

Essential IT Skills @ Work

OCR Level 1 / Level 2 ITQ (NVQ for IT Users) (approved to 31/08/2010)

NVQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This NVQ is for individuals who use IT skills in their day-to-day work. It has been based on the national occupational standards developed by e-Skills UK; the government approved Sector Skills Council for IT, Telecom and Contact Centres. NVQs are work-oriented qualifications suitable for those who have real work experience, including those who work based at home or who have real work experience in a realistic work environment centre in a college or other training venue. Diagnostics are incorporated to guide learners to selection of level and options. Existing IT competencies may be assessed by APEL.

Each ITQ unit has a unit value (UV). Learners can build up unit values to achieve a **Level 1 NVQ for IT Users** and/or **Level 2 NVQ for IT Users**. Units are available in the following subjects:

Level 1

Make selective use of IT (mandatory)
Operate a computer
Artwork and imaging software
Internet and Intranets
Email
Word processing software
Spreadsheet software

Level 2

Make selective use of IT (mandatory)
Operate a computer
Artwork and imaging software
Internet and Intranets
Email
Word processing software
Spreadsheet software
Database software
Website software

Facts, figures & LSC information		2009/10
Vision2learn NVQ learning materials access fees: Package: 60 learning programmes per year in total		Price £9,300 VAT exempt
Learner find fee: Invoiced upon induction for all learners sourced through the vision2learn optional learner find service		£73.60 inc VAT
OCR registration and certification: Level 1 Level 2		£46.70 £66.00
LSC LAD learning aim references: Level 1 Level 2		10042131 10042143
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR): Level 1 Level 2		A (1.0) B (1.12)
LSC LAD listed SLN GLH (16-18, SSF & Adult LR): SLN GLH 1 (>450glh) (Adult wholly at provider) SLN GLH 2/SLN GLH 3		520 glh 193/129 glh
ER (TtG) SLN Apprenticeship (Level 2 only) ER (TtG) SLN ER (TtG) Prog weighting		1.397 0.429 A 1.0
Approved for 2nd Level 2 TtG flexibilities		Yes
QCA 14-19 curriculum information		2009/10
Level 1: contribution to Level 1 threshold Level 2: contribution to Level 2 threshold		100% 100%
Point score: Level 1 Level 2		140 245

New CLAiT For Microsoft Office 2003

OCR Level 1 Diploma for IT Users – Notional NVQ Level 1 (approved to 31/08/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

NB Intended for attending learners due to end test requirements.

The Level 1 Diploma is an excellent introduction to the basics of IT for attending learners. It is presented in a no-nonsense way that makes it suitable for total beginners and technophobes alike. The course takes participants through the fundamentals of using IT including file management, creating spreadsheets, using databases, creating presentations and communicating online.

To achieve the Diploma, candidates must complete all **five** units.

Mandatory units:

Unit one: File management and e-document production

Unit two: Creating spreadsheets and graphs

Unit three: Database manipulation

Unit four: Create an e-presentation

Unit five: Online communication

Facts, figures & LSC information	2009/10
Vision2learn learning materials access fee	£120
OCR registration and certification	£65.50
LAD learning aim reference	10049460
Discounted price £114 approx with 5% discount for adherence to payment terms.	
LSC Funding	2009/10
Programme weighting (16-18 & Adult LR)	A (1.0)
SLN GLH (16-18 & Adult LR)	Unlisted
SLN GLH (SSF)	100 glh
QCA GLH	100 glh
QCA 14-19 curriculum information	
QCA 14-19 curriculum information	2009/10
Contribution to Level 1 threshold	20%
Point score	25

CLAiT Plus For Microsoft Office 2003

OCR Level 2 Diploma for IT Users (CLAiT Plus) – Notional NVQ Level 2 (approved to 31/08/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This course is suitable for those with a little more IT knowledge and confidence. It aims to provide candidates with broad knowledge and skills in using computers. Participants will learn more about word processing, spreadsheets, emailing, database techniques and e-presentations.

To achieve the Diploma, candidates must complete all **five** units.

Mandatory units:

Unit one: Creating e-documents

Unit two: Working with spreadsheets

Unit three: Electronic communication

Unit four: Design an e-presentation

Unit five: Creating and using a database

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£221
OCR registration and certification		£89
LAD learning aim reference		10049484
Discounted price		£210 approx with 5% discount for adherence to payment terms.
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		B (1.12)
SLN GLH (16-18 & Adult LR)		150 glh
SLN GLH (SSF)		150 glh
QCA GLH		150 glh
QCA 14-19 curriculum information		2009/10
Contribution to Level 2 threshold		40%
Point score		92



OCR iMedia Level 1

OCR Level 1 Certificate for iMedia Users (approved to 31/05/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This Level 1 Certificate is an excellent introduction to the basics of iMedia, presented in a no-nonsense way that makes it suitable for total beginners and technophobes alike. The course takes participants through the fundamentals of using iMedia, from web page production to digital imaging.

