OCR
Oxford Cambridge and RSA

VOCATIONAL QUALIFICATIONS

ENTRY CODES

2018/19

ocr.org.uk

Contents

Introduction

This booklet contains the qualification entry information for OCR's vocational qualifications.

All qualifications within this booklet have an accreditation period assigned to them, which means that they have a start date and an end date. We publish a monthly guide to our vocational qualifications which are approaching last entry or last certification date within the next six months. It is important that centres check this document regularly for updates. The guide can be downloaded from the OCR website (www.ocr.org.uk/administration).

When new qualifications are introduced during 2018/19, and if there are any subsequent changes or additions to this booklet, we will update the online version, available to download from the OCR website (www.ocr.org.uk/administration).

Any changes will be clearly identified in the version control table below and the version number will be updated accordingly in the footer.

We will also notify centres of any amendments in our monthly Subject Information Update email.

The following qualifications have their own entry codes booklets, which can be downloaded from the OCR website (www.ocr.org.uk/administration):

- General qualifications (AS and A Level, Entry Level Certificate, FSMQ, GCSE, Level 3 Certificate and Projects)

- Cambridge Nationals

- Cambridge Technicals

- Functional Skills.

Key to forms of assessment

◊ = Available for certification only

EV = Externally verified

T = Timetabled exam

O = On-screen test

M = Moderated assessment criteria/tasks

V = Vendor test

E = Examiner-marked assignment/task

P = e-Portfolio

VM = Visiting moderation

W = Exams that take place in a testing window

Version control

Version number	Section	Details of change	Date changed
Version 1.0 published online September 2018			

1 Skills for Business

1.1 Administration (Business Professional)

Administration (Business Professional) includes Text Processing (Business Professional) units as optional units. Text Processing was withdrawn in **autumn 2017**. Text Processing units achieved before autumn 2017 can continue to be used towards administration (Business Professional) but autumn 2017 was the last opportunity for assessment.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03952	**OCR Level 1 Award in Administration (Business Professional)**	**8 credits**		**500/6218/9**
Made up of: • Units 1 and 2 (6 credits) • 2 credits from any of Units 3–5 or 8–14.				
03953	**OCR Level 1 Certificate in Administration (Business Professional)**	**13 credits**		**500/6122/7**
Made up of: • Units 1 and 2 (6 credits) • 4 credits from any of Units 3–5 or 8–14 • 3 credits from any of Units 3–5, 8–14 or Levels 1 and 2 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Certificate claim.				
03955	**OCR Level 2 Award in Administration (Business Professional)**	**10 credits**		**500/6124/0**
Made up of: Units 6 and 7 (10 credits).				
03956	**OCR Level 2 Certificate in Administration (Business Professional)**	**18 credits**		**500/6563/4**
Made up of: • Units 6 and 7 (10 credits) • 3 credits from any of Units 3–5, 8–14 or 17–24 • 5 credits from any of Units 3–5, 8–14, 17–24 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Certificate claim.				
03957	**OCR Level 2 Diploma in Administration (Business Professional)**	**37 credits**		**500/6125/2**
Made up of: • Units 6 and 7 (10 credits) • 9 credits from any of Units 8–14 or 17–24 • 18 credits from any of Units 3–5, 8–14, 17–24 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Diploma claim.				
03958	**OCR Level 3 Award in Administration (Business Professional)**	**11 credits**		**500/6483/6**

Entry code	Qualification title	Credit value	Assessment	Qualification number
Made up of: • Units 15 and 16 (8 credits) • 3 credits from any of Units 8–14, 17–24 or 26–29.				
03959	**OCR Level 3 Certificate in Administration (Business Professional)**	**20 credits**		**500/6484/8**
Made up of: • Units 15 and 16 (8 credits) • 7 credits from any of Units 17–24 or 26–29 • 5 credits from any of Units 8–14, 17–24, 26–29 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Certificate claim.				
03963	**OCR Level 3 Diploma in Administration (Business Professional)**	**37 credits**		**500/6485/X**
Made up of: • Units 15 and 16 (8 credits) • 11 credits from any of Units 17–24 or 26–29 • 18 credits from any of Units 8–14, 17–24, 26–29 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Diploma claim.				
03966	**OCR Level 4 Award in Administration (Business Professional)**	**12 credits**		**500/6488/5**
Made up of: • Unit 25 (5 credits) • 3 credits from any of Units 26–29 • 4 credits from any of Units 17–24 or 26–29.				
03967	**OCR Level 4 Certificate in Administration (Business Professional)**	**20 credits**		**500/6489/7**
Made up of: • Unit 25 (5 credits) • 7 credits from any of Units 26–29 • 8 credits from any of Units 17–24, 26–29 or Level 3 Text Processing units.				
03968	**OCR Level 4 Diploma in Administration (Business Professional)**	**37 credits**		**500/6490/3**
Made up of: • Units 25–29 (20 credits) • 17 credits from any of Units 17–24 or Level 3 Text Processing units.				
Unit 1	Working in business and administration (Level 1)	3 credits	M	F/502/4009
Unit 2	Creating business documents (Level 1)	3 credits	M	K/502/4005
Unit 3	Making and receiving calls (Level 1)	2 credits	M	T/502/4007
Unit 4	Welcome visitors (Level 1)	2 credits	M	M/502/4006
Unit 5	Handling mail (Level 1)	2 credits	M	A/502/4008
Unit 6	Working in administration (Level 2)	6 credits	M	A/505/7011
Unit 7	Written business communication (Level 2)	4 credits	M	L/505/7045
Unit 8	Career planning in administration (Level 2)	5 credits	M	R/505/7046

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 9	Communicate with customers (Level 2)	3 credits	M	D/505/7048
Unit 10	Teamwork in administration (Level 2)	3 credits	M	D/505/7051
Unit 11	Financial transactions (Level 2)	3 credits	M	H/505/7052
Unit 12	Organise business travel and accommodation (Level 2)	4 credits	M	K/505/7053
Unit 13	Organise meetings (Level 2)	3 credits	M	M/502/3826
Unit 14	Handling diary systems (Level 2)	3 credits	M	Y/505/7114
Unit 15	Producing complex business documents (Level 3)	4 credits	M	R/505/7144
Unit 16	Understanding functions and roles within business organisations (Level 3)	4 credits	M	M/505/7054
Unit 17	Supporting recruitment and selection procedures (Level 3)	4 credits	M	T/505/7055
Unit 18	Verbal communication in business (Level 3)	4 credits	M	A/505/7056
Unit 19	Support business meetings (Level 3)	3 credits	M	F/505/7057
Unit 20	Organise a business event (Level 3)	4 credits	M	J/505/7058
Unit 21	Reviewing and developing office procedures (Level 3)	6 credits	M	L/505/7059
Unit 22	Carry out research and prepare a report (Level 3)	4 credits	M	F/505/7060
Unit 23	Legislation affecting organisations (Level 3)	3 credits	M	J/505/7061
Unit 24	Working in an administration team (Level 3)	5 credits	M	L/505/7062
Unit 25	Working in a senior administrative role (Level 4)	5 credits	M	D/505/7065
Unit 26	Analyse financial information (Level 4)	4 credits	M	H/505/7066
Unit 27	Chair business meetings (Level 4)	3 credits	M	K/505/7067
Unit 28	Present complex business information (Level 4)	4 credits	M	L/502/3865
Unit 29	Train and develop staff (Level 4)	4 credits	M	M/505/7068

1.2   Business and Administration

Entry code	Qualification title	Credit value	Assessment	Qualification number
04704	**OCR Level 2 NVQ Award in Business and Administration**	**9 credits**		**500/9582/1**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 203 and 206 (5 credits)
- At least 4 credits from Units 107, 113, 201–2, 204–5, 207–28, 256.

At least 6 credits must be achieved at Level 2.

Please refer to the centre handbook for barred combinations.

| 04705 | **OCR Level 2 NVQ Certificate in Business and Administration** | **21 credits** | | **500/9645/X** |

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 201–3 and 206 (9 credits)
- At least 7 credits from Units 107, 204–5, 207–30, 256–7, 310–22, 326–30
- A further 5 credits from Units 107, 113, 115–125, 207–30 238–248, 256–7, 310–22, 326–30.

At least 14 credits must be achieved at Level 2.

Please refer to the centre handbook for barred combinations.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04706	**OCR Level 2 NVQ Diploma in Business and Administration**	**37 credits**		**500/9647/3**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 201–3 and 206 (9 credits)
- At least 17 credits from Units 107, 204–5, 207–30, 256–7, 310–22, 326–30
- A further 11 credits from Units 107, 113, 115–25, 204–5, 207–30, 238–48, 256–257, 310–22, 326–30.

At least 24 credits must be achieved at Level 2.

Please refer to the centre handbook for barred combinations.

04707	**OCR Level 3 NVQ Certificate in Business and Administration**	**30 credits**		**500/9624/2**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 301–3 and 309 (13 credits)
- At least 11 credits from Units 207–30, 256–7, 304–8, 310–30, 332–5, 338, 353–4, 356–7, 410–11, 418–9
- A further 6 credits from Units 113, 207–30, 238–48, 256–7, 304–8, 310–30, 332–5, 338, 342–52, 353–4, 356–7, 410–11, 418–9, 422–3, 426–8.

At least 20 credits must be achieved at Level 3.

Please refer to the centre handbook for barred combinations.

04708	**OCR Level 3 NVQ Diploma in Business and Administration**	**40 credits**		**500/9625/4**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 301–3 and 309 (13 credits)
- At least 14 credits from Units 207–30, 256–7, 304–8, 310–30, 332–5, 338, 353–4, 356–7, 410–11, 418–9
- A further 13 credits from Units 113, 207–30, 238–48, 256–7, 304–8, 310–30, 332–5, 338, 342–54, 356–7, 410–11, 418–9, 422–3, 429–39.

At least 27 credits must be achieved at Level 3.

Please refer to the centre handbook for barred combinations.

04709	**OCR Level 4 NVQ Certificate in Business and Administration**	**30 credits**		**500/9508/0**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 401–5 and 409 (20 credits)
- At least 10 credits from Units 310–11, 316–24, 327–30, 353–4, 406–8, 410–23, 426–9, 501–5, 521, 524.

At least 20 credits must be achieved at Level 4.

Please refer to the centre handbook for barred combinations.

Level 1 units				
Unit 101	Manage own performance in a business environment	2 credits	EV	M/601/2447
Unit 102	Improve own performance in a business environment	1 credit	EV	T/601/2448
Unit 103	Work in a business environment	3 credits	EV	A/601/2449
Unit 104	Solve business problems	3 credits	EV	M/601/2450
Unit 105	Work with other people in a business environment	2 credits	EV	A/601/2452
Unit 106	Communicate in a business environment	4 credits	EV	F/601/2453
Unit 107	Make and receive telephone calls	3 credits	EV	K/601/2446
Unit 108	Assist in handling mail	2 credits	EV	L/601/2455
Unit 110	Prepare text from notes using touch typing (20 wpm)	2 credits	EV	D/601/2458
Unit 111	Use a filing system	2 credits	EV	Y/601/2460
Unit 112	Archive information	2 credits	EV	H/601/2462

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 113	Use occupational and safety guidelines when using keyboards	2 credits	EV	T/601/2465
Unit 114	Using email	2 credits	EV	J/502/4299
Unit 115	Bespoke software	2 credits	EV	A/502/4395
Unit 116	Data management software	2 credits	EV	F/502/4558
Unit 117	Database software	3 credits	EV	H/502/4553
Unit 118	Improving productivity using IT	3 credits	EV	T/502/4153
Unit 119	IT security for users	1 credit	EV	R/502/4256
Unit 120	Presentation software	3 credits	EV	K/502/4621
Unit 121	Set up an IT system	3 credits	EV	Y/502/4209
Unit 122	Spreadsheet software	3 credits	EV	A/502/4624
Unit 123	Using collaborative technologies	3 credits	EV	A/502/4378
Unit 124	Website software	3 credits	EV	L/502/4630
Unit 125	Word processing software	3 credits	EV	L/502/4627
Level 2 units				
Unit 201	Manage own performance in a business environment	2 credits	EV	F/601/2467
Unit 202	Improve own performance in a business environment	2 credits	EV	L/601/2469
Unit 203	Work in a business environment	2 credits	EV	F/601/2470
Unit 204	Solve business problems	4 credits	EV	L/601/2472
Unit 205	Work with other people in a business environment	3 credits	EV	Y/601/2474
Unit 206	Communicate in a business environment	3 credits	EV	D/601/2475
Unit 207	Use electronic message systems	1 credit	EV	H/601/2476
Unit 208	Use diary systems	3 credits	EV	K/601/2477
Unit 209	Take minutes	4 credits	EV	M/601/2478
Unit 210	Handle mail	3 credits	EV	T/601/2479
Unit 211	Provide reception services	3 credits	EV	K/601/2480
Unit 212	Produce documents in a business environment	4 credits	EV	T/601/2482
Unit 213	Prepare text from notes	3 credits	EV	A/601/2483
Unit 214	Prepare text from notes using touch typing (40 wpm)	3 credits	EV	F/601/2484
Unit 215	Prepare text from shorthand (60 wpm)	8 credits	EV	J/601/2485
Unit 216	Prepare text from recorded audio instruction (40 wpm)	4 credits	EV	L/601/2486
Unit 217	Organise and report data	3 credits	EV	R/601/2487
Unit 218	Research information	4 credits	EV	Y/601/2488
Unit 219	Store and retrieve information	3 credits	EV	R/601/2490
Unit 220	Archive information	2 credits	EV	Y/601/2491
Unit 221	Use office equipment	4 credits	EV	H/601/2493
Unit 222	Maintain and issue stationery stock items	3 credits	EV	M/601/2495
Unit 223	Support the organisation of an event	2 credits	EV	L/601/2505
Unit 224	Support the co-ordination of an event	3 credits	EV	D/601/2508
Unit 225	Support the organisation of business travel or accommodation	3 credits	EV	Y/601/2510
Unit 226	Support the organisation of meetings	4 credits	EV	T/601/2515
Unit 227	Respond to change in a business environment	3 credits	EV	F/601/2517
Unit 228	Support the management and development of an	7 credits	EV	J/601/2518

Entry code	Qualification title	Credit value	Assessment	Qualification number
	information system			
Unit 229	Administer human resources records	3 credits	EV	T/601/2790
Unit 230	Administer the recruitment and selection process	4 credits	EV	A/601/2791
Unit 238	Bespoke software	3 credits	EV	F/502/4396
Unit 239	Data management software	3 credits	EV	J/502/4559
Unit 240	Database software	4 credits	EV	M/502/4555
Unit 241	Improving productivity using IT	4 credits	EV	J/502/4156
Unit 242	IT security for users	2 credits	EV	Y/502/4257
Unit 243	Presentation software	4 credits	EV	M/502/4622
Unit 244	Set up an IT system	4 credits	EV	L/502/4210
Unit 245	Spreadsheet software	4 credits	EV	F/502/4625
Unit 246	Using collaborative technologies	4 credits	EV	F/502/4379
Unit 247	Website software	4 credits	EV	R/502/4631
Unit 248	Word processing software	4 credits	EV	R/502/4628
Unit 256	Meet and welcome visitors	3 credits	EV	Y/601/2457
Unit 257	Administer parking dispensations	4 credits	EV	J/601/2647
Level 3 units				
Unit 301	Manage own performance in a business environment	3 credits	EV	L/601/2519
Unit 302	Evaluate and improve own performance in a business environment	3 credits	EV	F/601/2520
Unit 303	Work in a business environment	4 credits	EV	J/601/2521
Unit 304	Solve business problems	4 credits	EV	L/601/2522
Unit 305	Work with other people in a business environment	4 credits	EV	R/601/2523
Unit 306	Contribute to decision-making in a business environment	3 credits	EV	Y/601/2524
Unit 307	Negotiate in a business environment	5 credits	EV	D/601/2525
Unit 308	Supervise a team in a business environment	6 credits	EV	H/601/2526
Unit 309	Communicate in a business environment	3 credits	EV	K/601/2527
Unit 310	Develop a presentation	3 credits	EV	M/601/2528
Unit 311	Deliver a presentation	3 credits	EV	T/601/2529
Unit 312	Design and produce documents in a business environment	4 credits	EV	M/601/2531
Unit 313	Prepare text from notes using touch typing (60 wpm)	4 credits	EV	T/601/2532
Unit 314	Prepare text from shorthand (80 wpm)	8 credits	EV	A/601/2533
Unit 315	Prepare text from recorded audio instruction (60 wpm)	4 credits	EV	F/601/2534
Unit 316	Support the design and development of an information system	7 credits	EV	L/601/2536
Unit 317	Monitor information systems	7 credits	EV	R/601/2537
Unit 318	Analyse and report data	6 credits	EV	Y/601/2538
Unit 319	Order products and services	5 credits	EV	D/601/2539
Unit 320	Plan and organise an event	4 credits	EV	R/601/2540
Unit 321	Co-ordinate an event	4 credits	EV	Y/601/2541
Unit 322	Plan and organise meetings	5 credit	EV	D/601/2542
Unit 323	Organise business travel or accommodation	5 credits	EV	H/601/2543
Unit 324	Evaluate the organisation of business travel or	2 credits	EV	K/601/2544

Entry code	Qualification title	Credit value	Assessment	Qualification number
	accommodation			
Unit 325	Supervise an office facility	5 credits	EV	T/601/2546
Unit 326	Contribute to innovation in a business environment	4 credits	EV	A/601/2547
Unit 327	Contribute to running a project	5 credits	EV	J/601/2549
Unit 328	Deliver, monitor and evaluate customer service to internal customers	3 credits	EV	A/601/2550
Unit 329	Deliver, monitor and evaluate customer service to external customers	3 credits	EV	F/601/2551
Unit 330	Agree a budget	4 credits	EV	J/601/2552
Unit 332	Provide administrative support in schools	8 credits	EV	D/601/7787
Unit 333	Administer parking and traffic challenges, representations and civil parking appeals	9 credits	EV	L/601/2648
Unit 334	Administer statutory parking and traffic appeals	9 credits	EV	R/601/2649
Unit 335	Administer parking and traffic debt recovery	9 credits	EV	J/601/2650
Unit 338	Administer legal files	7 credits	EV	H/601/7791
Unit 342	Bespoke software	4 credits	EV	J/502/4397
Unit 343	Data management software	4 credits	EV	A/502/4560
Unit 344	Database software	6 credits	EV	T/502/4556
Unit 345	Improving productivity using IT	5 credits	EV	L/502/4157
Unit 346	IT security for users	3 credits	EV	D/502/4258
Unit 347	Presentation software	6 credits	EV	T/502/4623
Unit 348	Set up an IT system	5 credits	EV	R/502/4211
Unit 349	Spreadsheet software	6 credits	EV	J/502/4626
Unit 350	Using collaborative technologies	6 credits	EV	T/502/4380
Unit 351	Website software	5 credits	EV	Y/502/4632
Unit 352	Word processing software	6 credits	EV	Y/502/4629
Unit 353	Use customer service as a competitive tool	8 credits	EV	D/601/1228
Unit 354	Monitor and solve customer service problems	6 credits	EV	J/601/1515
Unit 356	Build case files	4 credits	EV	K/601/7792
Unit 357	Manage case files	5 credits	EV	M/601/7793
Level 4 units				
Unit 401	Manage and be accountable for own performance in a business environment	3 credits	EV	L/601/2553
Unit 402	Evaluate and improve own performance in a business environment	4 credits	EV	R/601/2554
Unit 403	Support the purpose and values of an organisation	3 credits	EV	Y/601/2555
Unit 404	Support sustainability in a business environment	3 credits	EV	D/601/2556
Unit 405	Assess, manage and monitor risk in a business environment	4 credits	EV	H/601/2557
Unit 406	Evaluate and solve business problems	6 credits	EV	K/601/2558
Unit 407	Make decisions in a business environment	4 credits	EV	H/601/2560
Unit 408	Negotiate in a business environment	7 credits	EV	K/601/2561
Unit 409	Communicate in a business environment	3 credits	EV	M/601/2562
Unit 410	Design and develop an information system	7 credits	EV	T/601/2563
Unit 411	Manage and evaluate an information system	6 credits	EV	A/601/2564

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 412	Prepare specifications for contracts	5 credits	EV	F/601/2565
Unit 413	Chair meetings	4 credits	EV	J/601/2566
Unit 414	Manage an office facility	6 credits	EV	L/601/2567
Unit 415	Propose and design administrative services	8 credits	EV	Y/601/2569
Unit 416	Prepare, co-ordinate and monitor operational plans	6 credits	EV	L/601/2570
Unit 417	Implement, monitor and maintain administrative services	7 credits	EV	Y/601/2572
Unit 418	Contribute to innovation in a business environment	6 credits	EV	K/601/2575
Unit 419	Plan change for a team	6 credits	EV	M/601/2576
Unit 421	Manage budgets	5 credits	EV	T/601/2580
Unit 422	Manage physical resources	3 credits	EV	K/600/9711
Unit 423	Manage the environmental impact of work activities	5 credits	EV	M/600/9712
Unit 426	Provide leadership and direction for own area of responsibility	5 credits	EV	T/600/9601
Unit 427	Support learning and development within own area of responsibility	5 credits	EV	M/600/9676
Unit 428	Develop working relationships with colleagues and stakeholders	4 credits	EV	K/600/9661
Unit 429	Plan, organise and control customer service operations	10 credits	EV	A/601/1236
Level 5 units				
Unit 501	Invite tenders and select contractors	6 credits	EV	R/601/2585
Unit 502	Monitor and evaluate contracts	6 credits	EV	Y/601/2586
Unit 503	Plan change across teams	6 credits	EV	D/601/2587
Unit 504	Implement, monitor and review change	6 credits	EV	K/601/2589
Unit 505	Manage a project	10 credits	EV	A/601/2578
Unit 521	Monitor and review business processes	3 credits	EV	A/600/9759
Unit 524	Recruit staff in own area of responsibility	4 credits	EV	T/600/9663
10337	**OCR Level 4 Diploma in Business and Administration**	**40 credits**		**600/8145/4**

Made up of:
* Units 1–8.

Unit 1	Supporting business activities	5 credits	M	A/503/6143
Unit 2	Managing sustainability and risk	5 credits	M	F/503/6144
Unit 3	Communicating in business	5 credits	M	J/503/6145
Unit 4	Culture and ethics in a business environment	5 credits	M	K/503/6140
Unit 5	Business administration systems	5 credits	M	L/503/6146
Unit 6	Managing people and performance in a business environment	5 credits	M	M/503/6141
Unit 7	Personal effectiveness in a business environment	5 credits	M	T/503/6139
Unit 8	Managing business facilities	5 credits	M	T/503/6142

10383	**OCR Level 2 Diploma in Business Administration**	**45 credits**		**601/3740/X**

Made up of:

* Units 1–6
* A minimum of 14 credits from Units 7–36
* A maximum of 10 credits from Units 37–49

Entry code	Qualification title	Credit value	Assessment	Qualification number
• A maximum of 6 credits from Units 50–60. A minimum of 36 credits must be achieved at Level 2 or above.				
Unit 1	Communication in a business environment (Level 2)	3 credits	EV	H/506/1893
Unit 2	Principles of providing administrative services (Level 2)	4 credits	EV	J/506/1899
Unit 3	Principles of business document production and information management (Level 2)	3 credits	EV	T/506/1901
Unit 4	Understand employer organisations(Level 2)	4 credits	EV	A/506/1964
Unit 5	Manage personal performance and development (Level 2)	4 credits	EV	L/506/1788
Unit 6	Develop working relationships with colleagues (Level 2)	3 credits	EV	R/506/1789
Unit 7	Manage diary systems (Level 2)	2 credits	EV	L/506/1807
Unit 8	Produce business documents (Level 2)	3 credits	EV	Y/506/1809
Unit 9	Collate and report data (Level 2)	3 credits	EV	L/506/1810
Unit 10	Store and retrieve information (Level 2)	4 credits	EV	R/506/1811
Unit 11	Produce minutes of meetings (Level 2)	3 credits	EV	Y/506/1812
Unit 12	Handle mail (Level 2)	3 credits	EV	D/506/1813
Unit 13	Provide reception services (Level 2)	3 credits	EV	H/506/1814
Unit 14	Prepare text from notes using touch typing (Level 2)	4 credits	EV	K/506/1815
Unit 15	Prepare text from shorthand (Level 2)	6 credits	EV	M/506/1816
Unit 16	Prepare text from recorded audio instruction (Level 2)	4 credits	EV	T/506/1817
Unit 17	Archive information (Level 2)	3 credits	EV	T/506/1865
Unit 18	Maintain and issue stationery and supplies (Level 2)	3 credits	EV	Y/506/2295
Unit 19	Use and maintain office equipment (Level 2)	2 credits	EV	J/506/1868
Unit 20	Contribute to the organisation of an event (Level 2)	3 credits	EV	L/506/1869
Unit 21	Organise business travel or accommodation (Level 2)	4 credits	EV	D/506/1875
Unit 22	Provide administrative support for meetings (Level 2)	4 credit	EV	H/506/1876
Unit 23	Administer human resource records (Level 2)	3 credits	EV	T/506/1879
Unit 24	Administer the recruitment and selection process (Level 2)	3 credits	EV	A/506/1883
Unit 25	Administer parking dispensations (Level 2)	3 credits	EV	R/506/1887
Unit 26	Administer finance (Level 2)	4 credits	EV	R/506/1890
Unit 27	Buddy a colleague to develop their skills (Level 2)	3 credits	EV	M/506/1895
Unit 28	Employee rights and responsibilities (Level 2)	2 credits	EV	L/506/1905
Unit 29	Health and safety in a business environment (Level 1)	2 credits	EV	D/506/1794
Unit 30	Use a telephone and voicemail system (Level 1)	2 credits	EV	K/506/1796
Unit 31	Meet and welcome visitors in a business environment (Level 1)	2 credits	EV	A/506/1799
Unit 32	Develop a presentation (Level 3)	3 credits	EV	K/506/1913
Unit 33	Deliver a presentation (Level 3)	3 credits	EV	M/506/1914
Unit 34	Contribute to the development and implementation of an information system (Level 3)	6 credits	EV	A/506/1916
Unit 35	Monitor information systems (Level 3)	8 credits	EV	F/506/1917
Unit 36	Analyse and present business data (Level 3)	6 credits	EV	M/506/1945
Unit 37	Using email (Level 2)	3 credits	EV	M/502/4300
Unit 38	Word processing software (Level 2)	4 credits	EV	R/502/4628
Unit 39	Website software (Level 2)	4 credits	EV	R/502/4631
Unit 40	Spreadsheet software (Level 2)	4 credits	EV	F/502/4625

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 41	Presentation software (Level 2)	4 credits	EV	M/502/4622
Unit 42	Bespoke software (Level 2)	3 credits	EV	F/502/4396
Unit 43	Data management software (Level 2)	3 credits	EV	J/502/4559
Unit 44	Deliver customer service (Level 2)	5 credits	EV	A/506/2130
Unit 45	Process information about customers (Level 2)	3 credits	EV	R/506/2134
Unit 46	Develop customer relationships (Level 2)	3 credits	EV	Y/506/2149
Unit 47	Participate in a project (Level 3)	3 credits	EV	F/506/1934
Unit 48	Processing customers' financial transactions (Level 2)	4 credits	EV	F/601/8320
Unit 49	Payroll processing (Level 2)	5 credits	EV	T/505/1238
Unit 50	Understand the use of research in business (Level 2)	6 credits	EV	A/506/1818
Unit 51	Understand the legal context of business (Level 3)	6 credits	EV	D/506/1939
Unit 52	Principles of customer relationships (Level 2)	3 credits	EV	K/503/8194
Unit 53	Principles of team leading (Level 2)	5 credits	EV	R/506/2294
Unit 54	Principles of equality and diversity in the workplace (Level 2)	2 credits	EV	J/506/1806
Unit 55	Principles of marketing theory (Level 2)	4 credits	EV	D/502/9928
Unit 56	Principles of digital marketing (Level 2)	5 credits	EV	D/502/9931
Unit 57	Understand working in a customer service environment (Level 1)	3 credits	EV	L/506/2083
Unit 58	Know how to publish, integrate and share using social media (Level 2)	5 credits	EV	R/505/3515
Unit 59	Exploring social media (Level 2)	2 credits	EV	F/505/6880
Unit 60	Understand the safe use of online and social media platforms (Level 2)	4 credits	EV	L/505/3514
10384	**OCR Level 3 Diploma in Business Administration**	**58 credits**		**601/3676/5**

Made up of:
- Units 1-5
- A minimum of 13 credits from Units 6–42
- A maximum of 10 credits from Units 43–69
- A maximum of 8 credits from Units 70–77.

A minimum of 40 credits must be achieved at Level 3 or above.

Barred combinations:
- Only one of Units 13 and 31
- Only one of Units 52 and 58.

Unit 1	Communicate in a business environment (Level 3)	4 credits	EV	Y/506/1910
Unit 2	Manage personal and professional development (Level 3)	3 credits	EV	T/506/2952
Unit 3	Principles of business communication and information (Level 3)	4 credits	EV	R/506/1940
Unit 4	Principles of administration (Level 3)	6 credits	EV	Y/506/1941
Unit 5	Principles of business (Level 3)	10 credits	EV	D/506/1942
Unit 6	Contribute to the improvement of business performance (Level 3)	6 credits	EV	D/506/1911
Unit 7	Negotiate in a business environment (Level 3)	4 credits	EV	H/506/1912
Unit 8	Develop a presentation (Level 3)	3 credits	EV	K/506/1913
Unit 9	Deliver a presentation (Level 3)	3 credits	EV	M/506/1914
Unit 10	Create bespoke business documents (Level 3)	4 credits	EV	T/506/1915

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 11	Contribute to the development and implementation of an information system (Level 3)	6 credits	EV	A/506/1916
Unit 12	Monitor information systems (Level 3)	8 credits	EV	F/506/1917
Unit 13	Evaluate the provision of business travel or accommodation (Level 3)	5 credits	EV	J/506/1918
Unit 14	Provide administrative support in schools (Level 3)	5 credits	EV	L/506/1919
Unit 15	Administer parking and traffic challenges, representations and civil parking appeals (Level 3)	5 credits	EV	F/506/1920
Unit 16	Administer statutory parking and traffic appeals (Level 3)	6 credits	EV	R/506/1923
Unit 17	Administer parking and traffic debt recovery (Level 3)	5 credits	EV	T/506/1932
Unit 18	Administer legal files (Level 3)	5 credits	EV	J/506/1935
Unit 19	Build legal case files (Level 3)	5 credits	EV	L/506/1936
Unit 20	Manage legal case files (Level 3)	5 credits	EV	Y/506/1938
Unit 21	Manage an office facility (Level 3)	4 credits	EV	K/506/1944
Unit 22	Analyse and present business data (Level 3)	6 credits	EV	M/506/1945
Unit 23	Produce business documents (Level 2)	3 credits	EV	Y/506/1809
Unit 24	Store and retrieve information (Level 2)	4 credits	EV	R/506/1811
Unit 25	Produce minutes of meetings (Level 2)	3 credits	EV	Y/506/1812
Unit 26	Handle mail (Level 2)	3 credits	EV	D/506/1813
Unit 27	Prepare text from shorthand (Level 2)	6 credits	EV	M/506/1816
Unit 28	Prepare text from recorded audio instruction (Level 2)	4 credits	EV	T/506/1817
Unit 29	Maintain and issue stationery and supplies (Level 2)	3 credits	EV	Y/506/2295
Unit 30	Contribute to the organisation of an event (Level 2)	3 credits	EV	L/506/1869
Unit 31	Organise business travel or accommodation (Level 2)	4 credits	EV	D/506/1875
Unit 32	Provide administrative support for meetings (Level 2)	4 credits	EV	H/506/1876
Unit 33	Administer human resource records (Level 2)	3 credits	EV	T/506/1879
Unit 34	Administer the recruitment and selection process (Level 2)	3 credits	EV	A/506/1883
Unit 35	Administer parking dispensations (Level 2)	3 credits	EV	R/506/1887
Unit 36	Administer finance (Level 2)	4 credits	EV	R/506/1890
Unit 37	Buddy a colleague to develop their skills (Level 2)	3 credits	EV	M/506/1895
Unit 38	Employee rights and responsibilities (Level 2)	2 credits	EV	L/506/1905
Unit 39	Support environmental sustainability in a business environment (Level 4)	4 credits	EV	R/506/1954
Unit 40	Resolve administrative problems (Level 4)	6 credits	EV	D/506/1956
Unit 41	Prepare specifications for contracts (Level 4)	4 credits	EV	H/506/1957
Unit 42	Prepare text from notes using touch typing (Level 2)	4 credits	EV	K/506/1815
Unit 43	Promote equality, diversity and inclusion in the workplace (Level 3)	3 credits	EV	T/506/1820
Unit 44	Manage team performance (Level 3)	4 credits	EV	A/506/1821
Unit 45	Manage individuals' performance (Level 3)	4 credits	EV	J/506/1921
Unit 46	Manage individuals' development in the workplace (Level 3)	3 credits	EV	L/506/1922
Unit 47	Chair and lead meetings (Level 3)	3 credits	EV	Y/506/1924
Unit 48	Encourage innovation (Level 3)	4 credits	EV	J/506/2292
Unit 49	Procure products and/or services (Level 3)	5 credits	EV	M/506/1928
Unit 50	Implement change (Level 3)	5 credits	EV	T/506/1929
Unit 51	Implement and maintain business continuity plans and processes (Level 3)	4 credits	EV	K/506/1930
Unit 52	Participate in a project (Level 3)	3 credits	EV	F/506/1934
Unit 53	Develop and maintain professional networks (Level 4)	3 credits	EV	J/506/1949
Unit 54	Develop and implement an operational plan (Level 4)	5 credits	EV	Y/506/1955

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 55	Manage physical resources (Level 4)	4 credits	EV	K/506/1989
Unit 56	Prepare for and support quality audits (Level 4)	3 credits	EV	K/506/1992
Unit 57	Manage a budget (Level 4)	4 credits	EV	A/506/1995
Unit 58	Manage a project (Level 4)	7 credits	EV	R/506/1999
Unit 59	Manage business risk (Level 4)	6 credits	EV	L/506/2004
Unit 60	Recruitment, selection and induction practice (Level 4)	6 credits	EV	R/506/2909
Unit 61	Organise and deliver customer service (Level 3)	5 credits	EV	L/506/2150
Unit 62	Resolve customers' complaints (Level 3)	4 credits	EV	R/506/2151
Unit 63	Using email (Level 3)	3 credits	EV	T/502/4301
Unit 64	Word processing software (Level 3)	6 credits	EV	Y/502/4629
Unit 65	Website software (Level 3)	5 credits	EV	Y/502/4632
Unit 66	Spreadsheet software (Level 3)	6 credits	EV	J/502/4626
Unit 67	Presentation software (Level 3)	6 credits	EV	T/502/4623
Unit 68	Bespoke software (Level 3)	4 credits	EV	J/502/4397
Unit 69	Database software (Level 3)	6 credits	EV	T/502/4556
Unit 70	Principles of leadership and management (Level 3)	8 credits	EV	F/506/2596
Unit 71	Principles of market research (Level 3)	5 credits	EV	K/502/9933
Unit 72	Principles of marketing and evaluation (Level 3)	7 credits	EV	T/502/9935
Unit 73	Principles of digital marketing and research (Level 3)	7 credits	EV	F/502/9937
Unit 74	Principles of marketing stakeholder relationships (Level 3)	3 credits	EV	J/502/9938
Unit 75	Understand the customer service environment (Level 3)	5 credits	EV	Y/506/2152
Unit 76	Understand the legal context of business (Level 3)	6 credits	EV	D/506/1939
Unit 77	Principles of social media within a business (Level 3)	6 credits	EV	R/503/9324
10385	**OCR Level 4 NVQ Diploma in Business Administration**	**57 credits**		**601/3677/7**

Made up of:

- Units 1–4
- A minimum of 26 credits from Units 5–18
- A maximum of 13 credits from Units 19–44.

A minimum of 30 credits must be achieved at Level 4 or above.

Barred combinations:

- Only one of Units 29 and 32.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Communicate in a business environment (Level 3)	4 credits	EV	Y/506/1910
Unit 2	Resolve administrative problems (Level 4)	6 credits	EV	D/506/1956
Unit 3	Manage the work of an administrative function (Level 4)	5 credits	EV	T/506/1946
Unit 4	Manage personal and professional development (Level 3)	3 credits	EV	T/506/2952
Unit 5	Contribute to the design and development of an information system (Level 4)	5 credits	EV	A/506/1950
Unit 6	Manage information systems (Level 4)	6 credits	EV	F/506/1951
Unit 7	Support environmental sustainability in a business environment (Level 4)	4 credits	EV	R/506/1954
Unit 8	Prepare specifications for contracts (Level 4)	4 credits	EV	H/506/1957
Unit 9	Manage events (Level 4)	6 credits	EV	M/506/1959
Unit 10	Contribute to the improvement of business performance (Level 3)	6 credits	EV	D/506/1911
Unit 11	Negotiate in a business environment (Level 3)	4 credits	EV	H/506/1912
Unit 12	Develop a presentation (Level 3)	3 credits	EV	K/506/1913

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 13	Deliver a presentation (Level 3)	3 credits	EV	M/506/1914
Unit 14	Create bespoke business documents (Level 3)	4 credits	EV	T/506/1915
Unit 15	Monitor information systems (Level 3)	8 credits	EV	F/506/1917
Unit 16	Evaluate the provision of business travel or accommodation (Level 3)	5 credits	EV	J/506/1918
Unit 17	Manage an office facility (Level 3)	4 credits	EV	K/506/1944
Unit 18	Analyse and present business data (Level 3)	6 credits	EV	M/506/1945
Unit 19	Develop and maintain professional networks (Level 4)	3 credits	EV	J/506/1949
Unit 20	Develop and implement an operational plan (Level 4)	5 credits	EV	Y/506/1955
Unit 21	Encourage learning and development (Level 4)	3 credits	EV	M/506/1962
Unit 22	Initiate and implement operational change (Level 4)	4 credits	EV	T/506/1980
Unit 23	Develop working relationships with stakeholders (Level 4)	4 credits	EV	F/506/1982
Unit 24	Manage physical resources (Level 4)	4 credits	EV	K/506/1989
Unit 25	Prepare for and support quality audits (Level 4)	3 credits	EV	K/506/1992
Unit 26	Conduct quality audits (Level 4)	3 credits	EV	T/506/1994
Unit 27	Manage a budget (Level 4)	4 credits	EV	A/506/1995
Unit 28	Manage a project (Level 4)	7 credits	EV	R/506/1999
Unit 29	Manage business risk (Level 4)	6 credits	EV	L/506/2004
Unit 30	Manage knowledge in an organisation (Level 4)	5 credits	EV	A/506/2032
Unit 31	Recruitment, selection and induction practice (Level 4)	6 credits	EV	R/506/2909
Unit 32	Establish business risk management processes (Level 5)	5 credits	EV	J/506/2048
Unit 33	Promote equality of opportunity, diversity and inclusion (Level 5)	5 credits	EV	R/506/2053
Unit 34	Design business processes (Level 5)	5 credits	EV	D/506/2055
Unit 35	Optimise the use of technology (Level 5)	6 credits	EV	F/506/2064
Unit 36	Manage team performance (Level 3)	4 credits	EV	A/506/1821
Unit 37	Manage individuals' performance (Level 3)	4 credits	EV	J/506/1921
Unit 38	Chair and lead meetings (Level 3)	3 credits	EV	Y/506/1924
Unit 39	Encourage innovation (Level 3)	4 credits	EV	J/506/2292
Unit 40	Manage conflict within a team (Level 3)	5 credits	EV	K/506/1927
Unit 41	Procure products and/or services (Level 3)	5 credits	EV	M/506/1928
Unit 42	Implement and maintain business continuity plans and processes (Level 3)	4 credits	EV	K/506/1930
Unit 43	Collaborate with other departments (Level 3)	3 credits	EV	M/506/1931
Unit 44	Champion customer service (Level 4)	4 credits	EV	D/506/2153

1.3 Business Enterprise

Entry code	Qualification title	Credit value	Assessment	Qualification number
09896	**OCR Level 2 Award in Preparing for a Business Venture**	**9 credits**		**600/1120/8**
Made up of: Units 1–3 (9 credits).				
09897	**OCR Level 2 Certificate in Preparing for a Business Venture**	**15 credits**		**600/1093/9**
Made up of: Units 1–3 (9 credits) plus any 2 other units.				
Unit 1	Considering a business idea	3 credits	M	T/502/9949

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 2	Identifying personal development needs to start a business venture	3 credits	M	K/502/9947
Unit 3	Identifying resources and location for a business venture	3 credits	M	M/502/9948
Unit 4	Attracting customers through marketing	4 credits	M	K/502/9950
Unit 5	Investigating legal issues relating to a business venture	3 credits	M	M/502/9951
Unit 6	Planning the financial management of a business venture	4 credits	M	L/502/9956
Unit 7	Understanding selling within a business venture	3 credits	M	Y/502/9958
Unit 8	Importance of business plans	3 credits	M	A/502/9967

1.4   Customer Service

Entry code	Qualification title	Credit value	Assessment	Qualification number
03455	**OCR Level 2 NVQ Certificate in Customer Service**	**28 credits**		**500/8625/X**

Made up of: Units F1 and F2 (8 credits), plus optional units as follows:
- 20 credits achieved by selecting at least 1 unit from each optional group A, B, C and D (excluding units A17–18, B12–16, C8, D14–20). At least 15 credits must be at Level 2.

Please refer to the subject-specific pages of the OCR website for rules of combination.

03456	**OCR Level 3 NVQ Diploma in Customer Service**	**42 credits**		**500/8626/1**

Certification only; last certification date is 31 August 2019.

