

Essential IT Skills Level 1

NCFE Level 1 Award/Certificate in IT User Skills (ITQ) (QCF)
OCR Level 1 Award/Certificate in IT User Skills (ITQ) (QCF)
C&G Level 1 Award/Certificate for IT Users ITQ (QCF)

FL
ASL

QCF

Approved ages & LDFNS		2010/11	
	NCFE	C&G	OCR
14–16	✓	✓	✓
16–18	✓	✓	✓
19+	✓	✓	✓
Approved last date for new starts			
Under 16s	31/12/2013	31/08/2013	31/08/2015
16–18 LR	31/12/2013	31/08/2013	31/08/2015
ALR	31/07/2012 *	31/07/2012	31/07/2012

Essential IT Skills Level 1 - These ITQ qualifications are on the Qualification Credit Framework and accredited by OCR, C&G and NCFE. They offer 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 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 an OCR or NCFE **Level 1 ITQ Award/Certificate in IT User Skills (QCF)** or a C&G **Level 1 Award/Certificate for IT Users (ITQ) (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)	

* NCFE Level 1 Award not funded on ALR.

Facts, figures & funding information		2011/12	
Qualification details	NCFE	C&G	OCR
NAB fees:			
Award	£25	£50 (10/11)	£34.20
Certificate	£40	£60 (10/11)	£57.00
LARA reference:			
Level 1 Award	600/1464/7	500/6805/2	500/6684/5
Level 1 Certificate	600/1455/6	500/6759/X	500/6683/3
Ofqual GLH:			
Level 1 Award	60–75	60–75 GLH	60–70 GLH
Level 1 Certificate	100–110	90–110 GLH	100–110 GLH
Government funding	NCFE	C&G	OCR
Programme weightings (16–18 & ALR)	A (1.0)	A (1.0)	A (1.0)
16–18 SLN GLH:			
Level 1 Award	65 SLN GLH	65 SLN GLH	65 SLN GLH
Level 1 Certificate	105 SLN GLH	98 SLN GLH	98 SLN GLH
ALR SLN GLH:			
Level 1 Award	N/A	68 SLN GLH	65 SLN GLH
Level 1 Certificate**	160 SLN GLH	193 SLN GLH	105 SLN GLH
14–19 curriculum information	NCFE	C&G	OCR
Contribution to Level 1 threshold:			
Award	TBA	10%	10%
Certificate	TBA	20%	20%
SCAAT points:			
Award	TBA	12.5	12.5
Certificate	TBA	25	25
Discount code	CN1	CN1	CN1
Diploma Barring Code	ZZZZ	CN	CN

The Essential IT Skills Level 1 assessments are similar in structure to the Functional Skills exam paper. By completing these assessments, learners have a good opportunity to practice for their Functional Skills exam and they would also be able to achieve the ITQ Award/Certificate at Level 1.

For details about how our current ITQ learning materials map to Functional Skills ICT please see the information sheet – vision2learn for **colleges** resources: ICT skills.

FL = Foundation Learning

ASL = Diploma Additional and Specialist Learning

** Some funding details appear anomalous and may change.

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Essential IT Skills Level 2

NCFE Level 2 Award/Certificate in IT User Skills (ITQ)(QCF)

OCR Level 2 Award/Certificate in IT User Skills (QCF)

C&G Level 2 Award/Certificate for IT Users ITQ (QCF)

DL
ASL

QCF

Approved ages & LDFNS		2010/11	
	NCFE	C&G	OCR
14-16	TBA	✓	✓
16-18	✓	✓	✓
19+	✓*	✓*	✓*
Approved last date for new starts			
Under 16s	TBA	31/12/2013	31/12/2013
16-18 LR	31/12/2012	31/12/2013	31/12/2013
ALR	31/07/2012*	31/07/2012*	31/07/2012*

Essential IT Skills Level 2 - These ITQ qualifications are on the Qualification Credit Framework and accredited by NCFE, C&G and OCR. These qualifications 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 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 an NCFE or a OCR **Level 2 ITQ Award/Certificate in IT User Skills (QCF)** or a C&G **Level 2 Award/Certificate for IT Users ITQ (QCF)**. Sixteen credits leads to a **full** Level 2. The units and their individual credit values are summarised below.

The Essential IT Skills Level 2 assessments are similar in structure to the Functional Skills exam paper. By completing these assessments, learners have a good opportunity to practice for their Functional Skills exam and they would also be able to achieve the ITQ Award/Certificate at Level 2.