To achieve the Certificate, candidates must complete all **three** units.

Mandatory units:

- Unit one:** Exploring the digital world of media
- Unit two:** Introduction to web page production
- Unit three:** Introduction to digital imaging

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£175
OCR registration and certification		£39
LAD learning aim reference		50017111
Discounted price		
£166 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		C (1.3)
SLN GLH (16-18 LR, SSF & Adult LR)		90 glh
QCA GLH		90 glh
QCA 14-19 curriculum information		2009/10
Contribution to Level 1 threshold		20%
Point score		25

OCR iMedia Level 2

OCR Level 2 Certificate for iMedia Users – Notional NVQ Level 2 (approved to 31/12/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This course gives learners the opportunity to develop iMedia skills, from digital graphics to web authoring and digital animation.

To achieve the Certificate, candidates must complete all **three** units.

Mandatory units:

Unit one: Digital graphics

Unit two: Web authoring

Unit three: Digital animation

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£221
OCR registration and certification		£44.40
LAD learning aim reference		10056786
Discounted price		
£210 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		C (1.3)
SLN GLH (16-18, SSF & Adult LR)		90 glh
QCA GLH		90 glh
QCA 14-19 curriculum information		2009/10
Contribution to Level 2 threshold		20%
Point score		46



Essential IT Skills Level 1

OCR Level 1 ITQ Award/Certificate in IT User Skills (QCF) (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Essential IT Skills Level 1 is a brand new qualification on the Qualification Credit Framework and accredited by OCR. This qualification offers a route to the most relevant and modern IT user skills for learners and employers.

To study on this course learners can be employed, seeking work, self-employed, working as a volunteer or simply keen to improve their knowledge and practical IT skills and achieve a qualification.

Many IT User VRQs map to ITQ, so learners can embed qualifications such as OCR's CLAiT within their ITQ without having to repeat skills where competency is already proven. With the new ITQ, there is no repetition or duplication of time or effort.

Each ITQ unit has a credit value. Learners can build up credit values to achieve a **Level 1 ITQ Award/Certificate in IT User Skills (QCF)**. The units, suitable for use in Foundation Learning Personalised Learning Programmes, and their individual credit values are summarised below.

Essential IT Skills units	Credit values Level 1
Mandatory	
Improving productivity using IT	3
Optional	
Using email	2
Spreadsheet software	3
Word processing software	4
Database software	3
Presentation software	3
Credit value framework	
Learners can build up credit values to achieve the following qualifications:	
9 credits = Level 1 ITQ Award in IT User Skills (QCF)	
13 credits = Level 1 ITQ Certificate in IT User Skills (QCF)	

Facts, figures & LSC information

Packages	Price
Getting started package: First mini-block of 260 credits in any academic year	£4,950
Mini-blocks re-purchase package: Subsequent mini-blocks of 390 in the same academic year	£4,875
Mega-blocks package: Mega-blocks of 2,500 credits	£25,000
Learner find fee: Learner find options may be available on request	
OCR registration and certification: Award Certificate	£31.50 £52.50
LSC LAD learning aim references: Level 1 Award Level 1 Certificate	50066845 50066833
QCA GLH: Level 1 Award Level 1 Certificate	60-70 GLH 100-110 GLH
LSC funding	2009/10
Weighting	A = 1.0
16-18 LR and ALR: Level 1 Award Level 1 Certificate	65 SLN GLH 193 SLN GLH
QCA 14-19 curriculum information	2009/10
Contribution to Level 1 threshold: Award Certificate	TBC TBC
Performance points: Award Certificate	TBC TBC

Essential IT Skills Level 2

OCR Level 2 ITQ Award/Certificate in IT User Skills (QCF) (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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Essential IT Skills Level 2 is a brand new qualification on the Qualification Credit Framework and accredited by OCR. This qualification offers a route to the most relevant and modern IT user skills for learners and employers.

To study on this course learners can be employed, seeking work, self-employed, working as a volunteer or simply keen to improve their knowledge and practical IT skills and achieve a qualification.

Many IT User VRQs map to ITQ, so learners can embed qualifications such as OCR's CLAiT within their ITQ without having to repeat skills where competency is already proven. With the new ITQ, there is no repetition or duplication of time or effort.

