

NOTICE TO CENTRES

FAO: Exams Officers

Date: May 2015

Subject: OCR Admin Guide and Entry Codes: Vocational Qualifications 2014/15

UPDATED VERSION NOW AVAILABLE

We have updated the following pages of the OCR *Admin Guide and Entry Codes: Vocational Qualifications 2014/15*

Version Number	Section	Page Number	Details of Change	Date Changed
1.6	4, 6,13	12, 18, 22, 23, 25, 63, 287-292	Added details of new suite of qualifications	07/05/2015
	13	292	Barred combinations amended for Personal Life Skills	

The online version is up to date and available from www.ocr.org.uk/admin-guides. Updated versions of the individual pages are also provided below if you wish to insert them into your hard copy Admin Guide.

If you have any queries about this notice, please call our Customer Contact Centre on 024 76 851509.

4.7 Information required to make unnamed entries

Qualification details

Provide the number of full qualification entries or the number of unit entries that you would like for each qualification.

Order number

See above.

4.8 Making qualification entries

The main method for entering candidates is via **Interchange**, OCR's secure extranet (<https://interchange.ocr.org.uk>). If your centre is new to Interchange and does not currently have an Interchange account, please complete and return the Interchange Agreement (which can be downloaded from the [OCR website](#)) to receive your login details.

If your centre has an account but you are a new user, or your existing account needs to be updated, please contact your Centre Administrator (usually the exams officer). If you are unsure whether your centre is registered or you cannot locate your Centre Administrator, please email the Customer Support Team at cast@ocr.org.uk. If your centre is unable to make entries electronically, please contact the Customer Contact Centre (see [Section 1.6](#)).

When your entries have been submitted and processed, we will send an invoice for the full amount to your accounts contact.

Getting started

Hover over 'Entries' in the left-hand menu and then click on 'Make entries'. You will see a list of qualification categories. The following categories apply to qualifications within this *Admin Guide*:

- **Certificates of Professional Competence in Road Transport (CPC)** – Click on this heading to make entries for CPC qualifications.
- **CLAiT and ITQ** – Click on this heading to make entries for CLAiT International and ITQ.
- **NVQ** – Click on this heading to make entries for NVQs and other verified qualifications on the NQF. This should not be used for NVQs which are now on the QCF.
- **Vocationally related qualifications (including Entry Level, Employability Skills and Text Processing)** – Click on this heading to make entries for all the other qualifications within this *Guide*, including verified and other qualifications on the QCF.

Named entries

For named entries, in most cases, you have a choice: you can either upload a spreadsheet or use a web-based form.

- **Uploading a spreadsheet** – This method is ideal if you have large numbers of candidates. Click on the spreadsheet link beneath the relevant qualification category and then download and save the spreadsheet template. Read the instructions by clicking on the help link and then populate the spreadsheet with the information described in [Section 4.6](#) – either manually or by importing data from your management information system.

6 Remote Assessment Arrangements

Key point

- Check the relevant centre handbook to find out whether your qualification has an online or paper-based claim process.

The assessments within this section are usually on-demand, portfolio-based qualifications, which can take place at any time at a centre's request. The candidate work is then sent by post, email, centre e-portfolio or via the OCR MAPS e-portfolio (depending on the qualification) to be moderated or examined remotely by an OCR examiner-moderator.

6.1 Assessment

Once you have made your entries, you will receive materials (if applicable) to enable you to administer the assessment. Information about the assessment for each qualification can be found in the centre handbooks, which can be downloaded from the relevant qualification pages of the [OCR website](#).

MAPS e-portfolio

MAPS is an online e-portfolio system that can be used to carry out the whole assessment and moderation process. For Employability Skills the use of MAPS is available for qualifications 10399–10404 and it is optional **not** mandatory. However, we believe MAPS provides many benefits, so we will automatically setup your centre in MAPS when you make an entry for one of these qualifications. If your centre **does not** want to use MAPS for Employability Skills, please let us know by visiting the 'Centre preferences' page in Interchange and completing the opt-out.

Further information about the use of the MAPS e-portfolio can be found in the centre handbook, which can be downloaded from the Employability Skills qualification pages of the [OCR website](#).

6.2 Certification claims

Once the assessment is complete, you need to make a claim in order to obtain the certification:

- Centre-assessed work is submitted to the OCR examiner-moderator for moderation so that OCR may sample it, in order to ensure that standards are being met.
- OCR-assessed units are sent to the OCR examiner-moderator so that they can be marked.