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) (Full Level 2)	

Facts, figures & funding information		2011/12	
Qualification details	NCFE	C&G	OCR
NAB fees:			
Award	£30	£ 50 (10/11)	£45.60
Certificate	£45	£ 60 (10/11)	£72.20
LAD/LARA reference (QAN):			
Level 2 Award	501/1241/7	500/6706/0	500/6685/7
Level 2 Certificate	501/1239/9	500/6724/2	500/6743/6
Ofqual GLH:			
Level 2 Award	70-80 GLH	70-75 GLH	70-80 GLH
Level 2 Certificate	110-120 GLH	120-125 GLH	120-130 GLH
Government funding	NCFE	C&G	OCR
Programme weightings:			
16-18 & ALR	B (1.12)	B (1.12)	B (1.12)
16-18 LR:			
Level 2 Award	75 SLN GLH	75 SLN GLH	75 SLN GLH
Level 2 Certificate	125 SLN GLH	125 SLN GLH	125 SLN GLH
ALR:			
Level 2 Certificate	115 SLN GLH	123 SLN GLH	125 SLN GLH
14-19 curriculum information	NCFE	C&G	OCR
Contribution to Level 2 threshold:			
Award	TBA	10%	10%
Certificate	TBA	20%	20%
SCAAT points:			
Award	TBA	23	23
Certificate	TBA	46	46
Discount code	CN1	CN1	CN1
Diploma Barring Code	CN1	CN	CN

DL = Distance Learning

ASL = Diploma Additional and Specialist Learning

*The Level 2 Award is not on SFA's "QCF qualifications confirmed for public funding" list for ALR (not funded).

N.B. OCR, C&G and NCFE's Certificate are Full Level 2 on ALR & ER(TtG).

N.B. Level 2 Award is not fundable for ALR

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ICT Skills

Study materials to support Functional Skills qualification in ICT at Level 1

Please find below a summary of how our current Essential IT Skills Level 1 learning materials map to Functional Skills ICT at Level 1.

Essential IT Skills Level 1 OCR Level 1 Award/Certificate in IT User Skills ITQ (QCF) C&G Level 1 Award/Certificate for IT Users ITQ (QCF)	Functional Skills qualification in ICT at Level 1
Using Email	Skills: 1.1, 1.7, 1.9, 1.11 Coverage: 1.1.1, 1.2.1, 1.7.1, 1.9.1, 1.9.2, 1.11.1
Presentation Software	Skills: 1.1, 1.7, 1.10, 1.11 Coverage: 1.1.1, 1.2.1, 1.7.1, 1.10.1, 1.10.2, 1.11.1
Word Processing Software	Skills: 1.1, 1.7, 1.10, 1.11 Coverage: 1.1.1, 1.2.1, 1.7.1, 1.10.1, 1.10.2, 1.11.1
Spreadsheet Software	Skills: 1.1, 1.7, 1.8, 1.10, 1.11 Coverage: 1.1.1, 1.2.1, 1.7.1, 1.8.1, 1.8.2, 1.8.4, 1.10.1, 1.10.2, 1.11.1
Database Software	Skills: 1.1, 1.7, 1.8, 1.10, 1.11 Coverage: 1.1.1, 1.2.1, 1.7.1, 1.8.1, 1.8.3, 1.8.4, 1.10.1, 1.10.2, 1.11.1
Improving Productivity using IT	Skills: 1.1, 1.7, 1.11 Coverage: 1.1.1, 1.2.1, 1.7.1, 1.11.1

Essential IT Skills Level 1 assessments and Functional Skills ICT at Level 1

The Essential IT Skills Level 1 assessments are similar in structure to the Functional Skills exam paper. By completing these assessments, learners have a good opportunity to practice for their Functional Skills exam and they would also be able to achieve the ITQ Award/Certificate at Level 1.

Please note: The following elements of Functional Skills ICT are **not currently covered** in Essential IT Skills Level 1.

Skills: 1.2, 1.3, 1.4, 1.5, 1.6
Coverage: 1.2.2, 1.2.3, 1.3.1, 1.4.1, 1.4.2, 1.5.1, 1.5.2

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ICT Skills

Study materials to support Functional Skills qualification in ICT at Level 2

Please find below a summary of how our current Essential IT Skills Level 2 learning materials map to Functional Skills ICT at Level 2.

Essential IT Skills Level 2 OCR Level 2 Award/Certificate in IT User Skills ITQ (QCF) C&G Level 2 Award/Certificate for IT Users ITQ (QCF)	Functional Skills qualification in ICT at Level 2
Using Email	Skills: 2.1, 2.6, 2.8, 2.10 Coverage: 2.1.1, 2.2.1, 2.6.1, 2.8.1, 2.8.2, 2.8.3, 2.10.1
Presentation Software	Skills: 2.1, 2.6, 2.9, 2.10 Coverage: 2.1.1, 2.2.1, 2.6.1, 2.9.1, 2.9.2, 2.10.1
Word Processing Software	Skills: 2.1, 2.6, 2.9, 2.10 Coverage: 2.1.1, 2.2.1, 2.6.1, 2.9.1, 2.9.2, 2.10.1
Spreadsheet Software	Skills: 2.1, 2.6, 2.7, 2.9, 2.10 Coverage: 2.1.1, 2.2.1, 2.6.1, 2.7.1, 2.7.2, 2.7.4, 2.9.2, 2.10.1
Database Software	Skills: 2.1, 2.6, 2.7, 2.9, 2.10 Coverage: 2.1.1, 2.2.1, 2.6.1, 2.7.1, 2.7.3, 2.7.4, 2.9.2, 2.10.1
Improving Productivity using IT	Skills: 2.1, 2.10 Coverage: 2.1.1, 2.2.1, 2.10.1

Essential IT Skills Level 2 assessments and Functional Skills ICT at Level 2

The Essential IT Skills Level 2 assessments are similar in structure to the Functional Skills exam paper. By completing these assessments, learners have a good opportunity to practice for their Functional Skills exam and they would also be able to achieve the ITQ Award/Certificate at Level 2.