Each ITQ unit has a credit value. Learners can build up credit values to achieve a **Level 2 ITQ Award/Certificate in IT User Skills (QCF)**. Sixteen credits leads to a **full Level 2**. The units and their individual credit values are summarised below.

Essential IT Skills units	Credit values Level 2
Mandatory	
Improving productivity using IT	4
Optional	
Using email	3
Spreadsheet software	4
Word processing software	4
Database software	4
Presentation software	4
Credit value framework	
Learners can build up credit values to achieve the following qualifications:	
10 credits = Level 2 ITQ Award in IT User Skills (QCF)	
16 credits = Level 2 ITQ Certificate in IT User Skills (QCF) (this is a full Level 2)	

Facts, figures & LSC information

Packages	Price
Getting started package: First mini-block of 260 credits in any academic year	£4,950
Mini-blocks re-purchase package: Subsequent mini-blocks of 390 in the same academic year	£4,875
Mega-blocks package: Mega-blocks of 2,500 credits	£25,000
Learner find fee: Learner find options may be available on request	
OCR registration and certification: Award Certificate	£42.00 £66.50
LSC LAD learning aim references: Level 1 Award Level 1 Certificate	50066857 50067436
QCA GLH: Level 1 Award Level 1 Certificate	70-80 GLH 120-130 GLH
LSC funding 2009/10	
Weighting ALR Weighting ER	B = 1.12 A = 1.0
16-18 LR and ALR: Level 2 Award Level 2 Certificate	75 SLN GLH 193 SLN GLH
ER Train to gain: Level 2 Certificate	0.286 SLN
QCA 14-19 curriculum information 2009/10	
Contribution to Level 2 threshold: Award Certificate	TBC TBC
Performance points: Award Certificate	TBC TBC

Vision2learn courses: Employment skills and personal effectiveness

Team Leading

OCR Level 2 NVQ in Team Leading (approved to 31/08/2010)

NVQ

Section 96/97 approved	14-16	X	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This NVQ is a work-oriented qualification, ideal for those who manage or supervise teams of people at work and who would like to achieve a formal qualification. The aim of the qualification is to recognise the skills and competences of candidates in the workplace. It provides individuals with an opportunity to demonstrate the skills and knowledge needed for a career in management and leadership.

To achieve the NVQ, candidates must complete **four** mandatory units and **two** optional units.

Mandatory units:

- Unit one:** Managing yourself
- Unit two:** Productive relationships
- Unit three:** Team leadership
- Unit four:** Health and safety

Optional units:

- Unit five:** Encouraging innovation
- Unit six:** Allocating teamwork
- Unit seven:** Providing learning opportunities
- Unit eight:** Resolving customer service problems
- Unit nine:** Supporting customer service improvements

Facts, figures & LSC information		2009/10
Vision2learn NVQ learning materials access fees: Package: 60 learning programmes per year in total		Price £9,300 VAT exempt
Learner find fee: Invoiced upon induction for all learners sourced through the vision2learn optional learner find service		£73.60 inc VAT
OCR registration and certification		£74.10
LSC LAD learning aim reference		10051521
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		A (1.0)
LSC LAD listed SLN GLH (16-18 & SSF LR): SLN GLH 1 (>450glh) SLN GLH 2/SLN GLH 3		520 glh 193/129 glh
ER (TtG) SLN Apprenticeship ER (TtG) SLN High rate ER (TtG) Prog weighting		1.123 0.429 A 1.0
Approved for 2nd Level 2 TtG flexibilities		Yes
QCA 14-19 curriculum information		2009/10
Level 2: contribution to Level 2 threshold		N/A
Point score		N/A

Business-Improvement Techniques (NVQ)

Edexcel Level 2 NVQ in Business-Improvement Techniques (approved to 31/05/2010)

NVQ

Section 96/97 approved	14-16	X	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This NVQ is a work-oriented qualification and is suitable for those who undertake business improvement related activities. The aim of the qualification is to recognise the skills and competences of candidates in the workplace. It provides individuals with an opportunity to demonstrate the skills and knowledge needed for a career in business improvement. The course units encompass a range of competencies from this area.

