



# Entry Codes: Vocational Qualifications

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# Introduction

This booklet contains the qualification entry information for Cambridge 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. If there are any qualifications approaching last entry or last certification date within the next six months, we will update this document and notify centres in a [subject update](#).

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

## Key to forms of assessment

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EV = Externally verified

M = Moderated assessment criteria/tasks

## Version control

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| Version number                               | Section | Details of change | Date changed |
|----------------------------------------------|---------|-------------------|--------------|
| Version 1.0: published online September 2026 |         |                   |              |

# 1 Life and Living Skills

| Entry code                                                            | Qualification title                                                  | Credit value | Assessment | Qualification number |
|-----------------------------------------------------------------------|----------------------------------------------------------------------|--------------|------------|----------------------|
| 10160                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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                                                                 | 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. |                                                                      |              |            |                      |
| <b>Group A: Arts and Crafts</b>                                       |                                                                      |              |            |                      |
| 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           |

| Entry code                                | Qualification title                                                       | Credit value | Assessment | Qualification number |
|-------------------------------------------|---------------------------------------------------------------------------|--------------|------------|----------------------|
| 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           |
| <b>Group B: Communication</b>             |                                                                           |              |            |                      |
| 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           |
| <b>Group C: Environment and Community</b> |                                                                           |              |            |                      |
| 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           |
| 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           |

| Entry code                      | Qualification title                                                         | Credit value | Assessment | Qualification number |
|---------------------------------|-----------------------------------------------------------------------------|--------------|------------|----------------------|
| 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           |
| <b>Group D: Home Management</b> |                                                                             |              |            |                      |
| 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           |
| <b>Group E: Horticulture</b>    |                                                                             |              |            |                      |
| 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           |
| <b>Group F: ICT</b>             |                                                                             |              |            |                      |
| 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           |
| Unit F7                         | Using ICT to find information (Entry 2)                                     | 2 credits    | M          | F/602/0066           |

| Entry code                     | Qualification title                                            | Credit value | Assessment | Qualification number |
|--------------------------------|----------------------------------------------------------------|--------------|------------|----------------------|
| 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           |
| <b>Group G: Manufacturing</b>  |                                                                |              |            |                      |
| Unit G1                        | Contributing to the manufacture of a product (Entry 3)         | 2 credits    | M          | Y/601/9893           |
| <b>Group H: Media</b>          |                                                                |              |            |                      |
| 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           |
| <b>Group I: Motor Vehicles</b> |                                                                |              |            |                      |
| Unit I2                        | Carrying out basic vehicle maintenance (Entry 3)               | 2 credits    | M          | T/601/9898           |
| <b>Group J: Numeracy</b>       |                                                                |              |            |                      |
| 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           |

| Entry code                      | Qualification title                                                          | Credit value | Assessment | Qualification number |
|---------------------------------|------------------------------------------------------------------------------|--------------|------------|----------------------|
| <b>Group K: Office Practice</b> |                                                                              |              |            |                      |
| 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           |
| <b>Group L: Performing Arts</b> |                                                                              |              |            |                      |
| Unit L1                         | Taking part in a performance (Entry 3)                                       | 3 credits    | M          | A/502/3828           |
| <b>Group M: Personal Skills</b> |                                                                              |              |            |                      |
| 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           |

| Entry code                      | Qualification title                                                   | Credit value | Assessment | Qualification number |
|---------------------------------|-----------------------------------------------------------------------|--------------|------------|----------------------|
| 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           |
| Unit M34                        | Working as part of a group (Entry 3)                                  | 2 credits    | M          | K/502/0455           |
| <b>Group N: World of Work</b>   |                                                                       |              |            |                      |
| 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           |
| <b>Group O: Personal Skills</b> |                                                                       |              |            |                      |
| 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           |

## 2 Career Guidance and Development

| Entry code                                                                                                             | Qualification title                                                                                            | Credit value | Assessment | Qualification number |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------|------------|----------------------|
| 04663                                                                                                                  | Level 4 Diploma in Career Information and Advice                                                               |              | 45 credits | 603/7560/7           |
| Made up of:                                                                                                            |                                                                                                                |              |            |                      |
| <ul style="list-style-type: none"> <li>Units 1–5 (30 credits)</li> <li>At least 15 credits from Units 6–23.</li> </ul> |                                                                                                                |              |            |                      |
| 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           |
| 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           |

| Entry code                                                                                                             | Qualification title                                                                                                                     | Credit value | Assessment | Qualification number |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|----------------------|
| 04664                                                                                                                  | Level 6 Diploma in Career Guidance and Development                                                                                      |              | 60 credits | 603/7561/9           |
| Made up of:                                                                                                            |                                                                                                                                         |              |            |                      |
| <ul style="list-style-type: none"> <li>Units 1–7 (48 credits)</li> <li>At least 12 credits from Units 8–26.</li> </ul> |                                                                                                                                         |              |            |                      |
| 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 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           |
| 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           |

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