Made up of: Units F3 and F4 (12 credits), plus optional units as follows:
- 30 credits achieved by selecting at least 1 unit from each optional group A, B, C and D (excluding units A1–2, B1, C1–2). At least 22 credits must be at Level 3.

Please refer to the subject-specific pages of the OCR website for rules of combination.

F1	Communicate using customer service language (Level 1)	4 credits	EV	F/601/1609
F2	Follow the rules to deliver customer service (Level 2)	4 credits	EV	L/601/1614
F3	Demonstrate understanding of customer service (Level 3)	6 credits	EV	K/601/1622
F4	Demonstrate understanding of the rules that impact on improvements in customer service (Level 3)	6 credits	EV	J/601/1627
F5	Demonstrate understanding of customer service management (Level 4)	10 credits	EV	J/601/1630
F6	Follow organisational rules, legislation and external regulations when managing customer service (Level 4)	10 credits	EV	D/601/1634
Group A units				
A1	Maintain a positive and customer-friendly attitude (Level 1)	5 credits	EV	R/601/1209
A2	Adapt your behaviour to give a good customer service impression (Level 1)	5 credits	EV	L/601/1211
A3	Communicate effectively with customers (Level 2)	5 credits	EV	R/601/1212
A4	Give customers a positive impression of yourself and your organisation (Level 2)	5 credits	EV	L/601/0933

Entry code	Qualification title	Credit value	Assessment	Qualification number
A5	Promote additional services or products to customers (Level 2)	6 credits	EV	D/601/0936
A6	Process information about customers (Level 2)	5 credits	EV	H/601/1215
A7	Live up to the customer service promise (Level 2)	6 credits	EV	M/601/1217
A8	Make customer service personal (Level 2)	6 credits	EV	T/601/1218
A9	Go the extra mile in customer service (Level 2)	6 credits	EV	M/601/1220
A10	Deal with customers face to face (Level 2)	5 credits	EV	T/601/1221
A11	Deal with incoming telephone calls from customers (Level 2)	5 credits	EV	F/601/1223
A12	Make telephone calls to customers (Level 2)	6 credits	EV	J/601/1224
A13	Deal with customers in writing or electronically (Level 3)	6 credits	EV	R/601/1226
A14	Use customer service as a competitive tool (Level 3)	8 credits	EV	D/601/1228
A15	Organise the promotion of additional services or products to customers (Level 3)	7 credits	EV	D/601/1231
A16	Build a customer service knowledge set (Level 3)	7 credits	EV	K/601/1233
A17	Champion customer service (Level 4)	10 credits	EV	T/601/1235
A18	Make customer service environmentally friendly and sustainable (Level 4)	11 credits	EV	F/601/1237
Group B units				
B1	Do your job in a customer-friendly way (Level 1)	5 credits	EV	A/601/1205
B2	Deliver reliable customer service (Level 2)	5 credits	EV	J/601/1210
B3	Deliver customer service on your customer's premises (Level 2)	5 credits	EV	Y/601/1213
B4	Recognise diversity when delivering customer service (Level 2)	5 credits	EV	K/601/1216
B5	Deal with customers across a language divide (Level 2)	8 credits	EV	A/601/1219
B6	Use questioning techniques when delivering customer service (Level 2)	4 credits	EV	A/601/1222
B7	Deal with customers using bespoke software (Level 2)	5 credits	EV	L/601/1225
B8	Maintain customer service through effective handover (Level 2)	4 credits	EV	Y/601/1227
B9	Deliver customer service using service partnerships (Level 3)	6 credits	EV	H/601/1229
B10	Organise the delivery of reliable customer service (Level 3)	6 credits	EV	Y/601/1230
B11	Improve the customer relationship (Level 3)	7 credits	EV	H/601/1232
B12	Maintain and develop a healthy and safe customer service environment (Level 4)	8 credits	EV	M/601/1234
B13	Plan, organise and control customer service operations (Level 4)	10 credits	EV	A/601/1236
B14	Review the quality of customer service (Level 4)	8 credits	EV	J/601/1238
B15	Build and maintain effective customer relations (Level 4)	8 credits	EV	L/601/1239
B16	Deliver seamless customer service with a team (Level 4)	8 credits	EV	F/601/1240
Group C units				
C1	Recognise and deal with customer queries, requests and problems (Level 1)	5 credits	EV	M/601/1508
C2	Take details of customer service problems (Level 1)	4 credits	EV	T/601/1509
C3	Resolve customer service problems (Level 2)	6 credits	EV	M/601/1511

Entry code	Qualification title	Credit value	Assessment	Qualification number
C4	Deliver customer service to difficult customers (Level 2)	6 credits	EV	T/601/1512
C5	Monitor and solve customer service problems (Level 3)	6 credits	EV	J/601/1515
C6	Apply risk assessment to customer service (Level 3)	10 credits	EV	D/601/1519
C7	Process customer service complaints (Level 3)	6 credits	EV	D/601/1522
C8	Handle referred customer complaints (Level 4)	10 credits	EV	K/601/1524
Group D units				
D1	Develop customer relationships (Level 2)	6 credits	EV	T/601/1526
D2	Support customer service improvements (Level 2)	5 credits	EV	A/601/1530
D3	Develop personal performance through delivering customer service (Level 2)	6 credits	EV	R/601/1534
D4	Support customers using on-line customer services (Level 2)	5 credits	EV	H/601/1540
D5	Buddy a colleague to develop their customer service skills (Level 2)	5 credits	EV	M/601/1542
D6	Develop your own customer service skills through self-study (Level 2)	6 credits	EV	R/601/1548
D7	Support customers using self-service technology (Level 2)	5 credits	EV	Y/601/1549
D8	Work with others to improve customer service (Level 3)	8 credits	EV	D/601/1553
D9	Promote continuous improvement (Level 3)	7 credits	EV	H/601/1554
D10	Develop your own and others' customer service skills (Level 3)	8 credits	EV	K/601/1555
D11	Lead a team to improve customer service (Level 3)	7 credits	EV	H/601/1568
D12	Gather, analyse and interpret customer feedback (Level 3)	10 credits	EV	H/601/1571
D13	Monitor the quality of customer service transactions (Level 3)	7 credits	EV	T/601/1574
D14	Implement quality improvements to customer service (Level 4)	10 credits	EV	L/601/1578
D15	Plan and organise the development of customer service staff (Level 4)	9 credits	EV	L/601/1581
D16	Develop a customer service strategy for a part of an organisation (Level 4)	11 credits	EV	M/601/1587
D17	Manage a customer service award programme (Level 4)	7 credits	EV	A/601/1592
D18	Apply technology or other resources to improve customer service (Level 4)	11 credits	EV	Y/601/1597
D19	Review and re-engineer customer service processes (Level 4)	11 credits	EV	R/601/1601
D20	Manage customer service performance (Level 4)	7 credits	EV	K/601/1605

10379	**OCR Level 2 Diploma in Customer Service**	**45 credits**	**601/3432/X**

Made up of:

- Units 1–5
- A minimum of 3 credits from Units 6–7
- A minimum of 16 credits from Units 8–39
- The remaining credits can come from Units 6–39, but a maximum of 7 credits from Units 25–39.

Entry code	Qualification title	Credit value	Assessment	Qualification number
A minimum of 45 credits must be achieved at Level 2 or above.			
Unit 1	Deliver customer service (Level 2)	5 credits	EV	A/506/2130
Unit 2	Understand customers (Level 2)	2 credits	EV	F/506/2131
Unit 3	Principles of customer service (Level 2)	4 credits	EV	J/506/2132
Unit 4	Understand employer organisations (Level 2)	4 credits	EV	A/506/1964
Unit 5	Manage personal performance and development (Level 2)	4 credits	EV	L/506/1788
Unit 6	Communicate verbally with customers (Level 2)	3 credits	EV	D/506/2119
Unit 7	Communicate with customers in writing (Level 2)	3 credits	EV	T/506/2126
Unit 8	Deal with incoming telephone calls from customers (Level 2)	3 credits	EV	H/506/2154
Unit 9	Make telephone calls to customers (Level 2)	3 credits	EV	K/506/2155
Unit 10	Promote additional products and/or services to customers (Level 2)	2 credits	EV	L/506/2133
Unit 11	Process information about customers (Level 2)	3 credits	EV	R/506/2134
Unit 12	Exceed customer expectations (Level 2)	3 credits	EV	Y/506/2135
Unit 13	Deliver customer service whilst working on customers' premises (Level 2)	4 credits	EV	T/506/2143
Unit 14	Carry out customer service handovers (Level 2)	3 credits	EV	T/506/2157
Unit 15	Resolve customer service problems (Level 2)	5 credits	EV	A/506/2158
Unit 16	Deliver customer service to challenging customers (Level 2)	3 credits	EV	F/506/2159
Unit 17	Develop customer relationships (Level 2)	3 credits	EV	Y/506/2149
Unit 18	Support customer service improvements (Level 2)	3 credits	EV	T/506/2160
Unit 19	Support customers through real-time online customer service (Level 2)	3 credits	EV	A/506/2161
Unit 20	Support customers using self-service equipment (Level 2)	3 credits	EV	H/506/2977
Unit 21	Use social media to deliver customer service (Level 2)	3 credits	EV	J/506/2163
Unit 22	Provide post-transaction customer service (Level 2)	5 credits	EV	K/506/2978
Unit 23	Resolve customers' complaints (Level 3)	4 credits	EV	R/506/2151
Unit 24	Gather, analyse and interpret customer feedback (Level 3)	5 credits	EV	D/506/2170
Unit 25	Health and safety procedures in the workplace (Level 2)	2 credits	EV	T/505/4673
Unit 26	Manage diary systems (Level 2)	2 credits	EV	L/506/1807
Unit 27	Provide reception services (Level 2)	3 credits	EV	H/506/1814
Unit 28	Contribute to the organisation of an event (Level 2)	3 credits	EV	L/506/1869
Unit 29	Buddy a colleague to develop their skills (Level 2)	3 credits	EV	M/506/1895
Unit 30	Employee rights and responsibilities (Level 2)	2 credits	EV	L/506/1905
Unit 31	Develop working relationships with colleagues (Level 2)	3 credits	EV	R/506/1789
Unit 32	Principles of equality and diversity in the workplace (Level 2)	2 credits	EV	J/506/1806
Unit 33	Processing sales orders (Level 2)	2 credits	EV	M/502/8587
Unit 34	Meeting customers' after sales needs (Level 2)	3 credits	EV	R/502/8601
Unit 35	Handling objections and closing sales (Level 2)	3 credits	EV	M/502/8606

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 36	Deal with incidents through a contact centre (Level 2)	7 credits	EV	K/503/0421
Unit 37	Carry out direct sales activities in a contact centre (Level 2)	5 credits	EV	L/503/0394
Unit 38	Negotiate in a business environment (Level 3)	4 credits	EV	H/506/1912
Unit 39	Bespoke software (Level 2)	3 credits	EV	F/502/4396
10380	**OCR Level 3 Diploma in Customer Service**	**55 credits**		**601/3433/1**

Made up of:
- Units 1–6
- A minimum of 15 credits from Units 7–28
- 9 credits from Units 7–45, but a maximum of only 9 credits can be taken from Units 29–45.

A minimum of 40 credits must be achieved at Level 3 and above.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Organise and deliver customer service (Level 3)	5 credits	EV	L/506/2150
Unit 2	Understand the customer service environment (Level 3)	5 credits	EV	Y/506/2152
Unit 3	Understand customers and customer retention (Level 3)	4 credits	EV	J/506/2910
Unit 4	Resolve customers' problems (Level 3)	4 credits	EV	K/506/2169
Unit 5	Principles of business (Level 3)	10 credits	EV	D/506/1942
Unit 6	Manage personal and professional development (Level 3)	3 credits	EV	T/506/2952
Unit 7	Develop resources to support consistency of customer service delivery (Level 3)	5 credits	EV	Y/506/2166
Unit 8	Use service partnerships to deliver customer service (Level 3)	3 credits	EV	D/506/2167
Unit 9	Resolve customers' complaints (Level 3)	4 credits	EV	R/506/2151
Unit 10	Gather, analyse and interpret customer feedback (Level 3)	5 credits	EV	D/506/2170
Unit 11	Monitor the quality of customer service interactions (Level 3)	5 credits	EV	K/506/2172
Unit 12	Communicate verbally with customers (Level 2)	3 credits	EV	D/506/2119
Unit 13	Communicate with customers in writing (Level 2)	3 credits	EV	T/506/2126
Unit 14	Promote additional products and/or services to customers (Level 2)	2 credits	EV	L/506/2133
Unit 15	Exceed customer expectations (Level 2)	3 credits	EV	Y/506/2135
Unit 16	Deliver customer service whilst working on customers' premises (Level 2)	4 credits	EV	T/506/2143
Unit 17	Deliver customer service to challenging customers (Level 2)	3 credits	EV	F/506/2159
Unit 18	Develop customer relationships (Level 2)	3 credits	EV	Y/506/2149
Unit 19	Support customer service improvements (Level 2)	3 credits	EV	T/506/2160
Unit 20	Support customers through real-time online customer service (Level 2)	3 credits	EV	A/506/2161
Unit 21	Support customers using self-service equipment (Level 2)	3 credits	EV	H/506/2977
Unit 22	Use social media to deliver customer service (Level 2)	3 credits	EV	J/506/2163
Unit 23	Provide post-transaction customer service (Level 2)	5 credits	EV	K/506/2978
Unit 24	Champion customer service (Level 4)	4 credits	EV	D/506/2153
Unit 25	Build and maintain effective customer relations (Level 4)	6 credits	EV	R/506/2179
Unit 26	Manage a customer service award programme (Level 4)	4 credits	EV	L/506/2181

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 27	Manage the use of technology to improve customer service (Level 4)	4 credits	EV	Y/506/2183
Unit 28	Develop a social media strategy for customer service (Level 4)	5 credits	EV	D/506/2962
Unit 29	Negotiate in a business environment (Level 3)	4 credits	EV	H/506/1912
Unit 30	Promote equality, diversity and inclusion in the workplace (Level 3)	3 credits	EV	T/506/1820
Unit 31	Manage team performance (Level 3)	4 credits	EV	A/506/1821
Unit 32	Manage individuals' performance (Level 3)	4 credits	EV	J/506/1921
Unit 33	Collaborate with other departments (Level 3)	3 credits	EV	M/506/1931
Unit 34	Negotiating, handling objections and closing sales (Level 3)	4 credits	EV	F/502/8612
Unit 35	Obtaining and analysing sales-related information (Level 3)	4 credits	EV	R/502/8615
Unit 36	Buyer behaviour in sales situations (Level 3)	3 credits	EV	K/502/8622
Unit 37	Manage incidents referred to a contact centre (Level 3)	6 credits	EV	K/503/0418
Unit 38	Lead direct sales activities in a contact centre team (Level 3)	4 credits	EV	D/503/0397
Unit 39	Manage diary systems (Level 2)	2 credits	EV	L/506/1807
Unit 40	Contribute to the organisation of an event (Level 2)	3 credits	EV	L/506/1869
Unit 41	Provide reception services (Level 2)	3 credits	EV	H/506/1814
Unit 42	Buddy a colleague to develop their skills (Level 2)	3 credits	EV	M/506/1895
Unit 43	Employee rights and responsibilities (Level 2)	2 credits	EV	L/506/1905
Unit 44	Processing sales orders (Level 2)	2 credits	EV	M/502/8587
Unit 45	Bespoke software (Level 3)	4 credits	EV	J/502/4397

10381	**OCR Level 4 NVQ Diploma in Customer Service**		**50 credits**	**601/3528/1**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 1–3
- A minimum of 20 credits from Units 4–16
- The remaining 16 credits can come from Units 4–34, but a maximum of 16 credits can come from Units 17–34.

A minimum of 38 credits must be achieved at Level 4 and above.

Unit 1	Manage customer service operations (Level 4)	7 credits	EV	M/506/2898
Unit 2	Champion customer service (Level 4)	4 credits	EV	D/506/2153
Unit 3	Manage personal and professional development (Level 3)	3 credits	EV	T/506/2952
Unit 4	Review the quality of customer service (Level 4)	4 credits	EV	F/506/2176
Unit 5	Build and maintain effective customer relations (Level 4)	6 credits	EV	R/506/2179
Unit 6	Develop a customer service strategy (Level 4)	6 credits	EV	R/506/2960
Unit 7	Manage a customer service award programme (Level 4)	4 credits	EV	L/506/2181
Unit 8	Manage the use of technology to improve customer service (Level 4)	4 credits	EV	Y/506/2183
Unit 9	Develop a social media strategy for customer service (Level 4)	5 credits	EV	D/506/2962
Unit 10	Develop customer service through social media (Level 4)	5 credits	EV	H/506/2963

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 11	Develop resources to support consistency of customer service delivery (Level 3)	5 credits	EV	Y/506/2166
Unit 12	Use service partnerships to deliver customer service (Level 3)	3 credits	EV	D/506/2167
Unit 13	Resolve customers' problems (Level 3)	4 credits	EV	K/506/2169
Unit 14	Resolve customers' complaints (Level 3)	4 credits	EV	R/506/2151
Unit 15	Gather, analyse and interpret customer feedback (Level 3)	5 credits	EV	D/506/2170
Unit 16	Monitor the quality of customer service interactions (Level 3)	5 credits	EV	K/506/2172
Unit 17	Encourage learning and development (Level 4)	3 credits	EV	M/506/1962
Unit 18	Initiate and implement operational change (Level 4)	4 credits	EV	T/506/1980
Unit 19	Manage a project (Level 4)	7 credits	EV	R/506/1999
Unit 20	Manage business risk (Level 4)	6 credits	EV	L/506/2004
Unit 21	Support environmental sustainability in a business environment (Level 4)	4 credits	EV	R/506/1954
Unit 22	Manage health and safety in own area of responsibility (Level 4)	5 credits	EV	D/504/4056
Unit 23	Manage incident management systems in a contact centre (Level 4)	6 credits	EV	H/503/0417
Unit 24	Promote equality, diversity and inclusion in the workplace (Level 3)	3 credits	EV	T/506/1820
Unit 25	Manage team performance (Level 3)	4 credits	EV	A/506/1821
Unit 26	Manage individuals' performance (Level 3)	4 credits	EV	J/506/1921
Unit 27	Encourage innovation (Level 3)	4 credits	EV	J/506/2292
Unit 28	Negotiating, handling objections and closing sales (Level 3)	4 credits	EV	F/502/8612
Unit 29	Obtaining and analysing sales-related information (Level 3)	4 credits	EV	R/502/8615
Unit 30	Buyer behaviour in sales situations (Level 3)	3 credits	EV	K/502/8622
Unit 31	Manage incidents referred to a contact centre (Level 3)	6 credits	EV	K/503/0418
Unit 32	Design business processes (Level 5)	5 credits	EV	D/506/2055
Unit 33	Manage direct sales operations in a contact centre (Level 5)	7 credits	EV	Y/503/0401
Unit 34	Bespoke software (Level 5)	4 credits	EV	J/502/4397

1.5 Management

Entry code	Qualification title	Credit value	Assessment	Qualification number
03366	**OCR Level 2 NVQ Certificate in Team Leading**		**17 credits**	**501/0501/2**
Made up of: • Units 1–3 (10 credits) • 5 credits from Units 4–5 • 2 credits from Units 6–14.				
Unit 1	Manage personal development (Level 2)	4 credits	EV	F/600/9469
Unit 2	Develop working relationships with colleagues (Level 2)	3 credits	EV	H/600/9660
Unit 3	Communicate information and knowledge (Level 2)	3 credits	EV	H/600/9724

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 4	Plan, allocate and monitor work of a team (Level 3)	5 credits	EV	Y/600/9669
Unit 5	Set objectives and provide support for team members (Level 3)	5 credits	EV	M/600/9600
Unit 6	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (Level 3)	4 credits	EV	M/600/9628
Unit 7	Support team members in identifying, developing and implementing new ideas (Level 3)	4 credits	EV	L/600/9636
Unit 8	Manage conflict in a team (Level 3)	3 credits	EV	R/600/9685
Unit 9	Lead and manage meetings (Level 3)	4 credits	EV	Y/600/9686
Unit 10	Participate in meetings (Level 2)	2 credits	EV	H/600/9688
Unit 11	Make effective decisions (Level 3)	3 credits	EV	F/600/9715
Unit 12	Manage knowledge in own area of responsibility (Level 3)	4 credits	EV	T/600/9730
Unit 13	Procure supplies (Level 3)	2 credits	EV	L/600/9734
Unit 14	Manage customer service in own area of responsibility (Level 3)	4 credits	EV	D/600/9804
03367	**OCR Level 3 NVQ Certificate in Management**	**25 credits**		**501/0499/8**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 1–3 (14 credits)
- 11 credits from Units 4–40.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Manage own professional development within an organisation (Level 3)	4 credits	EV	L/600/9586
Unit 2	Set objectives and provide support for team members (Level 3)	5 credits	EV	M/600/9600
Unit 3	Plan, allocate and monitor work of a team (Level 3)	5 credits	EV	Y/600/9669
Unit 4	Develop, maintain and review personal networks (Level 4)	4 credits	EV	R/600/9587
Unit 5	Provide leadership and direction for own area of responsibility (Level 4)	5 credits	EV	T/600/9601
Unit 6	Ensure compliance with legal, regulatory, ethical and social requirements (Level 4)	5 credits	EV	H/600/9609
Unit 7	Manage risk in own area of responsibility (Level 4)	4 credits	EV	L/600/9619
Unit 8	Review risk management processes in own area of responsibility (Level 4)	3 credits	EV	L/600/9622
Unit 9	Manage personal development (Level 2)	4 credits	EV	F/600/9469
Unit 10	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (Level 3)	4 credits	EV	M/600/9628
Unit 11	Support team members in identifying, developing and implementing new ideas (Level 3)	4 credits	EV	L/600/9636
Unit 12	Implement change in own area of responsibility (Level 4)	6 credits	EV	M/600/9659
Unit 13	Develop working relationships with colleagues and stakeholders (Level 4)	4 credits	EV	K/600/9661
Unit 14	Recruit staff in own area of responsibility (Level 5)	4 credits	EV	T/600/9663
Unit 15	Develop working relationships with colleagues (Level 2)	3 credits	EV	H/600/9660

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 16	Plan, allocate and monitor work in own area of responsibility (Level 4)	5 credits	EV	H/600/9674
Unit 17	Support learning and development within own area of responsibility (Level 4)	5 credits	EV	M/600/9676
Unit 18	Address performance problems affecting team members (Level 4)	3 credits	EV	F/600/9679
Unit 19	Build, support and manage a team (Level 4)	4 credits	EV	F/600/9682
Unit 20	Manage conflict in a team (Level 3)	3 credits	EV	R/600/9685
Unit 21	Lead and manage meetings (Level 3)	4 credits	EV	Y/600/9686
Unit 22	Participate in meetings (Level 2)	2 credits	EV	H/600/9688
Unit 23	Support individuals to develop and take responsibility for their performance (Level 4)	4 credits	EV	D/600/9690
Unit 24	Know how to follow disciplinary procedures (Level 4)	4 credits	EV	H/600/9691
Unit 25	Managing grievance procedures (Level 4)	3 credits	EV	K/600/9692
Unit 26	Support the management of redundancies in own area of responsibility (Level 4)	3 credits	EV	M/600/9693
Unit 27	Develop and implement a risk assessment plan in own area of responsibility (Level 4)	6 credits	EV	L/600/9703
Unit 28	Manage physical resources (Level 4)	3 credits	EV	K/600/9711
Unit 29	Manage the environmental impact of work activities (Level 4)	5 credits	EV	M/600/9712
Unit 30	Make effective decisions (Level 3)	3 credits	EV	F/600/9715
Unit 31	Manage knowledge in own area of responsibility (Level 3)	4 credits	EV	T/600/9730
Unit 32	Communicate information and knowledge (Level 2)	3 credits	EV	H/600/9724
Unit 33	Procure supplies (Level 3)	2 credits	EV	L/600/9734
Unit 34	Manage a tendering process (Level 4)	4 credits	EV	H/600/9738
Unit 35	Plan and manage a project (Level 4)	8 credits	EV	J/600/9750
Unit 36	Develop and implement marketing plans (Level 4)	6 credits	EV	K/600/9790
Unit 37	Analyse the market in which your organisation operates (Level 4)	5 credits	EV	M/600/9791
Unit 38	Manage the achievement of customer satisfaction (Level 4)	5 credits	EV	A/600/9793
Unit 39	Prepare for and support quality audits (Level 4)	4 credits	EV	Y/600/9798
Unit 40	Manage customer service in own area of responsibility (Level 3)	4 credits	EV	D/600/9804

09879	OCR Level 3 Certificate in Management	13 credits	600/2450/1

Certification only; last certification date is 31 August 2019.
Made up of:
- Units 31–33 (10 credits)
- The remaining 3 credits from either Units 21 or 34.

09878	OCR Level 2 Certificate in Team Leading	13 credits	600/2420/3

Certification only; last certification date is 31 August 2019.
Made up of:
- Units 21–23 (10 credits)
- The remaining 3 credits from either Units 24 or 31.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 21	Developing working relationships with team members (Level 2)	3 credits	EV	D/602/0401
Unit 22	Key principles of team leading (Level 2)	4 credits	EV	D/602/0379
Unit 23	Managing personal development (Level 2)	3 credits	EV	Y/602/0400
Unit 24	Developing a team (Level 2)	3 credits	EV	H/602/0402
Unit 31	Gaining results from your team (Level 3)	3 credits	EV	F/602/0407
Unit 32	Improving your own management and leadership performance (Level 3)	2 credits	EV	H/602/0416
Unit 33	Key principles of management and leadership (Level 3)	5 credits	EV	R/602/0413
Unit 34	Principles of working with and supervising others in a business environment (Level 3)	3 credits	EV	H/601/7645
10336	**OCR Level 5 Diploma in Management and Leadership**	**40 credits**		**600/8227/6**

Made up of:
- Unit 1 (10 credits)
- 30 credits from Units 2–14.

Unit 1	Principles of management and leadership	10 credits	EV	R/602/1366
Unit 2	Managing communications at work	5 credits	EV	F/602/1878
Unit 3	Personal development	5 credits	EV	J/602/1431
Unit 4	Leadership in your organisation	5 credits	EV	M/602/1438
Unit 5	Management of change	5 credits	EV	A/602/1443
Unit 6	Managing projects	10 credits	EV	R/602/1464
Unit 7	Developing successful business teams	5 credits	EV	D/602/1466
Unit 8	Managing decision making	10 credits	EV	K/602/2054
Unit 9	Recruitment and selection	5 credits	EV	J/602/1879
Unit 10	Managing staff performance	5 credits	EV	M/602/1469
Unit 11	Quality management in an organisation	5 credits	EV	Y/602/1479
Unit 12	Managing budgets	5 credits	EV	R/602/1481
Unit 13	Managing innovation in an organisation	5 credits	EV	D/602/1483
Unit 14	Principles of strategic management	5 credits	EV	A/602/1488
10386	**OCR Level 2 Diploma in Team Leading**	**40 credits**		**601/3805/1**

Made up of:
- Units 1–5
- A minimum of 12 credits from Units 6–17
- A maximum of 6 credits from Units 18–28.

A minimum of 40 credits must be achieved at Level 2 or above.

Barred combinations:
- Only one of Units 7 and 12
- Only one of Units 8 and 9.

Unit 1	Manage personal performance and development (Level 2)	4 credits	EV	L/506/1788
Unit 2	Communicate work-related information (Level 2)	4 credits	EV	T/506/1798

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 3	Lead and manage a team (Level 2)	5 credits	EV	H/506/1800
Unit 4	Principles of team leading (Level 2)	5 credits	EV	R/506/2294
Unit 5	Understand business (Level 2)	4 credits	EV	R/506/2957
Unit 6	Develop working relationships with colleagues (Level 2)	3 credits	EV	R/506/1789
Unit 7	Contribute to meetings in a business environment (Level 2)	3 credits	EV	Y/506/2958
Unit 8	Principles of equality and diversity in the workplace (Level 2)	2 credits	EV	J/506/1806
Unit 9	Promote equality, diversity and inclusion in the workplace (Level 3)	3 credits	EV	T/506/1820
Unit 10	Manage team performance (Level 3)	4 credits	EV	A/506/1821
Unit 11	Manage individuals' performance (Level 3)	4 credits	EV	J/506/1921
Unit 12	Chair and lead meetings (Level 3)	3 credits	EV	Y/506/1924
Unit 13	Encourage innovation (Level 3)	4 credits	EV	J/506/2292
Unit 14	Manage conflict within a team (Level 3)	5 credits	EV	K/506/1927
Unit 15	Procure products and/or services (Level 3)	5 credits	EV	M/506/1928
Unit 16	Collaborate with other departments (Level 3)	3 credits	EV	M/506/1931
Unit 17	Participate in a project (Level 3)	3 credits	EV	F/506/1934
Unit 18	Health and safety procedures in the workplace (Level 2)	2 credits	EV	T/505/4673
Unit 19	Store and retrieve information (Level 2)	4 credits	EV	R/506/1811
Unit 20	Handle mail (Level 2)	3 credits	EV	D/506/1813
Unit 21	Employee rights and responsibilities (Level 2)	2 credits	EV	L/506/1905
Unit 22	Deliver customer service (Level 2)	5 credits	EV	A/506/2130
Unit 23	Understand customers (Level 2)	2 credits	EV	F/506/2131
Unit 24	Resolve customer service problems (Level 2)	5 credits	EV	A/506/2158
Unit 25	Negotiate in a business environment (Level 3)	4 credits	EV	H/506/1912
Unit 26	Develop a presentation (Level 3)	3 credits	EV	K/506/1913
Unit 27	Deliver a presentation (Level 3)	3 credits	EV	M/506/1914
Unit 28	Resolve customers' complaints (Level 3)	4 credits	EV	R/506/2151
10387	**OCR Level 3 Diploma in Management**	55 credits		601/3806/3

Made up of:

- Units 1–5
- A minimum of 17 credits from Units 6–32
- A maximum of 7 credits from Units 33–45.

A minimum of 48 credits must be achieved at Level 3 or above.

Barred combinations:

- Only one of Units 17 and 28.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Manage personal and professional development (Level 3)	3 credits	EV	T/506/2952
Unit 2	Manage team performance (Level 3)	4 credits	EV	A/506/1821
Unit 3	Principles of leadership and management (Level 3)	8 credits	EV	F/506/2596
Unit 4	Principles of people management (Level 3)	6 credits	EV	R/506/1937
Unit 5	Principles of business (Level 3)	10 credits	EV	D/506/1942

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 6	Promote equality, diversity and inclusion in the workplace (Level 3)	3 credits	EV	T/506/1820
Unit 7	Manage individuals' performance (Level 3)	4 credits	EV	J/506/1921
Unit 8	Manage individuals' development in the workplace (Level 3)	3 credits	EV	L/506/1922
Unit 9	Chair and lead meetings (Level 3)	3 credits	EV	Y/506/1924
Unit 10	Encourage innovation (Level 3)	4 credits	EV	J/506/2292
Unit 11	Manage conflict within a team (Level 3)	5 credits	EV	K/506/1927
Unit 12	Procure products and/or services (Level 3)	5 credits	EV	M/506/1928
Unit 13	Implement change (Level 3)	5 credits	EV	T/506/1929
Unit 14	Implement and maintain business continuity plans and processes (Level 3)	4 credits	EV	K/506/1930
Unit 15	Collaborate with other departments (Level 3)	3 credits	EV	M/506/1931
Unit 16	Support remote or virtual teams (Level 3)	4 credits	EV	A/506/1933
Unit 17	Participate in a project (Level 3)	3 credits	EV	F/506/1934
Unit 18	Develop and maintain professional networks (Level 4)	3 credits	EV	J/506/1949
Unit 19	Develop and implement an operational plan (Level 4)	5 credits	EV	Y/506/1955
Unit 20	Encourage learning and development (Level 4)	3 credits	EV	M/506/1962
Unit 21	Discipline and grievance management (Level 4)	3 credits	EV	A/506/1981
Unit 22	Develop working relationships with stakeholders (Level 4)	4 credits	EV	F/506/1982
Unit 23	Manage physical resources (Level 4)	4 credits	EV	K/506/1989
Unit 24	Manage the impact of work activities on the environment (Level 4)	4 credits	EV	J/506/2907
Unit 25	Prepare for and support quality audits (Level 4)	3 credits	EV	K/506/1992
Unit 26	Conduct quality audits (Level 4)	3 credits	EV	T/506/1994
Unit 27	Manage a budget (Level 4)	4 credits	EV	A/506/1995
Unit 28	Manage a project (Level 4)	7 credits	EV	R/506/1999
Unit 29	Manage business risk (Level 4)	6 credits	EV	L/506/2004
Unit 30	Manage knowledge in an organisation (Level 4)	5 credits	EV	A/506/2032
Unit 31	Recruitment, selection and induction practice (Level 4)	6 credits	EV	R/506/2909
Unit 32	Manage redundancy and redeployment (Level 4)	6 credits	EV	M/506/2044
Unit 33	Buddy a colleague to develop their skills (Level 2)	3 credits	EV	M/506/1895
Unit 34	Contribute to the improvement of business performance (Level 3)	6 credits	EV	D/506/1911
Unit 35	Negotiate in a business environment (Level 3)	4 credits	EV	H/506/1912
Unit 36	Develop a presentation (Level 3)	3 credits	EV	K/506/1913
Unit 37	Deliver a presentation (Level 3)	3 credits	EV	M/506/1914
Unit 38	Contribute to the development and implementation of an information system (Level 3)	6 credits	EV	A/506/1916
Unit 39	Resolve customers' problems (Level 3)	4 credits	EV	K/506/2169
Unit 40	Resolve customers' complaints (Level 3)	4 credits	EV	R/506/2151
Unit 41	Gather, analyse and interpret customer feedback (Level 3)	5 credits	EV	D/506/2170
Unit 42	Employee rights and responsibilities (Level 2)	2 credits	EV	L/506/1905
Unit 43	Health and safety procedures in the workplace (Level 2)	2 credits	EV	T/505/4673
Unit 44	Manage events (Level 4)	6 credits	EV	M/506/1959
Unit 45	Review the quality of customer service (Level 4)	4 credits	EV	F/506/2176
10388	**OCR Level 5 NVQ Diploma in Management and Leadership**	**53 credits**		**601/3807/5**

Made up of:
• Units 1–4

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• A minimum of 23 credits from Units 5–29 • A maximum of 8 credits from Units 30–37. A minimum of 30 credits must be achieved at Level 5 or above.			
Unit 1	Contribute to the development of a strategic plan (Level 5)	5 credits	EV	A/506/2046
Unit 2	Design business processes (Level 5)	5 credits	EV	D/506/2055
Unit 3	Manage strategic change (Level 5)	7 credits	EV	H/506/2056
Unit 4	Provide leadership and management (Level 4)	5 credits	EV	L/506/1953
Unit 5	Establish business risk management processes (Level 5)	5 credits	EV	J/506/2048
Unit 6	Promote equality of opportunity, diversity and inclusion (Level 5)	5 credits	EV	R/506/2053
Unit 7	Develop and manage collaborative relationships with other organisations (Level 5)	5 credits	EV	T/506/2059
Unit 8	Optimise the use of technology (Level 5)	6 credits	EV	F/506/2064
Unit 9	Manage product and/or service development (Level 5)	5 credits	EV	Y/506/2068
Unit 10	Manage strategic marketing activities (Level 5)	7 credits	EV	L/506/2293
Unit 11	Develop and maintain professional networks (Level 4)	3 credits	EV	J/506/1949
Unit 12	Develop and implement an operational plan (Level 4)	5 credits	EV	Y/506/1955
Unit 13	Encourage learning and development (Level 4)	3 credits	EV	M/506/1962
Unit 14	Discipline and grievance management (Level 4)	3 credits	EV	A/506/1981
Unit 15	Develop working relationships with stakeholders (Level 4)	4 credits	EV	F/506/1982
Unit 16	Manage a tendering process (Level 4)	4 credits	EV	L/506/1984
Unit 17	Manage physical resources (Level 4)	4 credits	EV	K/506/1989
Unit 18	Manage the impact of work activities on the environment (Level 4)	4 credits	EV	J/506/2907
Unit 19	Prepare for and support quality audits (Level 4)	3 credits	EV	K/506/1992
Unit 20	Conduct quality audits (Level 4)	3 credits	EV	T/506/1994
Unit 21	Manage a budget (Level 4)	4 credits	EV	A/506/1995
Unit 22	Manage a project (Level 4)	7 credits	EV	R/506/1999
Unit 23	Manage business risk (Level 4)	6 credits	EV	L/506/2004
Unit 24	Manage knowledge in an organisation (Level 4)	5 credits	EV	A/506/2032
Unit 25	Recruitment, selection and induction (Level 4)	6 credits	EV	R/506/2909
Unit 26	Manage redundancy and redeployment (Level 4)	6 credits	EV	M/506/2044
Unit 27	Lead the development of a knowledge management strategy (Level 7)	7 credits	EV	D/506/2959
Unit 28	Lead the development of a quality strategy (Level 7)	4 credits	EV	J/506/2101
Unit 29	Lead the development of a continuous improvement strategy (Level 7)	5 credits	EV	F/506/2114
Unit 30	Manage health and safety in own area of responsibility (Level 4)	5 credits	EV	D/504/4056
Unit 31	Contribute to the design and development of an information system (Level 4)	5 credits	EV	A/506/1950
Unit 32	Manage information systems (Level 4)	6 credits	EV	F/506/1951
Unit 33	Manage events (Level 4)	6 credits	EV	M/506/1959
Unit 34	Manage customer service operations (Level 4)	7 credits	EV	M/506/2898
Unit 35	Review the quality of customer service (Level 4)	4 credits	EV	F/506/2176
Unit 36	Developing sales proposals (Level 4)	5 credits	EV	A/502/8656
Unit 37	Prioritising information for sales planning (Level 4)	3 credits	EV	D/502/8651

Entry code	Qualification title	Credit value	Assessment	Qualification number
10389	OCR Level 7 NVQ Diploma in Strategic Management and Leadership	45 credits		601/3808/7

Made up of:
- Units 1–3
- A minimum of 29 credits from Units 4–18.

A minimum of 35 credits must be achieved at Level 7.

Unit 1	Develop a strategic business plan (Level 7)	5 credits	EV	K/506/2074
Unit 2	Execute a strategic business plan (Level 7)	5 credits	EV	A/506/2077
Unit 3	Provide strategic leadership and direction (Level 7)	6 credits	EV	R/506/2117
Unit 4	Develop a business strategy (Level 7)	6 credits	EV	Y/506/2071
Unit 5	Establish organisational governance controls (Level 7)	4 credits	EV	F/506/2078
Unit 6	Shape organisational culture and values (Level 7)	5 credits	EV	J/506/2079
Unit 7	Manage strategic human resources (Level 7)	5 credits	EV	A/506/2080
Unit 8	Obtain financial resources (Level 7)	6 credits	EV	J/506/2082
Unit 9	Lead the development of a knowledge management strategy (Level 7)	7 credits	EV	D/506/2959
Unit 10	Lead the development of a quality strategy (Level 7)	4 credits	EV	J/506/2101
Unit 11	Lead the development of a continuous improvement strategy (Level 7)	5 credits	EV	F/506/2114
Unit 12	Establish business risk management processes (Level 5)	5 credits	EV	J/506/2048
Unit 13	Promote equality of opportunity, diversity and inclusion (Level 5)	5 credits	EV	R/506/2053
Unit 14	Design business processes (Level 5)	5 credits	EV	D/506/2055
Unit 15	Develop and manage collaborative relationships with other organisations (Level 5)	5 credits	EV	T/506/2059
Unit 16	Optimise the use of technology (Level 5)	6 credits	EV	F/506/2064
Unit 17	Manage product and/or service development (Level 5)	5 credits	EV	Y/506/2068
Unit 18	Manage strategic marketing activities (Level 5)	7 credits	EV	L/506/2293

1.6 Professional Services

Entry code	Qualification title	Credit value	Assessment	Qualification number
10353	OCR Level 4 Diploma in Business Accounting Practice	56 credits		601/0617/7

Certification only: last certification date is 31 August 2019
Made up of:
- Units 7–10, 12, 28–32, 41–42.

10356	OCR Level 4 Diploma in Tax	37 credits		600/6058/X

Certification only: last certification date is 31 August 2019
Made up of:
- Units 15, 16, 21 and 22
- At least 8 credits from Units 17–20.