Certification claims for the majority of our vocational qualifications are made via Interchange, with the exception of Creative iMedia and Employability Skills (10399-10404) where the MAPS e-portfolio can be used (see [Section 6.4](#) for MAPS claims) and qualifications on the NQF that are still available for certification (see [Section 6.7](#) for paper-based claims).

There are no specific deadlines for making certification claims; however, it is important only to make claims when you are confident that the requirements for the unit have been met. Under no circumstances must claims be submitted unless, in the final opinion of the centre, the work meets the requirements for certification.

- If you select named entries, you need to follow the steps in [Section 6.3](#) to create your claim within Interchange.
- You then need to submit the candidate work in MAPS, using the claim number from Interchange (See [Section 6.5](#)). It is important that if you are using named entries, the work is submitted in MAPS **immediately after** the claim has been created in Interchange, and that the entries and claims contain the same combination of candidates and unit/s.

For detailed guidance, see the MAPS 3 manuals and the OCR help videos in the 'Help' section within MAPS.

6.5 Submitting candidate work following an online claim

Within 24 hours of submitting your claim online via Interchange or MAPS, you need to send the candidate work (for all the candidates for whom you have made a claim) to your examiner-moderator. **Please refer to the relevant centre handbook for the available methods of submitting candidate work for that qualification.**

Postal submission

Each time you wish to send candidate work, please check Interchange, where your up-to-date examiner-moderator details are held. On Interchange, hover over 'Centre information' and then click on 'View examiner-moderators' in the left-hand menu. Then just enter the qualification information into the relevant boxes and a list of the examiner-moderators for your qualifications will be produced. Click on the 'magnifying glass' for each qualification to view the full examiner-moderator address details.

When sending your candidate work, you need to send:

- A printout of the claim (see 'Submitting the claim' above for details)
- A simple submission cover sheet for each candidate. These can be downloaded from the relevant qualification page of the [OCR website](#).
- A candidate evidence checklist. This can be downloaded from the relevant qualification page of the [OCR website](#).

Please make sure that work for each claim is packaged separately; do not submit work for more than one claim in the same package. We recommend that centres use a secure form of delivery to send the candidates' portfolios to their allocated examiner-moderator. We cannot take responsibility for any work lost in transit. We are unable to return candidate work to centres, so we strongly recommend that you take a copy before submitting evidence. We will not return originals or copies of portfolios and they will be destroyed after six months.

Some qualifications allow candidate evidence to be sent electronically – please see the individual centre handbooks for details.

Electronic submission via email

To submit work electronically to the moderator, you need the four-digit OCR mailbox address e.g. ocremxxxx@ocr.org.uk. On Interchange, hover over 'Centre information' and then click on 'View examiner-moderators' in the left-hand menu. Then just enter the qualification information into the relevant boxes and a list of the moderators for these qualifications will be produced. Candidate evidence can be emailed direct to this address, as soon as the unit(s) are claimed on Interchange.

When emailing your candidate work, you need to include:

Follow these guidelines:

- Ensure that the Submission Cover Sheet and the Candidate Evidence Record Sheet are included in the portfolio.
- Ensure that final candidate evidence is easy to find.
- Ensure that all candidate evidence for each unit is contained within the same folder.
- Ensure all files show evidence of the assessor's marking. If there are no errors on a print, tick or mark as 'no errors'.
- Evidence can be scanned to show marking, please scan prints in the correct sequence and orientation.
- Hyperlinks can be incorporated into the Candidate Evidence Record Sheet in order to make it easier for the moderator to find which part of the evidence maps to the assessment criteria.
- We accept any pdf, rar, zip, or MS Office files (any version). Publisher files should be sent as a pdf.
- Feedback/markings of candidate work can be submitted on a separate document.
- Size should be restricted to 10MB per file as otherwise it takes too long for the moderator to download.

Please note: The moderator's OCR mailbox can only be used to send candidate evidence or to advise about e-portfolio login and navigation. It must not be used to ask questions, or enter into any other dialogue. Supplementary information or explanations to the moderator must not be provided in the email.

Electronic submission via MAPS e-portfolio

If you are using MAPS for the assessment process for Creative iMedia and Employability Skills qualifications (entry codes 04304–04312 and 10399–10404), you can also submit the work electronically to OCR for moderation after a claim has been made (see [Section 6.4](#)).