To achieve the process improvement NVQ, candidates must complete **all** units from Groups A and B1 and **one** unit from B2. *NB Range of units to be expanded during 2007.*

Group A – Mandatory units:

Unit 01: Complying with statutory regulations and organisational safety requirements

Unit 02: Contributing to effective team working

Group B1 – Optional/mandatory units – Process improvement:

Unit 04: Applying workplace organisation techniques

Unit 05: Applying continuous improvement techniques (Kaizen)

Unit 09: Creating visual management systems

Group B2 – Optional units – Process improvement:

Unit 13: Applying problem solving techniques

Unit 36: Creating standard operating procedures

Facts, figures & LSC information	2009/10
Vision2learn NVQ learning materials access fees: Package: 60 learning programmes per year in total	Price £9,300 VAT exempt
Learner find fee: Invoiced upon induction for all learners sourced through the vision2learn optional learner find service	£73.60 inc VAT
Edexcel registration and certification	£76.50
LSC LAD learning aim reference	50022842
LSC Funding	2009/10
Programme weighting (16-18 & Adult LR)	D (1.6)
LSC LAD listed SLN GLH (16-18 & SSF LR): SLN GLH 1 (>450glh) SLN GLH 2/SLN GLH 3	520 glh 193/129 glh
ER (TtG) Apprenticeship ER (TtG) SLN High rate ER (TtG) Prog weighting	– 0.493 C 1.3
Approved for 2nd Level 2 TtG flexibilities	Yes
QCA 14–19 curriculum information	2009/10
Level 2: contribution to Level 2 threshold	N/A

Mastering Business and Administration

OCR Level 2 NVQ in Business and Administration (approved to 31/07/2010)

NVQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

Business and Administration NVQs are aimed at staff working in administration across all occupations and sectors of employment. This qualification is intended for individuals whose role involves carrying out a broad range of administrative activities, requiring a limited amount of supervision and working with some autonomy.

To achieve the NVQ, learners must complete **two** mandatory units and **three** optional units.

Mandatory units:

Unit one: Carry out responsibilities at work

Unit two: Work within your business environment

Optional units:

Unit three: Ensure your own actions reduce risks to health and safety

Unit four: Manage customer relations

Unit five: Organise and support meetings

Unit six: Work effectively with other people

Unit seven: Use IT to exchange information

Unit eight: Word processing software

Unit nine: Spreadsheet software

Unit ten: Database software

Facts, figures & LSC information		2009/10
Vision2learn NVQ learning materials access fees: Package: 60 learning programmes per year in total		Price £9,300 VAT exempt
Learner find fee: Invoiced upon induction for all learners sourced through the vision2learn optional learner find service		£73.60 inc VAT
OCR registration and certification		£62.50
LSC LAD learning aim reference		10051983
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		A (1.0)
LSC Waglh (16-18 & Adult LR)		220 glh
LSC LAD listed SLN GLH (16-18, SSF & Adult LR): SLN GLH 1 (>450glh) (Adult wholly at provider) SLN GLH 2/SLN GLH 3		520 glh 193/129 glh
ER (TtG) Apprenticeship		0.968
ER (TtG) SLN High rate		0.429
ER (TtG) Prog weighting		A 1.0
Approved for 2nd Level 2 TtG flexibilities		Yes
QCA 14-19 curriculum information		2009/10
Contribution to Level 2 threshold		100%
Point score		245

Customer Service Skills at Work

OCR Level 2 NVQ in Customer Service Skills (approved to 31/08/2010)

NVQ

Section 96/97 approved	14-16	X	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

Customer Service Skills at Work is primarily aimed at people who undertake a customer service role and recognise that employment in the customer service sector involves a diverse range of functions, tasks and activities that are constantly developing and changing. It provides individuals with the opportunity to demonstrate the skills and knowledge needed for a career in customer service.

To achieve the NVQ, learners must complete all **seven** units.

Mandatory units:

Unit one: Prepare yourself to deliver good customer service

Unit two: Provide customer service within the rules

Unit three: Give customers a positive impression of yourself and your organisation

Unit four: Deliver reliable customer service

Unit five: Resolve customer service problems

Unit six: Develop customer relationships

Unit seven: Promote additional services or products to customers

Facts, figures & LSC information		2009/10
Vision2learn NVQ learning materials access fees: Package: 60 learning programmes per year in total		Price £9,300 VAT exempt
Learner find fee: Invoiced upon induction for all learners sourced through the vision2learn optional learner find service		£73.60 inc VAT
OCR registration and certification		£79.20
LSC LAD learning aim reference		10060844
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		A (1.0)
LSC LAD listed SLN GLH (16-18 & SSF LR): SLN GLH 1 (>450glh) SLN GLH 2/SLN GLH 3		520 glh 193/129 glh
ER (TtG) Apprenticeship ER (TtG) SLN High rate ER (TtG) Prog weighting		1.096 0.429 A 1.0
Approved for 2nd Level 2 TtG flexibilities		Yes
QCA 14-19 curriculum information		2009/10
Contribution to Level 2 threshold		N/A
Point score		N/A

Finding your Dream Job

NCFE Level 1 Certificate in Employment Skills – Notional NVQ Level 1 (approved to 31/08/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

Finding your Dream Job is designed for those seeking a career or looking to change their current career. Taking candidates from self-assessment through to interview skills, the programme offers practical guidance on finding the ideal job.