Please note: The following elements of Functional Skills ICT are **not currently covered** in Essential IT Skills Level 2.

Skills: 2.2, 2.3, 2.4, 2.5
Coverage: 2.1.1, 2.2.1, 2.10.1

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Coaching Sport

NCFE Level 2 Award in the Principles of Coaching Sport (QCF)

					AL	QCF
Approved ages	14-16	✓	16-18	✓	19+	✓*

Approved last date for new starts	under 16s	28/02/2015	16-18 LR	x	ALR	✓*
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A highly practical, introductory level sports coaching qualification. The course introduces participants to the basic principles of coaching and offers first steps on the ladder to becoming a sports coach.

To achieve the Award, pupils must complete all **four** units.

Mandatory units:

Unit one: Understanding the fundamentals of coaching sport

Unit two: Understand how to develop participant(s) through coaching sport

Unit three: Supporting participant(s) lifestyle through coaching sport

Unit four: Understanding the principles of safe and equitable coaching practice

Coaching Sport units	Study hours	Credit values
Mandatory		
Understanding the fundamentals of coaching sport	30	3
Understand how to develop participant(s) through coaching sport	20	2
Supporting participant(s) lifestyle through coaching sport	20	2
Understanding the principles of safe and equitable coaching practice	20	2
Credit value framework		
Learners can build up credit values to achieve the following qualification:		
9 credits = Level 2 Award in the Principles of Coaching Sport (QCF)		

Facts, figures & funding information	2011/12
Qualification details	
Price VAT exempt	
NCFE registration and certification	£40
LAD/LARA learning aim reference (QAN)	500/9847/0
Government funding	
2011/12	
Programme weightings: 16-18 LR	B
SLN GLH (16-18 LR)	63 SLN GLH
Ofqual and Diploma GLH	63 GLH
14-19 curriculum information	
2011/12	
Contribution to Level 2 threshold	10%
Point score	23
Discount code	MA4
Diploma Barring Code	PA

*For SFA unemployed award offer.

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Nutrition and Health <i>NCFE Level 2 Award in Nutrition and Health (QCF)</i>					AL	QCF
Approved ages	14-16	✓	16-18	✓	19+	x
Approved last date for new starts (LDFNS)	under 16s	31/12/2013	16-18 LR	31/12/2013	ALR	x

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. They will also learn how to consider the nutritional needs of others and how to plan a healthy diet.

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

Mandatory units:

- Unit one:** Explore principles of healthy eating
- Unit two:** Consider nutritional needs of a variety of individuals
- Unit three:** Use food and nutrition information to plan a healthy diet

Nutrition and Health units	Study hours	Credit values
Mandatory		
Explore principles of healthy eating	50	5
Consider nutritional needs of a variety of individuals	40	4
Use food and nutrition information to plan a healthy diet	30	3
Credit value framework		
Learners can build up credit values to achieve the following qualification: 12 credits = Level 2 Award in Nutrition and Health (QCF)		

Facts, figures & funding information	2011/12
Qualification details	
	Price VAT exempt
NCFE registration and certification	£40
LAD/LARA learning aim reference (QAN)	501/0038/5
Government funding	
	2011/12
Programme weighting: 16-18	B (1.12)
SLN GLH (16-18)	98 SLN GLH
Ofqual and Diploma GLH	98 GLH
14-19 curriculum information	
	2011/12
Contribution to Level 2 threshold	20%
Point score	46
Discount code	NH2
Diploma Barring Code	NH2

AL = Diploma additional learning
N.B. Not fundable for 19+

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Business and Administration

NCFE Level 2 Certificate in Principles of Business and Administration (QCF)

DL	AL	QCF
14-16	✓	16-18
19+	✓	

Approved last date for new starts (LDFNS)	under 16s	31/12/2013	16-18 LR	31/12/2013	ALR	31/07/2012
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All workplaces need efficient members of staff who can communicate well and excel at customer service. Our business and administration qualifications have been designed to deliver the most relevant and up-to-date skills to help your learners match the needs of employers. The fresh and fun online environment helps students to realise their potential by breaking down barriers to learning.

All units are mandatory.

