Entry Codes: Vocational Qualifications 2021/22

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 2021/22, 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/entry-codes).

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 a subject update.

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

- General qualifications (AS and A Level, Core Maths, Entry Level Certificate, Extended Project FSMQ and GCSE)

- Cambridge Nationals

- Cambridge Technicals.

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

Version control

Version number	Section	Details of change	Date changed
Version 1.0 published online September 2021			

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 Text Processing was withdrawn in **autumn 2017**.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).

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**
Made up of: • Units 15 and 16 (8 credits) • 3 credits from any of Units 8–14, 17–24 or 26–29.				

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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	4 credits	M	K/505/7053

Entry code	Qualification title	Credit value	Assessment	Qualification number
	(Level 2)			
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
10337	◊OCR Level 4 Diploma in Business and Administration	40 credits		600/8145/4
Certification only; last certification date is 31 December 2022. 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
Certification only; last certification date is 31 December 2021. Made up of: • Units 1–6				

Entry code	Qualification title	Credit value	Assessment	Qualification number
• A minimum of 14 credits from Units 7–36 • A maximum of 10 credits from Units 37–49 • 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 credits	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

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 39	Website software (Level 2)	4 credits	EV	R/502/4631
Unit 40	Spreadsheet software (Level 2)	4 credits	EV	F/502/4625
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

Certification only; last certification date is 31 December 2021.
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Certification only; last certification date is 31 December 2022.
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.

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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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   Management

Entry code	Qualification title	Credit value	Assessment	Qualification number
10336	◊OCR Level 5 Diploma in Management and Leadership	40 credits	40 credits	600/8227/6
Certification only; last certification date is 31 December 2022. Made up of: • Unit 1 (10 credits)				

Entry code	Qualification title	Credit value	Assessment	Qualification number
• 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
10388	**◊OCR Level 5 NVQ Diploma in Management and Leadership**	**53 credits**		**601/3807/5**
Certification only; last certification date is 31 December 2022.				
Made up of:				
• Units 1–4				
• 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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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

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**
Last date to make entries is 31 December 2021; last certification date is 31 December 2022. 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**
Last date to make entries is 31 December 2021; last certification date is 31 December 2022. 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**
Last date to make entries is 31 December 2021; last certification date is 31 December 2022. 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**
Last date to make entries is 31 December 2021; last certification date is 31 December 2022. 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 1)	3 credits	M	H/601/9802

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
Unit F6	Responding to ICT enabled equipment (Entry 1)	3 credits	M	Y/601/9814

Entry code	Qualification title	Credit value	Assessment	Qualification number
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				
Unit K1	Working in business and administration (Entry 3)	2 credits	M	H/600/1090

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
Unit M33	Getting to a destination safely and on time (Entry 3)	1 credit	M	H/502/4293

Entry code	Qualification title	Credit value	Assessment	Qualification number
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   Information Technology

3.1   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**
Last date to make entries is 31 December 2021; last certification date is 31 December 2022. 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

3.2   ITQ

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

Entry code	Qualification title	Credit value	Assessment	Qualification number
	• 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.			
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.			
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.			
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.			
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:			
	• 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.			
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

4 Logistics

4.1 Certificate of Professional Competence

We will no longer be offering any CPC qualifications after December 2021. There will be two final resit opportunities in September 2021 and December 2021. On-screen tests are no longer available but previously achieved tests can still be used towards the overall qualification.

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 (on-screen test)	n/a	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 (on-screen test)	n/a	M/503/6608
Unit P2 05678	Certificate of Professional Competence Passenger Transport – Case Study	T	T/503/6609

* Units R3 and P3 were on-screen, on-demand alternatives to the paper-based multiple choice exams. They are no longer available but previously achieved tests can still be used towards the overall qualification.

5 Careers, Advice and Guidance

5.1 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**
Certification only; last certification date is 30 June 2022. 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**
Certification only; last certification date is 30 June 2022. 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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
Unit 27	Enable learning through demonstrations and instructions (Level 3)	3 credits	EV	M/600/9726

5.2 Career Guidance and Development

We are replacing our Career Guidance qualifications (04512/10212) with updated Career Guidance qualifications (04663/04664), for first teaching in September 2021.

To help with the replacement, we are extending the last entry date of the legacy qualifications to create a transition period. During this transition period you'll be able to register students for either the new or legacy versions of the qualifications.

Entry code	Qualification title	Credit value	Assessment	Qualification number
04663	**OCR Level 4 Diploma in Career Information and Advice**	**45 credits**		**603/7560/7**
Made up of: • Units 1–5 (30 credits) • At least 15 credits from Units 6–23.				
Unit 1	Preparing to work in the career development sector (Level 4)	6	EV	F/618/7253
Unit 2	Reflecting on practice and continuous professional development (Level 4)	6	EV	J/618/7254
Unit 3	Interact with clients to determine their need for career guidance and development (Level 4)	6	EV	L/618/7255
Unit 4	Meeting the career-related information needs of clients (Level 4)	6	EV	R/618/7256
Unit 5	Career choice theories and concepts to support clients (Level 4)	6	EV	Y/618/7257
Unit 6	Plan and deliver career-related learning in groups (Level 4)	6	EV	D/618/7258
Unit 7	Assist clients to review the achievement of career-related actions (Level 4)	3	EV	H/618/7259
Unit 8	Explore and agree how to meet the career-related needs of clients (Level 4)	6	EV	Y/618/7260
Unit 9	Source, evaluate and use Labour Market Information (LMI) with clients (Level 4)	3	EV	D/618/7261
Unit 10	Understand how to support specific client groups to overcome barriers to learning, training and work (Level 6)	6	EV	H/618/7262
Unit 11	Engage with other relevant people to help clients to meet their career development needs (Level 4)	3	EV	K/618/7263
Unit 12	Assist clients to apply for learning, training and work (Level 4)	3	EV	M/618/7264