If you are using **named** entries, it is important that the work is submitted in MAPS immediately after the claim has been created in Interchange, and that the entries and claims contain the same combination of candidates and unit/s.

Please note: You do not need to use the Candidate Evidence Record Sheets or the Submission Cover Sheets when submitting work in MAPS. You **do** need to complete and retain a signed candidate authentication statement for each candidate submitting work in MAPS.

Once you have submitted the work, the moderator will receive an automatic email to say that there is a claim to be processed on Interchange and work to be moderated in MAPS.

For detailed guidance, see the MAPS 3 manuals and the OCR help videos in the 'Help' section within MAPS.

6.6 Processing an online claim

Your OCR examiner-moderator will confirm or edit the claim as appropriate. They will then send it to OCR to process. You will get an email to say the claim has been sent to OCR and you can view the actual claims sent from the 'View claim history' menu in Interchange (look for Finalised/Processed statuses in the status column).

13 Entry Codes

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

Many current qualifications are expiring during 2014/15 and this is indicated in this section. Some new qualifications are being introduced during 2014/15 and will be added to the Guide as they are introduced.

See [Section 1.2](#) for details of version control and how we communicate any changes to centres.

Advice and Guidance (QCF)	64	Exercise and fitness (NQF)	322
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Business and Administration (QCF)	75	Supporting Teaching and Learning in Schools (QCF)	332
Business Skills (QCF)	88	Teaching in the Lifelong Learning Sector (QCF)	336
Professional Services (QCF)	99		
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ICT Professional Competence (PROCOM) (QCF)	226		
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New Product Design and Development (QCF)	314		
Retail Knowledge (QCF)	315		

Skills for Life, Living and Employment (QCF)

Entry code	Qualification title	Credit value	Assessment	Qualification number
10311	OCR Entry Level Certificate in Skills for Life, Living and Employment (Entry 3)		13 credits	600/5267/3
Certification only: last certification date is 31 August 2015. Made up of: <ul style="list-style-type: none"> Units 1–3 (10 credits) At least 3 credits from Units 4–5. 				
Unit 1	Developing life aspirations	4 credits	M	M/503/9735
Unit 2	Assessing myself for work	3 credits	M	R/502/1292
Unit 3	Learning to be financially capable	3 credits	M	Y/502/1293
Unit 4	Forming personal relationships and understanding others	3 credits	M	M/503/3188
Unit 5	Preparing for and learning from interviews	3 credits	M	T/502/1298
10312	OCR Level 1 Certificate in Skills for Life, Living and Employment		13 credits	600/5268/5
Certification only: last certification date is 31 August 2015. Made up of: <ul style="list-style-type: none"> Units 1–3 (10 credits) At least 3 credits from Units 4–5. 				
Unit 1	Realising life aspirations	4 credits	M	T/503/9736
Unit 2	Assessing myself for work	3 credits	M	L/502/2859
Unit 3	Learning to be financially capable	3 credits	M	J/502/2861
Unit 4	Forming personal relationships and understanding diversity	3 credits	M	J/503/3441
Unit 5	Preparing for and learning from interviews	3 credits	M	R/502/2863

Employability Skills (QCF) new suite

Entry code	Qualification title	Credit value	Assessment	Qualification number
10399	OCR Entry Level Award in Employability Skills (Entry 3)		9 credits	601/5339/8
10401	OCR Level 1 Award in Employability Skills		9 credits	601/5341/6
10403	OCR Level 2 Award in Employability Skills		9 credits	601/5343/X
These qualifications replace 10345, 10347 and 10349. These qualifications consist of Units 1–18, from which 3 must be chosen for a full award. Of those 3, 2 must be from the level at which certification is sought (e.g. 2 units at Level 1 and 1 unit at Entry Level 3 enables certification at Level 1). The units in the old suite (10345, 10347 and 10349) are equivalent to the units in the new Employability Skills suite; however, centres need to make an entry for at least one unit from the new Employability Skills suite to be able to claim the full Award. Barred combinations for achievement of the full qualification: <ul style="list-style-type: none"> One of Unit 1, 9 or 14 or One of Unit 1, 9 or 14 from 10345, 10347 and 10349 				