Mandatory units:

Unit 1: Principles of personal responsibilities and working in a business environment

Unit 2: Principles of providing administrative services

Unit 3: Principles of managing information and producing documents

Unit 4: Principles of supporting change in a business environment

Unit 5: Principles of supporting business events

Business and Administration units	Study hours	Credit values
Mandatory		
Unit 1: Principles of personal responsibilities and working in a business environment	32	4
Unit 2: Principles of providing administrative services	32	4
Unit 3: Principles of managing information and producing documents	24	3
Unit 4: Principles of supporting change in a business environment	8	1
Unit 5: Principles of supporting business events	8	1
Credit value framework		
Learners can build up credit values to achieve the following qualification: 13 credits = Level 2 Certificate in Principles in Business and Administration (QCF)		

Facts, figures & funding information	2011/12
Qualification details	
Price VAT exempt	
NCFE registration and certification	£50
LAD/LARA learning aim reference (QAN)	501/1224/7
Government funding	
2011/12	
Programme weighting: 16-18 & ALR	A (1.0)
SLN GLH (16-18 and ALR)	104 SLN GLH
Ofqual and Diploma GLH	104 GLH
Apprenticeship SLN	0.231
14-19 curriculum information	
2011/12	
Contribution to Level 2 threshold	20%
Point score	46
Discount code	AB2
Diploma Barring Code	AY

AL = Diploma additional learning
DL = Distance learning

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Business and Administration

L.A.O. Level 2 Certificate in Principles of Business and Administration (QCF)

DL	AL	QCF
14-16	x	16-18
19+	✓	✓

Approved last date for new starts (LDFNS)	under 16s	x	16-18 LR	31/12/2013	ALR	31/07/2012
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All workplaces need efficient members of staff who can communicate well and excel at customer service. Our business and administration qualifications have been designed to deliver the most relevant and up-to-date skills to help your learners match the needs of employers. The fresh and fun online environment helps students to realise their potential by breaking down barriers to learning.

All units are mandatory.

Mandatory units:

Unit 1: Principles of personal responsibilities and working in a business environment

Unit 2: Principles of providing administrative services

Unit 3: Principles of managing information and producing documents

Unit 4: Principles of supporting change in a business environment

Unit 5: Principles of supporting business events

Business and Administration units	Study hours	Credit values
Mandatory		
Unit 1: Principles of personal responsibilities and working in a business environment	32	4
Unit 2: Principles of providing administrative services	32	4
Unit 3: Principles of managing information and producing documents	24	3
Unit 4: Principles of supporting change in a business environment	8	1
Unit 5: Principles of supporting business events	8	1
Credit value framework		
Learners can build up credit values to achieve the following qualification: 13 credits = Level 2 Certificate in Principles in Business and Administration (QCF)		

Facts, figures & funding information	2011/12
Licences	Price VAT exempt
L.A.O. registration and certification (10/11)	£50
LAD/LARA learning aim reference (QAN)	600/1904/9
Government funding	2011/12
Programme weighting: 16-18 & ALR & APPS	A (1.0)
SLN GLH (16-18)	104 SLN GLH
SLN GLH (ALR)	124 SLN GLH
Diploma GLH	104 GLH
Apprenticeship SLN	0.440
Ofqual GLH	104-144 GLH
14-19 curriculum information	2011/12
Contribution to Level 2 threshold	TBA
Point score	TBA
Discount code	AB2
Diploma Barring Code	ZZZZ

AL = Diploma additional learning
DL = Distance learning

Reasonable efforts are made to ensure this information is correct and up-to-date at the time it is published. It is provided in good faith, but no liability is accepted and providers must check the official sources of approvals and funding.

Functional Skills English

Study materials for Functional Skills qualification in English at Level 2

					FS	NQF
Approved ages	14–16	✓	16–18	✓	19+	✓

Approved last date for new starts	Under 16s	31/08/2013	16–18 LR	31/08/2013	ALR	31/07/2012	Apprentices	31/08/2013
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These resources give learners the essential skills and knowledge that they need to support the achievement of their **Functional Skills qualification in English at Level 2**. Learners can work through engaging interactive study sessions, including real-life scenarios with practical tasks to help them to practise their English skills and apply their knowledge while preparing for a Functional Skills English assessment.

These resources will enable pupils to become confident and capable when using their **speaking, listening, reading** and **writing** skills in work and life.

The first unit in these resources gives pupils the essential **'tools'** that they need for effective communication. As they master the content they will improve their ability to understand other people and make themselves understood.

The second unit shows pupils how to get to grips with the many **practical tasks** that they may need to complete throughout their life, including constructing **emails, letters, reports, job applications** and **CVs**. It also helps them to think about the way information is presented visually and how they communicate with people in person.

Functional Skills English is divided into **two** units:

Units:

Unit one: Build your skills

Unit two: Set your skills free

Facts and figures	2011/12
Qualification details	Price VAT exempt
OCR registration and certification (10/11) NCFE registration and certification	£11.40 £14
LAD/LARA learning aim reference (QAN): OCR NCFE (only S96 approved for 16–18)	500/8963/8 600/0140/9
Government funding	2011/12
Programme weightings: 16–18 LR & SSF ALR Apprenticeships	F H A
SLN GLH (16–18 SSF)	36
Ofqual and Diploma GLH	45
Apprenticeship SLN	0.08
14–19 curriculum information	2011/12
Contribution to Level 2 threshold:	10%
Point score:	23
Discount code	HD2

Not approved DAWQ (Wales)

NCFE qualification only has Sector 96 approval post-16.