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 13	Provide on-going support to clients (Level 4)	3	EV	T/618/7265
Unit 14	Promote career-related learning to clients (Level 4)	6	EV	A/618/7266
Unit 15	Negotiate on behalf of clients (Level 5)	6	EV	F/618/7267
Unit 16	Obtain and organise career-related information to support clients (Level 4)	3	EV	J/618/7268
Unit 17	Refer clients to sources of support to meet their needs (Level 4)	3	EV	L/618/7269
Unit 18	Prepare to deliver services to clients in an outreach setting (Level 4)	3	EV	F/618/7270
Unit 19	Operate within networks to support the delivery of the service (Level 4)	3	EV	J/618/7271
Unit 20	Manage a personal caseload/work responsibilities in the career development sector (Level 4)	4	EV	L/618/7272
Unit 21	Enable clients to develop and evidence their employment-related skills (Level 6)	6	EV	R/618/7273
Unit 22	Use digital technology in the career development sector (Level 6)	6	EV	Y/618/7274
Unit 23	Plan, deliver and evaluate presentations (Level 4)	6	EV	D/618/7275
04664	**OCR Level 6 Diploma in Career Guidance and Development**	**60 credits**		**603/7561/9**

Made up of:
- Units 1–7 (48 credits)
- At least 12 credits from Units 8–26.

Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 1	Preparing to work in the career development sector (Level 4)	6	EV	F/618/7253
Unit 2	Reflect on and improve professional practice (Level 6)	6	EV	H/618/7276
Unit 3	Career guidance and development theories and models (Level 6)	12	EV	K/618/7277
Unit 4	Agree the purpose of client-centred career interactions and maintain communication with clients (Level 6)	6	EV	M/618/7278
Unit 5	Explore and agree the career guidance and development needs of clients (Level 6)	6	EV	T/618/7279
Unit 6	Use career-related information with clients (Level 6)	6	EV	K/618/7280
Unit 7	Work with other organisations for the benefit of clients and own organisation (Level 6)	6	EV	M/618/7281
Unit 8	Use diagnostic and assessment tools with clients (Level 5)	6	EV	T/618/7282
Unit 9	Source, evaluate and use Labour Market Intelligence (LMI) with clients (Level 6)	3	EV	A/618/7283
Unit 10	Understand how to support specific client groups to overcome barriers to learning, training and work (Level 6)	6	EV	H/618/7262
Unit 11	Engage with other relevant people to help clients to	3	EV	K/618/7263

Entry code	Qualification title	Credit value	Assessment	Qualification number
	meet their career development needs (Level 4)			
Unit 12	Assist clients to apply for learning, training and work (Level 4)	3	EV	M/618/7264
Unit 13	Provide on-going support to clients (Level 4)	3	EV	T/618/7265
Unit 14	Promote career-related learning to clients (Level 4)	6	EV	A/618/7266
Unit 15	Negotiate on behalf of clients (Level 5)	6	EV	F/618/7267
Unit 16	Undertake research on behalf of the service (Level 6)	6	EV	F/618/7284
Unit 17	Lead and manage career development work in an organisation (Level 6)	9	EV	J/618/7285
Unit 18	Continuously improve career development work in an organisation (Level 6)	6	EV	L/618/7286
Unit 19	Plan and design career-related learning programmes (Level 6)	9	EV	R/618/7287
Unit 20	Manage a personal caseload/work responsibilities in the career development sector (Level 4)	4	EV	L/618/7272
Unit 21	Enable clients to develop and evidence their employment-related skills (Level 6)	6	EV	R/618/7273
Unit 22	Use digital technology in the career development sector (Level 6)	6	EV	Y/618/7274
Unit 23	Plan, deliver and evaluate presentations (Level 4)	6	EV	D/618/7275
Unit 24	Publicise and negotiate career development provision with external agencies or other departments within the same organisation (Level 6)	6	EV	Y/618/7288
Unit 25	Use the expertise of employers and other organisations in the delivery of career learning/development activities (Level 6)	6	EV	D/618/7289
Unit 26	Plan, deliver and evaluate career-related learning in groups (Level 6)	6	EV	R/618/7290

Entry code	Qualification title	Credit value	Assessment	Qualification number
04512	**OCR Level 4 Diploma in Career Information and Advice**	**45 credits**		**600/0805/2**

Last date to make entries is 31 March 2022; last certification date is 31 December 2024.

Made up of:
- Units 1–5 (30 credits)
- At least 15 credits from Units 6–23.

Entry code	Qualification title	Credit value	Assessment	Qualification number
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
10215	**OCR Level 6 Diploma in Career Guidance and Development**	**60 credits**		**600/0806/4**

Last date to make entries is 31 March 2022; last certification date is 31 December 2024.

Made up of:

- Units 1–7 (45 credits)
- At least 15 credits from Units 8–20.

Entry code	Qualification title	Credit value	Assessment	Qualification number
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	6 credits	EV	H/502/8439

Entry code	Qualification title	Credit value	Assessment	Qualification number
	organisation (Level 6)			
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

6   Other Qualifications

6.1   Teaching Support

Entry code	Qualification title	Credit value	Assessment	Qualification number
04470	◊**OCR Level 3 Diploma in Specialist Support for Teaching and Learning in Schools**	**44 credits**		**501/0857/8**

Certification only; last certification date is 28 February 2022.

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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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