◇ Available for certification only

CB = Computer-based test

E = Examiner-marked assignment/task

W = Exams that take place in a testing window

EV = Externally verified

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VM = Visiting moderation

Entry code	Qualification title	Credit value	Assessment	Qualification number
	<ul style="list-style-type: none"> One of Unit 2, 10 or 15 or One of Unit 2, 10 or 15 from 10345, 10347 and 10349 One of Unit 3, 11 or 16 or One of Unit 3, 11 or 16 from 10345, 10347 and 10349 One of Unit 4 or 8 or One of Unit 4 or 8 from 10345, 10347 and 10349 One of Unit 5, 12 or 17 or One of Unit 5, 12 or 17 from 10345, 10347 and 10349 One of Unit 7, 13 or 18 or One of Unit 13 or 18 from 10345, 10347 and 10349. 			
10400	OCR Entry Level Certificate in Employability Skills (Entry 3)	15 credits		601/5340/4
10402	OCR Level 1 Certificate in Employability Skills	15 credits		601/5342/8
10404	OCR Level 2 Certificate in Employability Skills	15 credits		601/5344/1
<p>These qualifications replace 10346, 10348 and 10350.</p> <p>These qualifications consist of Units 1–18, from which 5 must be chosen for a full certificate. Of those 5, 3 must be from the level at which certification is sought (e.g. 3 units at Level 1 and 2 units at Entry Level 3 enables certification at Level 1).</p> <p>The units in the old suite (10345, 10347 and 10349) are equivalent to the units in the new Employability Skills suite; however, centres need to make an entry for at least one unit from the new Employability Skills suite to be able to claim the full Certificate.</p> <p>Barred combinations for achievement of the full qualification:</p> <ul style="list-style-type: none"> One of Unit 1, 9 or 14 or One of Unit 1, 9 or 14 from 10346, 10348 and 10350 One of Unit 2, 10 or 15 or One of Unit 2, 10 or 15 from 10346, 10348 and 10350 One of Unit 3, 11 or 16 or One of Unit 3, 11 or 16 from 10346, 10348 and 10350 One of Unit 4 or 8 or One of Unit 4 or 8 from 10346, 10348 and 10350 One of Unit 5, 12 or 17 or One of Unit 5, 12 or 17 from 10346, 10348 and 10350 One of Unit 7, 13 or 18 or One of Unit 13 or 18 from 10346, 10348 and 10350. 				

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Entry code	Qualification title	Credit value	Assessment	Qualification number
Entry Level 3 Group				
Unit 1	Assess myself for work (Entry Level)	3 credits	M, P*	R/506/8967
Unit 2	Learn about managing money (Entry Level)	3 credits	M, P*	Y/506/8968
Unit 3	Prepare for and learn from a job interview (Entry Level)	3 credits	M, P*	D/506/8969
Unit 4	Know how to complete a job search (Entry Level)	3 credits	M, P*	R/506/8970
Unit 5	Provide personal information for employers (Entry Level)	3 credits	M, P*	Y/506/8971
Unit 6	Know about health and safety in the workplace (Entry Level)	3 credits	M, P*	D/506/8972
Unit 7	Identify goals for a work placement and complete work related tasks (Entry Level)	3 credits	M, P*	H/506/8973
Level 1 Group				
Unit 8	Understand how to complete a job search (Level 1)	3 credits	M, P*	K/506/8974
Unit 9	Assess myself for a job (Level 1)	3 credits	M, P*	M/506/8975
Unit 10	Learn how to manage money (Level 1)	3 credits	M, P*	T/506/9609
Unit 11	Plan for and learn from a job interview (Level 1)	3 credits	M, P*	A/506/8977
Unit 12	Present personal information to employers (Level 1)	3 credits	M, P*	F/506/8978
Unit 13	Prepare for and learn from a work placement (Level 1)	3 credits	M, P*	J/506/8979
Level 2 Group				
Unit 14	Assess myself for a career (Level 2)	3 credits	M, P*	A/506/8980
Unit 15	Understand how to manage money (Level 2)	3 credits	M, P*	F/506/8981
Unit 16	Plan for and reflect on a job interview (Level 2)	3 credits	M, P*	J/506/8982
Unit 17	Adapt personal information for employers (Level 2)	3 credits	M, P*	L/506/8983
Unit 18	Plan for and reflect on a work placement (Level 2)	3 credits	M, P*	R/506/8984
* The use of the e-Portfolio (MAPS) is available for these units, but centres can opt out (see Section 5.1).				