10357	OCR Level 4 Diploma in Tax Practice	60 credits		600/5959/X

Certification only: last certification date is 31 August 2019

Entry code	Qualification title	Credit value	Assessment	Qualification number
Made up of: • Units 7–10, 12, 23, 24, 28–32.				
10354	**OCR Level 4 Diploma in Accounting and Business**	**38 credits**		**600/6059/1**
Certification only: last certification date is 31 August 2019 Made up of: • Units 1–6.				
10355	**OCR Level 4 Diploma in Audit Practice**	**56 credits**		**600/6041/4**
Certification only: last certification date is 31 August 2019 Made up of: • Units 7–14 • Units 28–32.				
Unit 1	Understanding the principles of accounting	9 credits	VM	Y/504/1320
Unit 2	Understanding the assurance process and ethics informing professional behaviour	5 credits	VM	M/504/1324
Unit 3	Understanding the interaction of business operations and the finance function	6 credits	VM	K/504/1323
Unit 4	Understanding the principles of taxation	6 credits	VM	J/504/1328
Unit 5	Understanding the principles of law for business and professional services	5 credits	VM	L/504/1332
Unit 6	Understanding the principles of management information	7 credits	VM	A/504/1469
Unit 7	Working in teams	7 credits	VM	F/504/1277
Unit 8	Organising and facilitating meetings and workshops	4 credits	VM	A/504/1309
Unit 9	Developing commercial awareness	4 credits	VM	T/504/1311
Unit 10	Managing personal obligations in engagement economics and internal financial management	2 credits	VM	A/504/1312
Unit 11	Preparing to work at a client's site	1 credit	VM	F/504/1313
Unit 12	Planning and delivering business communication activities	6 credits	VM	D/504/1285
Unit 13	Applying own employer's audit or assurance methodology	10 credits	VM	J/504/1314
Unit 14	Remaining up to date with current audit or assurance regulatory, professional and technical information	2 credits	VM	D/504/1304
Unit 15	Understanding an individual's personal tax liability and compliance obligations	10 credits	VM	D/504/1321
Unit 16	Understanding business taxation and accounting principles	12 credits	VM	H/504/1322
Unit 17	Understanding the payroll and VAT obligations of businesses	8 credits	VM	A/504/1472
Unit 18	Understanding the tax issues affecting corporate entities	8 credits	VM	A/504/1326
Unit 19	Understanding inheritance tax, trusts and estates	8 credits	VM	F/504/1327
Unit 20	Understanding and calculating a trader's VAT liability	8 credits	VM	L/504/1329
Unit 21	Understanding the ethical and legal framework within which a taxation practitioner operates	3 credits	VM	Y/504/1477
Unit 22	Understanding the law affecting a taxation practitioner's duties	4 credits	VM	R/504/1333
Unit 23	Applying own employer's approaches to and methodologies for tax work	14 credits	VM	L/504/1279
Unit 24	Remaining up to date with current tax regulatory, professional and technical information	3 credits	VM	L/504/1301
Unit 25	Analysing organisations using business analysis tools	3 credits	VM	Y/504/1317
Unit 26	Applying consulting methodologies to resolve client	5 credits	VM	T/504/1289

Entry code	Qualification title	Credit value	Assessment	Qualification number
	issues			
Unit 27	Supporting the consulting sales process	2 credits	VM	K/504/1290
Unit 28	Managing time effectively	1 credit	VM	M/504/1291
Unit 29	Evaluate and improve own performance in a business environment	4 credits	VM	R/601/2554
Unit 30	Spreadsheet software	6 credits	VM	J/502/4626
Unit 31	Presentation software	6 credits	VM	T/502/4623
Unit 32	Deliver a presentation	3 credits	VM	T/601/2529
Unit 33	Creating effective teams	2 credits	VM	L/503/5563
Unit 34	Work productively with colleagues and stakeholders	6 credits	VM	M/600/9662
Unit 35	Develop, maintain and review personal networks	4 credits	VM	R/600/9587
Unit 36	Make decisions in a business environment	4 credits	VM	H/601/2560
Unit 37	Analyse and report data	6 credits	VM	Y/601/2538
Unit 38	Carry out research and prepare a report	4 credits	VM	T/502/3858
Unit 39	Plan and manage a project	8 credits	VM	J/600/9750
Unit 40	Assess, manage and monitor risk in a business environment	4 credits	VM	H/601/2557
Unit 41	Apply management accounting techniques in the workplace	8 credits	VM	K/505/4587
Unit 42	Understanding and maintaining effective business relationships	5 credits	VM	D/505/4585
10352	**OCR Level 4 Diploma in Business Accounting**	**50 credits**		**601/0616/5**
Certification only: last certification date is 31 August 2019. Made up of: • Units CO1–CO5.				
Unit CO1	Applying the fundamentals of management accounting	10 credits	VM	L/505/4601
Unit CO2	Applying the fundamentals of financial accounting	10 credits	VM	R/505/4602
Unit CO3	Understanding and applying the fundamentals of business mathematics	10 credits	VM	R/505/4874
Unit CO4	Understanding the fundamentals of business economics	10 credits	VM	H/505/4605
Unit CO5	Understanding the fundamentals of ethics, corporate governance and business	10 credits	VM	K/505/4606

1.7   Languages

Entry code	Qualification title	Credit value	Assessment	Qualification number
All units used towards the Award/Certificate/Diploma in any given language must be taken in that language. Candidates cannot use more than one unit from any skill area towards a qualification.				
04740	**OCR Entry Level Award in French (Entry 3)**	**8 credits**		**501/0963/7**
Certification only: last certification date is 31 December 2018 Made up of: • 6 credits from Units 1–4				

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• A further 2 credits from Units 1–8.			
04741	**OCR Entry Level Award in Speaking French (Entry 3)**	**2 credits**		**501/0905/4**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 1.			
04742	**OCR Entry Level Award in Understanding Spoken French (Entry 3)**	**2 credits**		**501/0929/7**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 2.			
04743	**OCR Entry Level Award in Reading French (Entry 3)**	**2 credits**		**501/0917/0**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 3.			
04744	**OCR Entry Level Award in Writing French (Entry 3)**	**2 credits**		**501/0966/2**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 4.			
04745	**OCR Level 1 NVQ Award in French**	**11 credits**		**501/0154/7**
	Certification only: last certification date is 31 December 2018 Made up of: • 9 credits from Units 5–8 • A further 2 credits from Units 1–12.			
04746	**OCR Level 1 NVQ Award in Speaking French**	**3 credits**		**501/0330/1**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 5.			
04747	**OCR Level 1 NVQ Award in Understanding Spoken French**	**3 credits**		**501/0363/5**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 6.			
04748	**OCR Level 1 NVQ Award in Reading French**	**3 credits**		**501/0362/3**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 7.			
04749	**OCR Level 1 NVQ Award in Writing French**	**3 credits**		**501/0360/X**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 8.			
04776	**OCR Level 2 NVQ Award in Speaking French**	**5 credits**		**501/0353/2**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 9.			
04777	**OCR Level 2 NVQ Award in Understanding Spoken French**	**5 credits**		**501/0356/8**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 10.			
04778	**OCR Level 2 NVQ Award in Reading French**	**5 credits**		**501/0354/4**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 11.			
04779	**OCR Level 2 NVQ Award in Writing French**	**5 credits**		**501/0175/4**
	Certification only: last certification date is 31 December 2018 Made up of: Unit 12.			
04775	**OCR Level 2 NVQ Certificate in French**	**18 credits**		**501/0107/9**

Entry code	Qualification title	Credit value	Assessment	Qualification number
Certification only: last certification date is 31 December 2018 Made up of: • 15 credits from Units 9–12 • A further 3 credits from Units 5–16.				
04781	**OCR Level 3 NVQ Award in Speaking French**	**8 credits**		**501/0204/7**
Certification only: last certification date is 31 December 2018 Made up of: Unit 13.				
04782	**OCR Level 3 NVQ Award in Understanding Spoken French**	**8 credits**		**501/0001/4**
Certification only: last certification date is 31 December 2018 Made up of: Unit 14.				
04783	**OCR Level 3 NVQ Award in Reading French**	**8 credits**		**501/0005/1**
Certification only: last certification date is 31 December 2018 Made up of: Unit 15.				
04784	**OCR Level 3 NVQ Award in Writing French**	**8 credits**		**501/0007/5**
Certification only: last certification date is 31 December 2018 Made up of: Unit 16.				
04780	**OCR Level 3 NVQ Certificate in French**	**29 credits**		**500/9970/X**
Certification only: last certification date is 31 December 2018 Made up of: • 24 credits from Units 13–16 • A further 5 credits from Units 9–20.				
04786	◊ **OCR Level 4 NVQ Award in Speaking French**	**10 credits**		**501/0053/1**
Certification only: last certification date is 31 December 2018 Made up of: Unit 17.				
04787	◊ **OCR Level 4 NVQ Award in Understanding Spoken French**	**10 credits**		**501/0066/X**
Certification only: last certification date is 31 December 2018 Made up of: Unit 18.				
04788	◊ **OCR Level 4 NVQ Award in Reading French**	**10 credits**		**501/0057/9**
Certification only: last certification date is 31 December 2018 Made up of: Unit 19.				
04789	◊ **OCR Level 4 NVQ Award in Writing French**	**10 credits**		**501/0062/2**
Certification only: last certification date is 31 December 2018 Made up of: Unit 20.				
04785	◊ **OCR Level 4 NVQ Diploma in French**	**38 credits**		**501/0206/0**
Certification only: last certification date is 31 December 2018 Made up of: • 30 credits from Units 17–20 • A further 8 credits from Units 13–20.				
Unit 1	Speak French using basic language in limited familiar work situations (Entry Level)	2 credits	EV	T/601/8279
Unit 2	Understand basic spoken French in limited familiar work situations (Entry Level)	2 credits	EV	Y/601/8212
Unit 3	Read basic French text in limited familiar work situations	2 credits	EV	Y/601/8260

Entry code	Qualification title	Credit value	Assessment	Qualification number
	(Entry Level)			
Unit 4	Write basic French text in limited familiar work situations (Entry Level)	2 credits	EV	F/601/8270
Unit 5	Speak French using predictable language in familiar work situations (Level 1)	3 credits	EV	M/601/8460
Unit 6	Understand predictable spoken French in familiar work situations (Level 1)	3 credits	EV	J/601/8383
Unit 7	Read predictable French text in familiar work situations (Level 1)	3 credits	EV	A/601/8462
Unit 8	Write French using predictable language in familiar work situations (Level 1)	3 credits	EV	F/601/8463
Unit 9	Speak French using routine language in familiar everyday work situations (Level 2)	5 credits	EV	R/601/8466
Unit 10	Understand routine spoken French in familiar everyday work situations (Level 2)	5 credits	EV	J/601/8464
Unit 11	Read routine French in familiar everyday work situations (Level 2)	5 credits	EV	D/601/8468
Unit 12	Write French using routine language in familiar everyday work situations (Level 2)	5 credits	EV	M/601/8474
Unit 13	Speak French using varied language in a range of work situations (Level 3)	8 credits	EV	F/601/8477
Unit 14	Understand varied spoken French in a range of work situations (Level 3)	8 credits	EV	A/601/8476
Unit 15	Read varied French in a range of work situations (Level 3)	8 credits	EV	J/601/8478
Unit 16	Write French using varied language in a range of work situations (Level 3)	8 credits	EV	L/601/8479
Unit 17	Speak extended French in a wide range of work situations (Level 4)	10 credits	EV	R/601/8547
Unit 18	Understand extended spoken French in a wide range of work situations (Level 4)	10 credits	EV	T/601/8539
Unit 19	Read extended French in a wide range of work situations (Level 4)	10 credits	EV	F/601/8558
Unit 20	Write extended French in a wide range of work situations (Level 4)	10 credits	EV	Y/601/8565
04966	**OCR Entry Level Award in German (Entry 3)**	**8 credits**		**501/0916/9**

Certification only: last certification date is 31 December 2018
Made up of:
- 6 credits from Units 1–4
- A further 2 credits from Units 1–8.

04967	**OCR Entry Level Award in Speaking German (Entry 3)**	**2 credits**		**501/0913/3**

Certification only: last certification date is 31 December 2018
Made up of: Unit 1.

04968	**OCR Entry Level Award in Understanding Spoken German (Entry 3)**	**2 credits**		**501/0912/1**

Entry code	Qualification title	Credit value	Assessment	Qualification number
Certification only: last certification date is 31 December 2018 Made up of: Unit 2.				
04969	**OCR Entry Level Award in Reading German (Entry 3)**	**2 credits**		**501/0899/2**
Certification only: last certification date is 31 December 2018 Made up of: Unit 3.				
04970	**OCR Entry Level Award in Writing German (Entry 3)**	**2 credits**		**501/0919/4**
Certification only: last certification date is 31 December 2018 Made up of: Unit 4.				
06143	**OCR Level 1 NVQ Award in German**	**11 credits**		**501/0155/9**
Certification only: last certification date is 31 December 2018 Made up of: • 9 credits from Units 5–8 • A further 2 credits from Units 1–12.				
06144	**OCR Level 1 NVQ Award in Speaking German**	**3 credits**		**501/0279/5**
Certification only: last certification date is 31 December 2018 Made up of: Unit 5.				
06145	**OCR Level 1 NVQ Award in Understanding Spoken German**	**3 credits**		**501/0361/1**
Certification only: last certification date is 31 December 2018 Made up of: Unit 6.				
06146	**OCR Level 1 NVQ Award in Reading German**	**3 credits**		**501/0331/3**
Certification only: last certification date is 31 December 2018 Made up of: Unit 7.				
06147	**OCR Level 1 NVQ Award in Writing German**	**3 credits**		**501/0358/1**
Certification only: last certification date is 31 December 2018 Made up of: Unit 8.				
06149	**OCR Level 2 NVQ Award in Speaking German**	**5 credits**		**501/0348/9**
Certification only: last certification date is 31 December 2018 Made up of: Unit 9.				
06150	**OCR Level 2 NVQ Award in Understanding Spoken German**	**5 credits**		**501/0352/0**
Certification only: last certification date is 31 December 2018 Made up of: Unit 10.				
06151	**OCR Level 2 NVQ Award in Reading German**	**5 credits**		**501/0401/9**
Certification only: last certification date is 31 December 2018 Made up of: Unit 11.				
06152	**OCR Level 2 NVQ Award in Writing German**	**5 credits**		**501/0280/1**
Certification only: last certification date is 31 December 2018 Made up of: Unit 12.				
06148	**OCR Level 2 NVQ Certificate in German**	**18 credits**		**501/0078/6**
Skertification only: last certification date is 31 December 2018 Made up of: • 15 credits from Units 9–12 • A further 3 credits from Units 5–16.				
06806	**OCR Level 3 NVQ Award in Speaking German**	**8 credits**		**500/9999/1**

Entry code	Qualification title	Credit value	Assessment	Qualification number
Certification only: last certification date is 31 December 2018 Made up of: Unit 13.				
06807	**OCR Level 3 NVQ Award in Understanding Spoken German**	**8 credits**		**501/0011/7**
Certification only: last certification date is 31 December 2018 Made up of: Unit 14.				
06808	**OCR Level 3 NVQ Award in Reading German**	**8 credits**		**501/0014/2**
Certification only: last certification date is 31 December 2018 Made up of: Unit 15.				
06809	**OCR Level 3 NVQ Award in Writing German**	**8 credits**		**501/0025/7**
Certification only: last certification date is 31 December 2018 Made up of: Unit 16.				
06805	**OCR Level 3 NVQ Certificate in German**	**29 credits**		**500/9972/3**
Certification only: last certification date is 31 December 2018 Made up of: • 24 credits from Units 13–16 • A further 5 credits from Units 9–20.				
06836	**◇ OCR Level 4 NVQ Award in Speaking German**	**10 credits**		**501/0054/3**
Certification only: last certification date is 31 December 2018 Made up of: Unit 17.				
06837	**◇ OCR Level 4 NVQ Award in Understanding Spoken German**	**10 credits**		**501/0064/6**
Certification only: last certification date is 31 December 2018 Made up of: Unit 18.				
06838	**◇ OCR Level 4 NVQ Award in Reading German**	**10 credits**		**501/0070/1**
Certification only: last certification date is 31 December 2018 Made up of: Unit 19.				
06839	**◇ OCR Level 4 NVQ Award in Writing German**	**10 credits**		**501/0063/4**
Certification only: last certification date is 31 December 2018 Made up of: Unit 20.				
06835	**◇ OCR Level 4 NVQ Diploma in German**	**38 credits**		**501/0200/X**
Certification only: last certification date is 31 December 2018 Made up of: • 30 credits from Units 17–20 • A further 8 credits from Units 13–20.				
Unit 1	Speak German using basic language in limited familiar work situations (Entry Level)	2 credits	EV	M/601/8281
Unit 2	Understand basic spoken German in limited familiar work situations (Entry Level)	2 credits	EV	A/601/8221
Unit 3	Read basic German text in limited familiar work situations (Entry Level)	2 credits	EV	H/601/8262
Unit 4	Write basic German text in limited familiar work situations (Entry Level)	2 credits	EV	L/601/8272
Unit 5	Speak German using predictable language in familiar work situations (Level 1)	3 credits	EV	D/601/8485

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 6	Understand predictable spoken German in familiar work situations (Level 1)	3 credits	EV	F/601/8480
Unit 7	Read predictable German text in familiar work situations (Level 1)	3 credits	EV	H/601/8486
Unit 8	Write German using predictable language in familiar work situations (Level 1)	3 credits	EV	K/601/8487
Unit 9	Speak German using routine language in familiar everyday work situations (Level 2)	5 credits	EV	A/601/8493
Unit 10	Understand routine spoken German in familiar everyday work situations (Level 2)	5 credits	EV	M/601/8491
Unit 11	Read routine German in familiar everyday work situations (Level 2)	5 credits	EV	F/601/8494
Unit 12	Write German using routine language in familiar everyday work situations (Level 2)	5 credits	EV	J/601/8495
Unit 13	Speak German using varied language in a range of work situations (Level 3)	8 credits	EV	L/601/8501
Unit 14	Understand varied spoken German in a range of work situations (Level 3)	8 credits	EV	Y/601/8498
Unit 15	Read varied German in a range of work situations (Level 3)	8 credits	EV	K/601/8501
Unit 16	Write German using varied language in a range of work situations (Level 3)	8 credits	EV	T/601/8508
Unit 17	Speak extended German in a wide range of work situations (Level 4)	10 credits	EV	Y/601/8548
Unit 18	Understand extended spoken German in a wide range of work situations (Level 4)	10 credits	EV	K/601/8540
Unit 19	Read extended German in a wide range of work situations (Level 4)	10 credits	EV	J/601/8559
Unit 20	Write extended German in a wide range of work situations (Level 4)	10 credits	EV	D/601/8566

08369	◊ **OCR Entry Level Award in Spanish (Entry 3)**	**8 credits**	**501/0902/9**

Certification only: last certification date is 31 December 2018
Made up of:
- 6 credits from Units 1–4
- A further 2 credits from Units 1–8.

08370	◊ **OCR Entry Level Award in Speaking Spanish (Entry 3)**	**2 credits**	**501/0909/1**

Certification only: last certification date is 31 December 2018
Made up of: Unit 1.

08371	◊ **OCR Entry Level Award in Understanding Spoken Spanish (Entry 3)**	**2 credits**	**501/0907/8**

Certification only: last certification date is 31 December 2018
Made up of: Unit 2.

08372	◊ **OCR Entry Level Award in Reading Spanish (Entry 3)**	**2 credits**	**501/0967/4**

Certification only: last certification date is 31 December 2018
Made up of: Unit 3.

Entry code	Qualification title	Credit value	Assessment	Qualification number
08373	◊ OCR Entry Level Award in Writing Spanish (Entry 3)	2 credits		501/0920/0
Certification only: last certification date is 31 December 2018 Made up of: Unit 4.				
08385	OCR Level 1 NVQ Award in Spanish	11 credits		501/0156/0
Certification only: last certification date is 31 December 2018 Made up of: • 9 credits from Units 5–8 • A further 2 credits from Units 1–12.				
08386	OCR Level 1 NVQ Award in Speaking Spanish	3 credits		501/0335/0
Certification only: last certification date is 31 December 2018 Made up of: Unit 5.				
08387	OCR Level 1 NVQ Award in Understanding Spoken Spanish	3 credits		501/0328/3
Certification only: last certification date is 31 December 2018 Made up of: Unit 6.				
08388	OCR Level 1 NVQ Award in Reading Spanish	3 credits		501/0359/3
Certification only: last certification date is 31 December 2018 Made up of: Unit 7.				
08389	OCR Level 1 NVQ Award in Writing Spanish	3 credits		501/0365/9
Certification only: last certification date is 31 December 2018 Made up of: Unit 8.				
08621	OCR Level 2 NVQ Award in Speaking Spanish	5 credits		501/0350/7
Certification only: last certification date is 31 December 2018 Made up of: Unit 9.				
08622	OCR Level 2 NVQ Award in Understanding Spoken Spanish	5 credits		501/0351/9
Certification only: last certification date is 31 December 2018 Made up of: Unit 10.				
08623	OCR Level 2 NVQ Award in Reading Spanish	5 credits		501/0402/0
Certification only: last certification date is 31 December 2018 Made up of: Unit 11.				
08624	OCR Level 2 NVQ Award in Writing Spanish	5 credits		501/0641/7
Certification only: last certification date is 31 December 2018 Made up of: Unit 12.				
08620	OCR Level 2 NVQ Certificate in Spanish	18 credits		501/0109/2
Certification only: last certification date is 31 December 2018 Made up of: • 15 credits from Units 9–12 • A further 3 credits from Units 5–16.				
08743	OCR Level 3 NVQ Award in Speaking Spanish	8 credits		500/9998/X
Certification only: last certification date is 31 December 2018 Made up of: Unit 13.				
08744	OCR Level 3 NVQ Award in Understanding Spoken Spanish	8 credits		501/0012/9
Certification only: last certification date is 31 December 2018 Made up of: Unit 14.				
08745	OCR Level 3 NVQ Award in Reading Spanish	8 credits		501/0006/3

Entry code	Qualification title	Credit value	Assessment	Qualification number
5 Certification only: last certification date is 31 December 2018 Made up of: Unit 15.				
08746	OCR Level 3 NVQ Award in Writing Spanish	8 credits		501/0028/2
5 Certification only: last certification date is 31 December 2018 Made up of: Unit 16.				
08742	OCR Level 3 NVQ Certificate in Spanish	29 credits		501/0079/8
5 Certification only: last certification date is 31 December 2018 Made up of: • 24 credits from Units 13–16 • A further 5 credits from Units 9–20.				
08758	◊ OCR Level 4 NVQ Award in Speaking Spanish	10 credits		501/0069/5
5 Certification only: last certification date is 31 December 2018 Made up of: Unit 17.				
08759	◊ OCR Level 4 NVQ Award in Understanding Spoken Spanish	10 credits		501/0059/2
5 Certification only: last certification date is 31 December 2018 Made up of: Unit 18.				
08760	◊ OCR Level 4 NVQ Award in Reading Spanish	10 credits		501/0055/5
5 Certification only: last certification date is 31 December 2018 Made up of: Unit 19.				
08761	◊ OCR Level 4 NVQ Award in Writing Spanish	10 credits		501/0058/0
5 Certification only: last certification date is 31 December 2018 Made up of: Unit 20.				
08757	◊ OCR Level 4 NVQ Diploma in Spanish	38 credits		501/0205/9
5 Certification only: last certification date is 31 December 2018 Made up of: • 30 credits from Units 17–20 • A further 8 credits from Units 13–20.				
Unit 1	Speak Spanish using basic language in limited familiar work situations (Entry Level)	2 credits	EV	A/601/8283
Unit 2	Understand basic spoken Spanish in limited familiar work situations (Entry Level)	2 credits	EV	L/601/8224
Unit 3	Read basic Spanish text in limited familiar work situations (Entry Level)	2 credits	EV	K/601/8263
Unit 4	Write basic Spanish text in limited familiar work situations (Entry Level)	2 credits	EV	R/601/8273
Unit 5	Speak Spanish using predictable language in familiar work situations (Level 1)	3 credits	EV	M/601/8510
Unit 6	Understand predictable spoken Spanish in familiar work situations (Level 1)	3 credits	EV	A/601/8509
Unit 7	Read predictable Spanish text in familiar work situations (Level 1)	3 credits	EV	T/601/8511
Unit 8	Write Spanish using predictable language in familiar work situations (Level 1)	3 credits	EV	A/601/8512

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 9	Speak Spanish using routine language in familiar everyday work situations (Level 2)	5 credits	EV	R/601/8516
Unit 10	Understand routine spoken Spanish in familiar everyday work situations (Level 2)	5 credits	EV	L/601/8515
Unit 11	Read routine Spanish in familiar everyday work situations (Level 2)	5 credits	EV	D/601/8518
Unit 12	Write Spanish using routine language in familiar everyday work situations (Level 2)	5 credits	EV	H/601/8519
Unit 13	Speak Spanish using varied language in a range of work situations (Level 3)	8 credits	EV	M/601/8524
Unit 14	Understand varied spoken Spanish in a range of work situations (Level 3)	8 credits	EV	H/601/8522
Unit 15	Read varied Spanish in a range of work situations (Level 3)	8 credits	EV	A/601/8526
Unit 16	Write Spanish using varied language in a range of work situations (Level 3)	8 credits	EV	F/601/8527
Unit 17	Speak extended Spanish in a wide range of work situations (Level 4)	10 credits	EV	R/601/8550
Unit 18	Understand extended spoken Spanish in a wide range of work situations (Level 4)	10 credits	EV	T/601/8542
Unit 19	Read extended Spanish in a wide range of work situations (Level 4)	10 credits	EV	F/601/8561
Unit 20	Write extended Spanish in a wide range of work situations (Level 4)	10 credits	EV	K/601/8568
10100	**◊ OCR Entry Level Award in Welsh (Entry 3)**	**8 credits**		**501/1917/5**

Certification only: last certification date is 31 December 2018
Made up of:
- 6 credits from Units 1–4
- A further 2 credits from Units 1–8.

10101	**◊ OCR Entry Level Award in Speaking Welsh (Entry 3)**	**2 credits**		**501/1878/X**

Certification only: last certification date is 31 December 2018
Made up of: Unit 1.

10102	**◊ OCR Entry Level Award in Understanding Spoken Welsh (Entry 3)**	**2 credits**		**501/1879/1**

Certification only: last certification date is 31 December 2018
Made up of: Unit 2.

10103	**◊ OCR Entry Level Award in Reading Welsh (Entry 3)**	**2 credits**		**501/1880/8**

Certification only: last certification date is 31 December 2018
Made up of: Unit 3.

10104	**◊ OCR Entry Level Award in Writing Welsh (Entry 3)**	**2 credits**		**501/1877/8**

Certification only: last certification date is 31 December 2018
Made up of: Unit 4.

10105	**OCR Level 1 NVQ Award in Welsh**	**11 credits**		**501/2198/4**

Certification only: last certification date is 31 December 2018

Entry code	Qualification title	Credit value	Assessment	Qualification number
Made up of:				
• 9 credits from Units 5–8				
• A further 2 credits from Units 1–12.				
10106	**OCR Level 1 NVQ Award in Speaking Welsh**	**3 credits**		**501/1918/7**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 5.				
10107	**OCR Level 1 NVQ Award in Understanding Spoken Welsh**	**3 credits**		**501/1919/9**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 6.				
10108	**OCR Level 1 NVQ Award in Reading Welsh**	**3 credits**		**501/1921/7**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 7.				
10109	**OCR Level 1 NVQ Award in Writing Welsh**	**3 credits**		**501/1920/5**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 8.				
10111	**OCR Level 2 NVQ Award in Speaking Welsh**	**5 credits**		**501/1913/8**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 9.				
10112	**OCR Level 2 NVQ Award in Understanding Spoken Welsh**	**5 credits**		**501/1915/1**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 10.				
10113	**OCR Level 2 NVQ Award in Reading Welsh**	**5 credits**		**501/1916/3**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 11.				
10114	**OCR Level 2 NVQ Award in Writing Welsh**	**5 credits**		**501/2058/X**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 12.				
10110	**OCR Level 2 NVQ Certificate in Welsh**	**18 credits**		**501/2199/6**
Certification only: last certification date is 31 December 2018				
Made up of:				
• 15 credits from Units 9–12				
• A further 3 credits from Units 5–16.				
10116	◊ **OCR Level 3 NVQ Award in Speaking Welsh**	**8 credits**		**501/1922/9**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 13.				
10117	◊ **OCR Level 3 NVQ Award in Understanding Spoken Welsh**	**8 credits**		**501/2347/6**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 14.				
10118	◊ **OCR Level 3 NVQ Award in Reading Welsh**	**8 credits**		**501/1924/2**
Certification only: last certification date is 31 December 2018				
Made up of: Unit 15.				
10119	◊ **OCR Level 3 NVQ Award in Writing Welsh**	**8 credits**		**501/1923/0**
Certification only: last certification date is 31 December 2018				

Entry code	Qualification title	Credit value	Assessment	Qualification number
Made up of: Unit 16.				
10115	◊ **OCR Level 3 NVQ Certificate in Welsh**	**29 credits**		**501/2053/0**
Certification only: last certification date is 31 December 2018 Made up of: • 24 credits from Units 13–16 • A further 5 credits from Units 9–20.				
10121	◊ **OCR Level 4 NVQ Award in Speaking Welsh**	**10 credits**		**501/1914/X**
Certification only: last certification date is 31 December 2018 Made up of: Unit 17.				
10122	◊ **OCR Level 4 NVQ Award in Understanding Spoken Welsh**	**10 credits**		**501/1912/6**
Certification only: last certification date is 31 December 2018 Made up of: Unit 18.				
10123	◊ **OCR Level 4 NVQ Award in Reading Welsh**	**10 credits**		**501/1910/2**
Certification only: last certification date is 31 December 2018 Made up of: Unit 19.				
10124	◊ **OCR Level 4 NVQ Award in Writing Welsh**	**10 credits**		**501/1911/4**
Certification only: last certification date is 31 December 2018 Made up of: Unit 20.				
10120	◊ **OCR Level 4 NVQ Diploma in Welsh**	**38 credits**		**501/2052/9**
Certification only: last certification date is 31 December 2018 Made up of: • 30 credits from Units 17–20 • A further 8 credits from Units 13–20.				
Unit 1	Speak Welsh using basic language in limited familiar work situations (Entry Level)	2 credits	EV	K/601/8246
Unit 2	Understand basic spoken Welsh in limited familiar work situations (Entry Level)	2 credits	EV	L/601/8238
Unit 3	Read basic Welsh text in limited familiar work situations (Entry Level)	2 credits	EV	F/601/8267
Unit 4	Write basic Welsh text in limited familiar work situations (Entry Level)	2 credits	EV	H/601/8276
Unit 5	Speak Welsh using predictable language in familiar work situations (Level 1)	3 credits	EV	L/601/8353
Unit 6	Understand predictable spoken Welsh in familiar work situations (Level 1)	3 credits	EV	M/601/8345
Unit 7	Read predictable Welsh text in familiar work situation (Level 1)	3 credits	EV	Y/601/8372
Unit 8	Write Welsh using predictable language in familiar work situations (Level 1)	3 credits	EV	A/601/8378
Unit 9	Speak Welsh using routine language in familiar everyday work situations (Level 2)	5 credits	EV	K/601/8442
Unit 10	Understand routine spoken Welsh in familiar everyday work situations (Level 2)	5 credits	EV	R/601/8435
Unit 11	Read routine Welsh in familiar everyday work situations	5 credits	EV	R/601/8449

Entry code	Qualification title	Credit value	Assessment	Qualification number
	(Level 2)			
Unit 12	Write Welsh using routine language in familiar everyday work situations (Level 2)	5 credits	EV	L/601/8482
Unit 13	Speak Welsh using varied language in a range of work situations (Level 3)	8 credits	EV	M/601/8507
Unit 14	Understand varied spoken Welsh in a range of work situations (Level 3)	8 credits	EV	L/601/8496
Unit 15	Read varied Welsh in a range of work situations (Level 3)	8 credits	EV	D/602/5730
Unit 16	Write Welsh using varied language in a range of work situations (Level 3)	8 credits	EV	K/601/8537
Unit 17	Speak extended Welsh in a wide range of work situations (Level 4)	10 credits	EV	D/601/8552
Unit 18	Understand extended spoken Welsh in a wide range of work situations (Level 4)	10 credits	EV	F/601/8544
Unit 19	Read extended Welsh in a wide range of work situations (Level 4)	10 credits	EV	L/601/8563
Unit 20	Write extended Welsh in a wide range of work situations (Level 4)	10 credits	EV	H/601/8570

2 Employability and Life Skills

2.1 Digital Employability

Entry code	Qualification title	Credit value	Assessment	Qualification number
'Know the basics of using digital technologies' can be used towards Entry 3 and Level 1 Awards. Entries for this Unit must be made via Surpass and the results will also be available via Interchange under the scheme code 05870.				
05807	**OCR Entry Level Award in Digital Employability (Entry 1) (VRQ)**			**601/6295/8**
Made up of Unit 1				
Unit 1	Become familiar with digital devices to find information, receive and reply to messages (Entry 1)	N/A	M	J/507/2868
05808	**OCR Entry Level Award in Digital Employability (Entry 2) (VRQ)**			**601/6296/X**
Made up of Unit 1.				
Unit 1	Use digital devices to find and request information, send and reply to messages and emails (Entry 2)	N/A	M	F/507/2867
05809	**OCR Entry Level Award in Digital Employability (Entry 3) (VRQ)**			**601/6297/1**
Made up of Unit 1 and at least three from Units 2–7.				
Unit 1	Know the basics of using digital technologies	N/A	O	K/507/2751
Unit 2	Use digital technologies to organise documents	N/A	M	M/507/2752
Unit 3	Use digital technologies to produce documents from templates	N/A	M	T/507/2753
Unit 4	Use digital technologies to process data	N/A	M	A/507/2754
Unit 5	Use digital technologies to process images to make graphics	N/A	M	F/507/2755
Unit 6	Use digital technologies to send and reply to emails	N/A	M	J/507/2756
Unit 7	Use digital technologies to find information	N/A	M	L/507/2757
05810	**OCR Level 1 Award in Digital Employability (VRQ)**			**601/6298/3**
Made up of Unit 1 and at least four from Units 2–7.				
Unit 1	Know the basics of using digital technologies	N/A	O	K/507/2751
Unit 2	Use digital technologies to manage files and folders	N/A	M	R/507/2758
Unit 3	Use digital technologies to create documents	N/A	M	Y/507/2759
Unit 4	Use digital technologies to work with data	N/A	M	L/507/2760
Unit 5	Use digital technologies to work with graphics	N/A	M	R/507/2761
Unit 6	Use digital technologies to manage emails	N/A	M	Y/507/2762
Unit 7	Use digital technologies to find and share information	N/A	M	D/507/2763

2.2 Life and Living Skills

Entry code	Qualification title	Credit value	Assessment	Qualification number
10160	OCR Entry Level Introductory Award in Life and Living Skills (Entry 1)	2 credits		501/0958/3
Made up of: 2 credits from Entry Level 1 units.				
10161	OCR Entry Level Award in Life and Living Skills (Entry 1)	6 credits		501/0974/1
Made up of: 6 credits, of which 4 must be from Entry Level 1 units.				
10162	OCR Entry Level Extended Award in Life and Living Skills (Entry 1)	9 credits		501/1093/7
Made up of: 9 credits, of which 5 must be from Entry Level 1 units.				
10163	OCR Entry Level Certificate in Life and Living Skills (Entry 1)	13 credits		501/0976/5
Made up of: 13 credits, of which 7 must be from Entry Level 1 units.				
10181	OCR Entry Level Extended Certificate in Life and Living Skills (Entry 1)	25 credits		501/1700/2
Made up of: 25 credits, of which 13 must be from Entry Level 1 units.				
10164	OCR Entry Level Diploma in Life and Living Skills (Entry 1)	37 credits		501/1202/8
Made up of: 37 credits, of which 19 must be from Entry Level 1 units.				
10165	OCR Entry Level Introductory Award in Life and Living Skills (Entry 2)	2 credits		501/1031/7
Made up of: 2 credits from Entry Level 2 units.				
10166	OCR Entry Level Award in Life and Living Skills (Entry 2)	6 credits		501/1030/5
Made up of: 6 credits, of which 4 must be from Entry Level 2 units.				
10167	OCR Entry Level Certificate in Life and Living Skills (Entry 2)	13 credits		501/1145/0
Made up of: 13 credits, of which 7 must be from Entry Level 2 units.				
10182	OCR Entry Level Extended Certificate in Life and Living Skills (Entry 2)	25 credits		501/1702/6
Made up of: 25 credits, of which 13 must be from Entry Level 2 units.				
10168	OCR Entry Level Diploma in Life and Living Skills (Entry 2)	37 credits		501/1203/X
Made up of: 37 credits, of which 19 must be from Entry Level 2 units.				
10169	OCR Entry Level Introductory Award in Life and Living Skills (Entry 3)	2 credits		501/1032/9
Made up of: 2 credits from Entry Level 3 units.				
10170	OCR Entry Level Award in Life and Living Skills (Entry 3)	6 credits		501/1143/7
Made up of: 6 credits, of which 4 must be from Entry Level 3 units.				
10171	OCR Entry Level Certificate in Life and Living Skills (Entry 3)	13 credits		501/1033/0
Made up of: 13 credits, of which 7 must be from Entry Level 3 units.				
10183	OCR Entry Level Extended Certificate in Life and Living Skills (Entry 3)	25 credits		501/1492/X
Made up of: 25 credits, of which 13 must be from Entry Level 3 units.				
10172	OCR Entry Level Diploma in Life and Living Skills (Entry 3)	37 credits		501/1204/1
Made up of: 37 credits, of which 19 must be from Entry Level 3 units.				