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Functional Skills Maths

Study materials for Functional Skills qualification in Maths at Level 2

						FS	NQF
Approved ages	14–16	✓	16–18	✓	19+		✓

Approved last date for new starts	Under 16s	31/08/2013	16–18 LR	31/08/2013	ALR	31/07/2012	Apprentices	31/08/2013
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These resources give learners the essential skills and knowledge that they need to support the achievement of their **Functional Skills qualification in Maths at Level 2**. Learners can work through engaging interactive study sessions, including real-life scenarios with practical tasks to help them to practise their Maths skills and apply their knowledge while preparing for a Functional Skills Maths assessment.

These resources will enable pupils to become confident and capable when using their **number, data, algebra** and **equation** skills in work and life.

These resources gives pupils the essential **'tools'** that they need for effective problem solving. As they master the content they will improve their maths skills and develop new ways to apply them to real life situations.

This one-unit resource, entitled **Set Your Skills Free**, consists of the following sessions.

Sessions:

Session one: Working with numbers

Session two: Interpreting data

Session three: Using algebra and equations

Session four: Solving problems using area and volume

Facts and figures	2011/12
Qualification details	Price VAT exempt
OCR registration and certification (10/11) NCFE registration and certification	£11.40 £14
LAD/LARA learning aim reference (QAN): OCR NCFE (only S96 approved for 16–18)	500/8908/0 501/2324/5
Government funding	2011/12
Programme weightings: 16–18 LR & SSF ALR Apprenticeships	F H A
SLN GLH (16–18 SSF)	36
Ofqual and Diploma GLH	45
Apprenticeship SLN	0.08
14–19 curriculum information	2011/12
Contribution to Level 2 threshold:	10%
Point score:	23
Discount code	HD4

Not approved DAQW (Wales)

NCFE qualification only has Sector 96 approval post-16.

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Level 2 Maths

Study materials to support Level 2 Maths learners

These Level 2 Maths online study resources are designed to support learners in their endeavours to achieve a Level 2 maths qualification. Learning online with our engaging, interactive study sessions, helps learners to build their confidence and gain the practical, transferable maths skills they need to succeed.

We've included many real-life scenarios and practical tasks to enable learners to practise and apply their skills to realistic everyday problems.

Independent online study means learners can master the content at their own pace. Effective online communication and tracking tools mean you can check on their progress and offer additional support in the classroom as required. Comprehensive teaching resources are all provided too.

The **Level 2 maths resources** include the following topics:

Unit 1: Applications of Number, Statistics and Probability in Vocational Roles

Session one: Working with numbers

Session two: Four operations

Session three: Percentage errors

Session four: Index notation and standard form

Session five: Using probability theory

Session six: Working with charts and diagrams

Session seven: Interpreting data

Session eight: Moving averages

Session nine: Sampling techniques

Unit 2: Using Geometry, Measures and Algebra

Session one: Working with shapes

Session two: Changing shapes

Session three: Ratio and proportion

Session four: Number sequences

Session five: Getting to grips with equations

Session six: Using graphical solutions

Session seven: Solving problems using mensuration

Additional **Functional Skills maths** resources are coming soon too.

Who does this resource benefit?

These **Level 2 Maths** resources can be used to support learners who may have had limited achievements with maths by giving them a practical, vocational approach to the subject. Learning online means they can revisit topics they find challenging many times to reinforce their learning. This approach could prove helpful to support GCSE level learners too.

Level 2 Maths resources and Functional Skills Maths at Level 2

Many of the Level 2 Functional Skills Maths standards are covered throughout the Level 2 Maths resources programme, especially in the **worked examples, tests and practical assessments** that learners complete.

For details about how our **Level 2 Maths resources** map to **Functional Skills Maths at Level 2** please see the information sheet – vision2learn for **colleges** resources: Maths skills.

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Maths Skills

Study materials to support Functional Skills qualification in Maths at Level 2

Please find below a summary of how our current Level 2 Maths resources map to Functional Skills Maths at Level 2.

Functional Skills Mathematics Level 2 – Coverage and range	Level 2 Maths resources – Refer to:
N1: Understand and use positive and negative numbers of any size in practical contexts	Unit 1: Using Numbers, Statistics and Probability Session 1: Working with numbers <ul style="list-style-type: none"> Fractions, decimals and percentages Rounding numbers Expressing one quantity as a fraction of another Metric and imperial conversions Session 2: Four operations <ul style="list-style-type: none"> Four operations – integers (positive and negative) Four operations – decimals Four operations – fractions Order of operations Multiplying and dividing by numbers 0 – 1
N2: Carry out calculations with numbers of any size in practical contexts, to a given number of decimal places	Unit 1: Using Numbers, Statistics and Probability Session 2: Four operations <ul style="list-style-type: none"> Four operations – integers (positive and negative) Four operations – decimals Four operations – fractions Order of operations Multiplying and dividing by numbers 0 – 1
N3: Understand, use and calculate ratio and proportion, including problems involving scale	Unit 2: Using Geometry, Measures and Algebra Session 3: Ratio and proportion <ul style="list-style-type: none"> Ratio Proportion Proportional change Direct and indirect proportion
N4: Understand and use equivalences between fractions, decimals and percentages	Unit 1: Using Numbers, Statistics and Probability Session 1: Working with numbers <ul style="list-style-type: none"> Fractions, decimals and percentages Rounding numbers Expressing one quantity as a fraction of another Metric and imperial conversions
A1: Understand and use simple formulae and equations involving one or two operations	Unit 2: Using Geometry, Measures and Algebra Session 5: Getting to grips with equations <ul style="list-style-type: none"> Simple linear equations Complex linear equations Changing the subject Trial and improvement Quadratic equations
G1: Recognise and use 2D representations of 3D objects	Unit 2: Using Geometry, Measures and Algebra Session 1: Working with shapes <ul style="list-style-type: none"> Representation of 3D shapes Congruency Scale drawings Loci Constructions