To achieve the Certificate, learners must complete all **four** units.

Mandatory units:

Unit one: You and your career

Unit two: Job search skills

Unit three: Applying for jobs

Unit four: Interview skills

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£59
NCFE registration and certification		£30
LSC LAD learning aim reference		10011882
Discounted price £56 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		B (1.12)
SLN GLH (16-18, SSF & Adult LR)		32 glh
QCA GLH		32 glh
QCA 14–19 curriculum information		
		2009/10
Contribution to Level 1 threshold		5%
Point score		6.3

Practical Emotional Intelligence Skills

NCFE Level 3 Certificate in Personal Effectiveness at Work – Notional NVQ Level 3 (approved to 31/08/2010)

VRQ

Section 96/97 approved	14-16	X	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are not specified for Wales and Northern Ireland.

Emotional Intelligence – the ability to understand and control emotions, and recognise and respond to those of others – is emerging as the single most effective business skill of the new century. This course provides advanced skills to maximise effectiveness and impact at work. Full of practical techniques, it enables participants to improve their Emotional Intelligence in eight key areas.

To achieve the Certificate, learners must complete all **eight** units.

Mandatory units:

- Unit one:** Accelerated learning
- Unit two:** Innovation
- Unit three:** Self-awareness
- Unit four:** Intuition
- Unit five:** Emotional management
- Unit six:** Goal orientation
- Unit seven:** Empathy
- Unit eight:** Social skills

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£145
NCFE registration and certification		£50 + £10
LSC LAD learning aim reference		10022946
Discounted price		
£138 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		A (1.0)
SLN GLH (16-18, SSF & Adult LR)		105 glh
QCA GLH		120 glh
NB		
Fundable by LSC in schools.		
QCA 14–19 curriculum information		2009/10
Contribution to Levels 1 and 2 threshold		24%
Contribution to Level 3 threshold		15%
Point score		63

Vision2learn courses: Employment skills and personal effectiveness

Equality and Diversity

NCFE Level 2 Certificate in Equality and Diversity – Notional NVQ Level 2 (approved to 31/08/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB No age ranges are approved for Wales and Northern Ireland.

We live in a diverse society and come into contact with people who have different backgrounds, views, values and beliefs. This course will help learners to develop knowledge of the issues and anti-discrimination laws that relate to equality and diversity. The course is ideal for employers seeking a structured training programme in equality and diversity to meet the training needs of their employees. All units are mandatory.

To achieve the Certificate, learners must complete all **three** units.

Mandatory units:

Unit one: Explore equality and diversity

Unit two: Explore prejudice and discrimination

Unit three: Explore people's rights and responsibilities

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£154
NCFE registration and certification		£34 + £10
LSC LAD learning aim reference		10044255
Discounted price £146 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		A (1.0)
SLN GLH (16-18, SSF & Adult LR)		120 glh
QCA GLH		120 glh
QCA 14-19 curriculum information		
		2009/10
Contribution to Level 2 threshold		20%
Point score		46

Vision2learn courses: Employment skills and personal effectiveness

Health and Safety

NCFE Level 2 Certificate in Occupational Health and Safety – Notional NVQ Level 2 (approved to 31/12/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

NB Not LSC fundable as a stand-alone qualification for employees. Any planned increase for additionality must be LSC approved.

Accidents at work can wreck individuals' lives and, annually, represent a huge cost to the UK economy. This course will help employees to develop the knowledge and skills needed to deal with the issues and laws that relate to health and safety at work. The course is ideal for employers seeking a structured training programme in Health and Safety to meet the training needs of their employees. All units are mandatory.

To achieve the Certificate, learners must complete all **four** units.

Mandatory units:

Unit one: Introduction to the Health and Safety at Work Act 1974

Unit two: Hazards, risks and risk assessment

Unit three: Electricity, hazardous substances and fire safety

Unit four: Work equipment, personal protection equipment and first aid

Facts, figures & LSC information	2009/10
Vision2learn learning materials access fee	£169
NCFE registration and certification	£34 + £10
LSC LAD learning aim reference	10044279
Discounted price £161 approx with 5% discount for adherence to payment terms.	
LSC Funding	2009/10
Programme weighting (16-18 & Adult LR)	B (1.12)
SLN GLH (16-18, SSF & Adult LR)	120 glh
QCA GLH	120 glh
QCA 14–19 curriculum information	
2009/10	
Contribution to Level 2 threshold	20%
Point score	46

Money Management

NCFE Level 1 Certificate in Personal Money Management – Notional NVQ Level 1 (approved to 31/08/2010)

OGQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This online Money Management course from vision2learn will help learners to gain a real understanding of their finances. It covers day-to-day money management skills as well as planning for significant purchases. Learners will find out how to manage their money, understand borrowing and investigate savings and investment portfolios.