Entry code	Qualification title	Credit value	Assessment	Qualification number
Group A: Arts and Crafts				
Unit A1	Engaging in a creative group project (Entry 1)	3 credits	M	H/601/9797
Unit A2	Engaging in new creative activities (Entry 1)	3 credits	M	M/601/9799
Unit A3	Displaying creative work (Entry 1)	3 credits	M	D/601/9796
Unit A4	Selecting and planning an art or craft product (Entry 2)	2 credits	M	T/601/9836
Unit A5	Creating an art or craft product (Entry 2)	2 credits	M	D/601/9832
Unit A6	Displaying an art or craft product (Entry 2)	2 credits	M	K/601/9834
Unit A7	Designing an art or craft product (Entry 3)	2 credits	M	K/601/9882
Unit A8	Making an art or craft product (Entry 3)	2 credits	M	A/601/9885
Unit A9	Exhibiting an art or craft product (Entry 3)	2 credits	M	T/601/9884
Group B: Communication				
Unit B1	Making requests and asking questions in familiar situations (Entry 1)	2 credits	M	A/602/0003
Unit B2	Providing personal information (Entry 1)	2 credits	M	F/602/0004
Unit B3	Engaging in early reading activities (Entry 1)	3 credits	M	J/601/9999
Unit B4	Interacting in a group situation (Entry 1)	2 credits	M	M/602/0001
Unit B5	Engaging with the world around you: people (Entry 1)	3 credits	M	R/502/4175
Unit B6	Encountering experiences: being a part of things (Entry 1)	3 credits	M	R/502/4161
Unit B7	Developing communication skills (Entry 1)	3 credits	M	F/502/4317
Unit B8	Developing reading skills (Entry 1)	3 credits	M	F/502/4320
Unit B9	Developing writing skills (Entry 1)	3 credits	M	R/502/4323
Unit B10	Presenting written information in different styles and formats (Entry 2)	2 credits	M	A/602/0051
Unit B11	Understanding short texts and simple instructions (Entry 2)	2 credits	M	F/602/0052
Unit B12	Asking questions and making requests in everyday situations (Entry 2)	1 credit	M	K/602/0045
Unit B13	Providing personal information in writing (Entry 2)	2 credits	M	T/602/0047
Unit B14	Managing social relationships (Entry 2)	1 credit	M	A/502/0444
Unit B15	Contributing to discussions (Entry 3)	2 credits	M	J/602/0084
Unit B16	Writing in short paragraphs (Entry 3)	2 credits	M	K/602/0093
Unit B17	Using different reading methods (Entry 3)	2 credits	M	T/602/0095
Unit B18	Making requests and asking questions in a variety of situations (Entry 3)	2 credits	M	Y/602/0087
Unit B19	Completing forms with personal information (Entry 3)	2 credits	M	Y/602/0090
Group C: Environment and Community				
Unit C1	Responding to your local natural environment (Entry 1)	3 credits	M	A/601/9806
Unit C2	Identifying your local community and facilities (Entry	3 credits	M	H/601/9802

Entry code	Qualification title	Credit value	Assessment	Qualification number
	1)			
Unit C3	Using a community facility over a period of time (Entry 1)	3 credits	M	J/601/9808
Unit C4	Responding to community facilities (Entry 1)	3 credits	M	T/601/9805
Unit C5	Finding out about and using community facilities (Entry 1)	3 credits	M	Y/601/9800
Unit C6	Travel within the community: going places (Entry 1)	3 credits	M	A/502/4171
Unit C7	Individual responsibilities in the community (Entry 2)	2 credits	M	A/601/9840
Unit C8	Community action (Entry 2)	2 credits	M	Y/502/0449
Unit C10	Increasing community involvement (Entry 3)	3 credits	M	J/601/9887
Unit C11	Community action (Entry 3)	2 credits	M	F/502/0459
Group D: Home Management				
Unit D1	Planning and preparing a simple meal (Entry 1)	3 credits	M	A/602/0017
Unit D2	Planning and preparing food for an event (Entry 1)	3 credits	M	A/602/0020
Unit D3	Using shopping facilities (Entry 1)	3 credits	M	F/602/0021
Unit D4	Selecting and using cooking equipment (Entry 1)	3 credits	M	M/602/0015
Unit D5	Participating in carrying out household tasks (Entry 1)	3 credits	M	R/601/9813
Unit D6	Preparing drinks and snacks (Entry 1)	3 credits	M	T/602/0016
Unit D7	Developing independent living skills: looking after your own home (Entry 1)	2 credits	M	M/502/4166
Unit D8	Food safety and storage (Entry 2)	3 credits	M	D/600/6210
Unit D9	Recycling, managing waste (Entry 2)	2 credits	M	K/600/6226
Unit D10	Following a simple recipe (Entry 2)	3 credits	M	J/601/9842
Unit D11	Understanding how to clean the home (Entry 2)	2 credits	M	K/601/9848
Unit D12	Shopping for daily living (Entry 2)	3 credits	M	T/601/2188
Unit D13	Cleaning, washing, drying and storing laundry (Entry 2)	2 credits	M	M/601/2190
Unit D14	Household cleaning (Entry 3)	3 credits	M	T/600/6214
Unit D15	Food hygiene and safety (Entry 3)	2 credits	M	L/601/9888
Unit D16	Basic food preparation (Entry 3)	2 credits	M	J/600/0711
Group E: Horticulture				
Unit E1	Insert plant material (Entry 3)	1 credit	M	M/502/0618
Unit E2	Caring for plant material (Entry 3)	2 credits	M	J/601/9890
Unit E3	Preparing and planting a site (Entry 3)	2 credits	M	L/601/9891
Group F: ICT				
Unit F1	Using ICT to record and edit information (Entry 1)	3 credits	M	D/601/9815
Unit F2	Interacting purposefully with ICT (Entry 1)	3 credits	M	D/602/0012
Unit F3	Obtaining information from an ICT-based source (Entry 1)	3 credits	M	H/602/0013
Unit F4	Using creative software (Entry 1)	3 credits	M	K/602/0014
Unit F5	Identifying and using ICT equipment (Entry 1)	3 credits	M	R/602/0010

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit F6	Responding to ICT enabled equipment (Entry 1)	3 credits	M	Y/601/9814
Unit F7	Using ICT to find information (Entry 2)	2 credits	M	F/602/0066
Unit F8	Using ICT to change a creative composition (Entry 2)	2 credits	M	L/602/0054
Unit F9	Using ICT to enter and edit text (Entry 2)	2 credits	M	R/602/0055
Unit F10	Using ICT to communicate (Entry 2)	2 credits	M	R/602/0105
Unit F11	Know how to use ICT safely (Entry 2)	2 credits	M	Y/602/0106
Unit F12	Introduction to using ICT systems (Entry 3)	3 credits	M	T/504/4984
Unit F13	Using ICT to produce a creative composition (Entry 3)	3 credits	M	A/602/0101
Unit F14	Using ICT to produce a text document (Entry 3)	2 credits	M	F/602/0102
Unit F15	Using ICT to find information (Entry 3)	3 credits	M	L/602/0099
Unit F16	Communicating information using ICT (Entry 3)	3 credits	M	H/502/1197
Group G: Manufacturing				
Unit G1	Contributing to the manufacture of a product (Entry 3)	2 credits	M	Y/601/9893
Group H: Media				
Unit H1	Producing and editing images for a media product (Entry 3)	2 credits	M	D/601/9894
Unit H2	Recording and modifying material for a media product (Entry 3)	2 credits	M	H/601/9895
Unit H3	Writing and editing material for a media product (Entry 3)	2 credits	M	M/601/9897
Group I: Motor Vehicles				
Unit I2	Carrying out basic vehicle maintenance (Entry 3)	2 credits	M	T/601/9898
Group J: Numeracy				
Unit J1	Recognising time through regular events (Entry 1)	3 credits	M	K/601/9817
Unit J2	Early mathematics: measure (Entry 1)	2 credits	M	M/502/4331
Unit J3	Early mathematics: developing number skills (Entry 1)	2 credits	M	D/502/4325
Unit J4	Early mathematics: sequencing and sorting (Entry 1)	3 credits	M	T/502/4332
Unit J5	Understanding what money is used for (Entry 1)	3 credits	M	D/600/0438
Unit J6	Working with whole numbers up to 100 (Entry 2)	2 credits	M	D/602/0057
Unit J7	Reading and recording time (Entry 2)	2 credits	M	D/602/0060
Unit J8	Collecting and presenting numerical information (Entry 2)	2 credits	M	H/602/0061
Unit J9	Using coins and notes (Entry 2)	2 credits	M	K/602/0059
Unit J10	Estimating and measuring (Entry 2)	2 credits	M	M/602/0063
Unit J11	Working with time (Entry 3)	2 credits	M	D/602/0074
Unit J12	Working with money (Entry 3)	2 credits	M	H/602/0108
Unit J13	Working with whole numbers up to 1000 (Entry 3)	2 credits	M	L/602/0068
Unit J14	Presenting information in a chart (Entry 3)	2 credits	M	M/602/0080
Unit J15	Working with measurements (Entry 3)	2 credits	M	T/602/0078
Group K: Office Practice				

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit K1	Working in business and administration (Entry 3)	2 credits	M	H/600/1090
Unit K2	Using office equipment in a business environment (Entry 3)	3 credits	M	R/600/1098
Group L: Performing Arts				
Unit L1	Taking part in a performance (Entry 3)	3 credits	M	A/502/3828
Group M: Personal Skills				
Unit M1	Rights and responsibilities: everybody matters (Entry 1)	3 credits	M	K/502/4439
Unit M2	Developing self awareness: all about me (Entry 1)	3 credits	M	Y/502/4422
Unit M3	Taking part in daily routine activities (Entry 1)	3 credits	M	T/601/9819
Unit M4	Using interpersonal skills to contribute to positive relationships (Entry 1)	2 credits	M	T/601/9822
Unit M5	Developing independent living skills: having your say (Entry 1)	3 credits	M	H/502/4164
Unit M6	Developing independent living skills: keeping safe (Entry 1)	2 credits	M	K/502/4165
Unit M7	Dealing with problems (Entry 1)	4 credits	M	Y/502/4159
Unit M8	Emotional wellbeing (Entry 1)	2 credits	M	A/502/5689
Unit M9	Healthy living (Entry 1)	2 credits	M	F/502/4883
Unit M10	Understanding routines (Entry 2)	2 credits	M	J/601/9856
Unit M11	Understanding interpersonal skills (Entry 2)	2 credits	M	L/601/9857
Unit M12	Finding your way around an unfamiliar area (Entry 2)	2 credits	M	T/601/9853
Unit M13	Developing self (Entry 2)	2 credits	M	M/502/0442
Unit M14	Dealing with problems in daily life (Entry 2)	2 credits	M	D/502/0436
Unit M15	Emotional wellbeing (Entry 2)	2 credits	M	K/502/4568
Unit M16	Healthy living (Entry 2)	2 credits	M	L/502/0450
Unit M17	Individual rights and responsibilities (Entry 2)	1 credit	M	F/502/0445
Unit M18	Making the most of leisure time (Entry 2)	2 credits	M	M/502/0649
Unit M19	Managing own money (Entry 2)	2 credits	M	Y/502/0452
Unit M20	Working as part of a group (Entry 2)	2 credits	M	H/502/0437
Unit M23	Developing self (Entry 3)	2 credits	M	M/502/0456
Unit M24	Dealing with problems in daily life (Entry 3)	2 credits	M	H/502/0454
Unit M25	Emotional wellbeing (Entry 3)	2 credits	M	R/502/5729
Unit M26	Introduction to diversity, prejudice and discrimination (Entry 3)	2 credits	M	Y/502/5795
Unit M27	Healthy living (Entry 3)	2 credits	M	T/502/0460
Unit M28	Individual rights and responsibilities (Entry 3)	1 credit	M	A/502/0458
Unit M29	Making the most of leisure time (Entry 3)	2 credits	M	H/502/0650
Unit M30	Managing own money (Entry 3)	2 credits	M	F/502/0462
Unit M31	Managing social relationships (Entry 3)	2 credits	M	T/502/0457
Unit M32	Personal safety in the home and community (Entry 3)	2 credits	M	R/502/3334

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit M33	Getting to a destination safely and on time (Entry 3)	1 credit	M	H/502/4293
Unit M34	Working as part of a group (Entry 3)	2 credits	M	K/502/0455
Group N: World of Work				
Unit N1	Developing skills for the workplace: following instructions (Entry 1)	2 credits	M	R/502/4449
Unit N2	Recognising work areas in the wider community (Entry 1)	3 credits	M	D/602/0043
Unit N3	Participating in a mini-enterprise project (Entry 1)	4 credits	M	L/601/9826
Unit N4	Recognising centre staff and the jobs they do (Entry 1)	3 credits	M	Y/601/9828
Unit N5	Preparation for work (Entry 1)	2 credits	M	L/502/4885
Unit N6	Carrying out routine tasks at work (Entry 2)	2 credits	M	L/601/9860
Unit N7	Getting ready for starting work (Entry 2)	2 credits	M	Y/601/9862
Unit N8	Introduction to health and safety at work (Entry 2)	2 credits	M	Y/600/2236
Unit N9	Preparation for work (Entry 2)	2 credits	M	R/502/0451
Unit N10	Rights and responsibilities at work (Entry 2)	1 credit	M	L/501/6639
Unit N11	Developing job search skills (Entry 2)	1 credit	M	J/502/3024
Unit N12	Health and safety procedures at work (Entry 3)	2 credits	M	A/601/9899
Unit N13	Carrying out tasks at work (Entry 3)	2 credits	M	H/601/9900
Unit N14	Completing a job application form (Entry 3)	2 credits	M	R/502/3026
Unit N15	Effective communication for work (Entry 3)	2 credits	M	Y/502/3027
Unit N16	Preparation for work (Entry 3)	2 credits	M	A/502/0461
Unit N17	Behaving appropriately at work (Entry 3)	1 credit	M	T/502/4282
Group O: Personal Skills				
Unit O1	Learning to manage substance dependency (Entry 3)	3 credits	M	M/507/1035
Unit O2	Managing recovery from substance dependency (Entry 3)	3 credits	M	T/507/1036

3   Health and Social Care

3.1   Children and Young People's Workforce

Entry code	Qualification title	Credit value	Assessment	Qualification number
10391	**OCR Level 2 Certificate for the Children and Young People's Workforce**	**35 credits**		**601/4298/4**
	Certification only; last certification date is 31 August 2019.			
	This qualification replaces 04694.			
	Made up of: • Units 1–11 • 6 credits from Units 14–29. A minimum of 35 credits must be achieved at Level 2 and above.			
Unit 1	Introduction to communication in health, social care or children's and young people's settings (Level 2)	3 credits	EV	F/601/5465
Unit 2	Introduction to personal development in health, social care or children's and young people's settings (Level 2)	3 credits	EV	L/601/5470
Unit 3	Introduction to equality and inclusion in health, social care or children's and young people's settings (Level 2)	2 credits	EV	R/601/5471
Unit 4	Child and young person development (Level 2)	2 credits	EV	H/601/3305
Unit 5	Contribute to the support of child and young person development (Level 2)	3 credits	EV	Y/601/3236
Unit 6	Safeguarding the welfare of children and young people (Level 2)	3 credits	EV	K/601/3323
Unit 7	Contribute to children and young people's health and safety (Level 2)	3 credits	EV	J/601/3491
Unit 8	Support children and young people's positive behaviour (Level 2)	2 credits	EV	T/601/7407
Unit 9	Contribute to the support of positive environments for children and young people (Level 2)	3 credits	EV	H/601/3496
Unit 10	Understand partnership working in services for children and young people (Level 2)	2 credits	EV	M/601/3498
Unit 11	Maintain and support relationships with children and young people (Level 2)	3 credits	EV	D/601/7403
Unit 14	Support children and young people with disabilities and special educational needs (Level 2)	4 credits	EV	D/601/6526
Unit 15	Support children and young people's play and leisure (Level 2)	3 credits	EV	T/601/6564
Unit 16	Support children and young people at meal or snack times (Level 2)	3 credits	EV	A/601/6517
Unit 17	Contribute to the support of children's communication, language and literacy (Level 2)	2 credits	EV	M/601/3310
Unit 18	Contribute to the support of children's creative development (Level 2)	2 credits	EV	H/601/3336
Unit 19	Understand child and young person development (Level 3)	4 credits	EV	L/601/1693
Unit 20	Promote child and young person development (Level 3)	3 credits	EV	R/601/1694
Unit 21	Introduction to duty of care in health, social care or children's and young people's settings (Level 2)	1 credit	EV	H/601/5474
Unit 22	Understand how to safeguard the well being of children	3 credits	EV	Y/601/1695

Entry code	Qualification title	Credit value	Assessment	Qualification number
	and young people (Level 3)			
Unit 23	Support children and young people's health and safety (Level 3)	2 credits	EV	D/601/1696
Unit 24	Develop positive relationships with children, young people and others involved in their care (Level 3)	1 credit	EV	H/601/1697
Unit 25	Working together for the benefit of children and young people (Level 3)	2 credits	EV	K/601/1698
Unit 26	Understand how to support positive outcomes for children and young people (Level 3)	3 credits	EV	M/601/1699
Unit 27	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage (Level 4)	5 credits	EV	F/600/9777
Unit 28	Support the creativity of children and young people (Level 3)	3 credits	EV	M/600/9807
Unit 29	Understand the speech, language and communication needs of children and young people with behavioural, social and emotional difficulties (Level 3)	3 credits	EV	M/601/2884
10392	**OCR Level 3 Diploma for the Children and Young People's Workforce**	**65 credits**		**601/4314/9**

Certification only; last certification date is 31 August 2019.

This qualification replaces 04696.

Social care pathway

Made up of:
- Units 1–11
- Units 17–19
- 25 credits from Units 20–63.

Learning, Development and Support Services pathway

Made up of:
- Units 1–11
- Units 20–22
- 25 credits from Units **17–19 and 23–63.**

Unit 1	Promote communication in health, social care or children's and young people's settings (Level 3)	3 credits	EV	J/601/1434
Unit 2	Engage in personal development in health, social care or children's and young people's settings (Level 3)	3 credits	EV	A/601/1429
Unit 3	Promote equality and inclusion in health, social care or children's and young people's settings (Level 3)	2 credits	EV	Y/601/1437
Unit 4	Principles for implementing duty of care in health, social care or children's and young people's settings (Level 3)	1 credit	EV	R/601/1436
Unit 5	Understand child and young person development (Level 3)	4 credits	EV	L/601/1693
Unit 6	Promote child and young person development (Level 3)	3 credits	EV	R/601/1694
Unit 7	Understand how to safeguard the well being of children and young people (Level 3)	3 credits	EV	Y/601/1695
Unit 8	Support children and young people's health and safety (Level 3)	2 credits	EV	D/601/1696
Unit 9	Develop positive relationships with children, young people and others involved in their care (Level 3)	1 credit	EV	H/601/1697

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 10	Working together for the benefit of children and young people (Level 3)	2 credits	EV	K/601/1698
Unit 11	Understand how to support positive outcomes for children and young people (Level 3)	3 credits	EV	M/601/1699
Unit 17	Assessment and planning with children and young people (Level 3)	5 credits	EV	M/600/9760
Unit 18	Promote the well being and resilience of children and young people (Level 3)	4 credits	EV	F/600/9780
Unit 19	Professional practice in children and young people's social care (Level 3)	4 credits	EV	F/601/0315
Unit 20	Support children and young people to achieve their education potential (Level 3)	4 credits	EV	D/600/9785
Unit 21	Support children and young people to make positive changes in their lives (Level 3)	4 credits	EV	M/600/9788
Unit 22	Professional practice in learning, development and support services (Level 3)	5 credits	EV	D/600/9799
Unit 23	Work with babies and young children to promote their development and learning (Level 3)	6 credits	EV	A/601/0121
Unit 24	Care for the physical and nutritional needs of babies and young children (Level 3)	6 credits	EV	D/601/0130
Unit 25	Lead and manage a community based early years setting (Level 4)	6 credits	EV	H/601/0131
Unit 26	Promote young children's physical activity and movement skills (Level 3)	3 credits	EV	M/601/0133
Unit 27	Understand how to set up a home based childcare service (Level 3)	4 credits	EV	Y/600/9770
Unit 28	Support disabled children and young people and those with specific requirements (Level 4)	6 credits	EV	T/601/0134
Unit 29	Promote creativity and creative learning in young children (Level 4)	5 credits	EV	A/601/0135
Unit 30	Coordinate special educational needs provision (Level 4)	5 credits	EV	T/600/9775
Unit 31	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage (Level 4)	5 credits	EV	F/600/9777
Unit 32	Support children or young people in their own home (Level 3)	4 credits	EV	K/601/0132
Unit 33	Support the creativity of children and young people (Level 3)	3 credits	EV	M/600/9807
Unit 34	Work with children and young people in a residential care setting (Level 3)	5 credits	EV	A/600/9809
Unit 35	Support young people to develop, implement and review a plan of action (Level 3)	3 credits	EV	M/601/1329
Unit 36	Provide information and advice to children and young people (Level 3)	3 credits	EV	A/601/1334
Unit 37	Develop interviewing skills for work with children and young people (Level 3)	3 credits	EV	L/601/1337
Unit 38	Caseload management (Level 3)	3 credits	EV	D/601/1343
Unit 39	Support young people to move towards independence and manage their lives (Level 3)	3 credits	EV	F/601/1349

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 40	Support children and young people to achieve their learning potential (Level 3)	3 credits	EV	D/601/1357
Unit 41	Support children and young people to have positive relationships (Level 3)	3 credits	EV	R/601/1369
Unit 42	Improving the attendance of children and young people in statutory education (Level 3)	5 credits	EV	M/601/1377
Unit 43	Facilitate the learning and development of children and young people through mentoring (Level 3)	4 credits	EV	T/601/1381
Unit 44	Support positive practice with children and young people with speech, language and communication needs (Level 3)	4 credits	EV	L/601/2861
Unit 45	Support speech, language and communication development (Level 3)	3 credits	EV	A/601/2872
Unit 46	Work with parents, families and carers to support their children's speech, language and communication development (Level 3)	3 credits	EV	Y/601/2877
Unit 47	Understand the speech, language and communication needs of children and young people with behavioural, social and emotional difficulties (Level 3)	3 credits	EV	M/601/2884
Unit 48	Support the speech, language and communication development of children who are learning more than one language (Level 3)	3 credits	EV	J/601/2888
Unit 49	Support children and young people's speech, language and communication skills (Level 3)	3 credits	EV	L/601/2889
Unit 50	Support care within fostering services for vulnerable children and young people (Level 3)	3 credits	EV	J/601/1806
Unit 51	Support the referral process for children and young people (Level 3)	3 credits	EV	R/601/1386
Unit 52	Support young people who are involved in anti-social and/or criminal activities (Level 3)	2 credits	EV	L/502/5261
Unit 53	Support young people who are looked after or are leaving care (Level 3)	3 credits	EV	A/502/5224
Unit 54	Support young people who are socially excluded or excluded from school (Level 3)	2 credits	EV	R/502/5231
Unit 55	Support young people in relation to sexual health and risk of pregnancy (Level 3)	2 credits	EV	F/502/5242
Unit 56	Enable parents to develop ways of handling relationships and behaviour that contribute to everyday life with children (Level 3)	3 credits	EV	H/502/4682
Unit 57	Work with parents to meet their children's needs (Level 3)	3 credits	EV	Y/502/4680
Unit 58	Support young people with mental health problems (Level 3)	3 credits	EV	T/502/5240
Unit 59	Engage young parents in supporting their children's development (Level 3)	3 credits	EV	J/502/4660
Unit 60	Engage fathers in their children's early learning (Level 3)	3 credits	EV	Y/502/4663
Unit 61	Engage parents in their children's early learning (Level 3)	3 credits	EV	M/502/3812
Unit 62	Promote positive behaviour (Level 3)	6 credits	EV	F/601/3764
Unit 63	Support use of medication in social care settings (Level 3)	5 credits	EV	F/601/4056

3.2 Mental Health

Entry code	Qualification title	Credit value	Assessment	Qualification number
05921	**OCR Level 3 Award in Awareness of Dementia**	**11 credits**		**501/0318/0**
Certification only: last certification date is 30 June 2019. Made up of: Units 1–4. Please refer to the subject-specific pages of the OCR website for rules of combination.				
Unit 1	Understand the process and experience of dementia	3 credits	M	J/601/3538
Unit 2	Understand the administration of medication to individuals with dementia using a person-centred approach	2 credits	M	K/601/9199
Unit 3	Understand the role of communication and interactions with individuals who have dementia	3 credits	M	L/601/3539
Unit 4	Understand the diversity of individuals with dementia and the importance of inclusion	3 credits	M	Y/601/3544

3.3 Health and Social Care

Entry code	Qualification title	Credit value	Assessment	Qualification number
05923	**OCR Level 2 Diploma in Health and Social Care (Adults) England**	**46 credits**	**EV**	**501/1244/2**
Certification only; last certification date is 31 August 2019. Made up of: • Units 1–9 (24 credits) • At least 2 and no more than 7 credits from Units 10, 15 and 18–41. Please refer to the subject-specific pages of the OCR website for rules of combination.				
Dementia pathway				
Made up of: • Units 1–9 (24 credits) • At least 2 and no more than 7 credits from Units 10, 15 and 18–41 (to include Unit 10) • At least 15 credits from Units 11–14, 16–17 and 42–96 (to include at least one of Units 11–14). Please refer to the subject-specific pages of the OCR website for rules of combination.				
Adults with Learning Disabilities pathway				
Made up of: • Units 1–9 (24 credits) • At least 2 and no more than 7 credits from Units 10, 15 and 18–41 (to include Unit 15) • At least 15 credits from Units 11–14, 16–17 and 42–96 (to include at least one of Units 16–17). Please refer to the subject-specific pages of the OCR website for rules of combination.				
Mandatory units				
Unit 1	Introduction to communication in health, social care or children's and young people's settings	3 credits	EV	F/601/5465
Unit 2	Introduction to personal development in health, social care or children's and young people's settings	3 credits	EV	L/601/5470
Unit 3	Introduction to equality and inclusion in health, social care	2 credits	EV	R/601/5471

Entry code	Qualification title	Credit value	Assessment	Qualification number
	or children's and young people's settings			
Unit 4	Introduction to duty of care in health, social care or children's and young people's settings	1 credit	EV	H/601/5474
Unit 5	Principles of safeguarding and protection in health and social care	3 credits	EV	A/601/8574
Unit 6	The role of the health and social care worker	2 credits	EV	J/601/8576
Unit 7	Implement person-centred approaches in health and social care	5 credits	EV	A/601/8140
Unit 8	Contribute to health and safety in health and social care	4 credits	EV	R/601/8922
Unit 9	Handle information in health and social care settings	1 credit	EV	J/601/8142
Dementia pathway (knowledge)				
Unit 10	Dementia awareness	2 credits	EV	J/601/2874
Dementia pathway (competence)				
Unit 11	Understand and implement a person-centred approach to the care and support of individuals with dementia	3 credits	EV	F/601/3683
Unit 12	Equality, diversity, and inclusion in dementia care practice	3 credits	EV	Y/601/9277
Unit 13	Understand and enable interaction and communication with individuals with dementia	3 credits	EV	A/601/9434
Unit 14	Approaches to enable rights and choices for individuals with dementia whilst minimising risks	3 credits	EV	H/601/9282
Adults with Learning Disabilities pathway (knowledge)				
Unit 15	Understand the context of supporting individuals with learning disabilities	4 credits	EV	K/601/5315
Adults with Learning Disabilities pathway (competence)				
Unit 16	Support person-centred thinking and planning	5 credits	EV	L/601/6442
Unit 17	Provide active support	3 credits	EV	Y/601/7352
Knowledge units				
Unit 18	Purpose and principles of independent advocacy	4 credits	EV	M/502/3146
Unit 19	Understand mental well-being and mental health promotion	3 credits	EV	F/602/0097
Unit 20	Understand mental health problems	3 credits	EV	J/602/0103
Unit 21	The person centred-approach to the care and support of individuals with dementia	2 credits	EV	H/601/2879
Unit 22	Understand the factors that can influence communication and interaction with individuals who have dementia	2 credits	EV	T/601/9416
Unit 23	Understand equality, diversity and inclusion in dementia care	2 credits	EV	A/601/2886
Unit 24	Understand the administration of medication to individuals with dementia using a person-centred approach	2 credits	EV	K/601/9199
Unit 25	Understand the role of communication and interactions with individuals who have dementia	3 credits	EV	L/601/3539
Unit 26	Understand the diversity of individuals with dementia and the importance of inclusion	3 credits	EV	Y/601/3544
Unit 27	Introduction to personalisation in social care	3 credits	EV	K/601/9493

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 28	The principles of infection prevention and control	3 credits	EV	L/501/6737
Unit 29	Causes and spread of infection	2 credits	EV	H/501/7103
Unit 30	Cleaning, decontamination and waste management	2 credits	EV	R/501/6738
Unit 31	Principles of positive risk taking for individuals with disabilities	2 credits	EV	K/601/6285
Unit 32	Principles of supporting an individual to maintain personal hygiene	1 credit	EV	H/601/5703
Unit 33	Principles of supporting individuals with a learning disability to access healthcare	3 credits	EV	T/601/8654
Unit 34	Introductory awareness of autistic spectrum conditions	2 credits	EV	M/601/5316
Unit 35	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	3 credits	EV	A/601/6274
Unit 36	Principles of supporting young people with a disability to make the transition into adulthood	3 credits	EV	M/601/7227
Unit 37	Principles of self-directed support	3 credits	EV	M/601/7048
Unit 38	Understand physical disability	2 credits	EV	L/601/6117
Unit 39	Understand the impact of acquired brain injury on individuals	3 credits	EV	J/601/5824
Unit 40	Introductory awareness of sensory loss	2 credits	EV	F/601/3442
Unit 41	Introductory awareness of models of disability	2 credits	EV	Y/601/3446
Competence units				
Unit 42	Administer medication to individuals, and monitor the effects	5 credits	EV	Y/501/0598
Unit 43	Understand and meet the nutritional requirements of individuals with dementia	3 credits	EV	T/601/9187
Unit 44	Enable rights and choices of individuals with dementia whilst minimising risks	4 credits	EV	A/601/9191
Unit 45	Understand and enable interaction and communication with individuals who have dementia	4 credits	EV	Y/601/4693
Unit 46	Equality, diversity and inclusion in dementia care practice	4 credits	EV	F/601/4686
Unit 47	Provide support for therapy sessions	2 credits	EV	D/601/9023
Unit 48	Provide support for mobility	2 credits	EV	H/601/9024
Unit 49	Provide support to manage pain and discomfort	2 credits	EV	K/601/9025
Unit 50	Contribute to monitoring the health of individuals affected by health conditions	2 credits	EV	M/601/9026
Unit 51	Support individuals to carry out their own health care procedures	2 credits	EV	D/601/8017
Unit 52	Support participation in learning and development activities	3 credits	EV	Y/601/8632
Unit 53	Support independence in the tasks of daily living	5 credits	EV	T/601/8637
Unit 54	Provide support for journeys	2 credits	EV	A/601/8025
Unit 55	Provide support for leisure activities	3 credits	EV	F/601/8026
Unit 56	Support individuals to access and use information about services and facilities	3 credits	EV	A/601/7926

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 57	Support individuals who are distressed	3 credits	EV	L/601/8143
Unit 58	Support care plan activities	2 credits	EV	R/601/8015
Unit 59	Support individuals to eat and drink	2 credits	EV	M/601/8054
Unit 60	Support individuals to meet personal care needs	2 credits	EV	F/601/8060
Unit 61	Support individuals to manage continence	3 credits	EV	J/601/8058
Unit 62	Provide agreed support for foot care	3 credits	EV	R/601/8063
Unit 63	Gain access to the homes of individuals, deal with emergencies and ensure security on departure	2 credits	EV	R/601/7902
Unit 64	Contribute to the care of a deceased person	3 credits	EV	R/601/8256
Unit 65	Contribute to supporting group care activities	3 credits	EV	L/601/9471
Unit 66	Undertake agreed pressure area care	4 credits	EV	T/601/8721
Unit 67	Support individuals undergoing healthcare activities	3 credits	EV	L/601/8725
Unit 68	Obtain and test capillary blood samples	4 credits	EV	T/601/8850
Unit 69	Obtain and test specimens from individuals	2 credits	EV	J/601/8853
Unit 70	Move and position individuals in accordance with their plan of care	4 credits	EV	J/601/8027
Unit 71	Meet food safety requirements when providing food and drink for individuals	2 credits	EV	T/601/9450
Unit 72	Provide support for sleep	2 credits	EV	Y/601/9490
Unit 73	Contribute to support of positive risk-taking for individuals	3 credits	EV	A/601/9546
Unit 74	Support individuals in their relationships	4 credits	EV	R/601/8578
Unit 75	Facilitate person-centred assessment, planning, implementation and review	6 credits	EV	H/601/8049
Unit 76	Support individuals to live at home	4 credits	EV	Y/601/7903
Unit 77	Support individuals with specific communication needs	5 credits	EV	T/601/8282
Unit 78	Support individuals who are bereaved	4 credits	EV	A/601/7909
Unit 79	Work in partnership with families to support individuals	4 credits	EV	H/601/8147
Unit 80	Promote positive behaviour	6 credits	EV	F/601/3764
Unit 81	Support use of medication in social care settings	5 credits	EV	F/601/4056
Unit 82	Support individuals at the end of life	7 credits	EV	T/601/9495
Unit 83	Prepare environments and resources for use during healthcare activities	3 credits	EV	R/601/8824
Unit 84	Prepare for and carry out extended feeding techniques	4 credits	EV	A/601/8980
Unit 85	Emergency first aid skills	1 credit	EV	Y/600/1250
Unit 86	Support individuals to maintain personal hygiene	2 credits	EV	K/601/9963
Unit 87	Contribute to supporting individuals with a learning disability to access healthcare	3 credits	EV	J/602/0036
Unit 88	Support young people with a disability to make the transition into adulthood	5 credits	EV	F/602/0049
Unit 89	Support parents with disabilities	6 credits	EV	K/601/7047
Unit 90	Support individuals with self-directed support	5 credits	EV	J/602/0053

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 91	Work with other professionals and agencies to support individuals with a physical disability	3 credits	EV	Y/601/6170
Unit 92	Support families of individuals with acquired brain injury	3 credits	EV	T/601/5804
Unit 93	Support effective communication with individuals with a sensory loss	3 credits	EV	K/601/3449
Unit 94	Contribute to the support of individuals with multiple conditions and/or disabilities	3 credits	EV	A/601/4895
Unit 95	Contribute to supporting individuals in the use of assistive technology	3 credits	EV	H/601/3451
Unit 96	Support individuals to negotiate environments	4 credits	EV	F/601/5160
05926	**OCR Level 3 Diploma in Health and Social Care (Adults) England**	**58 credits**	**EV**	**501/1729/4**

Certification only; last certification date is 31 August 2019.

Made up of:

- Units 1–9 (28 credits)
- At least 2 and no more than 7 credits from Units 10, 14 and 17–37
- 23 credits from Units 11–13, 15–16 and 38–113.

Please refer to the subject-specific pages of the OCR website for rules of combination.

Dementia pathway

Made up of:

- Units 1–9 (28 credits)
- At least 2 and no more than 7 credits from Units 10, 14 and 17–37 (to include Unit 10)
- At least 15 credits from Units 11–13, 15–16 and 38–113 (to include at least one of Units 11–13).

Please refer to the subject-specific pages of the OCR website for rules of combination.

Adults with Learning Disabilities pathway

Made up of:

- Units 1–9 (28 credits)
- At least 2 and no more than 7 credits from Units 10, 14 and 17–37 (to include Unit 14)
- At least 15 credits from Units 11–13, 15–16 and 38–113 (to include at least one of Units 15–16).

Please refer to the subject-specific pages of the OCR website for rules of combination.

Mandatory units

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Promote communication in health, social care or children's and young people's settings	3 credits	EV	J/601/1434
Unit 2	Engage in personal development in health, social care or children's and young people's settings	3 credits	EV	A/601/1429
Unit 3	Promote equality and inclusion in health, social care or children's and young people's settings	2 credits	EV	Y/601/1437
Unit 4	Principles for implementing duty of care in health, social care or children's and young people's settings	1 credit	EV	R/601/1436
Unit 5	Principles of safeguarding and protection in health and social care	3 credits	EV	A/601/8574
Unit 6	The role of the health and social care worker	2 credits	EV	J/601/8576
Unit 7	Promote person-centred approaches in health and social care	6 credits	EV	Y/601/8145

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 8	Promote and implement health and safety in health and social care	6 credits	EV	F/601/8138
Unit 9	Promote good practice in handling information in health and social care settings	2 credits	EV	J/601/9470
Dementia pathway (knowledge)				
Unit 10	Understand the process and experience of dementia	3 credits	EV	J/601/3538
Dementia pathway (competence)				
Unit 11	Enable rights and choices of individuals with dementia whilst minimising risks	4 credits	EV	A/601/9191
Unit 12	Understand and enable interaction and communication with individuals who have dementia	4 credits	EV	Y/601/4693
Unit 13	Equality, diversity and inclusion in dementia care practice	4 credits	EV	F/601/4686
Adults with Learning Disabilities pathway (knowledge)				
Unit 14	Understand the context of supporting individuals with learning disabilities	4 credits	EV	K/601/5315
Adults with Learning Disabilities pathway (competence)				
Unit 15	Support person-centred thinking and planning	5 credits	EV	A/601/7215
Unit 16	Promote active support	5 credits	EV	D/601/7353
Knowledge units				
Unit 17	Purpose and principles of independent advocacy	4 credits	EV	M/502/3146
Unit 18	Understand mental well-being and mental health promotion	3 credits	EV	F/602/0097
Unit 19	Understand mental health problems	3 credits	EV	J/602/0103
Unit 20	Understand the administration of medication to individuals with dementia using a person-centred approach	2 credits	EV	K/601/9199
Unit 21	Understand the role of communication and interactions with individuals who have dementia	3 credits	EV	L/601/3539
Unit 22	Understand the diversity of individuals with dementia and the importance of inclusion	3 credits	EV	Y/601/3544
Unit 23	Understand theories of relationships and social networks	3 credits	EV	Y/601/8579
Unit 24	Introduction to personalisation in social care	3 credits	EV	K/601/9493
Unit 25	The principles of infection prevention and control	3 credits	EV	L/501/6737
Unit 26	Causes and spread of infection	2 credits	EV	H/501/7103
Unit 27	Cleaning, decontamination and waste management	2 credits	EV	R/501/6738
Unit 28	Principles of supporting an individual to maintain personal hygiene	1 credit	EV	H/601/5703
Unit 29	Understand positive risk taking for individuals with disabilities	3 credits	EV	J/601/6293
Unit 30	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	3 credits	EV	A/601/6274
Unit 31	Understand how to support individuals with autistic spectrum conditions	3 credits	EV	T/601/5317
Unit 32	Principles of supporting young people with a disability to make the transition into adulthood	3 credits	EV	M/601/7227

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 33	Principles of self-directed support	3 credits	EV	M/601/7048
Unit 34	Understand physical disability	3 credits	EV	J/601/6150
Unit 35	Understand the impact of acquired brain injury on individuals	3 credits	EV	Y/601/6167
Unit 36	Understand sensory loss	3 credits	EV	M/601/3467
Unit 37	Understand models of disability	3 credits	EV	F/601/3473
Competence units				
Unit 38	Providing independent advocacy support	6 credits	EV	T/502/3147
Unit 39	Maintaining the independent advocacy relationship	6 credits	EV	A/502/3148
Unit 40	Responding to the advocacy needs of different groups of people	6 credits	EV	F/502/3149
Unit 41	Recognise indications of substance misuse and refer individuals to specialists	4 credits	EV	M/601/0648
Unit 42	Support individuals who are substance users	7 credits	EV	A/601/0670
Unit 43	Identify and act upon immediate risk of danger to substance misusers	4 credits	EV	D/501/0585
Unit 44	Provide services to those affected by someone else's substance use	4 credits	EV	M/601/0682
Unit 45	Increase awareness about drugs, alcohol or other substances with individuals and groups	7 credits	EV	H/501/0586
Unit 46	Test for substance use	5 credits	EV	T/601/0666
Unit 47	Carry out initial assessments to identify and prioritise the needs of substance misusers	5 credits	EV	D/601/0662
Unit 48	Carry out comprehensive substance misuse assessment	5 credits	EV	K/501/0587
Unit 49	Assist with the transfer of individuals, who misuse substances, between agencies and services	1 credit	EV	D/601/0676
Unit 50	Support individuals through detoxification programmes	3 credits	EV	K/501/0590
Unit 51	Develop and sustain effective working relationships with staff in other agencies	4 credits	EV	R/601/3526
Unit 52	Administer medication to individuals, and monitor the effects	5 credits	EV	Y/501/0598
Unit 53	Supply and exchange injecting equipment for individuals	3 credits	EV	D/501/0599
Unit 54	Understand and meet the nutritional requirements of individuals with dementia	3 credits	EV	T/601/9187
Unit 55	Provide support to manage pain and discomfort	2 credits	EV	K/601/9025
Unit 56	Gain access to the homes of individuals, deal with emergencies and ensure security on departure	2 credits	EV	R/601/7902
Unit 57	Undertake agreed pressure area care	4 credits	EV	T/601/8721
Unit 58	Move and position individuals in accordance with their plan of care	4 credits	EV	J/601/8027
Unit 59	Contribute to raising awareness of health issues	4 credits	EV	T/601/9027
Unit 60	Provide support to continue recommended therapies	3 credits	EV	A/601/9028
Unit 61	Provide support to maintain and develop skills for	4 credits	EV	L/601/8028

Entry code	Qualification title	Credit value	Assessment	Qualification number
	everyday life			
Unit 62	Facilitate learning and development activities to meet individual needs and preferences	5 credits	EV	L/601/8644
Unit 63	Support the development of community partnerships	5 credits	EV	M/601/9494
Unit 64	Implement therapeutic group activities	4 credits	EV	D/601/9491
Unit 65	Support individuals to develop and run support groups	3 credits	EV	H/601/9492
Unit 66	Prepare to support individuals within a shared lives arrangement	4 credits	EV	M/601/9611
Unit 67	Support individuals to access and use services and facilities	4 credits	EV	F/601/7927
Unit 68	Provide support for individuals with a shared lives arrangement	5 credits	EV	J/601/9601
Unit 69	Support individuals in their relationships	4 credits	EV	R/601/8578
Unit 70	Facilitate person-centred assessment, planning, implementation and review	6 credits	EV	H/601/8049
Unit 71	Support individuals to live at home	4 credits	EV	Y/601/7903
Unit 72	Support individuals to manage their finances	3 credits	EV	D/601/7904
Unit 73	Support individuals to access and manage direct payments	6 credits	EV	H/601/7905
Unit 74	Support individuals to access housing and accommodation services	4 credits	EV	K/601/7906
Unit 75	Support individuals to deal with personal relationship problems	4 credits	EV	R/601/8581
Unit 76	Support individuals with specific communication needs	5 credits	EV	T/601/8282
Unit 77	Support individuals during a period of change	4 credits	EV	M/601/7907
Unit 78	Support individuals to prepare for and settle in to new home environments	3 credits	EV	T/601/7908
Unit 79	Support individuals who are bereaved	4 credits	EV	A/601/7909
Unit 80	Work in partnership with families to support individuals	4 credits	EV	H/601/8147
Unit 81	Promote positive behaviour	6 credits	EV	F/601/3764
Unit 82	Support use of medication in social care settings	5 credits	EV	F/601/4056
Unit 83	Support individuals at the end of life	7 credits	EV	T/601/9495
Unit 84	Prepare environments and resources for use during healthcare activities	3 credits	EV	R/601/8824
Unit 85	Prepare for and carry out extended feeding techniques	4 credits	EV	A/601/8980
Unit 86	Undertake tissue viability risk assessments	3 credits	EV	Y/601/9022
Unit 87	Undertake physiological measurements	3 credits	EV	R/601/8662
Unit 88	Obtain venous blood samples	3 credits	EV	D/601/8860
Unit 89	Undertake urethral catheterisation processes	4 credits	EV	J/601/8979
Unit 90	Identify the physical health needs of individuals with mental health needs and plan appropriate actions	5 credits	EV	A/601/9174
Unit 91	Support families in maintaining relationships in their wider	4 credits	EV	K/601/9185

Entry code	Qualification title	Credit value	Assessment	Qualification number
	social structures			
Unit 92	Work with families, carers and individuals during times of crisis	5 credits	EV	F/601/9029
Unit 93	Enable individuals with behavioural difficulties to develop strategies to change their behaviour	8 credits	EV	L/601/9034
Unit 94	Help individuals address their substance use through an action plan	4 credits	EV	J/601/9968
Unit 95	Interact with and support individuals using telecommunications	5 credits	EV	Y/601/8825
Unit 96	Implement the positive behavioural support model	8 credits	EV	T/601/9738
Unit 97	Support positive risk taking for individuals	4 credits	EV	L/601/9549
Unit 98	Emergency first aid skills	1 credit	EV	Y/600/1250
Unit 99	Support individuals to maintain personal hygiene	2 credits	EV	K/601/9963
Unit 100	Support individuals with a learning disability to access healthcare	3 credits	EV	J/601/8657
Unit 101	Support young people with a disability to make the transition into adulthood	5 credits	EV	F/602/0049
Unit 102	Support parents with disabilities	6 credits	EV	K/601/7047
Unit 103	Support individuals with self-directed support	5 credits	EV	J/602/0053
Unit 104	Work with other professionals and agencies to support individuals with physical disability	3 credits	EV	K/601/6190
Unit 105	Support families who are affected by acquired brain injury	3 credits	EV	M/601/5817
Unit 106	Support families who have a child with a disability	3 credits	EV	D/601/5750
Unit 107	Promote effective communication with individuals with sensory loss	4 credits	EV	K/601/3483
Unit 108	Support individuals with multiple conditions and/or disabilities	4 credits	EV	A/601/5190
Unit 109	Support individuals in the use of assistive technology	4 credits	EV	J/601/3541
Unit 110	Support the assessment of individuals with sensory loss	3 credits	EV	R/601/3543
Unit 111	Support the promotion of awareness of sensory loss	3 credits	EV	D/601/3545
Unit 112	Support individuals to access education, training or employment	4 credits	EV	H/601/3546
Unit 113	Enable individuals to negotiate environments	5 credits	EV	R/601/5180
04700	OCR Level 2 Certificate in Preparing to Work in Adult Social Care	20 credits	M	501/1673/3
Certification only: last certification date is 31 August 2019.				