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Maths Skills

Study materials to support Functional Skills qualification in Maths at Level 2

Functional Skills Mathematics Level 2	Level 2 Maths resources – Refer to:
G2: Find area, perimeter and volume of common shapes	Unit 2: Using Geometry, Measures and Algebra Session 7: Solving problems using mensuration <ul style="list-style-type: none"> • Circles • Quadrilaterals • Compound shapes • Surface area of 3D shapes • Volume of 3D shapes • Accuracy and precision
G3: Use, convert and calculate using metric and, where appropriate, imperial measures	Unit 1: Using Numbers, Statistics and Probability Session 1: Working with numbers <ul style="list-style-type: none"> • Fractions, decimals and percentages • Rounding numbers • Expressing one quantity as a fraction of another • Metric and imperial conversions
S1: Collect and represent discrete and continuous data, using information and communication technology (ICT) where appropriate	Unit 1: Using Numbers, Statistics and Probability Session 7: Interpreting data <ul style="list-style-type: none"> • Interpreting discrete data • Interpreting continuous data
S2: Use and interpret statistical measures, tables and diagrams, for discrete and continuous data, using information and communication technology (ICT) where appropriate	Unit 1: Using Numbers, Statistics and Probability Session 6: Working with charts and diagrams <ul style="list-style-type: none"> • Frequency diagrams • Pie charts • Scatter diagrams • Box plots • Cumulative frequency • Histograms Session 7: Interpreting data <ul style="list-style-type: none"> • Interpreting discrete data • Interpreting continuous data Session 8: Moving averages <ul style="list-style-type: none"> • Moving averages Session 9: Sampling techniques <ul style="list-style-type: none"> • Sampling techniques
S3: Use statistical methods to investigate situations	Unit 1: Using Numbers, Statistics and Probability Session 8: Moving averages <ul style="list-style-type: none"> • Moving averages Session 9: Sampling techniques <ul style="list-style-type: none"> • Sampling techniques
S4: Use probability to assess the likelihood of an outcome	Unit 1: Using Numbers, Statistics and Probability Session 5: Using probability theory <ul style="list-style-type: none"> • The probability scale • Mutually exclusive events • Tree diagrams • Relative frequency

Please note: The A2, I1 and I2 skill standards are not fully covered in the current Level 2 Maths resources programme.

Equality and Diversity

NCFE Level 2 Certificate in Equality and Diversity (QCF) (accredited to 31/01/2015)

Approved ages	14-16	✓	16-18	✓	19+	✓
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Approved last date for new starts (LDFNS)	under 16s	31/01/2015	16-18 LR	31/01/2015	ALR	31/07/2012
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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 **one** unit from section A and **one** unit from section B. **Units one, three and four** are currently available on vision2learn.

Section A:

Unit one: Exploring equality and diversity

Unit two: Exploring how people's rights and responsibilities are protected at work

Section B:

Unit three: Working and learning in a place that promotes diversity

Unit four: Living in diverse communities

Equality and Diversity units	Study hours	Credit values
Unit one: Exploring equality and diversity	60	8
Unit two: Exploring how people's rights and responsibilities are protected at work	60	8
Unit three: Working and learning in a place that promotes diversity	40	5
Unit four: Living in diverse communities	40	5
Credit value framework		
Learners can build up credit values to achieve the following qualification: 13 credits = Level 2 Certificate in Equality and Diversity (QCF)		

Facts, figures & funding information	2011/12
Qualification details	
Price VAT exempt	
NCFE registration and certification	£50
LAD/LARA learning aim reference (QAN)	500/8342/9
Government funding	
2011/12	
Programme weighting 16-18 & ALR	A (1.0)
SLN GLH (16-18 & ALR)	100 SLN GLH
Ofqual and Diploma GLH	100 GLH
14-19 curriculum information	
2011/12	
Contribution to Level 2 threshold	20%
Point score: Certificate	46
Discount code	PS3
Diploma Barring Code	AJ221

AL = Diploma Additional Learning

DL = Distance Learning

This is a Full Target Bearing Level 2 on ALR.

Reasonable efforts are made to ensure this information is correct and up-to-date at the time it is published. It is provided in good faith, but no liability is accepted and providers must check the official sources of approvals and funding.

Improving your Learning and Performance

NCFE Level 2 Key Skills in Improving own Learning and Performance (accredited to 31/08/2012)

KS

Approved ages	14-16	✓	16-18	✓	18+	✓	19+	x
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Approved last date for new starts (LDFNS)	under 16s	31/08/2012	16-18 LR	31/08/2012	ALR	x
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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.

