

Life and Living skills is a comprehensive suite of versatile and adaptable qualifications.

It is designed to suit the needs and interests of individual learners in a way that is completely flexible.

#### **FEATURES INCLUDE:**

- over 140 bite-sized units
- wide range of skills areas
- variety of sizes from initial award to extended certificate (ie 2 credits upwards)
- available at Entry 1 Entry 3 (E1-E3).

# THE SUITE IS SUITABLE FOR MANY LEARNER TYPES INCLUDING, LEARNERS:

- moving towards employment
- taking ESOL qualifications
- in secure establishments
- · with special educational needs.

We have identified some pathways to show how units could be selected. However, these are just examples. You can use any combination of units to build qualifications from the wider provision. The complete list of units can be found here: https://www.ocr.org.uk/lmages/80651-life-and-living-skills-datasheet.pdf

To become a centre contact the OCR Customer Support Centre on <a href="mailto:support@ocr.org.uk">support@ocr.org.uk</a> or call 01223 553998.



MOVING INTO EMPLOYMENT													
Personal skills for work readiness				s to help you into employment	Skills needed for work								
M13 M14 M20 M23 M24 M26 M34 N1 N3 N5 N7 N9 N16 N17	Developing self Dealing with problems in daily life Working as part of a group Developing self Dealing with problems in daily life Introduction to diversity, prejudice and discrimination Working as part of a group Developing skills for the workplace: following instructions Participating in a mini-enterprise project Preparation for life and work Getting ready for starting work Preparation for work Preparation for work Behaving appropriately at work	(E2) (E2) (E3) (E3) (E3) (E3) (E1) (E1) (E1) (E2) (E2) (E3) (E3)	B13 B18 B19 F3 F7 F10 F16 N10 N11 N14	Providing personal information in writing Making requests and asking questions in a variety of situations Completing forms with personal Information Obtaining information from an ICT-based source Using ICT to find information Using ICT to communicate Communicating information using ICT Rights and responsibilities at work Developing job search skills Completing a job application form	(E2) (E3) (E3) (E1) (E2) (E2) (E3) (E2) (E3)	B15 F5 F9 F12 F14 F15 J8 J14 K1 K2 N6 N8 N12 N13	Contributing to discussions Identifying and using ICT equipment Using ICT to enter and edit text Introduction to using ICT systems Using ICT to produce a text document Using ICT to find information Collecting and presenting numerical information Presenting information in a chart Working in business and administration Using office equipment in a Business environment Carrying out routine tasks at work Introduction to health and safety at work Health and safety procedures at work Carrying out tasks at work	(E3) (E1) (E2) (E3) (E3) (E3) (E3) (E3) (E3) (E3) (E3					

#### LEARNERS IN SECURE ESTABLISHMENTS **Getting into employment** Managing yourself/relationships Providing personal information (E1) **Emotional** wellbeing (E1) Providing personal information in writing Developing self B13 (E2) M13 (E2)B19 Completing forms with personal information (E3)M14 Dealing with problems in daily life (E2)Obtaining information from an ICT-based source Working as part of a group F3 (E1) M20 (E2) Using ICT to find information Developing self F7 M23 (E2) ((E3)Dealing with problems in daily life F10 Using ICT to communicate (E2) M24 (E3) Using ICT to produce a text document **Emotional wellbeing** F14 (E3)M25 (E3)F15 Using ICT to find information (E3) M26 Introduction to diversity, prejudice and discrimination (E3)Communicating information using ICT (E3)Working as part of a group (E3) F16 Making requests and asking questions in familiar situations Collecting and presenting numerical information J8 (E2)B1 (E1) Working in business and administration (E3) Interacting in a group situation K1 **B4** (E1) K2 Using office equipment in a business environment (E3) В7 Developing communication skills (E1) Developing skills for the workplace: following instructions Asking guestions and making requests in everyday situations N1 (E1) B12 (E2) (E1) B15 Contributing to discussions (E3) N3 Participating in a mini-enterprise project Preparation for life and work Making requests and asking questions in a variety of situations (E3) N5 (E1) B18 Learning to manage substance dependency (E3) Carrying out routine tasks at work 01 N6 (E2) Getting ready for starting work Managing recovery from substance dependency N7 (E2) 02 (E3)Introduction to health and safety at work N8 (E2) Preparation for work N9 (E2) Rights and responsibilities at work (E2) Developing job search skills N11 (E2) Health and safety procedures at work N12 (E3) Carrying out tasks at work (E3) N13 Completing a job application form N14 (E3) Preparation for work (E3) N16 Behaving appropriately at work (E3)