Entry code	Qualification title	Credit value	Assessment	Qualification number
Made up of: Units 1–9 (20 credits).				
Unit 1	Principles of communication in adult social care settings	2 credits	M	L/602/2905
Unit 2	Principles of personal development in adult social care settings	2 credits	M	L/602/3035
Unit 3	Principles of diversity, equality and inclusion in adult social care settings	2 credits	M	H/602/3039
Unit 4	Principles of safeguarding and protection in health and social care	3 credits	M	A/601/8574
Unit 5	Introduction to duty of care in health, social care or children's and young people's settings	1 credit	M	H/601/5474
Unit 6	Understand the role of the social care worker	1 credit	M	A/602/3113
Unit 7	Understand person-centred approaches in adult social care settings	4 credits	M	J/602/3180
Unit 8	Understand health and safety in social care settings	4 credits	M	R/602/3179
Unit 9	Understand how to handle information in social care settings	1 credit	M	Y/602/3118
04701	**OCR Level 3 Certificate in Preparing to Work in Adult Social Care**	**21 credits**	**M**	**501/1674/5**
Certification only: last certification date is 31 August 2019.				
Made up of: Units 1–9 (21 credits).				
Unit 1	Principles of communication in adult social care settings	2 credits	M	R/602/2906
Unit 2	Principles of personal development in adult social care settings	2 credits	M	R/602/3036
Unit 3	Principles of diversity, equality and inclusion in adult social care settings	2 credits	M	M/602/3044
Unit 4	Principles of safeguarding and protection in health and social care	3 credits	M	A/601/8574
Unit 5	Principles for implementing duty of care in health, social care or children's and young people's settings	1 credit	M	R/601/1436
Unit 6	Understand the role of the social care worker	1 credit	M	A/602/3113
Unit 7	Understand person-centred approaches in adult social care settings	4 credits	M	R/602/3182
Unit 8	Understand health and safety in social care settings	5 credits	M	L/602/3178
Unit 9	Understand how to handle information in social care settings	1 credit	M	D/602/3119
04711	**OCR Level 2 Award in Employment Responsibilities and Rights in Health, Social Care and Children and Young People's settings**	**3 credits**	**M**	**501/1444/X**
Certification only: last certification date is 31 August 2019. Made up of Unit 1.				
Unit 1	Understand employment responsibilities and rights in health, social care or children and young people's settings	3 credits	M	R/602/2954

3.4   Health and Social Care Leadership and Management

Entry code	Qualification title	Credit value	Assessment	Qualification number
10393	**OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Residential Management)**	**90 credits**	**EV**	**601/4578/X**

Certification only; last certification date is 31 August 2020.
Made up of:
- Units 1–12, 37, 85 (68 credits)
- At least 12 credits from Units 13–23
- At least 1 and no more than 6 credits from Units 24–31, 65, 66, and 67
- Remaining credits from Units 13–23 and 32–88.

Please refer to the subject-specific pages of the OCR website for rules of combination.

Mandatory Units				
Unit 1	Use and develop systems that promote communication	3 credits	EV	F/602/2335
Unit 2	Promote professional development	4 credits	EV	L/602/2578
Unit 3	Champion equality, diversity and inclusion	4 credits	EV	Y/602/3183
Unit 4	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	5 credits	EV	K/602/3172
Unit 5	Work in partnership in health and social care or children and young people's settings	4 credits	EV	A/602/3189
Unit 37	Undertake a research project within services for health and social care or children and young people	10 credits	EV	J/602/3499
Unit 85	Understand professional management and leadership in health and social care or children and young people's settings	6 credits	EV	F/504/2218
Unit 6	Manage health and social care practice to ensure positive outcomes for individuals	5 credits	EV	M/602/2850
Unit 7	Safeguarding and protection of vulnerable adults	5 credits	EV	R/602/2856
Unit 8	Lead and manage group living for adults	5 credits	EV	T/602/3174
Unit 9	Understand safeguarding of children and young people for those working in the adult sector	1 credit	EV	Y/602/2860
Unit 10	Lead person centred practice	4 credits	EV	D/602/2844
Unit 11	Lead and manage a team within a health and social care or children and young people's setting	7 credits	EV	H/602/3171
Unit 12	Develop professional supervision practice in health and social care or children and young people's work settings	5 credits	EV	M/602/3187
Optional Management Units				
Unit 13	Develop procedures and practice to respond to concerns and complaints	6 credits	EV	J/602/2336
Unit 14	Recruitment and selection within health and social care or children and young people's settings	3 credits	EV	R/602/2338
Unit 15	Facilitate the development of effective group practice in	6 credits	EV	Y/602/2339

Entry code	Qualification title	Credit value	Assessment	Qualification number
	health and social care or children and young people's settings			
Unit 16	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	6 credits	EV	L/602/2547
Unit 17	Manage induction in health and social care or children and young people's settings	3 credits	EV	T/602/2574
Unit 18	Facilitate change in health and social care or children and young people's settings	6 credits	EV	F/602/2612
Unit 19	Manage an inter-professional team in a health and social care or children and young people's setting	7 credits	EV	L/602/2743
Unit 20	Manage finance within own area of responsibility in health and social care or children and young people's setting	4 credits	EV	T/602/2753
Unit 21	Manage quality in health and social care or children and young people's setting	5 credits	EV	R/602/2758
Unit 22	Develop and evaluate operational plans for own area of responsibility	6 credits	EV	Y/600/9588
Unit 23	Manage physical resources	3 credits	EV	K/600/9711
Optional Knowledge Units				
Unit 24	Understand partnership working	1 credit	EV	T/602/3188
Unit 25	Understand how to manage a team	3 credits	EV	D/602/3170
Unit 26	Understanding professional supervision practice	3 credits	EV	H/602/3185
Unit 27	Understand the process and experience of dementia	3 credits	EV	J/601/3538
Unit 28	Understand physical disability	3 credits	EV	J/601/6150
Unit 29	Understand the impact of acquired brain injury on individuals	3 credits	EV	Y/601/6167
Unit 30	Understand sensory loss	3 credits	EV	M/601/3467
Unit 31	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	3 credits	EV	A/601/6274
Unit 65	Understand advance care planning	3 credits	EV	A/503/8135
Unit 66	Understand how to support individuals during the last days of life	3 credits	EV	J/503/8137
Unit 67	End of life and dementia care	2 credits	EV	F/503/8704
Optional Units				
Unit 32	Manage domiciliary services	6 credits	EV	L/602/2337
Unit 33	Lead the management of transitions	4 credits	EV	F/602/2853
Unit 34	Lead positive behavioural support	10 credits	EV	K/602/2572
Unit 35	Develop provision for family support	5 credits	EV	K/602/3074
Unit 36	Lead support for disabled children and young people and their carers	8 credits	EV	M/602/2380
Unit 38	Lead active support	5 credits	EV	H/601/7354
Unit 39	Active support: lead interactive training	4 credits	EV	K/601/7355
Unit 40	Promote access to healthcare for individuals with learning	6 credits	EV	J/601/5645

Entry code	Qualification title	Credit value	Assessment	Qualification number
	disabilities			
Unit 41	Promote good practice in the support of individuals with autistic spectrum conditions	7 credits	EV	A/601/5318
Unit 42	Support families who are affected by acquired brain injury	3 credits	EV	M/601/5817
Unit 43	Support families who have a child with a disability	3 credits	EV	D/601/5750
Unit 44	Support the development of community partnerships	5 credits	EV	M/601/9494
Unit 45	Support individuals to access housing and accommodation services	4 credits	EV	K/601/7906
Unit 46	Support individuals at the end of life	7 credits	EV	T/601/9495
Unit 47	Work with families, carers and individuals during times of crisis	5 credits	EV	F/601/9029
Unit 48	Implement the positive behavioural support model	8 credits	EV	T/601/9738
Unit 49	Support individuals to access education, training or employment	4 credits	EV	H/601/3546
Unit 50	Promote awareness of sensory loss	3 credits	EV	M/601/5249
Unit 51	Support the use of assistive technology	4 credits	EV	H/601/5250
Unit 52	Explore models of disability	5 credits	EV	K/601/5251
Unit 53	Support individuals with sensory loss with communication	5 credits	EV	M/601/5252
Unit 54	Support individuals with multiple conditions and/or disabilities	5 credits	EV	T/601/5253
Unit 55	Support children's speech, language and communication	4 credits	EV	T/600/9789
Unit 56	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	5 credits	EV	F/600/9777
Unit 57	Independent mental capacity advocacy	12 credits	EV	F/502/3295
Unit 58	Independent mental health advocacy	7 credits	EV	J/502/3296
Unit 59	Providing independent advocacy management	11 credits	EV	L/502/3297
Unit 60	Providing independent advocacy to adults	5 credits	EV	R/502/3298
Unit 61	Independent advocacy with children and young people	7 credits	EV	Y/502/3299
Unit 62	Providing independent mental capacity advocacy-deprivation of liberty safeguards	5 credits	EV	F/502/3300
Unit 63	Recognise indications of substance misuse and refer individuals to specialists	4 credits	EV	M/601/0648
Unit 64	Identify and act upon immediate risk of danger to substance misusers	4 credits	EV	D/501/0585
Unit 68	Lead and manage practice in dementia care	6 credits	EV	D/504/2212
Unit 69	Support the spiritual wellbeing of individuals	3 credits	EV	M/503/8133
Unit 70	Support individuals during the last days of life	5 credits	EV	F/503/8685
Unit 71	Lead and manage end of life care services	7 credits	EV	T/503/8134
Unit 72	Lead a service that supports individuals through significant life events	4 credits	EV	L/503/8138
Unit 73	Support individuals to stay safe from harm or abuse	4 credits	EV	T/504/2202

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 74	Provide support to adults who have experienced harm or abuse	5 credits	EV	J/504/2205
Unit 75	Assess the needs of carers and families	4 credits	EV	T/504/2216
Unit 76	Provide support to children or young people who have experienced harm or abuse	6 credits	EV	F/504/2204
Unit 77	Understand the factors affecting older people	2 credits	EV	D/504/2243
Unit 78	Provide information about health and social care or children and young people's services	3 credits	EV	Y/504/2239
Unit 79	Lead and manage infection prevention and control within the work setting	6 credits	EV	Y/504/2208
Unit 80	Professional practice in health and social care for adults or children and young people	6 credits	EV	T/504/2197
Unit 81	Develop, maintain and use records and reports	3 credits	EV	A/504/2198
Unit 82	Lead practice which supports individuals to take positive risks	4 credits	EV	H/504/2213
Unit 83	Lead practice in assessing and planning for the needs of families and carers	3 credits	EV	A/504/2217
Unit 84	Manage business redesign in health and social care or children or young people's services	5 credits	EV	J/504/2236
Unit 86	Appraise staff performance	5 credits	EV	J/504/2219
Unit 87	Support people who are providing homes to individuals	6 credits	EV	R/504/2224
Unit 88	Manage disciplinary processes in health and social care or children and young people's settings	6 credits	EV	M/504/2232
10394	**OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Management)**	**90 credits**	**EV**	**601/4578/X**

Certification only; last certification date is 31 August 2020.

Made up of:

- Units 1–12, 37, 85 (69 credits)
- At least 12 credits from Units 13–23
- At least 1 and no more than 6 credits from Units 24–31, 65, 66, and 67
- Remaining credits from Units 13–23 and 32–88.

Please refer to the subject-specific pages of the OCR website for rules of combination.

Mandatory Units				
Unit 1	Use and develop systems that promote communication	3 credits	EV	F/602/2335
Unit 2	Promote professional development	4 credits	EV	L/602/2578
Unit 3	Champion equality, diversity and inclusion	4 credits	EV	Y/602/3183
Unit 4	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	5 credits	EV	K/602/3172
Unit 5	Work in partnership in health and social care or children and young people's settings	4 credits	EV	A/602/3189

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 37	Undertake a research project within services for health and social care or children and young people	10 credits	EV	J/602/3499
Unit 85	Understand professional management and leadership in health and social care or children and young people's settings	6 credits	EV	F/504/2218
Unit 6	Manage health and social care practice to ensure positive outcomes for individuals	5 credits	EV	M/602/2850
Unit 7	Safeguarding and protection of vulnerable adults	5 credits	EV	R/602/2856
Unit 8	Understand safeguarding of children and young people for those working in the adult sector	1 credit	EV	Y/602/2860
Unit 9	Lead person centred practice	4 credits	EV	D/602/2844
Unit 10	Lead and manage a team within a health and social care or children and young people's setting	7 credits	EV	H/602/3171
Unit 11	Develop professional supervision practice in health and social care or children and young people's work settings	5 credits	EV	M/602/3187
Unit 12	Assess the individual in a health and social care setting	6 credits	EV	J/601/5242
Optional Management Units				
Unit 13	Develop procedures and practice to respond to concerns and complaints	6 credits	EV	J/602/2336
Unit 14	Recruitment and selection within health and social care or children and young people's settings	3 credits	EV	R/602/2338
Unit 15	Facilitate the development of effective group practice in health and social care or children and young people's settings	6 credits	EV	Y/602/2339
Unit 16	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	6 credits	EV	L/602/2547
Unit 17	Manage induction in health and social care or children and young people's settings	3 credits	EV	T/602/2574
Unit 18	Facilitate change in health and social care or children and young people's settings	6 credits	EV	F/602/2612
Unit 19	Manage an inter-professional team in a health and social care or children and young people's setting	7 credits	EV	L/602/2743
Unit 20	Manage finance within own area of responsibility in health and social care or children and young people's setting	4 credits	EV	T/602/2753
Unit 21	Manage quality in health and social care or children and young people's setting	5 credits	EV	R/602/2758
Unit 22	Develop and evaluate operational plans for own area of responsibility	6 credits	EV	Y/600/9588
Unit 23	Manage physical resources	3 credits	EV	K/600/9711
Optional Knowledge Units				
Unit 24	Understand partnership working	1 credit	EV	T/602/3188
Unit 25	Understand how to manage a team	3 credits	EV	D/602/3170
Unit 26	Understanding professional supervision practice	3 credits	EV	H/602/3185

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 27	Understand the process and experience of dementia	3 credits	EV	J/601/3538
Unit 28	Understand physical disability	3 credits	EV	J/601/6150
Unit 29	Understand the impact of acquired brain injury on individuals	3 credits	EV	Y/601/6167
Unit 30	Understand sensory loss	3 credits	EV	M/601/3467
Unit 31	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	3 credits	EV	A/601/6274
Unit 65	Understand advance care planning	3 credits	EV	A/503/8135
Unit 66	Understand how to support individuals during the last days of life	3 credits	EV	J/503/8137
Unit 67	End of life and dementia care	2 credits	EV	F/503/8704
Optional Units				
Unit 32	Manage domiciliary services	6 credits	EV	L/602/2337
Unit 33	Lead the management of transitions	4 credits	EV	F/602/2853
Unit 34	Lead positive behavioural support	10 credits	EV	K/602/2572
Unit 35	Develop provision for family support	5 credits	EV	K/602/3074
Unit 36	Lead support for disabled children and young people and their carers	8 credits	EV	M/602/2380
Unit 38	Lead active support	5 credits	EV	H/601/7354
Unit 39	Active support: lead interactive training	4 credits	EV	K/601/7355
Unit 40	Promote access to healthcare for individuals with learning disabilities	6 credits	EV	J/601/5645
Unit 41	Promote good practice in the support of individuals with autistic spectrum conditions	7 credits	EV	A/601/5318
Unit 42	Support families who are affected by acquired brain injury	3 credits	EV	M/601/5817
Unit 43	Support families who have a child with a disability	3 credits	EV	D/601/5750
Unit 44	Support the development of community partnerships	5 credits	EV	M/601/9494
Unit 45	Support individuals to access housing and accommodation services	4 credits	EV	K/601/7906
Unit 46	Support individuals at the end of life	7 credits	EV	T/601/9495
Unit 47	Work with families, carers and individuals during times of crisis	5 credits	EV	F/601/9029
Unit 48	Implement the positive behavioural support model	8 credits	EV	T/601/9738
Unit 49	Support individuals to access education, training or employment	4 credits	EV	H/601/3546
Unit 50	Promote awareness of sensory loss	3 credits	EV	M/601/5249
Unit 51	Support the use of assistive technology	4 credits	EV	H/601/5250
Unit 52	Explore models of disability	5 credits	EV	K/601/5251
Unit 53	Support individuals with sensory loss with communication	5 credits	EV	M/601/5252
Unit 54	Support individuals with multiple conditions and/or disabilities	5 credits	EV	T/601/5253
Unit 55	Support children's speech, language and communication	4 credits	EV	T/600/9789
Unit 56	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	5 credits	EV	F/600/9777
Unit 57	Independent mental capacity advocacy	12 credits	EV	F/502/3295

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 58	Independent mental health advocacy	7 credits	EV	J/502/3296
Unit 59	Providing independent advocacy management	11 credits	EV	L/502/3297
Unit 60	Providing independent advocacy to adults	5 credits	EV	R/502/3298
Unit 61	Independent advocacy with children and young people	7 credits	EV	Y/502/3299
Unit 62	Providing independent mental capacity advocacy-deprivation of liberty safeguards	5 credits	EV	F/502/3300
Unit 63	Recognise indications of substance misuse and refer individuals to specialists	4 credits	EV	M/601/0648
Unit 64	Identify and act upon immediate risk of danger to substance misusers	4 credits	EV	D/501/0585
Unit 68	Lead and manage practice in dementia care	6 credits	EV	D/504/2212
Unit 69	Support the spiritual wellbeing of individuals	3 credits	EV	M/503/8133
Unit 70	Support individuals during the last days of life	5 credits	EV	F/503/8685
Unit 71	Lead and manage end of life care services	7 credits	EV	T/503/8134
Unit 72	Lead a service that supports individuals through significant life events	4 credits	EV	L/503/8138
Unit 73	Support individuals to stay safe from harm or abuse	4 credits	EV	T/504/2202
Unit 74	Provide support to adults who have experienced harm or abuse	5 credits	EV	J/504/2205
Unit 75	Assess the needs of carers and families	4 credits	EV	T/504/2216
Unit 76	Provide support to children or young people who have experienced harm or abuse	6 credits	EV	F/504/2204
Unit 77	Understand the factors affecting older people	2 credits	EV	D/504/2243
Unit 78	Provide information about health and social care or children and young people's services	3 credits	EV	Y/504/2239
Unit 79	Lead and manage infection prevention and control within the work setting	6 credits	EV	Y/504/2208
Unit 80	Professional practice in health and social care for adults or children and young people	6 credits	EV	T/504/2197
Unit 81	Develop, maintain and use records and reports	3 credits	EV	A/504/2198
Unit 82	Lead practice which supports individuals to take positive risks	4 credits	EV	H/504/2213
Unit 83	Lead practice in assessing and planning for the needs of families and carers	3 credits	EV	A/504/2217
Unit 84	Manage business redesign in health and social care or children or young people's services	5 credits	EV	J/504/2236
Unit 86	Appraise staff performance	5 credits	EV	J/504/2219
Unit 87	Support people who are providing homes to individuals	6 credits	EV	R/504/2224
Unit 88	Manage disciplinary processes in health and social care or children and young people's settings	6 credits	EV	M/504/2232
10395	**OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Advanced Practice)**	**90 credits**	EV	**601/4578/X**

Certification only; last certification date is 31 August 2020.

Made up of:

- Units 1–10, 35, 83 (57 credits)
- At least 1 and no more than 6 credits from Units 11–18, 63, 64, 65
- Remaining credits from Units 19–86.

Please refer to the subject-specific pages of the OCR website for rules of combination.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Mandatory Units				
Unit 1	Use and develop systems that promote communication	3 credits	EV	F/602/2335
Unit 2	Promote professional development	4 credits	EV	L/602/2578
Unit 3	Champion equality, diversity and inclusion	4 credits	EV	Y/602/3183
Unit 4	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	5 credits	EV	K/602/3172
Unit 5	Work in partnership in health and social care or children and young people's settings	4 credits	EV	A/602/3189
Unit 35	Undertake a research project within services for health and social care or children and young people	10 credits	EV	J/602/3499
Unit 83	Understand professional management and leadership in health and social care or children and young people's settings	6 credits	EV	F/504/2218
Unit 6	Manage health and social care practice to ensure positive outcomes for individuals	5 credits	EV	M/602/2850
Unit 7	Safeguarding and protection of vulnerable adults	5 credits	EV	R/602/2856
Unit 8	Understand safeguarding of children and young people for those working in the adult sector	1 credit	EV	Y/602/2860
Unit 9	Lead person centred practice	4 credits	EV	D/602/2844
Unit 10	Assess the individual in a health and social care setting	6 credits	EV	J/601/5242
Optional Knowledge Units				
Unit 11	Understand partnership working	1 credit	EV	T/602/3188
Unit 12	Understand how to manage a team	3 credits	EV	D/602/3170
Unit 13	Understanding professional supervision practice	3 credits	EV	H/602/3185
Unit 14	Understand the process and experience of dementia	3 credits	EV	J/601/3538
Unit 15	Understand physical disability	3 credits	EV	J/601/6150
Unit 16	Understand the impact of acquired brain injury on individuals	3 credits	EV	Y/601/6167
Unit 17	Understand sensory loss	3 credits	EV	M/601/3467
Unit 18	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	3 credits	EV	A/601/6274
Unit 63	Understand advance care planning	3 credits	EV	A/503/8135
Unit 64	Understand how to support individuals during the last days of life	3 credits	EV	J/503/8137
Unit 65	End of life and dementia care	2 credits	EV	F/503/8704
Optional Units				
Unit 19	Develop procedures and practice to respond to concerns and complaints	6 credits	EV	J/602/2336
Unit 20	Recruitment and selection within health and social care or children and young people's settings	3 credits	EV	R/602/2338
Unit 21	Facilitate the development of effective group practice in health and social care or children and young people's settings	6 credits	EV	Y/602/2339
Unit 22	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	6 credits	EV	L/602/2547
Unit 23	Manage induction in health and social care or children and young people's settings	3 credits	EV	T/602/2574

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 24	Facilitate change in health and social care or children and young people's settings	6 credits	EV	F/602/2612
Unit 25	Manage an inter-professional team in a health and social care or children and young people's setting	7 credits	EV	L/602/2743
Unit 26	Manage finance within own area of responsibility in health and social care or children and young people's setting	4 credits	EV	T/602/2753
Unit 27	Manage quality in health and social care or children and young people's setting	5 credits	EV	R/602/2758
Unit 28	Develop and evaluate operational plans for own area of responsibility	6 credits	EV	Y/600/9588
Unit 29	Manage physical resources	3 credits	EV	K/600/9711
Unit 30	Manage domiciliary services	6 credits	EV	L/602/2337
Unit 31	Lead the management of transitions	4 credits	EV	F/602/2853
Unit 32	Lead positive behavioural support	10 credits	EV	K/602/2572
Unit 33	Develop provision for family support	5 credits	EV	K/602/3074
Unit 34	Lead support for disabled children and young people and their carers	8 credits	EV	M/602/2380
Unit 36	Lead active support	5 credits	EV	H/601/7354
Unit 37	Active support: lead interactive training	4 credits	EV	K/601/7355
Unit 38	Promote access to healthcare for individuals with learning disabilities	6 credits	EV	J/601/5645
Unit 39	Promote good practice in the support of individuals with autistic spectrum conditions	7 credits	EV	A/601/5318
Unit 40	Support families who are affected by acquired brain injury	3 credits	EV	M/601/5817
Unit 41	Support families who have a child with a disability	3 credits	EV	D/601/5750
Unit 42	Support the development of community partnerships	5 credits	EV	M/601/9494
Unit 43	Support individuals to access housing and accommodation services	4 credits	EV	K/601/7906
Unit 44	Support individuals at the end of life	7 credits	EV	T/601/9495
Unit 45	Work with families, carers and individuals during times of crisis	5 credits	EV	F/601/9029
Unit 46	Implement the positive behavioural support model	8 credits	EV	T/601/9738
Unit 47	Support individuals to access education, training or employment	4 credits	EV	H/601/3546
Unit 48	Promote awareness of sensory loss	3 credits	EV	M/601/5249
Unit 49	Support the use of assistive technology	4 credits	EV	H/601/5250
Unit 50	Explore models of disability	5 credits	EV	K/601/5251
Unit 51	Support individuals with sensory loss with communication	5 credits	EV	M/601/5252
Unit 52	Support individuals with multiple conditions and/or disabilities	5 credits	EV	T/601/5253
Unit 53	Support children's speech, language and communication	4 credits	EV	T/600/9789
Unit 54	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	5 credits	EV	F/600/9777
Unit 55	Independent mental capacity advocacy	12 credits	EV	F/502/3295
Unit 56	Independent mental health advocacy	7 credits	EV	J/502/3296
Unit 57	Providing independent advocacy management	11 credits	EV	L/502/3297

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 58	Providing independent advocacy to adults	5 credits	EV	R/502/3298
Unit 59	Independent advocacy with children and young people	7 credits	EV	Y/502/3299
Unit 60	Providing independent mental capacity advocacy-deprivation of liberty safeguards	5 credits	EV	F/502/3300
Unit 61	Recognise indications of substance misuse and refer individuals to specialists	4 credits	EV	M/601/0648
Unit 62	Identify and act upon immediate risk of danger to substance misusers	4 credits	EV	D/501/0585
Unit 66	Lead and manage practice in dementia care	6 credits	EV	D/504/2212
Unit 67	Support the spiritual wellbeing of individuals	3 credits	EV	M/503/8133
Unit 68	Support individuals during the last days of life	5 credits	EV	F/503/8685
Unit 69	Lead and manage end of life care services	7 credits	EV	T/503/8134
Unit 70	Lead a service that supports individuals through significant life events	4 credits	EV	L/503/8138
Unit 71	Support individuals to stay safe from harm or abuse	4 credits	EV	T/504/2202
Unit 72	Provide support to adults who have experienced harm or abuse	5 credits	EV	J/504/2205
Unit 73	Assess the needs of carers and families	4 credits	EV	T/504/2216
Unit 74	Provide support to children or young people who have experienced harm or abuse	6 credits	EV	F/504/2204
Unit 75	Understand the factors affecting older people	2 credits	EV	D/504/2243
Unit 76	Provide information about health and social care or children and young people's services	3 credits	EV	Y/504/2239
Unit 77	Lead and manage infection prevention and control within the work setting	6 credits	EV	Y/504/2208
Unit 78	Professional practice in health and social care for adults or children and young people	6 credits	EV	T/504/2197
Unit 79	Develop, maintain and use records and reports	3 credits	EV	A/504/2198
Unit 80	Lead practice which supports individuals to take positive risks	4 credits	EV	H/504/2213
Unit 81	Lead practice in assessing and planning for the needs of families and carers	3 credits	EV	A/504/2217
Unit 82	Manage business redesign in health and social care or children or young people's services	5 credits	EV	J/504/2236
Unit 84	Appraise staff performance	5 credits	EV	J/504/2219
Unit 85	Support people who are providing homes to individuals	6 credits	EV	R/504/2224
Unit 86	Manage disciplinary processes in health and social care or children and young people's settings	6 credits	EV	M/504/2232
10397	**OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Children and Young People's Management)**	**90 credits**	**EV**	**601/4578/X**

Certification only: last certification date is 30 June 2019.

Made up of:

- Units 1–11, 36 (68 credits)
- At least 12 credits from Units 12–22
- At least 1 and no more than 6 credits from Units 23–30, 64, 65, 66
- Remaining credits from Units 12–22 and 31–87.

Please refer to the subject-specific pages of the OCR website for rules of combination.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Mandatory Units				
Unit 1	Use and develop systems that promote communication	3 credits	EV	F/602/2335
Unit 2	Promote professional development	4 credits	EV	L/602/2578
Unit 3	Champion equality, diversity and inclusion	4 credits	EV	Y/602/3183
Unit 4	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	5 credits	EV	K/602/3172
Unit 5	Work in partnership in health and social care or children and young people's settings	4 credits	EV	A/602/3189
Unit 6	Understand children and young person's development	6 credits	EV	F/601/9449
Unit 7	Lead practice that supports positive outcomes for child and young person development	6 credits	EV	J/601/9369
Unit 8	Develop and implement policies and procedures to support the safeguarding of children and young people	6 credits	EV	A/601/9370
Unit 9	Lead and manage a team within a health and social care or children and young people's setting	7 credits	EV	H/602/3171
Unit 10	Develop professional supervision practice in health and social care or children and young people's work settings	5 credits	EV	M/602/3187
Unit 11	Lead practice in promoting the well being and resilience of children and young people	8 credits	EV	J/602/2577
Unit 36	Undertake a research project within services for health and social care or children and young people	10 credits	EV	J/602/3499
Optional Management Units				
Unit 12	Develop procedures and practice to respond to concerns and complaints	6 credits	EV	J/602/2336
Unit 13	Recruitment and selection within health and social care or children and young people's settings	3 credits	EV	R/602/2338
Unit 14	Facilitate the development of effective group practice in health and social care or children and young people's settings	6 credits	EV	Y/602/2339
Unit 15	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	6 credits	EV	L/602/2547
Unit 16	Manage induction in health and social care or children and young people's settings	3 credits	EV	T/602/2574
Unit 17	Facilitate change in health and social care or children and young people's settings	6 credits	EV	F/602/2612
Unit 18	Manage an inter-professional team in a health and social care or children and young people's setting	7 credits	EV	L/602/2743
Unit 19	Manage finance within own area of responsibility in health and social care or children and young people's setting	4 credits	EV	T/602/2753
Unit 20	Manage quality in health and social care or children and young people's setting	5 credits	EV	R/602/2758
Unit 21	Develop and evaluate operational plans for own area of responsibility	6 credits	EV	Y/600/9588
Unit 22	Manage physical resources	3 credits	EV	K/600/9711
Optional Knowledge Units				
Unit 23	Understand partnership working	1 credit	EV	T/602/3188
Unit 24	Understand how to manage a team	3 credits	EV	D/602/3170
Unit 25	Understanding professional supervision practice	3 credits	EV	H/602/3185
Unit 26	Understand the process and experience of dementia	3 credits	EV	J/601/3538

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 27	Understand physical disability	3 credits	EV	J/601/6150
Unit 28	Understand the impact of acquired brain injury on individuals	3 credits	EV	Y/601/6167
Unit 29	Understand sensory loss	3 credits	EV	M/601/3467
Unit 30	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	3 credits	EV	A/601/6274
Unit 64	Understand advance care planning	3 credits	EV	A/503/8135
Unit 65	Understand how to support individuals during the last days of life	3 credits	EV	J/503/8137
Unit 66	End of life and dementia care	2 credits	EV	F/503/8704
Optional Units				
Unit 31	Manage domiciliary services	6 credits	EV	L/602/2337
Unit 32	Lead the management of transitions	4 credits	EV	F/602/2853
Unit 33	Lead positive behavioural support	10 credits	EV	K/602/2572
Unit 34	Develop provision for family support	5 credits	EV	K/602/3074
Unit 35	Lead support for disabled children and young people and their carers	8 credits	EV	M/602/2380
Unit 37	Lead active support	5 credits	EV	H/601/7354
Unit 38	Active support: lead interactive training	4 credits	EV	K/601/7355
Unit 39	Promote access to healthcare for individuals with learning disabilities	6 credits	EV	J/601/5645
Unit 40	Promote good practice in the support of individuals with autistic spectrum conditions	7 credits	EV	A/601/5318
Unit 41	Support families who are affected by acquired brain injury	3 credits	EV	M/601/5817
Unit 42	Support families who have a child with a disability	3 credits	EV	D/601/5750
Unit 43	Support the development of community partnerships	5 credits	EV	M/601/9494
Unit 44	Support individuals to access housing and accommodation services	4 credits	EV	K/601/7906
Unit 45	Support individuals at the end of life	7 credits	EV	T/601/9495
Unit 46	Work with families, carers and individuals during times of crisis	5 credits	EV	F/601/9029
Unit 47	Implement the positive behavioural support model	8 credits	EV	T/601/9738
Unit 48	Support individuals to access education, training or employment	4 credits	EV	H/601/3546
Unit 49	Promote awareness of sensory loss	3 credits	EV	M/601/5249
Unit 50	Support the use of assistive technology	4 credits	EV	H/601/5250
Unit 51	Explore models of disability	5 credits	EV	K/601/5251
Unit 52	Support individuals with sensory loss with communication	5 credits	EV	M/601/5252
Unit 53	Support individuals with multiple conditions and/or disabilities	5 credits	EV	T/601/5253
Unit 54	Support children's speech, language and communication	4 credits	EV	T/600/9789
Unit 55	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	5 credits	EV	F/600/9777
Unit 56	Independent mental capacity advocacy	12 credits	EV	F/502/3295
Unit 57	Independent mental health advocacy	7 credits	EV	J/502/3296
Unit 58	Providing independent advocacy management	11 credits	EV	L/502/3297

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 59	Providing independent advocacy to adults	5 credits	EV	R/502/3298
Unit 60	Independent advocacy with children and young people	7 credits	EV	Y/502/3299
Unit 61	Providing independent mental capacity advocacy- deprivation of liberty safeguards	5 credits	EV	F/502/3300
Unit 62	Recognise indications of substance misuse and refer individuals to specialists	4 credits	EV	M/601/0648
Unit 63	Identify and act upon immediate risk of danger to substance misusers	4 credits	EV	D/501/0585
Unit 67	Lead and manage practice in dementia care	6 credits	EV	D/504/2212
Unit 68	Support the spiritual wellbeing of individuals	3 credits	EV	M/503/8133
Unit 69	Support individuals during the last days of life	5 credits	EV	F/503/8685
Unit 70	Lead and manage end of life care services	7 credits	EV	T/503/8134
Unit 71	Lead a service that supports individuals through significant life events	4 credits	EV	L/503/8138
Unit 72	Support individuals to stay safe from harm or abuse	4 credits	EV	T/504/2202
Unit 73	Provide support to adults who have experienced harm or abuse	5 credits	EV	J/504/2205
Unit 74	Assess the needs of carers and families	4 credits	EV	T/504/2216
Unit 75	Provide support to children or young people who have experienced harm or abuse	6 credits	EV	F/504/2204
Unit 76	Understand the factors affecting older people	2 credits	EV	D/504/2243
Unit 77	Provide information about health and social care or children and young people's services	3 credits	EV	Y/504/2239
Unit 78	Lead and manage infection prevention and control within the work setting	6 credits	EV	Y/504/2208
Unit 79	Professional practice in health and social care for adults or children and young people	6 credits	EV	T/504/2197
Unit 80	Develop, maintain and use records and reports	3 credits	EV	A/504/2198
Unit 81	Lead practice which supports individuals to take positive risks	4 credits	EV	H/504/2213
Unit 82	Lead practice in assessing and planning for the needs of families and carers	3 credits	EV	A/504/2217
Unit 83	Manage business redesign in health and social care or children or young people's services	5 credits	EV	J/504/2236
Unit 84	Understand professional management and leadership in health and social care or children and young people's settings	6 credits	EV	F/504/2218
Unit 85	Appraise staff performance	5 credits	EV	J/504/2219
Unit 86	Support people who are providing homes to individuals	6 credits	EV	R/504/2224
Unit 87	Manage disciplinary processes in health and social care or children and young people's settings	6 credits	EV	M/504/2232

3.5 Residential Childcare

Entry code	Qualification title	Credit value	Assessment	Qualification number
10405	**OCR Level 3 Diploma for Residential Childcare (England)**	**61 credits**	**EV**	**601/5383/0**

Certification only: last certification date is 31 August 2019.

Made up of:

- Units 1–16 (53 credits)
- At least 3 units and a minimum of 8 credits from Units 17–23

Please refer to the subject-specific pages of the OCR website for rules of combination.

Mandatory units				
Unit 1	Understand the development of children and young people in residential childcare	3 credits	EV	F/506/7653
Unit 2	Understand how to safeguard and protect children and young people in residential childcare	7 credits	EV	T/506/8363
Unit 3	Understand how to support children and young people who have experienced harm or abuse	3 credits	EV	A/506/8364
Unit 4	Promote effective communication and information handling in residential childcare settings	3 credits	EV	A/506/8526
Unit 5	Support risk management in residential childcare	2 credits	EV	J/506/7587
Unit 6	Assessment and planning with children and young people in residential childcare	3 credits	EV	A/506/7828
Unit 7	Support group living in residential childcare	3 credits	EV	L/506/7588
Unit 8	Understand how to support positive outcomes for children and young people in residential childcare	2 credits	EV	A/506/7618
Unit 9	Support attachment and positive relationships for children and young people in residential childcare	4 credits	EV	M/506/7616
Unit 10	Support the well-being and resilience of children and young people in residential childcare	3 credits	EV	T/506/7617
Unit 11	Support children and young people in residential childcare to achieve their learning potential	4 credits	EV	L/506/7798
Unit 12	Support children and young people in residential childcare to manage their health	2 credits	EV	D/506/7594
Unit 13	Support the development of socially aware behaviour with children and young people in residential childcare	5 credits	EV	Y/506/8193
Unit 14	Engage in professional development in residential childcare settings	3 credits	EV	F/506/7782
Unit 15	Support the rights, diversity and equality of children and young people in residential childcare	3 credits	EV	R/506/7592
Unit 16	Participate in teams to benefit children and young people in residential childcare	3 credits	EV	F/506/7605
Optional units				
Unit 17	Understand the care system and its impact on children and young people	3 credits	EV	H/506/7595

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 18	Understand the youth justice system as it relates to residential childcare	3 credits	EV	J/506/7606
Unit 19	Support young people leaving care	6 credits	EV	K/506/8540
Unit 20	Understand residential childcare for children and young people with complex disabilities or conditions	3 credits	EV	R/506/8502
Unit 21	Understand support for young people with complex disabilities or conditions making the transition into adulthood	3 credits	EV	L/506/8501
Unit 22	Work with the families of children and young people in residential childcare	2 credits	EV	K/506/7596
Unit 23	Support use of medication in social care settings	5 credits	EV	F/601/4056
10406	**OCR Level 5 Diploma in Leadership and Management for Residential Childcare (England)**	**65 credits**	**EV**	**601/5384/2**

Certification only: last certification date is 30 June 2019.

Made up of:

- Units 1–15 (57 credits)
- At least 3 units and a minimum of 8 credits from Units 16–23

Barred combination:

- Unit 17 and 18

Please refer to the subject-specific pages of the OCR website for rules of combination.

Mandatory units

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Understand children and young people's development in residential childcare	3 credits	EV	M/506/7650
Unit 2	Understand support for children and young people who are vulnerable and disadvantaged	2 credits	EV	A/506/7652
Unit 3	Lead and manage a team within a residential childcare setting	5 credits	EV	L/506/7607
Unit 4	Lead practice to support the safeguarding and protection of children and young people in residential childcare	8 credits	EV	M/506/8362
Unit 5	Lead practice for communication and information management in residential childcare settings	4 credits	EV	A/506/7585
Unit 6	Manage risk in residential childcare	3 credits	EV	J/506/7590
Unit 7	Lead and manage group living in residential childcare	4 credits	EV	L/506/7591
Unit 8	Lead a service that can support children or young people who have experienced harm or abuse	3 credits	EV	F/506/8365
Unit 9	Lead practice to achieve positive outcomes for children and young people in residential childcare	5 credits	EV	F/506/7619
Unit 10	Implement a Positive Relationship Policy in residential childcare	6 credits	EV	R/506/8192
Unit 11	Lead practice to support the well-being and resilience of children and young people in residential childcare	3 credits	EV	T/506/7620
Unit 12	Lead practice in safe use of digital, internet and mobile technology with children and young people	2 credits	EV	L/506/8367

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 13	Undertake professional development in residential childcare settings	2 credits	EV	H/506/7791
Unit 14	Lead practice to promote the rights, diversity and equality of children and young people in residential childcare	3 credits	EV	T/506/7584
Unit 15	Lead networks and multi-agency work to benefit children and young people in residential childcare	4 credits	EV	R/506/7608
Optional units				
Unit 16	Understand the care system and its impact on children and young people	3 credits	EV	H/506/7595
Unit 17	Lead a residential childcare service that can engage with the youth justice system	5 credits	EV	Y/506/7609
Unit 18	Understand the youth justice system as it relates to residential childcare	3 credits	EV	J/506/7606
Unit 19	Lead practice to support young people leaving care	4 credits	EV	Y/506/8114
Unit 20	Understand the context of residential childcare for children and young people with complex disabilities or conditions	3 credits	EV	J/506/8318
Unit 21	Principles for leading the transition of young people with complex disabilities or conditions to adult services	3 credits	EV	A/506/7568
Unit 22	Support others to understand models of disability and their effects on working practice with children and young people	2 credits	EV	R/506/8158
Unit 23	Undertake a research project within services for health and social care or children and young people	10 credits	EV	J/602/3499

4 Information Technology

4.1 Creative iMedia

Entry code	Qualification title	Credit value	Assessment	Qualification number
04304	**OCR Level 1 Award for Creative iMedia**	**9 credits**		**500/8532/3**

Certification only; last certification date is 31 December 2018.

Made up of: 9 credits from Levels 1 and 2 units, of which at least 6 must be at Level 1 and no more than 3 must be from the Adobe units.

Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04305	**OCR Level 1 Certificate for Creative iMedia**	**20 credits**		**500/8533/5**

Certification only; last certification date is 31 December 2018.

Made up of:
- Unit 101 (4 credits)
- 16 credits from Levels 1 and 2 units, of which at least 10 must be at Level 1 and no more than 6 must be from the Adobe units.

Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04306	**OCR Level 1 Diploma for Creative iMedia**	**37 credits**		**500/8534/7**

Certification only; last certification date is 31 December 2018.

Made up of:
- Units 101 and 102 (8 credits)
- 29 credits from Levels 1 and 2 units (including Adobe units), of which at least 14 must be at Level 1 and no more than 9 must be from the Adobe units.

Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04307	**OCR Level 2 Award for Creative iMedia**	**9 credits**		**500/8535/9**

Certification only; last certification date is 31 December 2019.