To achieve the Certificate, learners must complete all **three** units.

Mandatory units:

Unit one: Identify personal finances

Unit two: Managing your own money

Unit three: Planning your money for a significant expenditure

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£59
NCFE registration and certification		£30 incl
LSC LAD learning aim reference		10062452
Discounted price £56 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting		A (1.0)
SLN GLH (16-18 & Adult LR)		30 glh
QCA GLH		30 glh
QCA 14–19 curriculum information		
		2009/10
Contribution to Level 1 threshold		5%
Point score		6.3

Enterprise Skills Project

NCFE Level 2 Certificate for Developing Enterprise Capabilities (approved to 31/08/2010)

OGQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This course is designed to help learners develop enterprise capabilities and characteristics. They will have the opportunity to plan and carry out an enterprising project, reflect on the experience and make plans for future development.

To achieve the Certificate, learners must complete all **three** units.

Mandatory units:

Unit one: Understand and explore enterprise capabilities

Unit two: Plan and carry out an enterprising project

Unit three: Evaluation of enterprise project and self-development

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£221
NCFE registration and certification		£46 + £10
LSC LAD learning aim reference		50013269
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		A (1.0)
SLN GLH (16-18, SSF & Adult LR)		120 glh
QCA GLH		120 glh
QCA 14-19 curriculum information		2009/10
Contribution to Level 2 threshold		20%
Point score		46



Personal Best @ Work programme

NCFE Level 2 Wider Key Skills (approved to 31/08/2010)

KS

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are not specified for Wales and Northern Ireland.

This is an integrated programme for the acquisition of key skills for optimum performance at work, an essential pre-cursor to career advancement. This portfolio incorporates NCFE's section 96/97 approved three wider key skills qualifications in an overall programme of performance improvement which introduces the learner to a range of relevant Emotional Intelligence skills and techniques, seamlessly blended with, and supporting the three key skills.

Unit 1: Improving your Learning and Performance (Qualification accreditation number – 10036787) NCFE Level 2 Key Skills in Improving own Learning and Performance (approved to 31/08/2010)

This unit is all about planning and reviewing learning and improving performance. Learners will set targets and create plans to help them meet these targets; they will also learn how to review progress and identify their achievements.

Unit 2: Improving your Problem Solving (Qualification accreditation number – 10036799) NCFE Level 2 Key Skills in Problem Solving (approved to 31/08/2010)

This unit helps learners to apply their problem solving skills effectively. They will learn how to identify problems and possible solutions. Learners will also find out how to plan and try out solutions as well as how to check that a problem has been solved.

Unit 3: Working with Others (Qualification accreditation number – 10036763) NCFE Level 2 Key Skills in Working with Others (approved to 31/08/2010)

This unit is all about how to apply skills in team working and learners will identify the benefits of working together. Learners will find out how to work cooperatively towards achieving identified objectives as well as how to share information on progress and agree future improvements.

Facts, figures & LSC information	2009/10
Vision2learn learning materials access fee (whole course)	£145
NCFE registration and certification (each unit)	£10
LSC LAD learning aim references: Unit 1 Unit 2 Unit 3	10036787 10036799 10036763
Discounted price For whole Personal Best @ Work programme – £138 approx with 5% discount for adherence to payment terms.	
LSC Funding	2009/10
Programme weighting (16-18 & Adult LR)	A (1.0)
SLN GLH (16-18, SSF & Adult LR)	36 glh
QCA 14–19 curriculum information	
QCA 14–19 curriculum information	2009/10
Contribution to Level 2 threshold (each unit)	15%
Point score (each unit)	34.5

Money Management

NCFE Level 1 Certificate in Personal Money Management – Notional NVQ Level 1 (approved to 31/08/2010)

£59

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This online Money Management course from vision2learn will help learners to gain a real understanding of their finances. It covers day-to-day money management skills as well as planning for significant purchases. Learners will find out how to manage their money, understand borrowing and investigate savings and investment portfolios.

To achieve the Certificate, learners must complete all **three** units.