MANAGING AND LIVING MY LIFE											
Explo	ring life	Independent living									
A1	Engaging in a creative group project	(E1)	D1	Planning and preparing a simple meal	(E1)						
A2	Engaging in new creative activities	(E1)	D3	Using shopping facilities	(E1)						
A4	Selecting and planning an art or craft product	(E2)	D4	Selecting and using cooking equipment	(E1)						
A5	Creating an art or craft product	(E2)	D6	Preparing drinks and snacks	(E1)						
A8	Making an art or craft product	(E3)	D8	Food safety and storage	(E2)						
C1	Responding to your local natural environment	(E1)	D9	Recycling, managing waste	(E2)						
C2	Identifying your local community and facilities	(E1)	D10	Following a simple recipe	(E2)						
C3	Using a community facility over a period of time	(E1)	D11	Understanding how to clean the home	(E2)						
C4	Responding to community facilities	(E1)	D12	Shopping for daily living	(E2)						
C6	Travel within the community: going places	(E1)	D15	Food hygiene and safety	E3)						
E2	Caring for plant material	(E3)	D16	Basic food preparation	(E3)						
L1	Taking part in a performance	(E3)	J1	Recognising time through regular events	(E1)						
M12	Finding your way around an unfamiliar area	(E2)	J5	Understanding what money is used forJ	(E1)						
M29	Making the most of leisure time	(E3)	J7	Reading and recording time	(E2)						
M32	Personal safety in the home and community	(E3)	J9	Using coins and notes	(E2)						
M33	Getting to a destination safely and on time	(E3	J11	Working with time	(E3)						
N2	Recognising work areas in the wider community	(E1)	J12	Working with money	(E3)						
N4	Recognising centre staff and the jobs they do	(E1)	МЗ	Taking part in daily routine activities	(E1)						
			M6	Developing independent living skills: keeping safe	(E1)						
			M7	Dealing with problems	(E1)						
			M8	Emotional wellbeing	(E1)						
			M9	Healthy living	(E1)						
			M10	Understanding routines	(E2)						
			M15	Emotional wellbeing	(E2)						
			M16	Healthy living	(E2)						
			M30	Managing own money	(E3)						

#### **SELF DEVELOPMENT**

Self Development							
A1	Engaging in a creative group project	(E1)					
B4	Interacting in a group situation	(E1)					
M1	Rights and responsibilities: everybody matters	(E1)					
M2	Developing self awareness: all about me	(E1)					
M4	Using interpersonal skills to contribute to positive relationships	(E1)					
M7	Dealing with problems	(E1)					
M8	Emotional wellbeing	(E1)					
M10	Understanding routines	(E2)					
M11	Understanding interpersonal skills	(E2)					
M13	Developing self	(E2)					
M14	Dealing with problems in daily life	(E2)					
M20	Working as part of a group	(E2)					
M23	Developing self	(E3)					
M24	Dealing with problems in daily life	(E3)					
M25	Emotional wellbeing	(E3)					
M26	Introduction to diversity, prejudice and discrimination	(E3)					
M28	Individual rights and responsibilities	(E3)					
M31	Managing social relationships	(E3)					
M34	Working as part of a group	(E3)					
O1	Learning to manage substance dependency	(E3)					
O2	Managing recovery from substance dependency	(E3)					

#### **CITIZENSHIP** Citzenship C2 Identifying your local community and facilities (E1) C3 Using a community facility over a period of time (E1) C7 Individual responsibilities in the community (E2) Community action (E2) C8 Increasing community involvement (E3) C10 C11 Community action Environment and Community (E3) Rights and responsibilities: everybody matters M1 (E1) Individual rights and responsibilities M17 (E2) Individual rights and responsibilities M28 (E3)

Further information can be found on the OCR website or by calling our Customer Contact Centre:

Email: support@ocr.org.uk

Tel: 01223 553998

ocr.org.uk/lifeandlivingskills