Made up of: 9 credits from any units, of which at least 6 must be at Level 2 and no more than 3 must be from the Adobe units.

Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04308	**OCR Level 2 Certificate for Creative iMedia**	**24 credits**		**500/8529/3**

Certification only; last certification date is 31 December 2019.

Made up of:
- Unit 201 (4 credits)
- 20 credits from any remaining units, of which at least 12 must be at Level 2 and no more than 6, must be from the Adobe units.

Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04309	**OCR Level 2 Diploma for Creative iMedia**	**37 credits**		**500/8531/1**

Certification only; last certification date is 31 December 2019.

Made up of:
- Units 201 and 202 (9 credits)
- 28 credits from any remaining units (including Adobe units), of which at least 13 must be at Level 2 and no more than 9 must be from the Adobe units.

Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04310	**OCR Level 3 Award for Creative iMedia**	**10 credits**		**500/8413/6**

Entry code	Qualification title	Credit value	Assessment	Qualification number
content	Certification only; last certification date is 31 December 2020.			

Entry code	Qualification title	Credit value	Assessment	Qualification number
	Certification only; last certification date is 31 December 2020. Made up of: 10 credits from Level 2 and 3 units, of which at least 6 must be at Level 3 and no more than 3 must be from the Adobe units. Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.			
04311	OCR Level 3 Certificate for Creative iMedia	24 credits		500/8389/2
	Certification only; last certification date is 31 December 2020. Made up of: • Unit 301 (6 credits) • 18 credits from Level 2 and 3 units, of which at least 10 must be at Level 3 and no more than 6 must be from the Adobe units. Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.			
04312	OCR Level 3 Diploma for Creative iMedia	45 credits		500/8414/8
	Certification only; last certification date is 31 December 2020. Made up of: • Units 301 and 302 (13 credits) • 32 credits from Level 2 and 3 units (including Adobe units), of which at least 14 must be at Level 3 and no more than 9 must be from the Adobe units. Units with matching unit numbers at different levels (e.g. 101, 201, and 301) cannot be combined.			
Level 1 units				
Unit 101	Pre-production skills	4 credits	M, P*	Y/600/7677
Unit 102	Digital media skills for asset production	4 credits	M, P*	M/600/7684
Unit 103	Special video effects	5 credits	M, P*	J/600/7688
Unit 104	Character modelling	4 credits	M, P*	J/600/7691
Unit 105	Sound effects	4 credits	M, P*	D/600/7700
Unit 106	Storytelling with a comic strip	4 credits	M, P*	T/600/7704
Unit 109	Exploring the digital world of media	4 credits	M, P*	R/600/7712
Unit 110	Interactive multimedia presentations	4 credits	M, P*	D/600/7714
Unit 111	Introduction to web page production	4 credits	M, P*	T/600/7718
Unit 112	Creating an animated object	6 credits	M, P*	T/600/7721
Unit 113	Digital graphics editing	4 credits	M, P*	J/600/7724
Unit 114	Creating a digital audio-visual sequence	6 credits	M, P*	H/600/7729
Unit 115	Design and test computer games	5 credits	M, P*	M/600/7734
Unit 117	Digital photography	4 credits	M, P*	R/600/9301
Level 2 units				
Unit 201	Pre-production skills	4 credits	M, P*	Y/600/7680
Unit 202	Digital media skills for asset production	5 credits	M, P*	T/600/7685
Unit 203	Video composite effects	6 credits	M, P*	L/600/7689
Unit 204	Character modelling	6 credits	M, P*	L/600/7692
Unit 205	Sound effects	5 credits	M, P*	K/600/7702
Unit 206	Storytelling with a comic strip	6 credits	M, P*	A/600/7705
Unit 207	Virtual performance	6 credits	M, P*	J/600/7707
Unit 208	Digital performance	6 credits	M, P*	R/600/7709
Unit 210	Interactive multimedia concepts	5 credits	M, P*	H/600/7715

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 211	Creating a multipage website	5 credits	M, P*	A/600/7719
Unit 212	Creating a digital animation	7 credits	M, P*	A/600/7722
Unit 213	Digital graphics editing	5 credits	M, P*	L/600/7725
Unit 214S	Creating a digital sound sequence	5 credits	M, P*	Y/600/7730
Unit 214V	Creating a digital video sequence	5 credits	M, P*	D/600/7731
Unit 215	Game design concepts	4 credits	M, P*	T/600/7735
Unit 216	Developing digital games using game creation software	5 credits	M, P*	F/600/7740
Unit 217	Digital photography	5 credits	M, P*	D/600/9303
Level 3 units				
Unit 301	Pre-production skills	6 credits	M, P*	H/600/7682
Unit 302	Digital media skills for asset production	7 credits	M, P*	F/600/7687
Unit 303	Video composite effects	7 credits	M, P*	F/600/7690
Unit 304	Character modelling	7 credits	M, P*	M/600/7698
Unit 305	Sound effects	6 credits	M, P*	M/600/7703
Unit 306	Storytelling with a comic strip	6 credits	M, P*	F/600/7706
Unit 307	Virtual performance	6 credits	M, P*	L/600/7708
Unit 308	Digital performance	6 credits	M, P*	J/600/7710
Unit 310	Interactive multimedia design	6 credits	M, P*	M/600/7717
Unit 311	Developing an enhanced website	6 credits	M, P*	M/600/7720
Unit 312	Creating an interactive digital animation	8 credits	M, P*	F/600/7723
Unit 313	Digital graphics editing	6 credits	M, P*	R/600/7726
Unit 314S	Creating a digital sound track	6 credits	M, P*	H/600/7732
Unit 314V	Creating a digital video sequence	6 credits	M, P*	K/600/7733
Unit 315	Game design concepts	6 credits	M, P*	A/600/7736
Unit 316	Developing 3D digital games using game creation software	8 credits	M, P*	J/600/7741
Unit 317	Digital photography	6 credits	M, P*	H/600/9304
Adobe units				
Unit A218	Adobe rich media communication using Flash Professional (Level 2)	3 credits	M, P*	T/602/5944
Unit A219	Adobe web communication using Dreamweaver (Level 2)	3 credits	M, P*	A/602/5945
Unit A220	Adobe visual communication using Photoshop (Level 2)	3 credits	M, P*	F/602/5946
Unit A221	Adobe video communication using Adobe Premiere Pro (Level 2)	3 credits	M, P*	R/503/6021
* The use of the e-Portfolio (MAPS) is mandatory for these units.				
10323	**OCR Level 3 Diploma in Creative and Digital Media Competence**	**71, 72 or 73 credits**		**500/8357/0**

Certification only; last certification date is 31 December 2020.
Made up of:

- Units 1–6 (30 credits)
- 4 credits from Group 1
- 2 credits from Group 2
- At least 35 credits from Group 3 (excluding Unit 42) and Group 12, of which no more than 25 credits must

Entry code	Qualification title	Credit value	Assessment	Qualification number
	come from Group 12. At least 18 credits must be at Level 3.			

Radio pathway

Made up of:
- Units 1–6 (30 credits)
- 4 credits from Group 1
- 2 credits from Group 2
- 10 credits from Group 4
- At least 25 credits from Group 5.

Radio technical production pathway

Made up of:
- Units 1–6 (30 credits)
- 4 credits from Group 1
- 2 credits from Group 2
- 10 credits from Group 4
- At least 3 credits from Group 5
- At least 24 credits from Group 6.

Radio content pathway

Made up of:
- Units 1–6 (30 credits)
- 4 credits from Group 1
- 2 credits from Group 2
- 10 credits from Group 4
- At least 25 credits from Group 7, of which 6 credits must come from Unit 47.

Radio production pathway

Made up of:
- Units 1–6 (30 credits)
- 4 credits from Group 1
- 2 credits from Group 2
- 10 credits from Group 4
- At least 22 credits from Group 8
- At least 3 credits from Group 5.

Radio research pathway

Made up of:
- Units 1–6 (30 credits)
- 4 credits from Group 1
- 2 credits from Group 2
- 10 credits from Group 4
- At least 20 credits from Group 9
- At least 6 credits from Group 5.

Radio image and commercial production pathway

Made up of:
- Units 1–6 (30 credits)
- 4 credits from Group 1
- 2 credits from Group 2
- 10 credits from Group 4

Entry code	Qualification title	Credit value	Assessment	Qualification number
• At least 20 credits from Group 10				
• At least 6 credits from Group 5.				
Radio presentation pathway				
Made up of:				
• Units 1–6 (30 credits)				
• 4 credits from Group 1				
• 2 credits from Group 2				
• 10 credits from Group 4				
• At least 18 credits from Group 11				
• At least 7 credits from Group 5.				
Mandatory units				
Unit 1	Awareness of employment in the Creative Media sector (Level 3)	6 credits	EV	L/600/9037
Unit 2	Communicating and presenting ideas in the Creative Media sector (Level 3)	5 credits	EV	R/600/9038
Unit 3	Awareness of converging digital technology in the Creative Media sector (Level 3)	6 credits	EV	Y/600/9039
Unit 4	Professional behaviour in the Creative Media sector (Level 3)	5 credits	EV	L/600/9040
Unit 5	Contribute to good working relationships (Level 2)	4 credits	EV	R/600/9010
Unit 6	Ensure your own actions reduce risks to health and safety (Level 2)	4 credits	EV	Y/600/9011
Group 1: Creative Media Industry Awareness				
Unit 7	Creative Media industry awareness (Level 2)	4 credits	EV	H/600/8508
Unit 8	Creative Media industry awareness (Level 3)	4 credits	EV	K/600/8509
Group 2: Awareness of Health and Safety				
Unit 9	Awareness of health and safety in the Creative Media sector (Level 2)	2 credits	EV	D/600/8510
Unit 10	Awareness of health and safety in the Creative Media sector (Level 3)	2 credits	EV	H/600/8511
Group 3: Competence units				
Unit 11	Edit audiovisual journalistic material (Level 3)	7 credits	EV	R/600/8391
Unit 12	Record audiovisual journalistic material (Level 3)	7 credits	EV	L/600/8387
Unit 13	Rig and manage cables for television and video production (Level 2)	6 credits	EV	D/600/9009
Unit 14	Provide assistance to the camera crew during a multi-camera shoot (Level 2)	9 credits	EV	H/600/8959
Unit 15	Obtain, prepare and return camera equipment (Level 2)	6 credits	EV	F/601/3005
Unit 16	Lay basic track for camera dollies (Level 2)	6 credits	EV	Y/600/9008
Unit 17	Prepare camera equipment for each day's shoot (Level 2)	10 credits	EV	D/600/8961
Unit 18	Strike sets for television and video production (Level 2)	8 credits	EV	A/600/8966
Unit 19	Support visual preparation (Level 2)	6 credits	EV	T/600/8965

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 20	Ingest materials for fast turn-around programming (Level 3)	9 credits	EV	H/600/8458
Unit 21	Monitor and maintain post production equipment and environments (Level 3)	8 credits	EV	D/600/8409
Unit 22	Transfer materials to non-broadcast formats (Level 3)	6 credits	EV	K/600/8414
Unit 23	Capture pictures and sound for non-linear editing (Level 3)	8 credits	EV	D/600/8457
Unit 24	Manage and market own freelance services (Level 3)	6 credits	EV	T/600/8948
Unit 25	Produce copy for interactive media products (Level 3)	7 credits	EV	F/600/8323
Unit 26	Obtain assets for use in interactive media products (Level 3)	5 credits	EV	F/600/8287
Unit 27	Create 2D animations for interactive media products (Level 3)	10 credits	EV	T/600/8383
Unit 28	Prepare assets for use in interactive media products (Level 3)	9 credits	EV	K/600/8297
Unit 29	Contribute ideas for production (Level 3)	6 credits	EV	J/600/8257
Unit 30	Clear copyright materials (Level 3)	4 credits	EV	H/600/8279
Unit 31	Identify sources of information and present findings (Level 3)	5 credits	EV	J/600/8260
Unit 32	Obtain archive material (Level 3)	8 credits	EV	M/600/8267
Unit 33	Contribute to office-based pre-production (Level 3)	9 credits	EV	J/600/8274
Unit 34	Understand legal and ethical requirements relating to photo imaging (Level 3)	5 credits	EV	L/600/8969
Unit 35	Undertake technical adjustment of images (Level 3)	7 credits	EV	M/600/8995
Unit 36	Prepare image output (Level 3)	6 credits	EV	F/600/8998
Unit 37	Agree the photo imaging brief (Level 3)	5 credits	EV	Y/600/8974
Unit 38	Undertake colour management procedures (Level 3)	6 credits	EV	M/600/9001
Unit 39	Undertake image asset management (Level 3)	5 credits	EV	F/600/9004
Unit 40	Plan and organise the photographic assignment (Level 3)	7 credits	EV	M/600/8978
Unit 41	Undertake the photographic assignment (Level 3)	10 credits	EV	F/600/8984
Unit 42	Communicating using digital marketing/sales channels (Level 3)	4 credits	EV	T/502/8624
Group 4: Core for radio pathways				
Unit 43	Work effectively in radio (Level 3)	6 credits	EV	D/601/2637
Unit 44	Research the structure of the radio industry (Level 3)	4 credits	EV	T/601/2658
Group 5: Generic radio pathway				
Unit 45	Research audiences for radio (Level 3)	4 credits	EV	A/601/2662
Unit 46	Contribute to the creative process in radio (Level 3)	4 credits	EV	F/601/2663
Unit 47	Originate and develop ideas for radio content (Level 3)	6 credits	EV	J/601/2664
Unit 48	Undertake research for radio content (Level 3)	6 credits	EV	L/601/2665
Unit 49	Work to a brief for radio content (Level 3)	3 credits	EV	Y/601/2670
Unit 50	Pitch ideas for radio content (Level 3)	3 credits	EV	H/601/2672

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 51	Evaluate ideas for radio content (Level 3)	3 credits	EV	T/601/2675
Unit 52	Write for radio (Level 3)	6 credits	EV	A/601/2676
Unit 53	Write for multi-platform use in radio (Level 3)	6 credits	EV	F/601/2677
Unit 54	Manage audio material (Level 3)	6 credits	EV	L/601/2679
Unit 55	Operate a radio studio (Level 3)	6 credits	EV	F/601/2680
Unit 56	Record audio on location and in the studio (Level 3)	6 credits	EV	J/601/2681
Unit 57	Edit, process and mix audio (Level 3)	6 credits	EV	R/601/2683
Unit 58	Assist with radio productions (Level 3)	6 credits	EV	Y/601/2684
Unit 59	Know how to produce speech content for radio (Level 3)	3 credits	EV	D/601/2685
Unit 60	Produce music radio (Level 3)	3 credits	EV	H/601/2686
Unit 61	Produce multi-platform content for radio (Level 3)	3 credits	EV	M/601/2688
Unit 62	Produce radio broadcasts (Level 3)	6 credits	EV	T/601/2689
Unit 63	Know how to produce station branding, trails and commercials (Level 3)	4 credits	EV	T/601/2692
Unit 64	Use and develop the voice for radio (Level 3)	3 credits	EV	F/601/2694
Unit 65	Present a radio programme (Level 3)	6 credits	EV	L/601/2696
Unit 66	Prepare for and conduct radio interviews (Level 3)	3 credits	EV	R/601/2697
Unit 67	Comply with the law when working in radio (Level 3)	6 credits	EV	J/601/2700
Unit 68	Conduct yourself ethically when working in radio (Level 3)	4 credits	EV	R/601/2702
Group 6: Technical Production pathway				
Unit 54	Manage audio material (Level 3)	6 credits	EV	L/601/2679
Unit 55	Operate a radio studio (Level 3)	6 credits	EV	F/601/2680
Unit 56	Record audio on location and in the studio (Level 3)	6 credits	EV	J/601/2681
Unit 57	Edit, process and mix audio (Level 3)	6 credits	EV	R/601/2683
Group 7: Content pathway				
Unit 47	Originate and develop ideas for radio content (Level 3)	6 credits	EV	J/601/2664
Unit 46	Contribute to the creative process in radio (Level 3)	4 credits	EV	F/601/2663
Unit 48	Undertake research for radio content (Level 3)	6 credits	EV	L/601/2665
Unit 49	Work to a brief for radio content (Level 3)	3 credits	EV	Y/601/2670
Unit 50	Pitch ideas for radio content (Level 3)	3 credits	EV	H/601/2672
Unit 51	Evaluate ideas for radio content (Level 3)	3 credits	EV	T/601/2675
Unit 52	Write for radio (Level 3)	6 credits	EV	A/601/2676
Unit 53	Write for multi-platform use in radio (Level 3)	6 credits	EV	F/601/2677
Group 8: Production pathway				
Unit 58	Assist with radio productions (Level 3)	3 credits	EV	Y/601/2684
Unit 59	Know how to produce speech content for radio (Level 3)	3 credits	EV	D/601/2685
Unit 60	Produce music radio (Level 3)	3 credits	EV	H/601/2686
Unit 61	Produce multi-platform content for radio (Level 3)	3 credits	EV	M/601/2688
Unit 62	Produce radio broadcasts (Level 3)	6 credits	EV	T/601/2689

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 63	Know how to produce station branding, radio trails and commercials (Level 3)	4 credits	EV	T/601/2692
Group 9: Research pathway				
Unit 67	Comply with the law when working in radio (Level 3)	6 credits	EV	J/601/2700
Unit 68	Conduct yourself ethically when working in radio (Level 3)	4 credits	EV	R/601/2702
Unit 45	Research audiences for radio (Level 3)	4 credits	EV	A/601/2662
Unit 48	Undertake research for radio content (Level 3)	6 credits	EV	L/601/2665
Group 10: Image and commercial production pathway				
Unit 50	Pitch ideas for radio content (Level 3)	3 credits	EV	H/601/2672
Unit 51	Evaluate ideas for radio content (Level 3)	3 credits	EV	T/601/2675
Unit 63	Know how to produce station branding, radio trails and commercials (Level 3)	4 credits	EV	T/601/2692
Unit 52	Write for radio (Level 3)	6 credits	EV	A/601/2676
Unit 45	Research audiences for radio (Level 3)	4 credits	EV	A/601/2662
Group 11: Presentation pathway				
Unit 55	Operate a radio studio (Level 3)	6 credits	EV	F/601/2680
Unit 64	Use and develop the voice for radio (Level 3)	3 credits	EV	F/601/2694
Unit 65	Present a radio programme (Level 3)	6 credits	EV	L/601/2696
Unit 66	Prepare for and conduct radio interviews (Level 3)	3 credits	EV	R/601/2697
Group 12: Restricted units				
Unit 69	Analyse and break down scripts during pre-production (Level 4)	10 credits	EV	M/503/0890
Unit 70	Monitor pre-shoot rehearsals, production meetings and recces (Level 4)	10 credits	EV	L/503/0895
Unit 71	Conduct a technical recce from an electrical viewpoint (Level 4)	10 credits	EV	A/503/2383
Unit 72	Prepare and operate lighting equipment (Level 3)	3 credits	EV	K/503/2380
Unit 73	Planning costume requirements for a production (Level 3)	2 credits	EV	A/601/6808
Unit 74	Work with designers to fulfil the costume requirements for production (Level 3)	11 credits	EV	M/503/8696
Unit 75	Research and recreate period costume designs (Level 3)	8 credits	EV	T/503/8702
Unit 76	Assist performers with costumes and dressing (Level 2)	8 credits	EV	R/503/8724
Unit 77	Carry out maintenance to costumes and equipment (Level 2)	2 credits	EV	R/601/6720
Unit 78	Sourcing a range of costumes, materials and equipment (Level 3)	3 credits	EV	A/601/6811
Unit 79	Organise and maintain costumes returned (Level 2)	8 credits	EV	T/503/8716
Unit 80	Prepare to change the performer's appearance (Level 2)	12 credits	EV	Y/503/8711
Unit 81	Hair styling and dressing for performers (Level 3)	10 credits	EV	D/502/5751
Unit 82	Character make-up for film and TV (Level 3)	9 credits	EV	L/601/3055
Unit 83	Create and present a design plan in the fashion, theatrical,	8 credits	EV	F/503/3728

Entry code	Qualification title	Credit value	Assessment	Qualification number
	special effects and media make-up industry (Level 4)			
Unit 84	Apply make-up to change performers' appearance (Level 3)	12 credits	EV	H/503/8727
Unit 85	Assist with the continuity of performers' appearance (Level 2)	10 credits	EV	J/503/8722
Unit 86	Maintain continuity of the performers hair and/or make-up (Level 3)	10 credits	EV	J/503/8719
Unit 87	Make-up using prosthetics (Level 3)	10 credits	EV	A/502/5613
Unit 88	Preparing surfaces for painting and decorating (Level 2)	5 credits	EV	M/503/4941
Unit 89	Erecting and dismantling access/working platforms in the workplace (Level 2)	8 credits	EV	D/600/8281
Unit 92	Erecting specialised, designed scaffolds and rigging in the workplace (Level 3)	25 credits	EV	L/600/8261
Unit 93	Producing broken colour effects in the workplace (Level 2)	12 credits	EV	L/503/9810
Unit 94	Producing stencil designs using pre-cut stencil plates in the workplace (Level 2)	12 credits	EV	L/503/9953
Unit 95	Applying coatings by the airless spray method in the workplace (Level 3)	17 credits	EV	D/503/9732

4.2   IT Users

Entry code	Qualification title	Credit value	Assessment	Qualification number
01679	**OCR Entry Level Award in Using ICT (Entry 3)**	**9 credits**		**500/5694/3**
Made up of: any 3 units.				
Unit 1	Displaying information using ICT	3 credits	M	T/502/1141
Unit 2	Using ICT to find information	3 credits	M	R/502/1194
Unit 3	Communicating information using ICT	3 credits	M	H/502/1197
Unit 4	Producing charts using ICT	3 credits	M	K/502/1198
03991	**OCR Level 1 Award in IT User Skills (ITQ)**	**9 credits**		**500/6684/5**
Made up of: • 9 credits from Units 1, 4–82 and 91–92, of which at least 6 must be at Level 1. No more than 3 credits must be from Entry Level units. Barred combinations: • Units with the same title at different levels cannot be combined.				
03992	**OCR Level 1 Certificate in IT User Skills (ITQ)**	**13 credits**		**500/6683/3**
Made up of: • Unit 1 (3 credits) • 10 credits from Units 4–83 and 91–92, of which no more than 3 at Entry Level and no more than 3 from sector-specific Unit 83. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. Barred combinations:				

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• Units with the same title at different levels cannot be combined.			
03993	**OCR Level 1 Diploma in IT User Skills (ITQ)**	**37 credits**		**500/6742/4**

Made up of:
- Unit 1 (3 credits)
- 34 credits from Units 4–83 and 91–92, of which no more than 5 at Entry Level and no more than 3 from sector-specific Unit 83. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03994	**OCR Level 2 Award in IT User Skills (ITQ)**	**10 credits**		**500/6685/7**

Made up of: 10 credits from Units 2, 4–82 and 91–92, of which at least 7 must be at Level 2.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03995	**OCR Level 2 Certificate in IT User Skills (ITQ)**	**16 credits**		**500/6743/6**

Made up of:
- Unit 2 (4 credits)
- 12 credits from Units 4–82, 84 and 91–92, of which at least 6 must be at Levels 2–3 and no more than 4 may be from sector-specific Unit 84. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
13995	**OCR Level 2 Extended Certificate in IT User Skills (ITQ)**	**25 credits**		**600/1062/9**

Made up of:
- Unit 2 (4 credits)
- 21 credits from Units 4–82, 84 and 91–92, of which at least 11 must be at Levels 2–3 and no more than 4 may be from sector-specific Unit 84. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03996	**OCR Level 2 Diploma in IT User Skills (ITQ)**	**38 credits**		**500/6744/8**

Made up of:
- Unit 2 (4 credits)
- 34 credits from Units 4–82, 84 and 91–92, of which at least 17 must be at Levels 2–3 and no more than 4 may be from sector-specific Unit 84. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03997	**OCR Level 3 Award in IT User Skills (ITQ)**	**12 credits**		**500/6588/9**

Made up of: 12 credits from Units 3–82 and 91–92, of which at least 8 must be at Level 3.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03998	**OCR Level 3 Certificate in IT User Skills (ITQ)**	**25 credits**		**500/6758/8**

Made up of:
- Unit 3 (5 credits)
- 20 credits from Units 4–82, 85 and 91–92, of which at least 10 must be at Level 3 and no more than 5 may be from sector-specific Unit 85. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• Units with the same title at different levels cannot be combined.			
03999	**OCR Level 3 Diploma in IT User Skills (ITQ)**	**39 credits**		**500/6757/6**

Made up of:
- Unit 3 (5 credits)
- 34 credits from Units 4–82, 85 and 91–92, of which at least 17 must be at Level 3 and no more than 5 may be from sector-specific Unit 85. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
13996	**OCR Level 2 Diploma in IT User Skills (ITQ)**	**38 credits**		**600/1955/4**

Made up of:
- Units 2, 93 and 94 (16 credits)
- 22 credits from Units 4–12, 15–60, 63–71, 74–82, 84 and 91–92, of which at least 5 must be at Levels 2–3 and no more than 4 may be from sector-specific Unit 84. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
13999	**OCR Level 3 Diploma in IT User Skills (ITQ)**	**39 credits**		**600/1958/X**

Made up of:
- Units 3, 95 and 96 (17 credits)
- 22 credits from Units 4–12, 15–60, 63–71, 74–82, 85 and 91–92, of which at least 5 must be at Levels 2–3 and no more than 5 may be from sector-specific Unit 85. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification.

Barred combinations:
- Units with the same title at different levels cannot be combined. The Fundamentals Units cannot be used.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Improving productivity using IT (Level 1)	3 credits	M	T/502/4153
Unit 2	Improving productivity using IT (Level 2)	4 credits	M	J/502/4156
Unit 3	Improving productivity using IT (Level 3)	5 credits	M	L/502/4157
Unit 4	Audio software (Level 1)	2 credits	M	K/502/4389
Unit 5	Audio software (Level 2)	3 credits	M	D/502/4390
Unit 6	Audio software (Level 3)	4 credits	M	H/502/4391
Unit 7	Bespoke software (Level 1)	2 credits	M	A/502/4395
Unit 8	Bespoke software (Level 2)	3 credits	M	F/502/4396
Unit 9	Bespoke software (Level 3)	4 credits	M	J/502/4397
Unit 10	Computerised accounting software (Level 1)	2 credits	M	F/502/4401
Unit 11	Computerised accounting software (Level 2)	3 credits	M	J/502/4402
Unit 12	Computerised accounting software (Level 3)	5 credits	M	L/502/4403
Unit 13	IT communication fundamentals (Level 1)	2 credits	M	Y/502/4291
Unit 14	IT communication fundamentals (Level 2)	2 credits	M	D/502/4292
Unit 15	Using collaborative technologies (Level 1)	3 credits	M	A/502/4378
Unit 16	Using collaborative technologies (Level 2)	4 credits	M	F/502/4379
Unit 17	Using collaborative technologies (Level 3)	6 credits	M	T/502/4380
Unit 18	Database software (Level 1)	3 credits	M, O	H/502/4553
Unit 19	Database software (Level 2)	4 credits	M, V	M/502/4555
Unit 20	Database software (Level 3)	6 credits	M	T/502/4556

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 21	Data management software (Level 1)	2 credits	M	F/502/4558
Unit 22	Data management software (Level 2)	3 credits	M	J/502/4559
Unit 23	Data management software (Level 3)	4 credits	M	A/502/4560
Unit 24	Drawing and planning software (Level 1)	2 credits	M	J/502/4609
Unit 25	Drawing and planning software (Level 2)	3 credits	M	A/502/4610
Unit 26	Drawing and planning software (Level 3)	4 credits	M	F/502/4611
Unit 27	Design software (Level 1)	3 credits	M	M/502/4572
Unit 28	Design software (Level 2)	4 credits	M	T/502/4573
Unit 29	Design software (Level 3)	5 credits	M	A/502/4574
Unit 30	Desktop publishing software (Level 1)	3 credits	M	Y/502/4565
Unit 31	Desktop publishing software (Level 2)	4 credits	M	D/502/4566
Unit 32	Desktop publishing software (Level 3)	5 credits	M	H/502/4567
Unit 33	Using email (Level 1)	2 credits	M	J/502/4299
Unit 34	Using email (Level 2)	3 credits	M, V	M/502/4300
Unit 35	Using email (Level 3)	3 credits	M	T/502/4301
Unit 36	Imaging software (Level 1)	3 credits	M	J/502/4612
Unit 37	Imaging software (Level 2)	4 credits	M	L/502/4613
Unit 38	Imaging software (Level 3)	5 credits	M	R/502/4614
Unit 39	Using the internet (Level 1)	3 credits	M	T/502/4296
Unit 40	Using the internet (Level 2)	4 credits	M	A/502/4297
Unit 41	Using the internet (Level 3)	5 credits	M	F/502/4298
Unit 42	IT security for users (Level 1)	1 credit	O, V	R/502/4256
Unit 43	IT security for users (Level 2)	2 credits	M	Y/502/4257
Unit 44	IT security for users (Level 3)	3 credits	M	D/502/4258
Unit 45	Using mobile IT devices (Level 1)	2 credits	M	H/502/4374
Unit 46	Using mobile IT devices (Level 2)	2 credits	M	K/502/4375
Unit 47	Multimedia software (Level 1)	3 credits	M	Y/502/4615
Unit 48	Multimedia software (Level 2)	4 credits	M, V	D/502/4616
Unit 49	Multimedia software (Level 3)	6 credits	M	H/502/4617
Unit 50	Optimise IT system performance (Level 1)	2 credits	M, V	D/502/4244
Unit 51	Optimise IT system performance (Level 2)	4 credits	M	H/502/4245
Unit 52	Optimise IT system performance (Level 3)	5 credits	M	K/502/4246
Unit 53	Personal information management software (Level 1)	2 credits	M	Y/502/4369
Unit 54	Personal information management software (Level 2)	2 credits	M	L/502/4370
Unit 55	Project management software (Level 1)	3 credits	M	K/502/4618
Unit 56	Project management software (Level 2)	4 credits	M	M/502/4619
Unit 57	Project management software (Level 3)	5 credits	M	H/502/4620
Unit 58	Presentation software (Level 1)	3 credits	M	K/502/4621
Unit 59	Presentation software (Level 2)	4 credits	M, V	M/502/4622
Unit 60	Presentation software (Level 3)	6 credits	M	T/502/4623
Unit 61	IT software fundamentals (Level 1)	3 credits	M	L/502/4384
Unit 62	IT software fundamentals (Level 2)	3 credits	M	R/502/4385
Unit 63	Set up an IT system (Level 1)	3 credits	M, V	Y/502/4209

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 64	Set up an IT system (Level 2)	4 credits	M	L/502/4210
Unit 65	Set up an IT system (Level 3)	5 credits	M	R/502/4211
Unit 66	Specialist software (Level 1)	2 credits	M	L/502/4398
Unit 67	Specialist software (Level 2)	3 credits	M	R/502/4399
Unit 68	Specialist software (Level 3)	4 credits	M	A/502/4400
Unit 69	Spreadsheet software (Level 1)	3 credits	M, O	A/502/4624
Unit 70	Spreadsheet software (Level 2)	4 credits	M, O, V	F/502/4625
Unit 71	Spreadsheet software (Level 3)	6 credits	M	J/502/4626
Unit 72	IT user fundamentals (Level 1)	3 credits	M, V	J/502/4206
Unit 73	IT user fundamentals (Level 2)	3 credits	M	L/502/4207
Unit 74	Video software (Level 1)	2 credits	M	K/502/4392
Unit 75	Video software (Level 2)	3 credits	M, V	M/502/4393
Unit 76	Video software (Level 3)	4 credits	M	T/502/4394
Unit 77	Word processing software (Level 1)	3 credits	M, O	L/502/4627
Unit 78	Word processing software (Level 2)	4 credits	M, V	R/502/4628
Unit 79	Word processing software (Level 3)	6 credits	M	Y/502/4629
Unit 80	Website software (Level 1)	3 credits	M	L/502/4630
Unit 81	Website software (Level 2)	4 credits	M, V	R/502/4631
Unit 82	Website software (Level 3)	5 credits	M	Y/502/4632
Unit 83	Sector specific units contributing to Level 1	3 credits	Unit or units from other QCF qualifications servicing a specific sector requirement	
Unit 84	Sector specific units contributing to Level 2	4 credits		
Unit 85	Sector specific units contributing to Level 3	5 credits		
Unit 90	Producing charts using ICT (Entry Level)	3 credits	M	K/502/1198
Unit 91	Internet safety for IT Users (Level 1)	3 credits	M	H/502/9154
Unit 92	Using a computer keyboard (Level 1)	1 credit	M	J/502/9311
Please note: Units 93–96 are available for use towards 13996 and 13999 only.				
Unit 93	Understanding the potential of IT (Level 2)	8 credits	M	M/503/0498
Unit 94	Developing personal and team effectiveness using IT (Level 2)	4 credits	M	T/503/0499
Unit 95	Understanding the potential of IT (Level 3)	8 credits	M	D/503/0500
Unit 96	Developing personal and team effectiveness using IT (Level 3)	4 credits	M	H/503/0501

4.3   ICT Professional Competence (PROCOM)

Entry code	Qualification title	Credit value	Assessment	Qualification number
08730	**OCR Level 2 Award in ICT Systems and Principles for Practitioners (PROCOM)**	**12 credits**		**501/0858/X**
Certification only; last certification date is 31 December 2019. Made up of: • 12 credits from any knowledge and vendor units at Levels 2 and 3.				

Entry code	Qualification title	Credit value	Assessment	Qualification number
Units with the same title at different levels cannot be combined. Knowledge units 3 and 4 cannot be combined. Knowledge Units 29 and 30 cannot be combined. Some vendor units cannot be combined. Please see the Centre Handbook for details.				
04816	**OCR Level 2 Certificate in ICT Systems and Principles for Practitioners (PROCOM)**	**24 credits**		**600/1389/8**

Certification only; last certification date is 31 December 2019.

If candidates are not working towards the Level 2 IT and Telecoms Apprenticeship, this qualification replaced the withdrawn Level 2 Certificate (08731).

Made up of:

- Mandatory knowledge unit 3 (4 credits)
- A further 20 credits from knowledge and vendor units at Levels 2 and 3 (excluding Unit 4).

Units with the same title at different levels cannot be combined.
Knowledge units 29 and 30 cannot be combined.
Some vendor units cannot be combined. Please see the Centre Handbook for details.

08732	**OCR Level 2 Diploma in ICT Systems and Principles for Practitioners (PROCOM)**	**37 credits**		**501/0861/X**

Certification only; last certification date is 31 December 2019.

Made up of:

- Mandatory knowledge units 1 and 3 (10 credits)
- A further 27 credits from knowledge and vendor units at Levels 2 and 3 (excluding Units 2 and 4).

Units with the same title at different levels cannot be combined.
Knowledge units 29 and 30 cannot be combined.
Some vendor units cannot be combined. Please see the Centre Handbook for details.

08733	**OCR Level 3 Award in ICT Systems and Principles for Professionals (PROCOM)**	**12 credits**		**501/0860/8**

Certification only; last certification date is 31 December 2019.

Made up of:

- 12 credits from any knowledge and vendor units, of which at least 8 credits must be at Level 3 or above.

Units with the same title at different levels cannot be combined.
Knowledge units 3 and 4 cannot be combined.
Knowledge units 29 and 30 cannot be combined.
Some vendor units cannot be combined. Please see the Centre Handbook for details.

04817	**OCR Level 3 Certificate in ICT Systems and Principles for Professionals (PROCOM)**	**24 credits**		**600/0778/3**

Certification only; last certification date is 31 December 2019.

If candidates are not working towards the Level 3 IT and Telecoms Apprenticeship, this qualification replaces the withdrawn Level 3 Certificate (08734).

Made up of:

- Mandatory knowledge unit 4 (8 credits)
- A further 16 credits from any knowledge and vendor units (excluding Unit 3), of which at least 7 credits must be at Level 3 or above.

Units with the same title at different levels cannot be combined.
Knowledge Units 3 and 4 cannot be combined. Knowledge Units 29 and 30 cannot be combined.
Some vendor units cannot be combined. Please see the Centre Handbook for details.

08735	**OCR Level 3 Diploma in ICT Systems and Principles for Professionals (PROCOM)**	**48 credits**		**501/0863/3**

Certification only; last certification date is 31 December 2019.
Made up of:

- Mandatory knowledge units 2 and 4 (15 credits)

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• A further 33 credits from any knowledge and vendor units (excluding Units 1 and 3), of which at least 14 credits must be at Level 3 or above.			
	Units with the same title at different levels cannot be combined. Knowledge units 29 and 30 cannot be combined. Some vendor units cannot be combined. Please see the Centre Handbook for details.			
08736	**OCR Level 3 Extended Diploma in ICT Systems and Principles for Professionals (PROCOM)**	**72 credits**		**501/0864/5**
	Certification only; last certification date is 31 December 2019. Made up of:			
	• Mandatory knowledge units 2 and 4 (15 credits)			
	• A further 57 credits from any knowledge and vendor units (excluding Units 1 and 3), of which at least 29 credits must be at Level 3 or above.			
	Units with the same title at different levels cannot be combined. Knowledge units 29 and 30 cannot be combined. Some vendor units cannot be combined. Please see the Centre Handbook for details.			
08737	**OCR Level 2 Diploma in ICT Professional Competence (PROCOM)**	**48 credits**		**501/0735/5**
	Certification only; last certification date is is 31 December 2019. Made up of:			
	• Mandatory competence units 1 and 3 (9 credits)			
	• A further 39 credits from competence, vendor and restricted units at Levels 1–3 (excluding Units 2, 8, 11, 14 and 145–178 and 200–201), of which at least 23 credits must be at Level 2 or above.			
	Units with the same title at different levels cannot be combined. Some vendor units cannot be combined. Please see the Centre Handbook for details.			
10262	**OCR Level 3 Diploma in ICT Professional Competence (PROCOM)**	**72 credits**		**501/1124/3**
	Certification only; last certification date is 31 December 2019. Made up of:			
	• Mandatory competence units 2 and 3 (12 credits)			
	• A further 60 credits from any competence, vendor and restricted units (excluding Unit 1), of which at least 35 credits must be at Level 3 or above.			
	Units with the same title at different levels cannot be combined. Candidates may only take one unit from each of the following groups of competence units:			
	• Units 6, 7 and 8			
	• Units 9, 10 and 11,			
	• Units 12, 13 and 14.			
	For more details on these groups, and on vendor units which cannot be combined, please see the Centre Handbook.			
04818	**OCR Level 2 Award in ICT Systems and Principles for IT Practitioners (PROCOM – Technical)**	**12 credits**		**600/0785/0**
	Certification only; last certification date is 31 December 2019.			
	If candidates are working towards the Level 2 IT and Telecoms Apprenticeship, this qualification replaces the withdrawn Level 2 Certificate (08731).			
	Made up of:			
	• 12 credits from any knowledge units (excluding Unit 34).			
	Units with the same title at different levels cannot be combined.			
	Knowledge units 3 and 4 cannot be combined.			
	Knowledge units 29 and 30 cannot be combined.			
04819	**OCR Level 3 Certificate in ICT Systems and Principles for IT**	**24 credits**		**600/1317/5**

Entry code	Qualification title	Credit value	Assessment	Qualification number
	Professionals (PROCOM – Technical)			
Certification only; last certification date is 31 December 2019.				
If candidates are working towards the Level 3 IT and Telecoms Apprenticeship, this qualification replaces the withdrawn Level 3 Certificate (08734).				
Made up of:				
• Mandatory knowledge unit 4 (8 credits)				
• A further 16 credits from any knowledge units (excluding Units 3 and 34), of which at least 7 credits must be at Level 3 or above				
Units with the same title at different levels cannot be combined.				
Knowledge units 29 and 30 cannot be combined.				