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Cambridge Employability Skills (QCF) certification only

Entry code	Qualification title	Credit value	Assessment	Qualification number
10345	◊ OCR Entry Level Award in Employability Skills (Entry 3)	9 credits	9 credits	601/0668/2
10347	◊ OCR Level 1 Award in Employability Skills	9 credits	9 credits	601/0670/0
10349	◊ OCR Level 2 Award in Employability Skills	9 credits	9 credits	601/0672/4
<p>◊ Certification only: last certification date for Entry Level and Level 1 is 29 February 2016 and last certification date for Level 2 is 28 February 2017.</p> <p>These qualifications replace 10178, 10179 and 10180.</p> <p>These qualifications consist of Units 1–18, from which 3 must be chosen for a full award. Of those 3, 2 must be from the level at which certification is sought (e.g. 2 units at Level 1 and 1 unit at Entry Level 3 enables certification at Level 1).</p> <p>Barred combinations for achievement of the full qualification:</p> <ul style="list-style-type: none"> • One of Unit 1, 9 or 14 • One of Unit 2, 10 or 15 • One of Unit 3, 11 or 16 • One of Unit 5, 12 or 17 • One of Unit 13 or 18. 				
10346	◊ OCR Entry Level Certificate in Employability Skills (Entry 3)	15 credits	15 credits	601/0669/4
10348	◊ OCR Level 1 Certificate in Employability Skills	15 credits	15 credits	601/0671/2
10350	◊ OCR Level 2 Certificate in Employability Skills	15 credits	15 credits	601/0673/6
<p>◊ Certification only: last certification date for Entry Level and Level 1 is 29 February 2016 and last certification date for Level 2 is 28 February 2017.</p> <p>These qualifications replace 00017, 00018 and 00019.</p> <p>These qualifications consist of Units 1–18, from which 5 must be chosen for a full certificate. Of those 5, 3 must be from the level at which certification is sought (e.g. 3 units at Level 1 and 2 units at Entry Level 3 enables certification at Level 1).</p> <p>Barred combinations for achievement of the full qualification:</p> <ul style="list-style-type: none"> • One of Unit 1, 9 or 14 • One of Unit 2, 10 or 15 • One of Unit 3, 11 or 16 • One of Unit 5, 12 or 17 • One of Unit 13 or 18. 				
Entry Level 3 Group				
Unit 1	Assessing myself for work (Entry Level)	3 credits	M, P*	L/505/4047
Unit 2	Learning to be financially aware (Entry Level)	3 credits	M, P*	D/505/3842
Unit 3	Preparing for and learning from a job interview (Entry Level)	3 credits	M, P*	R/505/4048
Unit 4	Researching and selecting a job opportunity (Entry Level)	3 credits	M, P*	F/505/4207
Unit 5	Providing personal information for working life (Entry Level)	3 credits	M, P*	Y/505/4049
Unit 6	Understanding health and safety in the workplace (Entry Level)	3 credits	M, P*	L/505/4050