Mandatory units:

Unit one: Identify personal finances

Unit two: Managing your own money

Unit three: Planning your money for a significant expenditure

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£59
NCFE registration and certification		£30 incl
LSC LAD learning aim reference		10062452
LAD LISTED SLN GLH (QCA GLH)		30 glh 30
Discounted price		
£56 approx with 5% discount for adherence to payment terms.		
19 + FE Funding		2009/10
Weighting		A (1.0)
LSC 16-18 / Adult /ACL SLN GLH		30 glh
QCA 14-19 curriculum information		2009/10
Contribution to Level 1 threshold		5%
Point score		6.3

Healthy Living

NCFE Level 1 Certificate in Exercise Studies – Notional NVQ Level 1 (approved to 31/12/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

This course is suitable for anyone who wants to understand the benefits of exercise and fitness, improve their health and fitness levels and develop a strong sense of personal well-being. It encourages students to:

- Adopt a healthier lifestyle
- Develop a fitness plan to suit you
- Measure and improve your personal fitness
- Do it all safely and securely.

To achieve the Certificate, learners must complete **both** units.

Mandatory units:

Unit one: Understand and apply principles of training

Unit two: Exercising safely

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£154
NCFE registration and certification		£30
LSC LAD learning aim reference		1002380X
Discounted price £146 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		B (1.12)
SLN GLH (16-18, SSF & Adult LR)		90 glh
QCA GLH		90 glh
QCA 14–19 curriculum information		
		2009/10
Contribution to Level 1 threshold		20%
Point score		25

Essential Sports Coaching Skills

NCFE Level 2 Certificate in Sports Coaching – Notional NVQ Level 2 (approved to 31/08/2010)

VRQ

Section 96/97 approved	14-16	X	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

A highly practical, introductory level sports coaching qualification. This course introduces participants to the basic principles of coaching and offers first steps on the ladder to becoming a sports coach.

To achieve the Certificate, learners must complete all **three** units.

Mandatory units:

Unit one: The principles of coaching

Unit two: Working with children and adults

Unit three: Psychology, learning and communication

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£103
NCFE registration and certification		£38 + £10
LSC LAD learning aim reference		10036040
Discounted price £98 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		B (1.12)
SLN GLH (16-18, SSF & Adult LR)		90 glh
QCA GLH		90 glh
QCA 14–19 curriculum information		2009/10
Contribution to Level 2 threshold		20%
Point score		46

Vision2learn courses: Health, coaching and fitness skills courses

Healthy Eating

NCFE Level 2 Certificate in Nutrition and Health – Notional NVQ Level 2 (approved to 31/12/2010)

VRQ

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

Making lifestyle changes in relation to diet, physical activity and not smoking can significantly increase the likelihood of remaining fit and active into old age. There has never been such a wide choice of food available to us. Unfortunately, this has been matched by a decrease in the quality of our diet. This course will provide learners with the knowledge they need to make informed lifestyle choices in relation to their diet.

To achieve the Certificate, learners must complete all **three** units.

Mandatory units:

Unit one: Introduction to healthy eating

Unit two: Diet and nutrition

Unit three: Food and nutrition issues

Facts, figures & LSC information		2009/10
Vision2learn learning materials access fee		£169
NCFE registration and certification		£34 + £10
LSC LAD learning aim reference		10044267
Discounted price		
£161 approx with 5% discount for adherence to payment terms.		
LSC Funding		2009/10
Programme weighting (16-18 & Adult LR)		B (1.12)
SLN GLH (16-18, SSF & Adult LR)		90 glh
QCA GLH		90 glh
QCA 14–19 curriculum information		2009/10
Contribution to Level 2 threshold		20%
Point score		46

Vision2learn courses: Employment skills and personal effectiveness

Edexcel WorkSkills

BTEC Level 1 Award, Certificate or Diploma in WorkSkills (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

Job-related **WorkSkills** in bite-size e-learning chunks, accredited and endorsed by Edexcel, are available on vision2learn.

Edexcel has developed the flexible suite of **WorkSkills** units to help learners develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. Learners can 'pick and mix' from 6 units to build a personalised course of study at Level 1

and achieve a range of BTEC qualifications with vision2learn.

WorkSkills on vision2learn provides an ideal delivery solution to centres making employment skills bids, including LSC, ESF and E2E funded projects. **WorkSkills** flexible, personalised approach to learning is also great for NEET, Foundation Learning Tier, 16-18 full-time, unemployed adult learners and pre-apprenticeship training.