Entry code	Qualification title	Credit value	Assessment	Qualification number
Knowledge units				
Unit 1	Customer care (Level 2)	6 credits	M	R/601/8726
Unit 2	Customer care (Level 3)	7 credits	M	D/601/8728
Unit 3	Organisation and planning of workload (Level 2)	4 credits	M	D/602/0611
Unit 4	Management and prioritisation of own schedule (Level 3)	8 credits	M	Y/601/8730
Unit 5	Asset management (Level 2)	6 credits	M	K/601/9543
Unit 6	Asset management (Level 3)	7 credits	M	L/602/0605
Unit 7	Computer forensics (Level 2)	5 credits	M	R/602/0606
Unit 8	Computer forensics (Level 3)	8 credits	M	Y/602/0607
Unit 9	Hardware installation (Level 2)	4 credits	M	D/602/0608
Unit 10	Hardware installation (Level 3)	7 credits	M	T/601/9545
Unit 11	Information management (Level 2)	5 credits	M	H/601/8732
Unit 12	Information management (Level 3)	7 credits	M	H/602/0609
Unit 13	Maintaining equipment and IT systems (Level 2)	9 credits	M	Y/602/0610
Unit 14	Maintaining equipment and IT systems (Level 3)	9 credits	M	J/601/9548
Unit 15	Service delivery (Level 2)	6 credits	M	F/601/9547
Unit 16	Service delivery (Level 3)	8 credits	M	L/601/8742
Unit 17	Supplier management (Level 2)	7 credits	M	H/602/0612
Unit 18	Supplier management (Level 3)	11 credits	M	K/602/0613
Unit 19	Systems architecture (Level 2)	6 credits	M	M/601/3503
Unit 20	Systems architecture (Level 3)	10 credits	M	T/601/3504
Unit 21	Telecommunications principles (Level 2)	7 credits	M	J/601/3295
Unit 22	Telecommunications principles (Level 3)	10 credits	M	D/601/3254
Unit 23	Networking principles (Level 2)	6 credits	M	T/601/3289
Unit 24	Networking principles (Level 3)	10 credits	M	J/601/3250
Unit 25	Principles of ICT system and data security (Level 2)	6 credits	M	L/601/3508
Unit 26	Principles of ICT system and data security (Level 3)	9 credits	M	R/601/3509
Unit 27	Software testing (Level 2)	6 credits	M	J/601/3510
Unit 28	Software testing (Level 3)	9 credits	M	L/601/3511
Unit 29	Data representation and manipulation for IT (Level 2)	7 credits	M	D/601/3206
Unit 30	Advanced data representation and manipulation for IT (Level 3)	7 credits	M	F/601/3246
Unit 31	Web fundamentals (Level 2)	7 credits	M	R/601/3512

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 32	Web development (Level 3)	10 credits	M	K/601/3256
Unit 33	Software design fundamentals (Level 3)	10 credits	M	L/601/3251
Unit 34	Systems architecture (Level 4)	10 credits	M	A/601/3505
Competence units				
Unit 1	Develop own effectiveness and professionalism (Level 2)	6 credits	M	Y/601/3317
Unit 2	Develop own effectiveness and professionalism (Level 3)	9 credits	M	D/503/5549
Unit 3	Health and safety in ICT (Level 1)	3 credits	M	Y/500/7183
Unit 4	Computer games development (Level 2)	4 credits	M	A/601/3164
Unit 5	Computer games development (Level 3)	10 credits	M	F/601/3165
Unit 6	Creating a procedural computer program (Level 2)	7 credits	M	L/601/3167
Unit 7	Creating a procedural computer program (Level 3)	12 credits	M	R/601/3171
Unit 8	Designing and developing procedural computer programs (Level 4)	15 credits	M	T/601/3311
Unit 9	Creating an event driven computer program (Level 2)	7 credits	M	T/601/3177
Unit 10	Creating an event driven computer program (Level 3)	12 credits	M	F/601/3179
Unit 11	Designing and developing event-driven computer programs (Level 4)	10 credits	M	J/601/3300
Unit 12	Creating an object oriented computer program (Level 2)	7 credits	M	A/601/3181
Unit 13	Creating an object oriented computer program (Level 3)	12 credits	M	L/601/3184
Unit 14	Designing and developing object-oriented computer programs (Level 4)	15 credits	M	T/601/3308
Unit 15	Customer care in ICT (Level 2)	9 credits	M	A/500/7158
Unit 16	Customer care in ICT (Level 3)	12 credits	M	F/500/7159
Unit 17	Data modelling (Level 2)	6 credits	M	A/601/3200
Unit 18	Data modelling (Level 3)	9 credits	M	L/601/3203
Unit 19	IT project management (Level 2)	4 credits	M	T/502/1110
Unit 20	IT project management (Level 3)	10 credits	M	L/502/1114
Unit 21	Software installation and upgrade (Level 2)	9 credits	M	D/500/7329
Unit 22	Software installation and upgrade (Level 3)	12 credits	M	R/500/7330
Unit 23	System management (Level 2)	6 credits	M	Y/500/7331
Unit 24	System management (Level 3)	12 credits	M	D/500/7332
Unit 25	Technical advice and guidance (Level 2)	9 credits	M	F/601/3506
Unit 26	Technical advice and guidance (Level 3)	12 credits	M	J/601/3507
Unit 27	Technical fault diagnosis (Level 2)	9 credits	M	T/601/3292
Unit 28	Technical fault diagnosis (Level 3)	12 credits	M	A/601/3293
Unit 29	Testing ICT systems (Level 2)	9 credits	M	A/500/7354
Unit 30	Testing ICT systems (Level 3)	12 credits	M	F/500/7355
Unit 31	User profile administration (Level 2)	6 credits	M	H/500/7378
Unit 32	User profile administration (Level 3)	9 credits	M	K/500/7379
Unit 33	ICT system operation (Level 2)	9 credits	M	F/500/7338
Unit 34	Introduction to IT systems development (Level 2)	6 credits	M	J/601/3247
Unit 35	Investigating and defining customer requirements for ICT systems (Level 3)	12 credits	M	R/601/3249

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 36	Quality management of ICT products and services (Level 3)	12 credits	M	T/500/7210
Unit 37	Remote support for products and services (Level 3)	12 credits	M	D/500/7217
Unit 38	Security of ICT systems (Level 3)	12 credits	M	D/500/7220
Unit 39	System operation (Level 3)	12 credits	M	A/500/7340
Unit 40	Working with ICT hardware and equipment (Level 2)	9 credits	M	K/500/7382
Unit 41	Data structures and algorithms (Level 4)	15 credits	M	R/601/3297
Unit 42	Designing and developing a web site (Level 4)	15 credits	M	L/601/3315
Unit 195	Customer care in ICT (Level 1)	6 credits	M	T/500/7157
Unit 196	Interpersonal and written communication (Level 2)	9 credits	M	T/500/7207
Unit 197	Managing software development (Level 3)	12 credits	M	T/500/6798
Unit 198	Interpersonal and written communication (Level 3)	12 credits	M	A/500/7208
Unit 199	Working with ICT hardware equipment and systems (Level 3)	12 credits	M	M/500/7383
Unit 200	Working with ICT hardware equipment and systems (Level 4)	15 credits	M	T/500/7384
Unit 201	Security of ICT systems (Level 4)	15 credits	M	H/500/7221
Vendor units				
Unit 43	Cisco IT essentials part 1 (Level 2)	10 credits	V	L/601/7459
Unit 44	CompTIA A+ 602 (Level 2)	9 credits	V	F/501/3592
Unit 45	CompTIA A+ 603 (Level 2)	9 credits	V	J/501/3593
Unit 46	CompTIA A+ 604 (Level 2)	9 credits	V	L/501/3594
Unit 47	CompTIA A+ essentials (Level 2)	10 credits	V	H/602/1386
Unit 48	CompTIA A+ practical application (Level 2)	10 credits	V	M/602/1388
Unit 49	CompTIA DHTI+ (Level 2)	9 credits	V	D/501/3597
Unit 50	Configuring Microsoft Windows Vista Client (Level 2)	9 credits	V	J/502/3623
Unit 51	Deploying and maintaining Windows Vista Client and 2007 Microsoft Office system desktops (Level 2)	9 credits	V	A/502/3649
Unit 52	Microsoft Office Groove 2007, configuring (Level 2)	5 credits	V	F/600/4370
Unit 53	Microsoft Office Project 2007, managing projects (Level 2)	6 credits	V	K/600/4394
Unit 54	Microsoft Virtual Earth 6.0, application development (Level 2)	5 credits	V	F/600/4319
Unit 55	Pre-installing for OEMs Windows Vista and Server operating systems (Level 2)	3 credits	V	M/600/4378
Unit 56	Supporting and troubleshooting applications on a Windows Vista Client for Consumer Support Technicians (Level 2)	9 credits	V	K/502/3646
Unit 57	Supporting and troubleshooting applications on a Windows Vista Client for Enterprise Support Technicians (Level 2)	9 credits	V	H/502/3628
Unit 58	Supporting users and troubleshooting a Microsoft Windows XP operating system (Level 2)	9 credits	V	L/502/3798
Unit 59	Supporting users and troubleshooting desktop applications on a Microsoft Windows XP operating system (Level 2)	9 credits	V	D/502/4065

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 60	Windows 7, Enterprise Desktop Support Technician (Level 2)	8 credits	V	D/601/6798
Unit 61	Cisco Discovery designing and supporting computer networks (Level 3)	10 credits	V	L/601/6909
Unit 62	Cisco Discovery introducing routing and switching in the enterprise (Level 3)	10 credits	V	Y/601/6900
Unit 63	Cisco Discovery networking for home and small business (Level 3)	10 credits	V	M/601/6840
Unit 64	Cisco Discovery working at a small-to-medium business or ISP (Level 3)	10 credits	V	D/601/6820
Unit 65	Cisco Entrepreneur: growing a business (Level 3)	10 credits	V	R/601/9567
Unit 66	Cisco Entrepreneur: iExec enterprise essentials (Level 3)	10 credits	V	Y/601/9568
Unit 67	Cisco Entrepreneur: starting a business (Level 3)	10 credits	V	D/601/9572
Unit 68	Cisco Exploration accessing the WAN (Level 3)	10 credits	V	K/601/7422
Unit 69	Cisco Exploration LAN switching and wireless (Level 3)	10 credits	V	K/601/7453
Unit 70	Cisco Exploration network fundamentals (Level 3)	10 credits	V	A/601/7537
Unit 71	Cisco Exploration routing protocols and concepts (Level 3)	10 credits	V	H/601/7421
Unit 72	Cisco IT essentials part 2 (Level 3)	10 credits	V	F/601/7457
Unit 73	CompTIA Convergence+ (Level 3)	9 credits	V	Y/501/3596
Unit 74	CompTIA Linux+ (Level 3)	9 credits	V	H/501/3598
Unit 75	CompTIA Network+ 2009 (Level 3)	10 credits	V	A/602/1393
Unit 76	CompTIA Network+ (Level 3)	9 credits	V	L/500/7312
Unit 77	CompTIA Security+ (Level 3)	9 credits	V	K/501/3599
Unit 78	CompTIA Security+ 2008 (Level 3)	10 credits	V	L/602/1396
Unit 79	CompTIA Server+ (Level 3)	9 credits	V	R/501/3600
Unit 80	CompTIA Server+ 2009 (Level 3)	10 credits	V	R/602/1397
Unit 81	Configuration Microsoft Forefront Client and Server (Level 3)	7 credits	V	L/600/4372
Unit 82	Configuring Microsoft Desktop Optimization Pack (Level 3)	10 credits	V	K/600/4377
Unit 83	Configuring Microsoft Internet Security and Acceleration Server 2006 (Level 3)	10 credits	V	T/600/4284
Unit 84	Configuring Microsoft Office Communications Server 2007 (Level 3)	4 credits	V	T/600/4396
Unit 85	Configuring Microsoft Office Project Server 2007 (Level 3)	7 credits	V	A/600/4397
Unit 86	Configuring Microsoft Office SharePoint Server 2007 (Level 3)	13 credits	V	Y/600/4391
Unit 87	Configuring Microsoft System Centre Configuration Manager 2007 (Level 3)	10 credits	V	F/600/4286
Unit 88	Configuring Microsoft System Centre Operations Manager	10 credits	V	A/600/4285

Entry code	Qualification title	Credit value	Assessment	Qualification number
	2007 (Level 3)			
Unit 89	Configuring Windows Essential Business Server 2008 (Level 3)	11 credits	V	T/600/4379
Unit 90	Configuring Windows Server 2008 Active Directory (Level 3)	13 credits	V	M/502/3650
Unit 91	Configuring Windows Server 2008 Applications Infrastructure (Level 3)	13 credits	V	L/502/3638
Unit 92	Configuring Windows Server 2008 Network Infrastructure (Level 3)	11 credits	V	J/502/3640
Unit 93	Configuring Windows Server Virtualization (Level 3)	5 credits	V	M/600/4381
Unit 94	Configuring Windows SharePoint Services 3.0 (Level 3)	12 credits	V	D/600/4392
Unit 95	Configuring Windows Small Business Server 2008 (Level 3)	11 credits	V	K/600/4380
Unit 96	Designing and developing Enterprise applications using the Microsoft .NET Framework 3.5 (Level 3)	10 credits	V	L/600/4386
Unit 97	Designing and developing Windows applications using the Microsoft .NET Framework 3.5 (Level 3)	7 credits	V	F/600/4384
Unit 98	Designing, deploying, and managing a Network Solution for a small- and medium- sized business (Level 3)	6 credits	V	F/600/4241
Unit 99	Designing, implementing, and managing Microsoft Windows Mobile (Level 3)	5 credits	V	A/600/4304
Unit 100	Developing business process and integration solutions using Microsoft BizTalk Server (Level 3)	12 credits	V	H/600/4233
Unit 101	Implementing a Microsoft SQL Server 2008 database (Level 3)	9 credits	V	R/600/4289
Unit 102	Implementing and administering security in a Microsoft Windows Server 2003 Network (Level 3)	7 credits	V	R/501/2866
Unit 103	Implementing and maintaining Microsoft SQL Server 2008 (Level 3)	10 credits	V	J/600/4287
Unit 104	Implementing and managing Microsoft Exchange Server 2003 (Level 3)	7 credits	V	T/501/2827
Unit 105	Implementing Microsoft Internet Security and Acceleration (ISA) Server 2004 (Level 3)	10 credits	V	M/600/4283
Unit 106	Implementing, managing, and maintaining a Windows Server 2003 Network Infrastructure (Level 3)	10 credits	V	H/501/2824
Unit 107	Implementing, managing, and troubleshooting Microsoft Office Live Communications Server 2005 (Level 3)	6 credits	V	J/600/4239
Unit 108	Installing, configuring and administering MS Windows 2000 Professional (Level 3)	7 credits	V	Y/501/2867
Unit 109	Installing, configuring and administering MS Windows XP Professional (Level 3)	7 credits	V	A/501/2604
Unit 110	Installing, configuring, and administering Microsoft Internet Security and Acceleration (ISA) Server 2000, Enterprise Edition (Level 3)	4 credits	V	K/501/2825

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 111	Installing, Configuring, and Administering Microsoft SQL Server 2000 Enterprise Edition (Level 3)	7 credits	V	M/501/2826
Unit 112	Interconnecting Cisco Networking Devices (CCNA Parts 3 and 4) (Level 3)	18 credits	V	K/501/2968
Unit 113	Introduction to Cisco Networking Technologies (CCNA parts 1 and 2) (Level 3)	18 credits	V	H/501/2967
Unit 114	Managing and maintaining a Windows Server 2003 environment (Level 3)	7 credits	V	J/501/2606
Unit 115	Microsoft .NET Framework – application development foundation (Level 3)	12 credits	V	H/600/4314
Unit 116	Microsoft .NET Framework 2.0 – distributed application development (Level 3)	10 credits	V	D/600/4313
Unit 117	Microsoft .NET Framework 2.0 – Web-based client development (Level 3)	12 credits	V	Y/600/4312
Unit 118	Microsoft .NET Framework 2.0 – Windows-based client development (Level 3)	12 credits	V	R/600/4311
Unit 119	Microsoft .NET Framework 3.5 – Windows Communication Foundation application development (Level 3)	5 credits	V	L/600/4307
Unit 120	Microsoft .NET Framework 3.5 – Windows Presentation Foundation application development (Level 3)	5 credits	V	J/600/4306
Unit 121	Microsoft .NET Framework 3.5 – Windows Workflow Foundation application development (Level 3)	5 credits	V	R/600/4308
Unit 122	Microsoft .NET Framework 3.5, ADO.NET application development (Level 3)	6 credits	V	D/600/4375
Unit 123	Microsoft .NET Framework 3.5, Windows Forms application development (Level 3)	12 credits	V	Y/600/4309
Unit 124	Microsoft Office PerformancePoint Server 2007, applications (Level 3)	6 credits	V	J/600/4371
Unit 125	Microsoft Office Project Server 2007, managing projects (Level 3)	7 credits	V	M/600/4395
Unit 126	Microsoft Office SharePoint Server 2007 – application development (Level 3)	12 credits	V	T/600/4317
Unit 127	Microsoft Office Visio 2007, application development (Level 3)	5 credits	V	T/600/4320
Unit 128	Microsoft SQL Server 2005 – implementation and maintenance (Level 3)	13 credits	V	H/502/3581
Unit 129	Microsoft Windows Mobile 5.0 – application development (Level 3)	12 credits	V	K/600/4315
Unit 130	Microsoft Windows SharePoint Services 3.0 – application development (Level 3)	12 credits	V	M/600/4316
Unit 131	Oracle Academy: data design (Level 3)	10 credits	V	D/601/7546
Unit 132	Oracle Academy: database design and programming with SQL (Level 3)	10 credits	V	J/601/7542
Unit 133	Oracle Academy: database programming with PL/SQL	20 credits	V	Y/601/7545

Entry code	Qualification title	Credit value	Assessment	Qualification number
	(Level 3)			
Unit 134	Planning and maintaining a Microsoft Windows Server 2003 network infrastructure (Level 3)	3 credits	V	H/501/2712
Unit 135	Pro: designing and developing ASP.NET Applications using the Microsoft .NET Framework 3.5 (Level 3)	7 credits	V	J/600/4385
Unit 136	Upgrading your MCDST Certification to MCITP Enterprise Support (Level 3)	8 credits	V	R/600/4390
Unit 137	Upgrading your MCSA on Windows Server 2003 to Windows Server 2008, Technology Specialist (Level 3)	10 credits	V	F/600/4398
Unit 138	Visual Studio 2005 Team Foundation Server (Level 3)	7 credits	V	L/600/4310
Unit 139	Visual Studio 2005 Tools for the Microsoft Office System (Level 3)	5 credits	V	A/600/4318
Unit 140	VM Ware Master Enterprise administration (Level 3)	10 credits	V	T/601/9562
Unit 141	VM Ware Master Enterprise design (Level 3)	10 credits	V	A/601/9563
Unit 142	Windows 7, Enterprise Desktop Administrator (Level 3)	8 credits	V	H/601/6799
Unit 143	Windows Server 2008, Enterprise Administrator (Level 3)	14 credits	V	T/502/3634
Unit 144	Windows Server 2008, Server Administrator (Level 3)	11 credits	V	J/502/3637
Unit 145	Business intelligence development and maintenance using Microsoft SQL Server 2008 (Level 4)	13 credits	V	M/600/4297
Unit 146	Cisco CCNP route (Level 4)	10 credits	V	F/601/9581
Unit 147	Cisco CCNP switch (Level 4)	10 credits	V	J/601/9582
Unit 148	Cisco CCNP troubleshooting (Level 4)	20 credits	V	L/601/9583
Unit 149	Configuring and managing Windows Server 2003 hosted environments (Level 4)	4 credits	V	F/600/4305
Unit 150	Deploying messaging solutions with Microsoft Exchange Server 2007 (Level 4)	9 credits	V	T/600/4236
Unit 151	Designing a business intelligence infrastructure by using Microsoft SQL Server 2005 (Level 4)	13 credits	V	H/600/4295
Unit 152	Designing a business intelligence infrastructure using Microsoft SQL Server 2008 (Level 4)	11 credits	V	H/600/4300
Unit 153	Designing a database server infrastructure by using Microsoft SQL Server 2005 (Level 4)	12 credits	V	R/600/4292
Unit 154	Designing a Windows Server 2003 Active Directory and Network infrastructure (Level 4)	11 credits	V	L/600/4243
Unit 155	Designing and developing Enterprise applications by using the Microsoft .NET Framework (Level 4)	9 credits	V	T/600/4365
Unit 156	Designing and developing Web-based applications by using the Microsoft .NET Framework (Level 4)	12 credits	V	K/600/4363
Unit 157	Designing and developing Windows-based applications by using the Microsoft .NET Framework (Level 4)	12 credits	V	M/600/4364
Unit 158	Designing and optimizing data access by using Microsoft SQL Server 2005 (Level 4)	12 credits	V	L/600/4291
Unit 159	Designing database solutions and data access using	10 credits	V	A/600/4299

Entry code	Qualification title	Credit value	Assessment	Qualification number
	Microsoft SQL Server 2008 (Level 4)			
Unit 160	Designing database solutions by using Microsoft SQL Server 2005 (Level 4)	10 credits	V	J/600/4290
Unit 161	Designing messaging solutions with Microsoft Exchange Server 2007 (Level 4)	10 credits	V	M/600/4235
Unit 162	Designing security for a Windows Server 2003 Network (Level 4)	7 credits	V	D/600/4246
Unit 163	Designing, optimizing and maintaining a database administrative solution using Microsoft SQL Server 2008 (Level 4)	10 credits	V	T/600/4298
Unit 164	Implement and maintain Microsoft SQL Server 2005 Business Intelligence (Level 4)	13 credits	V	D/600/4294
Unit 165	MCAD skills to MCPD web developer by using the Microsoft .NET Framework (Level 4)	13 credits	V	A/600/4366
Unit 166	MCAD skills to MCPD windows developer by using the Microsoft .NET Framework (Level 4)	13 credits	V	F/600/4367
Unit 167	MCAD skills to MCTS web applications by using the Microsoft .NET Framework (Level 4)	12 credits	V	Y/600/4374
Unit 168	MCAD skills to MCTS windows applications by using the Microsoft .NET Framework (Level 4)	12 credits	V	R/600/4373
Unit 169	Microsoft .NET Framework 3.5, ASP.NET application development (Level 4)	7 credits	V	A/600/4383
Unit 170	Optimizing and maintaining a database administration solution by using Microsoft SQL Server 2005 (Level 4)	10 credits	V	Y/600/4293
Unit 171	Planning, deploying, and managing Microsoft Systems Management Server 2003 (Level 4)	12 credits	V	J/600/4225
Unit 172	Planning, implementing, and maintaining a Windows Server 2003 Active Directory Infrastructure (Level 4)	11 credits	V	J/600/4242
Unit 173	Transition your MCITP SQL Server 2005 BI Developer to MCITP SQL Server 2008 BI Developer (Level 4)	5 credits	V	T/600/4303
Unit 174	Transition your MCITP SQL Server 2005 DBA to MCITP SQL Server 2008 (Level 4)	5 credits	V	K/600/4301
Unit 175	Transition your MCITP SQL Server 2005 DBD to MCITP SQL Server 2008 DBD (Level 4)	5 credits	V	M/600/4302
Unit 176	Upgrade MCDBA skills to MCITP database administrator by using Microsoft SQL Server 2005 (Level 4)	13 credits	V	K/600/4296
Unit 177	Upgrading your MCSE on Windows Server 2003 to Windows Server 2008, technology specialist (Level 4)	13 credits	V	T/600/4382
Unit 178	Windows Embedded CE 6.0 development (Level 4)	10 credits	V	Y/600/4388
Unit 186	Configuring Microsoft Exchange Server 2007 (Level 3)	12 credits	V	J/502/3556
Unit 187	Software Development Fundamentals (Level 2)	10 credits	V	M/602/6347
Unit 188	Windows Development Fundamentals (Level 2)	10 credits	V	T/602/6348
Unit 189	Web Development Fundamentals (Level 2)	10 credits	V	F/602/6353
Unit 190	Windows Server Administration Fundamentals (Level 2)	10 credits	V	T/602/6351

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 191	Security Fundamentals (Level 2)	10 credits	V	A/602/6349
Unit 192	Networking Fundamentals (Level 2)	10 credits	V	M/602/6350
Unit 193	Database Administration Fundamentals (Level 2)	10 credits	V	A/602/6352
Unit 194	Configuring Windows 7 (Level 2)	6 credits	V	Y/601/6797
Unit 202	TS: Silverlight 4, Development (Level 3)	12 credits	V	L/503/4588
Unit 203	TS: Windows Applications Development with Microsoft .NET Framework 4 (Level 3)	10 credits	V	R/503/4589
Unit 204	TS: Windows Communication Foundation Development with Microsoft .NET Framework 4 (Level 3)	6 credits	V	J/503/4590
Unit 205	TS: Web Applications Development with Microsoft .NET Framework 4 (Level 3)	9 credits	V	R/503/4592
Unit 206	TS: Accessing Data with Microsoft .NET Framework 4 (Level 3)	8 credits	V	Y/503/4593
Unit 207	PRO: Designing and Developing Windows Applications Using Microsoft .NET Framework 4 (Level 4)	12 credits	V	D/503/4594
Unit 208	PRO: Designing and Developing Web Applications Using Microsoft .NET Framework 4 (Level 4)	12 credits	V	H/503/4595
Unit 209	TS: Microsoft SharePoint 2010, Application Development (Level 3)	10 credits	V	K/503/4596
Unit 210	PRO: Designing and Developing Microsoft SharePoint 2010 Applications (Level 4)	10 credits	V	M/503/4597
Unit 211	PRO: Designing and Developing Windows Azure Applications (Level 4)	10 credits	V	T/503/4598
Unit 212	TS: Windows Server 2008 R2, Server Virtualisation (Level 4)	9 credits	V	A/503/4599
Unit 213	TS: Microsoft Exchange Server 2010, Configuring (Level 3)	12 credits	V	H/503/4600
Unit 214	PRO: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010 (Level 4)	12 credits	V	K/503/4601
Unit 215	TS: Microsoft Lync Server 2010, Configuring (Level 3)	6 credits	V	M/503/4602
Unit 216	PRO: Microsoft Lync Server 2010, Administrator (Level 4)	9 credits	V	T/503/4603
Unit 217	TS: Microsoft SharePoint 2010, Configuring (Level 3)	8 credits	V	A/503/4604
Unit 218	PRO: Microsoft SharePoint 2010, Administrator (Level 4)	11 credits	V	F/503/4605
Unit 219	TS: Windows Server 2008 R2, Desktop Virtualisation (Level 3)	8 credits	V	K/503/1598
Unit 220	Windows Vista for the Business Worker (Level 2)	4 credits	V	J/503/4606
Restricted units				
Unit 179	IT security for users (Level 2)	2 credits	M	Y/502/4257
Unit 180	IT security for users (Level 3)	3 credits	M	D/502/4258
Unit 181	IT user fundamentals (Level 2)	3 credits	M	L/502/4207
Unit 182	Optimise IT system performance (Level 2)	4 credits	M	H/502/4245

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 183	Optimise IT system performance (Level 3)	5 credits	M	K/502/4246
Unit 184	Set up an IT system (Level 2)	4 credits	M	L/502/4210
Unit 185	Set up an IT system (Level 3)	5 credits	M	R/502/4211
10351	**OCR Level 4 Diploma in Professional Competence for IT and Telecoms Professionals**	**80 credits**		**601/1690/0**

Certification only; last certification date is 31 December 2019.

Made up of:

- 15 credits from competence Unit 3 and either Unit 221 or 222
- A further 65 credits from any units of which at least 48 credits must be at Level 4 or higher.

Units with the same title at different levels cannot be combined.

Candidates may only take one unit from each of the following groups:

- Units 6, 7 and 8
- Units 9, 10 and 11
- Units 12, 13 and 14
- Units 195, 15, 16 and 223
- Units 17, 18 and 41
- Units 29, 30 and 227
- Units 33 and 39
- Units 34, 35 and 228
- Units 37 and 224.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 3	Health and safety in ICT (Level 1)	3 credits	EV	Y/500/7183
Unit 4	Computer games development (Level 2)	4 credits	EV	A/601/3164
Unit 5	Computer games development (Level 3)	10 credits	EV	F/601/3165
Unit 6	Creating a procedural computer program (Level 2)	7 credits	EV	L/601/3167
Unit 7	Creating a procedural computer program (Level 3)	12 credits	EV	R/601/3171
Unit 8	Designing and developing procedural computer programs (Level 4)	15 credits	EV	T/601/3311
Unit 9	Creating an event driven computer program (Level 2)	7 credits	EV	T/601/3177
Unit 10	Creating an event driven computer program (Level 3)	12 credits	EV	F/601/3179
Unit 11	Designing and developing event-driven computer programs (Level 4)	10 credits	EV	J/601/3300
Unit 12	Creating an object oriented computer program (Level 2)	7 credits	EV	A/601/3181
Unit 13	Creating an object oriented computer program (Level 3)	12 credits	EV	L/601/3184
Unit 14	Designing and developing object-oriented computer programs (Level 4)	15 credits	EV	T/601/3308
Unit 15	Customer care in ICT (Level 2)	9 credits	EV	A/500/7158
Unit 16	Customer care in ICT (Level 3)	12 credits	EV	F/500/7159
Unit 17	Data modelling (Level 2)	6 credits	EV	A/601/3200
Unit 18	Data modelling (Level 3)	9 credits	EV	L/601/3203
Unit 19	IT project management (Level 2)	4 credits	EV	T/502/1110
Unit 20	IT project management (Level 3)	10 credits	EV	L/502/1114
Unit 21	Software installation and upgrade (Level 2)	9 credits	EV	D/500/7329

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 22	Software installation and upgrade (Level 3)	12 credits	EV	R/500/7330
Unit 23	System management (Level 2)	6 credits	EV	Y/500/7331
Unit 24	System management (Level 3)	12 credits	EV	D/500/7332
Unit 25	Technical advice and guidance (Level 2)	9 credits	EV	F/601/3506
Unit 26	Technical advice and guidance (Level 3)	12 credits	EV	J/601/3507
Unit 27	Technical fault diagnosis (Level 2)	9 credits	EV	T/601/3292
Unit 28	Technical fault diagnosis (Level 3)	12 credits	EV	A/601/3293
Unit 29	Testing ICT systems (Level 2)	9 credits	EV	A/500/7354
Unit 30	Testing ICT systems (Level 3)	12 credits	EV	F/500/7355
Unit 31	User profile administration (Level 2)	6 credits	EV	H/500/7378
Unit 32	User profile administration (Level 3)	9 credits	EV	K/500/7379
Unit 33	ICT system operation (Level 2)	9 credits	EV	F/500/7338
Unit 34	Introduction to IT systems development (Level 2)	6 credits	EV	J/601/3247
Unit 35	Investigating and defining customer requirements for ICT systems (Level 3)	12 credits	EV	R/601/3249
Unit 36	Quality management of ICT products and services (Level 3)	12 credits	EV	T/500/7210
Unit 37	Remote support for products and services (Level 3)	12 credits	EV	D/500/7217
Unit 38	Security of ICT systems (Level 3)	12 credits	EV	D/500/7220
Unit 39	System operation (Level 3)	12 credits	EV	A/500/7340
Unit 40	Working with ICT hardware and equipment (Level 2)	9 credits	EV	K/500/7382
Unit 41	Data structures and algorithms (Level 4)	15 credits	EV	R/601/3297
Unit 42	Designing and developing a web site (Level 4)	15 credits	EV	L/601/3315
Unit 195	Customer care in ICT (Level 1)	6 credits	EV	T/500/7157
Unit 196	Interpersonal and written communication (Level 2)	9 credits	EV	T/500/7207
Unit 197	Managing software development (Level 3)	12 credits	EV	T/500/6798
Unit 198	Interpersonal and written communication (Level 3)	12 credits	EV	A/500/7208
Unit 199	Working with ICT hardware equipment and systems (Level 3)	12 credits	EV	M/500/7383
Unit 200	Working with ICT hardware equipment and systems (Level 4)	15 credits	EV	T/500/7384
Unit 201	Security of ICT systems (Level 4)	15 credits	EV	H/500/7221
Unit 221	Develop own effectiveness and professionalism (Level 4)	12 credits	EV	K/601/3502
Unit 222	Health and Safety in ICT (Level 3)	12 credits	EV	H/602/2943
Unit 223	Customer care for IT & Telecoms Professionals (Level 4)	12 credits	EV	H/504/5502
Unit 224	Remote support for ICT products or services (Level 4)	15 credits	EV	A/602/1264
Unit 225	Technical advice and guidance (Level 4)	15 credits	EV	Y/500/7345
Unit 226	Technical fault diagnosis (Level 4)	15 credits	EV	L/500/7391
Unit 227	Testing IT & Telecoms Systems (Level 4)	15 credits	EV	M/505/0573
Unit 228	Investigating and defining customer requirements for ICT systems (Level 4)	15 credits	EV	R/602/1772

5 Retail and Logistics

5.1 Certificate of Professional Competence

Entry code	Qualification title	Assessment	Qualification number
05669	**OCR Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage) (VRQ)**	**2 units**	**600/4286/2**
Made up of: • Unit R2 And • Unit R1 or R3			
05670	**OCR Level 3 Certificate of Professional Competence for Transport Managers (Passenger Transport) (VRQ)**	**2 units**	**600/4285/0**
Made up of: • Unit P2 And • Unit P1 or P3			
Unit R1 05680	Certificate of Professional Competence Road Haulage – Multiple Choice	T	H/503/6606
Unit R3 05690*	Certificate of Professional Competence Road Haulage – Multiple Choice	O	H/503/6606
Unit R2 05689	Certificate of Professional Competence Road Haulage – Case Study	T	K/503/6607
Unit P1 05677	Certificate of Professional Competence Passenger Transport – Multiple Choice	T	M/503/6608
Unit P3 05679*	Certificate of Professional Competence Passenger Transport – Multiple Choice	O	M/503/6608
Unit P2 05678	Certificate of Professional Competence Passenger Transport – Case Study	T	T/503/6609

* Units R3 and P3 are on-screen, on-demand alternatives to the paper-based multiple choice exams.

5.2 Retail Skills

Entry code	Qualification title	Credit value	Assessment	Qualification number
10284	**OCR Level 1 Award in Retail Skills**		**7 credits**	**600/3884/6**
Certification only: last certification date is 31 December 2018. Made up of: 7 credits from any Level 1 units (excluding Unit E3).				
10285	**OCR Level 1 Certificate in Retail Skills**		**19 credits**	**600/3883/4**
Certification only: last certification date is 31 December 2018. Made up of: • Unit E3 (7 credits)				

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• 5 credits from any Level 1 units • 7 credits from any remaining Level 1 and Level 2 units (excluding Units B13, B17, C17, C22 and E19) • A maximum of 7 credits can come from Level 2 units • Please refer to the qualification-specific pages of the OCR website for rules of combination.			
10286	**OCR Level 1 Diploma in Retail Skills**	**37 credits**		**600/3882/2**
	Certification only: last certification date is 31 December 2018. Made up of: • Unit E3 (7 credits) • 15 credits from any Level 1 units • 15 credits from any remaining Level 1 and Level 2 units (excluding E19) • A maximum of 15 credits can come from Level 2 units • Please refer to the qualification-specific pages of the OCR website for rules of combination.			
10287	**OCR Level 2 Award in Retail Skills**	**9 credits**		**600/3837/8**
	Certification only: last certification date is 31 December 2018. Made up of: 9 credits from any Level 2 units (excluding Units B18–9 and B31–4).			
10288	**OCR Level 2 Certificate in Retail Skills**	**24 credits**		**600/3838/X**
	Certification only: last certification date is 31 December 2018. Made up of: • Unit E19 (8 credits) • 7 credits from any Level 2 units • 9 credits from specific Level 1, 2 or 3 units • A maximum of 9 credits can come from Level 1 and 3 units, of which a maximum of 5 credits can come from Level 1 units • Please refer to the qualification-specific pages of the OCR website for rules of combination.			
10289	**OCR Level 2 Diploma in Retail Skills**	**37 credits**		**600/3839/1**
	Certification only: last certification date is 31 December 2018. Made up of: • Unit E19 (8 credits) • 14 credits from any Level 2 units • 15 credits from specific Level 1, 2 or 3 units • A maximum of 15 credits can come from Level 1 and 3 units, of which a maximum of 5 credits can come from Level 1 units • Please refer to the qualification-specific pages of the OCR website for rules of combination.			
10290	**OCR Level 3 Certificate in Retail Skills (Management)**	**31 credits**		**600/3840/8**
	Certification only: last certification date is 31 December 2018. Made up of: • Unit E8 (10 credits) • 21 credits from specific groupings of Level 3 units (maximum or minimum credits apply to each group) • Please refer to the qualification-specific pages of the OCR website for rules of combination.			
10293	**OCR Level 3 Diploma in Retail Skills (Management)**	**43 credits**		**600/3841/X**
	Certification only: last certification date is 31 December 2018. Made up of: • Unit E8 (10 credits) • 33 credits from specific groupings of Level 3 units (maximum or minimum credits apply to each group) • Please refer to the qualification-specific pages of the OCR website for rules of combination.			
10291	**OCR Level 3 Certificate in Retail Skills (Sales Professional)**	**31 credits**		**600/3945/0**
	Certification only: last certification date is 31 December 2018. Made up of:			

Entry code	Qualification title	Credit value	Assessment	Qualification number
• Unit E8 (10 credits) • 21 credits from specific Level 2 and 3 units, with a minimum of 11 credits from Level 3 units • Please refer to the qualification-specific pages of the OCR website for rules of combination.				
10294	**OCR Level 3 Diploma in Retail Skills (Sales Professional)**	**43 credits**		**600/3843/3**
Certification only: last certification date is 31 December 2018. Made up of: • Unit E8 (10 credits) • 33 credits from specific groupings of Level 2 and 3 units (maximum or minimum credits apply to each group), with a minimum of 23 credits from Level 3 units • Please refer to the qualification-specific pages of the OCR website for rules of combination.				
10292	**OCR Level 3 Certificate in Retail Skills (Visual Merchandising)**	**31 credits**		**600/3881/0**
Certification only: last certification date is 31 December 2018. Made up of: • Unit E8 (10 credits) • 21 credits from specific Level 2 and 3 units, with a minimum of 10 credits from Level 3 units • A maximum of 11 credits can come from Level 2 • Please refer to the qualification-specific pages of the OCR website for rules of combination.				
10295	**OCR Level 3 Diploma in Retail Skills (Visual Merchandising)**	**53 credits**		**600/3842/1**
Certification only: last certification date is 31 December 2018. Made up of: • Unit E8 (10 credits) • 43 credits from specific groupings of Level 2 and 3 units (maximum or minimum credits apply to each group), with a minimum of 32 credits from Level 3 units • Please refer to the qualification-specific pages of the OCR website for rules of combination.				
Level 1 units				
B1	Move goods and materials manually in a retail environment	3 credits	EV	F/503/5656
B2	Keep stock at required levels in a retail environment	3 credits	EV	J/503/5657
B8	Sort donated goods for resale or recycling in a retail environment	3 credits	EV	D/503/5664
B20	Maintain food safety while working with food in a retail environment	5 credits	EV	F/503/5673
B29	Load orders for despatch from a retail store to customers	3 credits	EV	Y/503/5677
C44	Provide a counter and takeaway service	3 credits	EV	L/601/5016
C51	Contribute to monitoring and maintaining ease of shopping in a retail sales area	2 credits	EV	K/503/5716
E1	Recognise and report security risks in a retail environment	4 credits	EV	F/503/5723
E2	Comply with workplace health and safety requirements in a retail environment	5 credits	EV	J/503/5724
E3	Work effectively in a retail team	7 credits	EV	L/503/5725
E4	Keep the non-food retail environment clean and tidy	3 credits	EV	R/503/5726
Level 2 units				
B3	Receive goods and materials into storage in a retail environment	4 credits	EV	R/503/5659
B4	Place goods and materials into storage in a retail environment	4 credits	EV	J/503/5660

Entry code	Qualification title	Credit value	Assessment	Qualification number
B5	Keep stock on sale at required levels in a retail environment	3 credits	EV	L/503/5661
B6	Process customer orders for goods in a retail environment	3 credits	EV	R/503/5662
B7	Process returned goods in a retail environment	3 credits	EV	Y/503/5663
B9	Assemble products for display in a retail environment	2 credits	EV	H/503/5665
B11	Hand-process fish in a retail environment	6 credits	EV	K/503/5666
B12	Process greengrocery products for sale in a retail environment	7 credits	EV	M/503/5667
B13	Finish meat products by hand in a retail environment	9 credits	EV	T/503/5668
B17	Organise own work to meet a dough production schedule in a retail environment	10 credits	EV	A/503/5672
B18	Select, weigh and measure bakery ingredients	3 credits	EV	D/601/4551
B19	Hand-divide, mould and shape fermented dough	4 credits	EV	T/601/4555
B21	Maintain food safety while working with food in a retail environment	6 credits	EV	J/503/5674
B28	Pick products in a retail environment to fulfil customer orders	4 credits	EV	R/503/5676
B30	Check stock levels and sort out problems with stock levels in a retail environment	2 credits	EV	D/503/5678
B31	Maintain moisture levels for crops or plants	2 credits	EV	R/502/0854
B32	Provide nutrients to crops or plants	2 credits	EV	L/502/0853
B33	Remove unwanted plant growth to maintain development	5 credits	EV	Y/502/1214
B34	Identify and report the presence of pests, diseases and disorders	3 credits	EV	K/502/1511
B35	Finish bake-off food products in a retail environment	3 credits	EV	H/503/5679
B36	Glaze, coat or decorate bake-off products for sale in a retail environment	3 credits	EV	Y/503/5680
C2	Display stock to promote sales to customers in a retail environment	5 credits	EV	M/503/5684
C3	Help customers to choose products in a retail environment	6 credits	EV	T/503/5685
C4	Carry out promotional campaigns in a retail environment	4 credits	EV	A/503/5686
C5	Deal with customer queries and complaints in a retail environment	4 credits	EV	F/503/5687
C6	Demonstrate products to customers in a retail environment	3 credits	EV	J/503/5688
C8	Process payments for purchases in a retail environment	4 credits	EV	L/503/5689
C9	Process applications for credit agreements offered in a retail environment	5 credits	EV	F/503/5690
C12	Promote loyalty schemes to customers in a retail environment	3 credits	EV	J/503/5691
C17	Provide a bra fitting service in a retail environment	10 credits	EV	Y/503/5694
C18	Follow guidelines for planning and preparing visual merchandising displays	5 credits	EV	D/503/5695
C19	Dress visual merchandising displays to attract customers	7 credits	EV	H/503/5696
C20	Order and position signage and graphics for visual	3 credits	EV	K/503/5697