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Facts, figures & funding information	2011/12
Qualification details	
	Price VAT exempt
NCFE registration and certification	£10
LAD/LARA learning aim reference (QAN)	100/3678/7
Government funding	
	2011/12
Programme weighting: 16-18	A (1.0)
SLN GLH (SSF)	36 SLN GLH
14-19 curriculum information	
	2011/12
Contribution to Level 2 threshold (each unit)	15%
Point score (each unit)	34.5
Discount code	HC7

Improving your Problem Solving

NCFE Level 2 Key Skills in Improving your Problem Solving (accredited to 31/08/2012)

KS

Approved ages	14-16	✓	16-18	✓	19+	x
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Approved last date for new starts (LDFNS)	under 16s	31/08/2012	16-18 LR	31/08/2012	ALR	x
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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.

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Facts, figures & funding information	2011/12
Qualification details	
	Price VAT exempt
NCFE registration and certification	£10
LAD/LARA learning aim references (QAN):	100/3679/9
Government Funding	
	2010/11
Programme weighting: 16-18	A (1.0)
SLN GLH (SSF)	36 SLN GLH
14-19 curriculum information	
	2010/11
Contribution to Level 2 threshold (each unit)	15%
Point score (each unit)	34.5
Discount code	AF73

Working with Others

NCFE Level 2 Key Skills in Working with Others

KS

Approved ages	14-16	✓	16-18	✓	19+	x
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Approved last date for new starts (LDFNS)	under 16s	31/08/2012	16-18 LR	31/08/2012	ALR	x
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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.

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Facts, figures & funding information	2011/12
Qualification details	
Price VAT exempt	
NCFE registration and certification	£10
LAD/LARA learning aim references (QAN):	100/3676/3
Government funding	
2011/12	
Programme weighting: 16-18	A (1.0)
SLN GLH (SSF)	36 SLN GLH
14-19 curriculum information	
2011/12	
Contribution to Level 2 threshold (each unit)	15%
Point score (each unit)	34.5
Discount code	AF48

Money Management

NCFE Level 1 Award in Personal Money Management (QCF)

					AL	QCF
Approved ages	14-16	✓	16-18	✓	19+	✓

Approved last date for new starts (LDFNS)	under 16s	28/02/2015	16-18 LR	28/02/2015	ALR	31/07/2012
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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 **one** mandatory unit.

Mandatory unit:

Unit one: Personal Money Management

Facts, figures & funding information	2011/12
Qualification details	
	Price VAT exempt
NCFE registration and certification	£21
LAD/LARA learning aim reference (QAN)	500/8624/8
Government funding	
	2011/12
Programme weighting: 16-18 & ALR	A (1.0)
SLN GLH (16-18 & ALR)	30 SLN GLH
Ofqual and Diploma GLH	30 GLH
14-19 curriculum information	
	2011/12
Contribution to Level 1 threshold	5%
Point score	6.25
Discount code	HE1
Diploma Barring Code	HE1

*Optional extras B and C are available when you buy core licence A.

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Enterprise Skills Project

NCFE Level 2 Certificate in Developing Enterprise Skills (QCF) (accredited to to 31/12/2014)

Approved ages	14-16	✓	16-18	✓	19+	✓
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Approved last date for new starts (LDFNS)	under 16s	31/12/2014	16-18 LR	31/12/2014	ALR	31/07/2012
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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 and figures	2011/12
Qualification details	
Price VAT exempt	
NCFE Registration and Certification	£50
LAD/LARA learning aim reference (QAN)	500/8443/4
Government funding	
2011/12	
Programme weighting: 16-18 & ALR	A (1.0)
SLN GLH (16-18 LR, SSF & ALR)	130 SLN GLH
Ofqual and Diploma GLH	130 GLH
14-19 curriculum information	
2011/12	
Contribution to Level 2 threshold: Certificate	20%
Point score: Certificate	46
Discount Code	HD1
Diploma Barring Code	AE

AL = Diploma additional learning

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Take control – your learning, your life!

'Learning to Learn' resource: A resource to help learners think in a way that helps them achieve.

Take control – your learning, your life! is a 'Learning to Learn' performance booster resource. It aims to help pupils explore where their 'locus of control' lies in a user-friendly, age-appropriate online session.

Locus of control refers to the way in which people believe they can control their lives.

Learners who believe that control lies outside of them (a high external locus of control) tend to believe that other people, fate, luck or some higher power controls their decisions and their life. They don't think that what they do has a direct impact on the results they achieve.

Take control – your learning, your life! aims to help these learners to appreciate that the way they think in life is not fixed and that it is possible to learn to think in a way that enables them to achieve better results.

Take control – your learning, your life! is a short, seven-page resource designed to fit in around pupils' studies.

Facts and figures		2010/11
Licences		Price VAT exempt
Core licence A: 12 months' unlimited access to all core licence A programmes		£19,800
Optional extra B*: 12 months' unlimited access to WorkSkills programmes		£3,900
Optional extra C*: 12 months' unlimited access to Functional Skills programmes		£3,900

*Optional extras B and C are available when you buy core licence A.