WorkSkills courses	Study hours	Credits
Your 'Finding a Job' Skills		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
Your Work Placement Skills		
Preparing for Work Placement	10	1
Learning from Work Placement	10	2
Credit framework		
Learners can build up credits to achieve the following qualifications:		
3 credits = Level 1 BTEC Award in WorkSkills (QCF)		
13 credits = Level 1 BTEC Certificate in WorkSkills (QCF)		
37 credits = Level 1 BTEC Diploma in WorkSkills (QCF)		

Facts, figures & LSC information	2009/10
Packages	
Price (VAT exempt)	
Getting started package: 260 WorkSkills credits plus a comprehensive curriculum planning and training session	£4,950
Mini-blocks re-purchase package: 390 WorkSkills credits	£4,875 (£12.50 per credit)
Mega-blocks package: 2500 WorkSkills credits	£25,000
Learner find fee: Learner find options may be available on request.	
Edexcel registration and certification:	
Level 2 BTEC Award	£18
Level 2 BTEC Certificate	£28.50
Level 2 BTEC Diploma	£80
LSC LAD learning aim reference:	
Level 2 BTEC Award	50040765
Level 2 BTEC Certificate	50040716
Level 2 BTEC Diploma	50040777
LSC Funding	
2009/10	
Programme weighting (16-18 & Adult LR)	A (1.0)
SLN GLH (16-18, SSF & Adult LR):	
Award	25 glh
Certificate	120 glh
Diploma	360 glh
QCA GLH:	
Award	20-30 glh
Certificate	110-130 glh
Diploma	350-370 glh
QCA 14-19 curriculum information	
2009/10	
Contribution to Level 2 threshold:	
Award	5%
Certificate	20%
Diploma	80%
Point score	
Award	6.3
Certificate	25
Diploma	100

Vision2learn courses: Employment skills and personal effectiveness

Edexcel WorkSkills

BTEC Level 2 Award, Certificate or Diploma in WorkSkills (approved to 31/12/2010)

QCF

Section 96/97 approved	14-16	✓	16-18	✓	18+	✓	19+	✓
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NB Approved age ranges are same for Wales and Northern Ireland.

Job-related **WorkSkills** in bite-size e-learning chunks, accredited and endorsed by Edexcel, are available on vision2learn.

Edexcel has developed the flexible suite of **WorkSkills** units to help learners develop their skills, knowledge and attitudes and recognise them with a formal qualification, which delivers effective career learning. Learners can 'pick and mix' from 30 units to build a personalised course of study at Level 2

and achieve a range of BTEC qualifications with vision2learn.

WorkSkills on vision2learn provides an ideal delivery solution to centres making employment skills bids, including LSC, ESF and E2E funded projects. **WorkSkills** flexible, personalised approach to learning is also great for NEET, Foundation Learning Tier, 16-18 full-time, unemployed adult learners and pre-apprenticeship training.

WorkSkills courses	Study hours	Credits
Your Enterprise Skills		
Planning an Enterprise Activity	10	1
Running an Enterprise Activity	10	1
Producing a Product	10	1
Your 'At Work' Skills		
Building Working Relationships with Colleagues	20	2
Working in a Team	30	3
Effectiveness at Work	10	1
Developing Personal Skills for Leadership	20	2
Practising Leadership Skills with Others	20	2
Building Working Relationships with Customers	20	2
Self-Management Skills	20	2
Self Assessment	20	2
Setting and Meeting Targets at Work	20	2
Investigating Rights and Responsibilities at Work	10	1
Career Progression	20	2
Summarising Documents	10	1
Contributing to Meetings	10	1
Learning with Colleagues and Other Learners	20	2
Learning from More Experienced People	20	2
Communicating Solutions to Others	20	2
Solving Work Related Problems	20	2
Your 'Finding a Job' Skills		
Searching for a Job	10	1
Applying for a Job	10	1
Preparing for an Interview	10	1
Interview Skills	10	1
Your Work Placement Skills		
Preparing for Work Placement	10	1
Learning from Work Placement	10	2
Your Work-Life Balance Skills		
Alternatives to Paid Work	10	1
Working as a Volunteer	10	2
Managing your own Money	20	2
Managing your Health at Work	10	1
Credit framework		
Learners can build up credits to achieve the following qualifications:		
3 credits = Level 2 BTEC Award in WorkSkills (QCF)		
13 credits = Level 2 BTEC Certificate in WorkSkills (QCF)		
37 credits = Level 2 BTEC Diploma in WorkSkills (QCF)		

Facts, figures & LSC information	2009/10
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Level 2 BTEC Diploma	50040777
LSC Funding	
2009/10	
Programme weighting (16-18 & Adult LR)	A (1.0)
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Award	25 glh
Certificate	120 glh
Diploma	360 glh
QCA GLH:	
Award	20-30 glh
Certificate	110-130 glh
Diploma	350-370 glh
QCA 14-19 curriculum information	
2009/10	
Contribution to Level 2 threshold:	
Award	5%
Certificate	20%
Diploma	80%
Point score	
Award	11.5
Certificate	46
Diploma	184