Entry code	Qualification title	Credit value	Assessment	Qualification number
	merchandising displays			
C21	Dismantle and store props and graphics from visual merchandising displays	3 credits	EV	M/503/5698
C22	Make props and decorate fixtures and panels for visual merchandising displays	10 credits	EV	T/503/5699
C23	Assemble visual merchandising displays	4 credits	EV	D/503/5700
C36	Follow point-of-sale procedures for age-restricted products in a retail environment	2 credits	EV	J/503/5707
C37	Provide National Lottery products to customers	4 credits	EV	L/503/5708
C39	Enable customers to dispense motor fuel on a forecourt	7 credits	EV	L/504/3744
C42	Advise customers on the fixing and care of tiles	6 credits	EV	R/503/5709
C46	Cash up in a retail environment	2 credits	EV	L/503/5711
C47	Promote a retail store's credit card to customers in a retail environment	3 credits	EV	R/503/5712
C48	Provide service to customers in a dressing room in a retail environment	3 credits	EV	Y/503/5713
C49	Promote food or drink products by offering samples to customers	2 credits	EV	D/503/5714
C50	Deliver goods from a retail environment to the customer's delivery address	3 credits	EV	H/503/5715
C52	Help customers to apply for a retail store's credit card and associated insurance products	4 credits	EV	M/503/5717
C54	Help customers to choose delicatessen products in a retail environment	3 credits	EV	T/503/5718
C55	Portion delicatessen products to meet customer requirements in a retail environment	2 credits	EV	A/503/5719
C56	Merchandise plants and other relevant products	6 credits	EV	J/502/0771
C59	Demonstrate make-up and skincare products to customers at a beauty counter in a retail environment	4 credits	EV	T/503/5721
C60	Operate a customer record card system on a beauty counter in a retail environment	2 credits	EV	A/503/5722
D1	Give customers a positive impression of yourself and your organisation	5 credits	EV	L/601/0933
E6	Protect own and others' health and safety when working in a retail environment	5 credits	EV	Y/503/5727
E7	Reduce security risks in a retail environment	5 credits	EV	D/503/5728
E19	Work effectively in a retail team	8 credits	EV	T/503/5735
E20	Prepare newspapers and magazines for return to merchandisers	2 credits	EV	A/503/5736
E22	Check the accuracy of records of hours worked by staff in a retail environment	4 credits	EV	J/503/5738
Level 3 units				
B15	Audit stock levels and stock inventories in a retail environment	6 credits	EV	A/503/5669
B16	Source required goods and services in a retail environment	10 credits	EV	T/503/5671

Entry code	Qualification title	Credit value	Assessment	Qualification number
B22	Monitor and help improve food safety in a retail environment	11 credits	EV	L/503/5675
B37	Manage staff to receive goods in a retail environment	5 credits	EV	D/503/5681
B38	Organise and monitor the storage of stock in a retail environment	6 credits	EV	H/503/5682
C13	Maintain the availability of goods on display in a retail environment to promote sales	6 credits	EV	L/503/5692
C16	Manage the payment transaction process in a retail environment	9 credits	EV	R/503/5693
C24	Choose merchandise to feature in visual merchandising displays	6 credits	EV	H/503/5701
C25	Manage the use of signage and graphics in visual merchandising displays	7 credits	EV	K/503/5702
C26	Evaluate the effectiveness of visual merchandising displays	9 credits	EV	M/503/5703
C27	Manage budgets for visual merchandising projects	10 credits	EV	T/503/5704
C28	Contribute to improving a retail organisation's visual merchandising policy	8 credits	EV	A/503/5705
C29	Design visual merchandising display layouts	10 credits	EV	F/503/5706
C45	Help customers to choose alcoholic beverages in a retail environment	10 credits	EV	J/503/5710
C58	Help customers to choose specialist products in a retail environment	8 credits	EV	M/503/5720
D5	Organise the delivery of reliable customer service	6 credits	EV	Y/601/1230
D6	Improve the customer relationship	7 credits	EV	H/601/1232
D7	Work with others to improve customer service	8 credits	EV	D/601/1553
D8	Monitor and solve customer service problems	6 credits	EV	J/601/1515
D9	Promote continuous improvement	7 credits	EV	H/601/1554
E8	Work effectively and support others in a retail organisation	10 credits	EV	H/503/5729
E9	Deputise for the leader of a retail team	11 credits	EV	Y/503/5730
E10	Contribute to the continuous improvement of retail operations within own area of responsibility	10 credits	EV	D/503/5731
E11	Manage the prevention of wastage and loss in a retail environment	11 credits	EV	H/503/5732
E12	Produce staffing schedules to help a retail team to achieve its targets	5 credits	EV	K/503/5733
E18	Monitor and maintain health and safety in a retail environment	13 credits	EV	M/503/5734
E21	Monitor and support secure payment point use during trading hours	3 credits	EV	F/503/5737
E23	Set objectives and provide support for team members	5 credits	EV	M/600/9600
E24	Plan, allocate and monitor work of a team	5 credits	EV	Y/600/9669
E25	Make effective decisions	3 credits	EV	F/600/9715
E26	Manage conflict in a team	3 credits	EV	R/600/9685
E27	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4 credits	EV	M/600/9628

6 Other Qualifications

6.1 Advice and Guidance

Entry code	Qualification title	Credit value	Assessment	Qualification number
10184	**OCR Level 3 NVQ Certificate in Advice and Guidance**	21 credits		501/2154/6
Made up of: • Units 1–4 (12 credits) • A minimum of 9 credits from Units 5–21, of which at least 3 credits must be at Level 3.				
Unit 1	Establish communication with clients for advice and guidance (Level 3)	3 credits	EV	J/602/5138
Unit 2	Support clients to make use of the advice and guidance service (Level 2)	3 credits	EV	L/602/5139
Unit 3	Review own contribution to the service (Level 3)	3 credits	EV	Y/602/5192
Unit 4	Understand the importance of legislation and procedures (Level 3)	3 credits	EV	R/602/5210
Unit 5	Develop interactions with advice and guidance clients (Level 3)	4 credits	EV	F/602/5140
Unit 6	Interact with clients using a range of media (Level 2)	3 credits	EV	J/602/5141
Unit 7	Assist advice and guidance clients to decide on a course of action (Level 4)	3 credits	EV	R/602/5143
Unit 8	Prepare clients through advice and guidance for the implementation of a course of action (Level 4)	3 credits	EV	A/602/5153
Unit 9	Assist clients through advice and guidance to review their achievement of a course of action (Level 4)	3 credits	EV	J/602/5172
Unit 10	Negotiate on behalf of advice and guidance clients (Level 5)	5 credits	EV	M/602/5182
Unit 11	Liaise with other services (Level 3)	3 credits	EV	T/602/5183
Unit 12	Enable advice and guidance clients to access referral opportunities (Level 3)	3 credits	EV	F/602/5185
Unit 13	Manage personal case load (Level 4)	4 credits	EV	Y/602/5189
Unit 14	Evaluate and develop own contribution to the service (Level 4)	3 credits	EV	H/602/5194
Unit 15	Operate within networks (Level 4)	3 credits	EV	F/602/5199
Unit 16	Provide and maintain information materials for use in the service (Level 4)	3 credits	EV	T/602/5202
Unit 17	Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation (Level 5)	4 credits	EV	A/602/5203
Unit 18	Promote Careers Education Guidance (CEG) (Level 3)	3 credits	EV	J/602/5205
Unit 19	Facilitate learning in groups (Level 4)	3 credits	EV	R/602/5207
Unit 20	Enable learning through demonstrations and instructions (Level 3)	3 credits	EV	M/600/9726
Unit 21	Ensure your own actions reduce risks to health and safety (Level 2)	4 credits	EV	Y/600/9011

Entry code	Qualification title	Credit value	Assessment	Qualification number
10185	**OCR Level 4 NVQ Diploma in Advice and Guidance**	**37 credits**		**501/1901/1**
Made up of: • Units 1–5 (17 credits) • A minimum of 20 credits from Units 6–27, of which at least 9 credits must be at Level 4.				
Unit 1	Develop interactions with advice and guidance clients (Level 3)	4 credits	EV	F/602/5140
Unit 2	Manage personal case load (Level 4)	4 credits	EV	Y/602/5189
Unit 3	Evaluate and develop own contribution to the service (Level 4)	3 credits	EV	H/602/5194
Unit 4	Operate within networks (Level 4)	3 credits	EV	F/602/5199
Unit 5	Understand the importance of legislation and procedures (Level 3)	3 credits	EV	R/602/5210
Unit 6	Support clients to make use of the advice and guidance service (Level 2)	3 credits	EV	L/602/5139
Unit 7	Assist advice and guidance clients to decide on a course of action (Level 4)	3 credits	EV	R/602/5143
Unit 8	Prepare clients through advice and guidance for the implementation of a course of action (Level 4)	3 credits	EV	A/602/5153
Unit 9	Assist clients through advice and guidance to review their achievement of a course of action (Level 4)	3 credits	EV	J/602/5172
Unit 10	Advocate on behalf of advice and guidance clients (Level 5)	6 credits	EV	R/602/5174
Unit 11	Prepare to represent advice and guidance clients in formal proceedings (Level 5)	5 credits	EV	H/602/5177
Unit 12	Present cases for advice and guidance clients in formal proceedings (Level 5)	6 credits	EV	M/602/5179
Unit 13	Negotiate on behalf of advice and guidance clients (Level 5)	6 credits	EV	M/602/5182
Unit 14	Liaise with other services (Level 3)	3 credits	EV	T/602/5183
Unit 15	Enable advice and guidance clients to access referral opportunities (Level 3)	3 credits	EV	F/602/5185
Unit 16	Provide support for other practitioners (Level 4)	5 credits	EV	A/602/5198
Unit 17	Undertake research for the service and its clients (Level 4)	5 credits	EV	K/602/5200
Unit 18	Design information materials for use in the service (Level 4)	4 credits	EV	M/602/5201
Unit 19	Provide and maintain information materials for use in the service (Level 4)	3 credits	EV	T/602/5202
Unit 20	Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation (Level 5)	4 credits	EV	A/602/5203
Unit 21	Integrate Careers Education Guidance (CEG) within the curriculum (Level 4)	4 credits	EV	F/602/5204
Unit 22	Promote Careers Education Guidance (CEG) (Level 3)	3 credits	EV	J/602/5205
Unit 23	Negotiate and maintain service agreements (Level 4)	3 credits	EV	L/602/5206
Unit 24	Facilitate learning in groups (Level 4)	3 credits	EV	R/602/5207
Unit 25	Prepare and set up mediation (Level 4)	4 credits	EV	Y/602/5208
Unit 26	Stage and manage the mediation process (Level 5)	8 credits	EV	D/602/5209

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 27	Enable learning through demonstrations and instructions (Level 3)	3 credits	EV	M/600/9726
10215	**OCR Level 6 Diploma in Career Guidance and Development**	**60 credits**		**600/0806/4**
Made up of: • Units 1–7 (45 credits) • At least 15 credits from Units 8–20.				
Unit 1	Preparing to work in the career information, advice and guidance sector (Level 4)	6 credits	EV	A/502/8432
Unit 2	Reflect on and improve professional practice (Level 6)	6 credits	EV	T/502/8428
Unit 3	Career guidance theory (Level 6)	9 credits	EV	M/502/8444
Unit 4	Agree the purpose of client-centred career guidance interviews and maintain communication with clients (Level 6)	6 credits	EV	K/502/8443
Unit 5	Explore and agree the career guidance and development needs of clients (Level 6)	6 credits	EV	L/502/8421
Unit 6	Use career and Labour Market Information with clients (Level 6)	6 credits	EV	L/502/8435
Unit 7	Work with other agencies for the benefit of clients and the organisation (Level 6)	6 credits	EV	H/502/8439
Unit 8	Use diagnostic and assessment tools with clients (Level 5)	6 credits	EV	A/502/8446
Unit 9	Advocate on behalf of clients (Level 6)	4 credits	EV	H/502/8442
Unit 10	Understand how to support specific client groups to overcome barriers to learning, training and work (Level 4)	3 credits	EV	D/502/8441
Unit 11	Engage with support networks to help clients to meet their career-related needs (Level 4)	3 credits	EV	L/502/8404
Unit 12	Assist clients to apply for learning, training and work (Level 4)	3 credits	EV	Y/502/8423
Unit 13	Provide ongoing support to clients (Level 4)	2 credits	EV	R/502/8436
Unit 14	Prepare to deliver services to clients in an outreach setting (Level 4)	2 credits	EV	M/502/8430
Unit 15	Source, evaluate and use Labour Market Intelligence with clients (Level 6)	3 credits	EV	T/502/8431
Unit 16	Obtain and organise career-related information to support clients (Level 4)	3 credits	EV	J/502/8420
Unit 17	Promote career-related learning to clients (Level 4)	6 credits	EV	F/502/8433
Unit 18	Plan, deliver and evaluate career-related learning in groups (Level 6)	6 credits	EV	D/502/8424
Unit 19	Evaluate service provision (Level 4)	3 credits	EV	H/502/8408
Unit 20	Undertake research on behalf of the service (Level 6)	6 credits	EV	J/502/8434
Unit 21	Lead and manage career development work in an organisation	9 credits	EV	Y/505/2625
Unit 22	Continuously improve career development work in an organisation	6 credits	EV	D/505/2626
Unit 23	Plan and Design Career Related Learning	5 credits	EV	T/505/2969
04512	**OCR Level 4 Diploma in Career Information and Advice**	**45 credits**		**600/0805/2**

Entry code	Qualification title	Credit value	Assessment	Qualification number
Made up of: • Units 1–5 (30 credits) • At least 15 credits from Units 6–23.				
Unit 1	Preparing to work in the career information, advice and guidance sector (Level 4)	6 credits	EV	A/502/8432
Unit 2	Reflecting on practice and continuous professional development (Level 4)	6 credits	EV	D/502/8438
Unit 3	Interview clients to determine their need for career information, advice and guidance (Level 4)	6 credits	EV	J/502/8417
Unit 4	Meeting the career-related information needs of clients (Level 4)	6 credits	EV	L/502/8418
Unit 5	Career choice theories and concepts to support clients (Level 4)	6 credits	EV	A/502/8401
Unit 6	Plan and deliver career-related learning in groups (Level 4)	6 credits	EV	A/502/8429
Unit 7	Assist clients to review the achievement of career-related actions (Level 4)	2 credits	EV	H/502/8425
Unit 8	Provide ongoing support to clients (Level 4)	2 credits	EV	R/502/8436
Unit 9	Use diagnostic and assessment tools with clients (Level 5)	6 credits	EV	A/502/8446
Unit 10	Explore and agree how to meet the career-related needs of clients (Level 4)	6 credits	EV	T/502/8414
Unit 11	Source, evaluate and use Labour Market Information with clients (Level 4)	3 credits	EV	Y/502/8440
Unit 12	Engage with support networks to help clients to meet their career-related needs (Level 4)	3 credits	EV	L/502/8404
Unit 13	Assist clients to apply for learning, training and work (Level 4)	3 credits	EV	Y/502/8423
Unit 14	Negotiate on behalf of clients (Level 5)	4 credits	EV	T/502/8445
Unit 15	Understand how to support specific client groups to overcome barriers to learning, training and work (Level 4)	3 credits	EV	D/502/8441
Unit 16	Obtain and organise career-related information to support clients (Level 4)	3 credits	EV	J/502/8420
Unit 17	Refer clients to sources of specialist support to meet their needs (Level 4)	2 credits	EV	Y/502/8437
Unit 18	Undertake research on behalf of the service (Level 6)	6 credits	EV	J/502/8434
Unit 19	Advocate on behalf of clients (Level 6)	4 credits	EV	H/502/8442
Unit 20	Prepare to deliver services to clients in an outreach setting (Level 4)	2 credits	EV	M/502/8430
Unit 21	Promote career-related learning to clients (Level 4)	6 credits	EV	F/502/8433
Unit 22	Operate within networks to support the delivery of the service (Level 3)	2 credits	EV	D/502/8407
Unit 23	Evaluate service provision (Level 4)	3 credits	EV	H/502/8408

6.2   Learning and Development

Entry code	Qualification title	Credit value	Assessment	Qualification number
08353	**OCR Level 3 Award in Assessing Competence in the Work Environment**	**9 credits**		**500/9944/9**
Certification only: last certification date is 31 December 2018. Made up of: Units 1–2.				
08354	**OCR Level 3 Award in Assessing Vocationally Related Achievement**	**9 credits**		**500/9942/5**
Certification only: last certification date is 31 December 2018. Made up of: Units 1 and 3.				
08355	**OCR Level 3 Certificate in Assessing Vocational Achievement**	**15 credits**		**500/9941/3**
Certification only: last certification date is 31 December 2018. Made up of: Units 1–3.				
Unit 1	Understanding the principles and practices of assessment	3 credits	EV	D/601/5313
Unit 2	Assess occupational competence in the work environment	6 credits	EV	H/601/5314
Unit 3	Assess vocational skills, knowledge and understanding	6 credits	EV	F/601/5319
08357	**OCR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice**	**12 credits**		**500/9943/7**
Certification only: last certification date is 31 December 2018. Made up of: Units 1–2.				
08361	**OCR Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**	**17 credits**		**501/0454/8**
Last date to make entries is 31 December 2017; last certification date is 30 September 2018. Made up of: Units 1–3.				
Unit 1	Understanding the principles and practices of internally assuring the quality of assessment	6 credits	EV	T/601/5320
Unit 2	Internally assure the quality of assessment	6 credits	EV	A/601/5321
Unit 3	Plan, allocate and monitor work in own area of responsibility	5 credits	EV	H/600/9674
08359	**OCR Level 4 Award in the External Quality Assurance of Assessment Processes and Practice**	**12 credits**		**500/9945/0**
Certification only: last certification date is 31 December 2018. Made up of: Units 1–2.				
08360	**OCR Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice**	**17 credits**		**501/0455/X**
Certification only: last certification date is 31 December 2018. Made up of: Units 1–3.				
Unit 1	Understanding the principles and practices of externally assuring the quality of assessment	6 credits	EV	F/601/5322
Unit 2	Externally assure the quality of assessment	6 credits	EV	J/601/5323
Unit 3	Plan, allocate and monitor work in own area of responsibility	5 credits	EV	H/600/9674

Entry code	Qualification title	Credit value	Assessment	Qualification number
10229	**OCR Level 3 Award in Facilitating Learning and Development**	**12 credits**		**600/2663/7**
Certification only: last certification date is 31 December 2018. Made up of: • Unit 1 • An additional 6 credits from either Unit 9 or 10 (6 credits).				
10230	**OCR Level 3 Certificate in Learning and Development**	**30 credits**		**600/2664/9**
Certification only: last certification date is 31 December 2018. Made up of: • Units 1 and 2 (12 credits) • An additional 6 credits from either Unit 9 or 10 • The remaining 12 credits from Units 5–21 (excluding Units 6, 11 and 17–18).				
10231	**OCR Level 4 Award in Learning and Development**	**12 credits**		**600/2665/0**
Certification only: last certification date is 31 December 2018. Made up of: • Unit 3 (6 credits) • An additional 6 credits from Units 4, 6, 13, 24, 27 or 31.				
10232	**OCR Level 4 Diploma in Learning and Development**	**45 credits**		**600/2545/1**
Certification only: last certification date is 31 December 2018. Made up of: • Units 2 and 3 (12 credits) • An additional 33 credits from Units 4–31 (excluding Unit 21), of which at least 18 must come from Units 25–31 to achieve the endorsement (Management) • 23 credits or more must be achieved at Level 4 • If selected, Units 15 and 16 must be taken in combination with Unit 14. However, Unit 14 can be taken without being linked to any other units.				
Unit 1	Understand the principles and practices of learning and development (Level 3)	6 credits	EV	Y/502/9541
Unit 2	Reflect on and improve own practice in learning and development (Level 4)	6 credits	EV	J/502/9552
Unit 3	Principles, theories and practices of learning and development (Level 4)	6 credits	EV	D/502/9542
Unit 4	Identify the learning needs of organisations (Level 4)	6 credits	EV	H/502/9543
Unit 5	Identify individual learning and development needs (Level 3)	3 credits	EV	K/502/9544
Unit 6	Develop learning and development programmes (Level 4)	6 credits	EV	M/502/9545
Unit 7	Plan and prepare specific learning and development opportunities (Level 3)	6 credits	EV	T/502/9546
Unit 8	Develop and prepare resources for learning and development (Level 4)	6 credits	EV	A/502/9547
Unit 9	Facilitate learning and development in groups (Level 3)	6 credits	EV	F/502/9548
Unit 10	Facilitate learning and development for individuals (Level 3)	6 credits	EV	J/502/9549
Unit 11	Manage learning and development in groups (Level 4)	6 credits	EV	A/502/9550
Unit 12	Engage learners in the learning and development process (Level 3)	6 credits	EV	F/502/9551

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 13	Evaluate and improve learning and development provision (Level 4)	6 credits	EV	L/502/9553
Unit 14	Understanding the principles and practices of assessment (Level 3)	3 credits	EV	D/601/5313
Unit 15	Assess occupational competence in the work environment (Level 3)	6 credits	EV	H/601/5314
Unit 16	Assess vocational skills, knowledge and understanding (Level 3)	6 credits	EV	F/601/5319
Unit 17	Understanding the principles and practice of internally assuring the quality of assessment (Level 4)	6 credits	EV	T/601/5320
Unit 18	Internally assure the quality of assessment (Level 4)	6 credits	EV	A/601/5321
Unit 19	Provide information and advice to learners and employers (Level 3)	3 credits	EV	R/502/9554
Unit 20	Engage with employers to develop and support learning provision (Level 3)	6 credits	EV	Y/502/9555
Unit 21	Understanding the employing organisation (Level 3)	3 credits	EV	R/600/1764
Unit 22	Engage with employers to facilitate workforce development (Level 4)	6 credits	EV	D/502/9556
Unit 23	Develop and evaluate operational plans for own area of responsibility (Level 5)	6 credits	EV	Y/600/9588
Unit 24	Provide leadership and direction for own area of responsibility (Level 4)	5 credits	EV	T/600/9601
Unit 25	Manage or support equality of opportunity, diversity and inclusion in own area of work (Level 3)	4 credits	EV	M/600/9628
Unit 26	Work productively with colleagues and stakeholders (Level 5)	6 credits	EV	M/600/9662
Unit 27	Plan, allocate and monitor work in own area of responsibility (Level 4)	5 credits	EV	H/600/9674
Unit 28	Set objectives and provide support for team members (Level 3)	5 credits	EV	M/600/9600
Unit 29	Developing collaborative relationships with other organisations (Level 5)	7 credits	EV	T/600/9694
Unit 30	Manage a budget for own area or activity of work (Level 5)	7 credits	EV	A/600/9695
Unit 31	Manage the achievement of customer satisfaction (Level 4)	5 credits	EV	A/600/9793

6.3   Teaching and Support

Entry code	Qualification title	Credit value	Assessment	Qualification number
10218	**OCR Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties**	**42 credits**		**600/3017/3**
Last date to make entries is 30 September 2018; last certification date is 30 September 2020.				

Entry code	Qualification title	Credit value	Assessment	Qualification number
Made up of Units 1–4.				
Unit 1	Understanding Special Educational Needs policy and context in relation to dyslexia/specific learning difficulties	8 credits	EV	A/503/4201
Unit 2	Assessing the needs of individuals with dyslexia/specific learning difficulties	11 credits	EV	F/503/4202
Unit 3	Planning and teaching learning programmes for individuals with dyslexia/specific learning difficulties	15 credits	EV	J/503/4203
Unit 4	Evaluation of teaching and learning programmes for individuals with dyslexia/specific learning difficulties	8 credits	EV	L/503/4204
10219	**OCR Level 7 Diploma in Teaching and Assessing Learners with Dyslexia/Specific Learning Difficulties**	**60 credits**		**600/3018/5**
Last date to make entries is 30 September 2018; last certification date is 30 September 2020. Made up of Units 1–6.				
Unit 1	Understand theoretical concepts for teaching individuals with dyslexia/specific learning difficulties	8 credits	EV	A/503/3906
Unit 2	Understanding psychometric and educational assessment methods in the context of dyslexia/specific learning difficulties	10 credits	EV	F/503/3907
Unit 3	Assessing individuals for dyslexia/specific learning difficulties	9 credits	EV	J/503/3908
Unit 4	Planning and teaching learning programmes for individuals with dyslexia/specific learning difficulties	15 credits	EV	J/503/4203
Unit 5	Evaluation of teaching and learning programmes for individuals with dyslexia/specific learning difficulties	8 credits	EV	L/503/4204
Unit 6	Relating theoretical and methodological perspectives to practice in the context of dyslexia/specific learning difficulties	10 credits	EV	J/503/3911
10318	◊ **OCR Level 3 Award in Preparing to Teach in the Lifelong Learning Sector**	**12 credits**		**600/6236/8**
Certification only: last certification date is 28 February 2019 Made up of: • Unit 4 • 6 credits from Units 7, 9, 10, 11 • Unit 14 or 15.				
10319	◊ **OCR Level 3 Certificate in Teaching in the Lifelong Learning Sector**	**36 credits**		**600/6237/X**
Certification only: last certification date is 28 February 2019 Made up of: • Units 4 and 16 • 6 credits from Units 7, 9, 10, 11 • Unit 14 or 15				

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• Unit 18 or 20 • Unit 22 or 23 • Unit 24 or 26 • 12 credits from Units 31–36, 39–41, 45, 49–53.			
10320	◊ **OCR Level 4 Award in Preparing to Teach in the Lifelong Learning Sector**	**12 credits**		**600/6464/X**
	Certification only: last certification date is 28 February 2019 Made up of: • Units 4 or 5 • 6 credits from Units 6–9 or Unit 12 • 3 credits from Units 13–15. At least 9 credits must be at Level 4. Units 6 and 7 cannot be combined. Units 8 and 9 cannot be combined.			
10321	◊ **OCR Level 4 Certificate in Teaching in the Lifelong Learning Sector**	**36 credits**		**600/6241/1**
	Certification only: last certification date is 28 February 2019 Made up of: • Unit 4 or 5 • 6 credits from Units 6–9 or Units 10–12 • 3 credits from Units 13–15 • Unit 16 or 17 • 3 credits from Units 18–20 • 3 credits from Units 21–23 • 3 credits from Units 24–26 • 12 credits from Units 31–41, 45, 49–55. 24 credits must be at Level 4 or above. Units 6 and 7 cannot be combined. Units 8 and 9 cannot be combined.			
10322	◊ **OCR Level 5 Diploma in Teaching in the Lifelong Learning Sector**	**120 credits**		**600/6248/4**
	Certification only: last certification date is 28 February 2019 Made up of: • Units 1–3 • Unit 4 or 5 • 6 credits from Units 6–9 or Units 10–12 • 3 credits from Units 13–15 • Unit 16 or 17 • 3 credits from Units 18–20 • 3 credits from Units 21–23 • 3 credits from Units 24–26 • Unit 27 or 28 • Unit 29 or 30 • 36 credits from Units 31–55. 63 credits must be at Level 5 or above. A maximum of 12 credits can be at Level 3. Units 6 and 7 cannot be combined. Units 8 and 9 cannot be combined.			
Unit 1	Continuing personal and professional development	12 credits	M	D/503/4904

Entry code	Qualification title	Credit value	Assessment	Qualification number
	(Level 5)			
Unit 2	Curriculum development for inclusive practice (Level 5)	12 credits	M	H/503/4905
Unit 3	Wider professional practice (Level 5)	12 credits	M	F/601/5319
Unit 4	Roles, responsibilities and relationships in lifelong learning (Level 3)	3 credits	M	M/503/4907
Unit 5	Roles, responsibilities and relationships in lifelong learning (Level 4)	3 credits	M	T/503/4908
Unit 6	Understanding inclusive learning and teaching in lifelong learning (Level 4)	3 credits	M	R/503/1241
Unit 7	Understanding inclusive learning and teaching in lifelong learning (Level 3)	3 credits	M	Y/503/1239
Unit 8	Using inclusive learning and teaching approaches in lifelong learning (Level 4)	3 credits	M	D/601/5313
Unit 9	Using inclusive learning and teaching approaches in lifelong learning (Level 3)	3 credits	M	F/502/9548
Unit 10	Facilitate learning and development in groups (Level 3)	6 credits	M	J/502/9549
Unit 11	Facilitate learning and development for individuals (Level 3)	6 credits	M	A/502/9550
Unit 12	Manage learning and development in groups (Level 4)	6 credits	M	R/503/1238
Unit 13	Principles of assessment in lifelong learning (Level 4)	3 credits	M	Y/503/1242
Unit 14	Principles of assessment in lifelong learning (Level 3)	3 credits	M	F/503/1235
Unit 15	Understanding the principles and practices of assessment (Level 3)	3 credits	M	T/503/1233
Unit 16	Delivering lifelong learning (Level 3)	3 credits	M	M/503/1229
Unit 17	Delivering lifelong learning (Level 4)	3 credits	M	M/503/1232
Unit 18	Assessing learners in lifelong learning (Level 3)	3 credits	M	D/503/4921
Unit 19	Assessing learners in lifelong learning (Level 4)	3 credits	M	K/503/4923
Unit 20	Assess vocational skills, knowledge and understanding (Level 3)	6 credits	M	J/503/4928
Unit 21	Planning to meet the needs of learners (Level 4)	3 credits	M	F/503/4944
Unit 22	Planning to meet the needs of learners (Level 3)	3 credits	M	Y/503/4920
Unit 23	Identify individual learning and development needs (Level 3)	3 credits	M	A/503/4926
Unit 24	Using resources for lifelong learning (Level 3)	3 credits	M	T/503/4925
Unit 25	Using resources for lifelong learning (Level 4)	3 credits	M	Y/503/4917
Unit 26	Develop and prepare resources for learning and development (Level 3)	6 credits	M	D/503/4918
Unit 27	Enabling learning through assessment (Level 5)	12 credits	M	A/502/9547
Unit 28	Enabling learning through assessment (Level 4)	12 credits	M	A/503/4912
Unit 29	Applying theories and principles for planning and enabling inclusive learning and teaching (Level 4)	12 credits	M	T/503/4911
Unit 30	Applying theories and principles for planning and enabling learning (Level 5)	12 credits	M	K/502/9544
Unit 31	Assess occupational competence in the work environment (Level 3)	6 credits	M	H/601/5314
Unit 32	Understanding the principles and practices of internally assuring the quality of assessment (Level 4)	6 credits	M	T/601/5320
Unit 33	Assessment and support for the recognition of prior learning through the accreditation of learning outcomes	6 credits	M	K/503/5473

Entry code	Qualification title	Credit value	Assessment	Qualification number
	(Level 3)			
Unit 34	The coaching and mentoring roles (Level 3)	6 credits	M	M/503/5507
Unit 35	The coaching and mentoring roles (Level 4)	6 credits	M	T/503/5508
Unit 36	Develop learning and development programmes (Level 4)	6 credits	M	M/502/9545
Unit 37	Developing, using and organising resources within the lifelong learning sector (Level 4)	15 credits	M	D/503/5390
Unit 38	Developing, using and organising resources within the lifelong learning sector (Level 5)	15 credits	M	H/503/5391
Unit 39	Engage learners in the learning and development process (Level 3)	6 credits	M	F/502/9551
Unit 40	Engage with employers to develop and support learning provision (Level 3)	6 credits	M	Y/502/9555
Unit 41	Engage with employers to facilitate workforce development (Level 4)	6 credits	M	D/502/9556
Unit 42	ESOL and the learners (Level 5)	15 credits	M	A/503/5011
Unit 43	ESOL theories and frameworks (Level 5)	15 credits	M	J/503/5013
Unit 44	Improving numeracy knowledge, understanding and practice (Level 5)	15 credits	M	L/503/5014
Unit 45	Internally assure the quality of assessment (Level 4)	6 credits	M	A/601/5321
Unit 46	Literacy and the learners (Level 5)	15 credits	M	D/503/5017
Unit 47	Literacy theories and frameworks (Level 5)	15 credits	M	D/503/5020
Unit 48	Numeracy and the learners (Level 5)	15 credits	M	H/503/5021
Unit 49	Equality and diversity (Level 3)	6 credits	M	R/503/5788
Unit 50	Equality and diversity (Level 4)	6 credits	M	Y/503/5789
Unit 51	Evaluating learning programmes (Level 4)	3 credits	M	L/503/5790
Unit 52	Identify the learning needs of organisations (Level 4)	6 credits	M	H/502/9543
Unit 53	Working with the 14–16 age range in the learning environment (Level 4)	9 credits	M	J/503/7215
Unit 54	Working with the 14–19 age range in the learning environment (Level 5)	15 credits	M	L/503/7216
Unit 55	Delivering employability skills (Level 5)	6 credits	M	F/504/0226

6.4   Teaching Support

Entry code	Qualification title	Credit value	Assessment	Qualification number
04464	**OCR Level 2 Award in Support Work in Schools**	**12 credits**		**501/0043/9**
Made up of: • Units 1–4 (9 credits) • A further 3 credits from either Unit 5 or Unit 6. *This qualification is knowledge-based and will be moderated.				
04465	**OCR Level 2 Certificate in Supporting Teaching and Learning in Schools**	**30 credits**		**501/0432/9**
Made up of: • Units 1–4 and 7–11 (24 credits)				

Entry code	Qualification title	Credit value	Assessment	Qualification number
• A further 3 credits from either Unit 5 or Unit 6 • A further 3 credits from any one of the remaining units.				
04466	**OCR Level 2 Certificate in Supporting the Wider Curriculum in Schools**	**20 credits**		**501/0041/5**
Made up of: • Units 1–4 and 9–10 (14 credits) • A further 3 credits from either Unit 5 or Unit 6 • A further 3 credits from one of Units 8, 17 and 19–21.				
Unit 1	Child and young person development (Level 2)	2 credits	EV/M*	H/601/3305
Unit 2	Safeguarding the welfare of children and young people (Level 2)	3 credits	EV/M*	K/601/3323
Unit 3	Communication and professional relationships with children, young people and adults (Level 2)	2 credits	EV/M*	F/601/3313
Unit 4	Equality, diversity and inclusion in work with children and young people (Level 2)	2 credits	EV/M*	D/601/3321
Unit 5	Schools as organisations (Level 2)	3 credits	EV/M*	T/601/3325
Unit 6	Schools as organisations (Level 3)	3 credits	EV/M*	A/601/3326
Unit 7	Help improve own and team practice in schools (Level 2)	3 credits	EV	T/601/7391
Unit 8	Maintain and support relationships with children and young people (Level 2)	3 credits	EV	D/601/7403
Unit 9	Support children and young people's health and safety (Level 2)	3 credits	EV	T/601/7410
Unit 10	Support children and young people's positive behaviour (Level 2)	2 credits	EV	T/601/7407
Unit 11	Support learning activities (Level 2)	4 credits	EV	A/601/7411
Unit 12	Contribute to supporting bilingual learners (Level 2)	2 credits	EV	L/601/7414
Unit 13	Invigilate tests and examinations (Level 3)	3 credits	EV	Y/601/7416
Unit 14	Prepare and maintain learning environments (Level 2)	3 credits	EV	D/601/7417
Unit 15	Provide displays in schools (Level 2)	3 credits	EV	K/601/6500
Unit 16	Support assessment for learning (Level 3)	4 credits	EV	A/601/4072
Unit 17	Support children and young people at meal or snack times (Level 2)	3 credits	EV	A/601/6517
Unit 18	Support children and young people with disabilities and special educational needs (Level 2)	4 credits	EV	D/601/6526
Unit 19	Support children and young people's play and leisure (Level 2)	3 credits	EV	T/601/6564
Unit 20	Support children and young people's travel outside of the setting (Level 2)	3 credits	EV	Y/601/6573
Unit 21	Support extra-curricular activities (Level 2)	3 credits	EV	M/601/6577
Unit 22	Support the use of information and communication technology for teaching and learning (Level 2)	2 credits	EV	A/601/6579
Unit 23	Move and position individuals in accordance to their plan of care (Level 2)	4 credits	EV	J/601/8027

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 24	Provide support for therapy sessions (Level 2)	2 credits	EV	D/601/9023
04467	**OCR Level 3 Award in Supporting Teaching and Learning in Schools**	**12 credits**		**501/0044/0**
Made up of: Units 1–4.				
*This qualification is knowledge-based and will be moderated.				
04468	**OCR Level 3 Certificate in Supporting Teaching and Learning in Schools**	**32 credits**		**501/0042/7**
Made up of: Units 1–11.				
04469	**OCR Level 3 Certificate in Cover Supervision of Pupils in Schools**	**30 credits**		**501/0240/0**
Made up of: Units 1–4, 6–8, 10–11 and 52–53.				
04470	**OCR Level 3 Diploma in Specialist Support for Teaching and Learning in Schools**	**44 credits**		**501/0857/8**

Made up of:
- Units 1–11 (32 credits)
- A further 12 credits from the remaining units

At least 40 credits must be at Level 3 or above.

Rules of combination:
- Units 49 and 50 cannot be combined
- Candidates selecting Unit 21 must also select Unit 20
- Candidates selecting Units 23–27 must also select Unit 22.

Unit 1	Communication and professional relationships with children, young people and adults (Level 3)	2 credits	EV/M*	F/601/3327
Unit 2	Schools as organisations (Level 3)	3 credits	EV/M*	A/601/3326
Unit 3	Understand child and young person development (Level 3)	4 credits	EV/M*	L/601/1693
Unit 4	Understand how to safeguard the wellbeing of children and young people (Level 3)	3 credits	EV/M*	Y/601/1695
Unit 5	Support learning activities (Level 3)	4 credits	EV	F/601/4073
Unit 6	Promote children and young people's positive behaviour (Level 3)	3 credits	EV	A/601/4069
Unit 7	Develop professional relationships with children, young people and adults (Level 3)	2 credits	EV	H/601/4065
Unit 8	Promote equality, diversity and inclusion in work with children and young people (Level 3)	2 credits	EV	M/601/4070
Unit 9	Support assessment for learning (Level 3)	4 credits	EV	A/601/4072
Unit 10	Engage in personal development in health, social care or children's and young people's settings (Level 3)	3 credits	EV	A/601/1429
Unit 11	Support children and young people's health and safety (Level 3)	2 credits	EV	D/601/1696
Unit 12	Plan and deliver learning activities under the direction of a teacher (Level 3)	4 credits	EV	D/601/7711
Unit 13	Support literacy development (Level 3)	3 credits	EV	M/601/7714
Unit 14	Support numeracy development (Level 3)	3 credits	EV	A/601/7716

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 15	Support teaching and learning in a curriculum area (Level 3)	3 credits	EV	J/601/7718
Unit 16	Support delivery of the 14–19 curriculum (Level 3)	3 credits	EV	F/601/7720
Unit 17	Provide literacy and numeracy support (Level 3)	3 credits	EV	L/601/7722
Unit 18	Support gifted and talented learners (Level 3)	4 credits	EV	R/601/7723
Unit 19	Support children's speech, language and communication (Level 3)	4 credits	EV	T/600/9789
Unit 20	Support bilingual learners (Level 3)	4 credits	EV	Y/601/7724
Unit 21	Provide bilingual support for teaching and learning (Level 3)	6 credits	EV	D/601/7725
Unit 22	Support disabled children and young people and those with special educational needs (Level 3)	5 credits	EV	H/601/7726
Unit 23	Support children and young people with behaviour, emotional and social development needs (Level 3)	4 credits	EV	Y/601/7707
Unit 24	Support learners with cognition and learning needs (Level 3)	4 credits	EV	M/601/8121
Unit 25	Support learners with communication and interaction needs (Level 3)	4 credits	EV	K/601/8134
Unit 26	Support learners with sensory and/or physical needs (Level 3)	4 credits	EV	M/601/8135
Unit 27	Support individuals to meet personal care needs (Level 2)	2 credits	EV	F/601/8060
Unit 28	Support children and young people during transitions in their lives (Level 3)	4 credits	EV	D/601/8325
Unit 29	Develop interviewing skills for work with children and young people (Level 3)	3 credits	EV	L/601/1337
Unit 30	Facilitate the learning and development of children and young people through mentoring (Level 3)	4 credits	EV	T/601/1381
Unit 31	Improving the attendance of children and young people in statutory education (Level 3)	5 credits	EV	M/601/1377
Unit 32	Promote the well-being and resilience of children and young people (Level 3)	4 credits	EV	F/600/9780
Unit 33	Provide information and advice to children and young people (Level 3)	3 credits	EV	A/601/1334
Unit 34	Support children and young people to achieve their education potential (Level 3)	4 credits	EV	D/600/9785
Unit 35	Support children and young people to make positive changes in their lives (Level 3)	4 credits	EV	M/600/9788
Unit 36	Support young people in relation to sexual health and risk of pregnancy (Level 3)	2 credits	EV	F/502/5242
Unit 37	Support young people to develop, implement and review a plan of action (Level 3)	3 credits	EV	M/601/1329
Unit 38	Support young people who are socially excluded or excluded from school (Level 3)	2 credits	EV	R/502/5231
Unit 39	Assist in the administration of medication (Level 2)	4 credits	EV	A/601/9420

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 40	Invigilate tests and examinations (Level 3)	3 credits	EV	Y/601/7416
Unit 41	Lead an extra-curricular activity (Level 3)	3 credits	EV	A/601/8333
Unit 42	Maintain learner records (Level 3)	3 credits	EV	Y/601/8338
Unit 43	Monitor and maintain curriculum resources (Level 3)	3 credits	EV	D/601/8342
Unit 44	Organise travel for children and young people (Level 3)	2 credits	EV	H/601/8357
Unit 45	Supervise children and young people on journeys, visits and activities outside of the setting (Level 3)	3 credits	EV	H/601/8360
Unit 46	Work in partnership with parents to engage them with their children's learning and development in school (Level 3)	6 credits	EV	A/602/1846
Unit 47	Work with other practitioners to support children and young people (Level 3)	3 credits	EV	R/601/8368
Unit 48	Plan, allocate and monitor work of a team (Level 3)	5 credits	EV	Y/600/9669
Unit 49	Provide leadership and direction for own area of responsibility (Level 4)	5 credits	EV	T/600/9601
Unit 50	Set objectives and provide support for team members (Level 3)	5 credits	EV	M/600/9600
Unit 51	Support learning and development within own area of responsibility (Level 4)	5 credits	EV	M/600/9676
Unit 52	Team working (Level 3)	3 credits	EV	A/501/5163