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Entry code	Qualification title	Credit value	Assessment	Qualification number
	Level)			
Unit 7	Understanding workplace values and practices (Entry Level)	3 credits	M, P*	R/505/4051
Level 1 Group				
Unit 8	Preparing for and learning from a job search (Level 1)	3 credits	M, P*	Y/505/4052
Unit 9	Assessing myself for a job (Level 1)	3 credits	M, P*	D/505/4053
Unit 10	Learning to be financially capable (Level 1)	3 credits	M, P*	M/505/3845
Unit 11	Planning for and learning from a job interview (Level 1)	3 credits	M, P*	K/505/4055
Unit 12	Providing personal information for the workplace (Level 1)	3 credits	M, P*	T/505/4057
Unit 13	Preparing for and learning from a work placement (Level 1)	3 credits	M, P*	Y/505/4083
Level 2 Group				
Unit 14	Assessing myself for a career (Level 2)	3 credits	M, P*	L/505/4095
Unit 15	Learning to manage finance (Level 2)	3 credits	M, P*	A/505/3847
Unit 16	Planning for and reflecting on a job interview (Level 2)	3 credits	M, P*	Y/505/4097
Unit 17	Presenting personal information for the workplace (Level 2)	3 credits	M, P*	D/505/4098
Unit 18	Planning for and reflecting on a work placement (Level 2)	3 credits	M, P*	L/505/4100
* The use of the e-Portfolio (MAPS) is available for these units, but centres can opt-out (see Section 5.1).				
Legacy Employability Skills (certification only)				
10180	◊ OCR Level 2 Award in Employability Skills	9 credits	501/1064/0	
◊ Certification only: last certification is 31 December 2015. These qualifications consist of Units 1–18 (excluding Unit 6), from which 3 must be chosen for a full award. Of those 3, 2 must be from the level at which certification is sought. Barred combinations for achievement of full qualification: • Units with the same title at different levels cannot be combined.				
00019	◊ OCR Level 2 Certificate in Employability Skills	15 credits	500/6056/9	
◊ Certification only: last certification date is 31 December 2015. These qualifications consist of Units 1–18, from which 5 must be chosen for a full certificate. Of those 5, 3 must be from the level at which certification is sought. Barred combinations for achievement of the full qualification: • Units with the same title at different levels cannot be combined.				
Unit 1	Assessing myself for work (Entry 3)	3 credits	M	R/502/1292
Unit 2	Learning to be financially capable (Entry 3)	3 credits	M	Y/502/1293
Unit 3	Preparing for and learning from interviews (Entry 3)	3 credits	M	T/502/1298
Unit 4	Learning about the range of opportunities in work (Entry 3)	3 credits	M	A/502/1299
Unit 5	Presenting personal information effectively (Entry 3)	3 credits	M	H/502/1300

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Entry code	Qualification title	Credit value	Assessment	Qualification number
Unit 6	Carrying out and learning from practical tasks set in a work context (Entry 3)	3 credits	M	K/502/1301
Unit 7	Learning about workplace values and practices (Entry 3)	3 credits	M	T/502/1303
Unit 8	Preparing for and learning from a work placement (Entry 3)	3 credits	M	F/502/1305
Unit 9	Assessing myself for work (Level 1)	3 credits	M	L/502/2859
Unit 10	Learning to be financially capable (Level 1)	3 credits	M	J/502/2861
Unit 11	Preparing for and learning from interviews (Level 1)	3 credits	M	R/502/2863
Unit 12	Presenting personal information effectively (Level 1)	3 credits	M	Y/502/2864
Unit 13	Preparing for and learning from a work placement (Level 1)	3 credits	M	H/502/2866
Unit 14	Assessing myself for work (Level 2)	3 credits	M	M/502/2854
Unit 15	Learning to be financially capable (Level 2)	3 credits	M	A/502/2856
Unit 16	Preparing for and learning from interviews (Level 2)	3 credits	M	L/502/2862
Unit 17	Presenting personal information effectively (Level 2)	3 credits	M	D/502/2865
Unit 18	Preparing for and learning from a work placement (Level 2)	3 credits	M	M/502/2868

Personal Life Skills (QCF)

Entry code	Qualification title	Credit value	Assessment	Qualification number
10273	OCR Entry Level Award in Personal Life Skills		9 credits	600/2370/3
10275	OCR Level 1 Award in Personal Life Skills		9 credits	600/2372/7
10277	OCR Level 2 Award in Personal Life Skills		9 credits	600/2374/0

These qualifications consist of Units 1–15, from which 3 must be chosen for a full award. Of those 3, 2 must be from the level at which certification is sought (e.g. 2 units at Level 1 and 1 unit at Entry Level 3 enables certification at Level 1).

Barred combinations:

- Units with the same title at different levels cannot be combined
- Only one of Units 1, 2 or 3
- Only one of Units 4, 5 or 6
- Only one of Units 7, 8 or 9
- Only one of Units 10, 11 or 12
- Only one of Units 13, 14 or 15

10274	OCR Entry Level Certificate in Personal Life Skills		15 credits	600/2371/5
10276	OCR Level 1 Certificate in Personal Life Skills		15 credits	600/2373/9
10278	OCR Level 2 Certificate in Personal Life Skills		15 credits	600/2375/2

These qualifications consist of Units 1–15, from which 5 must be chosen for a full certificate. Of those 5, 3 must be from the level at which certification is sought (e.g. 3 units at Level 1 and 2 units at Entry Level 3 enables certification at Level 1).

Barred combinations:

- Units with the same title at different levels cannot be combined
- Only one of Units 1, 2 or 3

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