematics-entry-level-1-3-and-level-1-and-2/</a>
05748		05748	Decimals in money and length	Entry 3	20	
05749		05749	Calculations with whole numbers	Entry 3	30	
05750		05750	Read measure time, distance, weight, capacity, length and temperature	Entry 3	20	
05751		05751	Extract and interpret data	Entry 3	20	
05752		05752	Understand the properties and perimeters of regular shapes and compass directions	Entry 3	20	
05753	OCR Level 1 Cambridge Award in Mathematics	05753	Calculating shape and space of regular and non-regular shapes	Level 1	30	
05754		05754	Fractions, decimals and percentages	Level 1	30	
05755		05755	Read and calculate units of measurements and time	Level 1	20	
05756		05756	Calculations with whole numbers, simple ratio and direct proportion	Level 1	50	
05757		05757	Interpret data and the outcomes of events	Level 1	30	
05758		05758	Calculate with money without a calculator	Level 1	10	
05863		05863	Core Algebra. Simple linear expressions, equations, inequalities and graphs	Level 1	30	
05865	05865	Core geometry, angles, simple shapes, reflection, rotation and mensuration	Level 1	30		
05759	OCR Level 2 Cambridge Award in Mathematics	05759	Compare and interpret data and record probability	Level 2	30	
05760		05760	Fractions and decimals	Level 2	30	
05761		05761	Calculation with whole numbers, ratio and direct proportion	Level 2	30	
05762		05762	Using formula for shape, space and measurement conversions	Level 2	40	
05864		05864	Further Core Algebra. Expressions, equations, formulas, sequences and linear graphs	Level 2	30	
05866		05866	Further core geometry. Solving problems in triangles and quadrilaterals, calculating areas and volumes, transformations and similarity	Level 2	30	

Work preparation						
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Location
5809	Entry Level Award in Digital Employability	1	Know the basics of using digital technologies	Entry 3	30	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-digital-employability-entry-level-1-3-level-1-award-05807-05810/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-digital-employability-entry-level-1-3-level-1-award-05807-05810/</a>
		2	Use digital technologies to organise documents	Entry 3	10	
		3	Use digital technologies to produce documents from templates	Entry 3	10	
		4	Use digital technologies to process data	Entry 3	10	
		5	Use digital technologies to process images to make graphics	Entry 3	10	
		6	Use digital technologies to send and reply to emails	Entry 3	10	
		7	Use digital technologies to find information	Entry 3	10	
5810	Level 1 Award in Digital Employability	1	Know the basics of using digital technologies	Level 1	30	
		2	Use digital technologies to manage files and folders	Level 1	10	
		3	Use digital technologies to create documents	Level 1	10	
		4	Use digital technologies to work with data	Level 1	10	
		5	Use digital technologies to work with graphics	Level 1	10	
		6	Use digital technologies to manage emails	Level 1	10	
		7	Use digital technologies to find and share information	Level 1	10	

Work preparation						
Qualification code	Qualification title	Unit no	Unit title	Level	Guided Learning Hours (GLH)	Location
10399/10400	Entry Level 3 Award/Certificate in Employability Skills	1	Assess myself for work	Entry 3	25	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-employability-skills-entry-level-3-award-10399-from-2015/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-employability-skills-entry-level-3-award-10399-from-2015/</a>
		2	Learn about managing money	Entry 3	25	
		3	Prepare for and learn from a job interview	Entry 3	25	
		4	Know how to complete a job search	Entry 3	25	
		5	Provide personal information for employers	Entry 3	25	
		6	Know about health and safety in the workplace	Entry 3	25	
		7	Identify goals for a work placement and complete work related tasks	Entry 3	25	
10401/10402	Level 1 Award/Certificate in Employability Skills	8	Understand how to complete a job search	Level 1	25	
		9	Assess myself for a job	Level 1	25	
		10	Learn how to manage money	Level 1	25	
		11	Plan for and learn from a job interview	Level 1	25	
		12	Present personal information to employers	Level 1	25	
		13	Prepare for and learn from work placement	Level 1	25	
10403/10404	Level 2 Award/Certificate in Employability Skills	14	Assess myself for a career	Level 2	28	
		15	Understand how to manage money	Level 2	25	
		16	Plan for and reflect on a job interview	Level 2	25	
		17	Adapt personal information for employers	Level 2	30	
		18	Plan for and reflect on a work placement	Level 2	25	
10169	OCR Entry Level Introductory Award in Life and Living Skills (Entry 3)	M23	Developing self	Entry 3	20	<a href="http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-life-and-living-skills-entry-level-1-3/">http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-life-and-living-skills-entry-level-1-3/</a>
		M24	Dealing with problems in daily life	Entry 3	20	
		M25	Emotional wellbeing	Entry 3	20	
		M26	Introduction to diversity, prejudice and discrimination	Entry 3	20	
10170	OCR Entry Level Award in Life and Living Skills (Entry 3)	N12	Health and safety procedures at work	Entry 3	20	
		N13	Carrying out tasks at work	Entry 3	20	
		N14	Completing a job application form	Entry 3	20	
10171	OCR Entry Level Certificate in Life and Living Skills (Entry 3)	N15	Effective communication for work	Entry 3	20	
		N16	Preparation for work	Entry 3	20	
		N17	Behaving appropriately at work	Entry 3	10	



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