Reasonable efforts are made to ensure this information is correct and up-to-date at the time it is published. It is provided in good faith, but no liability is accepted and providers must check the official sources of approvals and funding.

Who does this resource benefit?

Studies show that people who believe they have a lot of control over their life (a high internal locus of control) tend to achieve better results.

Learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Take control – your learning, your life!** can be found here.

Take control – your learning, your life! is a 'Learning to Learn' resource and does not lead to a qualification. At the end of their course, students can print an end-of-course certificate to keep as evidence of their learning.

Reach your study goals

'Learning to Learn' resource: Motivation mapping and goal-setting activities to help learners succeed

Reach your study goals is a 'Learning to Learn' performance booster resource. This resource aims to help learners set realistic, achievable study goals through Motivation Mapping™.

Reach your study goals helps learners to set goals and understand their own motivation about why a goal is important to them, through the Motivation Mapping™ activity. By completing this short course learners will have:

- Specific SMART goals for what they want to achieve and when they want to achieve it.
- Real and personal reasons why they want to achieve these goals.
- Practical ideas about how to achieve their goals.

Reach your study goals is a short, single-session, eight-page resource.

Who does this resource benefit?

Research on goal setting shows that people who write their goals down often achieve more. This practical resource helps learners to tap into the benefits of goal setting and link their goals to their motivation.

Learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Reach your study goals** can be found here.

Reach your study goals is a 'Learning to Learn' resource and does not lead to a qualification.

Facts and figures		2010/11
Licences		Price VAT exempt
Core licence A: 12 months' unlimited access to all core licence A programmes		£19,800
Optional extra B*: 12 months' unlimited access to WorkSkills programmes		£3,900
Optional extra C*: 12 months' unlimited access to Functional Skills programmes		£3,900

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Be smart!

'Learning to Learn' resource: Challenges the closed mindsets that hold learners back

Be smart! is a 'Learning to Learn' resource designed to help learners explore their considerable capacity to learn and to help colleges implement 'Learning to Learn' strategies in practical, hands-on ways.

Be smart! aims to show each learner that they have huge potential and ability to learn. When a learner labels themselves 'stupid', 'slow' or 'unable to learn new things' it is difficult for the best of tutors to educate them. It is the 'closed mindset' or 'limiting belief' that becomes the barrier to successful learning.

Inspired by the work on mindsets by Professor Dweck at Stanford University the **Be smart!** programme directly challenges the closed mindset by showing learners they:

- Have vast learning capabilities and brain capacity
- Have already learnt thousands of facts very successfully
- Will already have substantial expertise on their favourite subjects, hobbies and interests.

Be smart! is divided into **five** sessions:

Sessions:

Session one: Salute your brilliant brain

Session two: Map your massive learning capability

Session three: Attack the gremlins

Session four: Recognise your talent

Session five: Take action!

Who does this resource benefit?

Be smart! could be used by any learner who is displaying signs of a self-limiting belief about their ability to learn.

Vision2learn for **colleges** learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Be smart!** can be found here.

Be smart! is a 'Learning to Learn' resource and does not lead to a qualification. At the end of their course, students can print an end-of-course certificate to keep as evidence of their learning.

Facts and figures	2010/11
Licences	Price VAT exempt
Core licence A: 12 months' unlimited access to all core licence A programmes	£19,800
Optional extra B*: 12 months' unlimited access to WorkSkills programmes	£3,900
Optional extra C*: 12 months' unlimited access to Functional Skills programmes	£3,900

*Optional extras B and C are available when you buy core licence A.

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Gradeboosters

'Learning to Learn' resource: A structured way to improve exam performance

Gradeboosters is a 'Learning to Learn' performance booster resource. This resource aims to give learners a structured approach to improving their performance in assessed work and in examinations.

Gradeboosters will help learners to take responsibility for their learning and gives them all the practical techniques and essential tools they need to achieve better grades. It helps them to take a closer look at their approach to studying, from managing their time more effectively to preparing for exams.

Gradeboosters is divided into **four** sessions:

Sessions:

Session one: Awareness and action

Session two: Improving awareness

Session three: Increasing action

Session four: Making the most of your study time

Who does this resource benefit?

Gradeboosters could be used by any learner who is in the process of studying for examinations or assessments. This resource helps to boost motivation and encourages learners to develop a targeted, focused approach to studying for exams and assessments.

Vision2learn for **colleges** learners will find a 'Learning to Learn' tab in the navigation bar of their My Study area – **Gradeboosters** can be found here.

Gradeboosters is a 'Learning to Learn' resource and does not lead to a qualification. At the end of their course, students can print an end-of-course certificate to keep as evidence of their learning.

Facts and figures	2010/11
Licences	Price VAT exempt
Core licence A: 12 months' unlimited access to all core licence A programmes	£19,800
Optional extra B*: 12 months' unlimited access to WorkSkills programmes	£3,900
Optional extra C*: 12 months' unlimited access to Functional Skills programmes	£3,900

*Optional extras B and C are available when you buy core licence A.

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