

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

<b>TITLE</b>	<b>AWARDING BODY</b>	<b>LEVEL</b>	<b>TIME/ AGE RANGE</b>	<b>ASSESSMENT METHOD</b>	<b>UNITS</b>	<b>COMMENTS</b>
<b>Skills for Working Life:</b> - Business administration and retail  - Arts and Media - Hair and Beauty - Hospitality and Catering  - Health and Social Care - Practical Skills - Sport and Recreation - Land Based – ICT	EDEXCEL	Entry – 1, 2, 3 Points score: 20-28	KS4/ Post 16 Each unit 30 180 glh	Assessment as and when required. All units internally assessed. Externally moderated portfolio. Units can be certified	Health and Safety + 2 other compulsory core units + 3 units	Practical element
<b>Entry Level Certificates</b> - Hairdressing - Office practice - Catering - Leisure and Tourism - Manufacturing - Retail	OCR	Entry: Points score: 7	KS4/ Post 16 10glh	OCR assessment – set and mark tests, centre access, external moderation	5 units e.g. knowledge of the industry, importance of safety, importance of customer service, knowledge of customer service, carry out practical task	Practical element
<b>Discovering the Workplace Introductory: (part of VR Cert)</b> - Business Admin - Care - Media - Performing Arts - Retail - Sport and Recreation - Travel and Tourism	OCR	Level 1 Points Score: 6.3 (5%) Level 2 Points Score: 11.5 (5%)	KS4/ Post 16 30 glh	Unit and qualification achievement Unit 1 – multiple choice external test Units 2/3 – Centre self-assessed	3 Units: - Introducing / understanding key features of the sector - Introducing/ practising essential skills for the industry - Introducing/ understanding the workplace	Practical element  This is due to be phased out

GCSE (20%) D = 34, E = 28, F = 22, G = 16, A\* = 58, A = 52, B = 46, C = 40

GCE A=270      C= 210      E= 150

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

TITLE	AWARDING BODY	LEVEL	TIME/ AGE RANGE	ASSESSMENT METHOD	UNITS	COMMENTS
<p><b>BTEC Introductory Certificates/ Diplomas</b></p> <ul style="list-style-type: none"> <li>- Applied Science</li> <li>- Health and Social Care</li> <li>- Hospitality, Travel and Tourism</li> <li>- IT at work</li> <li>- Performing Arts</li> <li>- Art, Design and Media</li> <li>- Business Retail &amp; Admin</li> <li>- Construction</li> <li>- Engineering</li> <li>- Land and Environment</li> <li>- Sport and Leisure</li> <li>- Vocational Studies</li> </ul>	Edexcel	<p>Level 1</p> <p>Cert – 38-68 (2 GCSEs D-G) 40 % Dip – 76-136 (4 GCSEs D-G) Threshold 80%</p>	<p>KS4/ Post 16</p> <p>Intro Cert – 180 Intro Dip – 360</p>	<p>Core and Specialist Units</p> <p>Pass: Merit: Distinction Personal – Pass/ Fail Cert – Unit 1 = external</p> <p>Dip – Units 1 and 2 = external</p>	<p>Core units (30 and 60)</p> <p>Personal Skills (30) Vocational (60) Cert – Core (2) Voc (1) Per (1)</p> <p>Dip – Core (3) Voc (3) Per (2)</p> <p>Units taken from some of the above and choice of 1/2 Personal Units if preferred</p>	<p>Broad introduction to a vocational area</p> <p>Vocational context for assignments</p> <p>Sits in NQF under Vocational</p>
<p><b>BTEC First Certificate/ Diploma:</b></p> <ul style="list-style-type: none"> <li>- Health and Social Care</li> <li>- Construction</li> <li>- Animal Care</li> <li>- Business</li> <li>- Engineering</li> <li>- Performing Arts (acting)</li> <li>- Performing Arts (production)</li> <li>- Performing Arts (dance)</li> <li>- Media</li> <li>- Music</li> <li>- Art and Design</li> <li>- Land Based</li> <li>- Logistics</li> <li>- Retail</li> <li>- Public Services</li> <li>- IT and Computing</li> <li>- Science</li> </ul>	BTEC	<p>Level 2</p> <p>Cert – equivalent 2 GCSE A* - C 40% 80 – 110 Diploma – 4 GCSE A* - C 80% 160 – 220</p>	<p>KS4/ Post 16</p> <p>180 gl hours 360 gl hours</p>	<p>Core and specialist units</p> <p>3 units, no external assessment 6 units, ½ external assessment</p>	60 hour units	<p>Broad introduction to vocational area</p> <p>Vocational context for assignments</p> <p>Look at website for full range of qualifications within each area</p>

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

TITLE	AWARDING BODY	LEVEL	TIME/ AGE RANGE	ASSESSMENT METHOD	UNITS	COMMENTS
<b>Certificate in Employability Skills</b>	BTEC Short Course	Level 2 (40%) Points score 92	30 hours	Internally assessed External verification	5 units 1. Personal effectiveness at work 2. Personal communication skills 3. Preparation for starting work 4. Building positive working relationships 5. Understanding the working environment	
<b>Nationals First Award/ Award/ Certificate Level 1:</b> - Applied Art, Design and Media - Business and ICT - Health and Social Care - Leisure and Tourism	OCR	Level 1 and 2  Level 1  1 <sup>st</sup> Award: 20% Pass – 19 Merit – 28 Dist – 34	Pre/ Post 16 30glh per unit  4 units (120)	Timetable obj. test Centre assessed units OCR moderated		Broad introduction to a vocational area
<b>Level 2</b> - Business* - Health and Social Care* - Sport * - Travel and Tourism - Public Services - Design - Media - ICT* - Science*  (*Both Award & Cert)	OCR	Award: 60% Pass – 57 Dist – 102  Certificate: (4 GCSEs D – G) 80% Pass – 76 Merit – 112  Level 2 (80%)  National Award: A* - C Pass= 80 Merit = 98 Dist = 110  National Certificate Pass = 160 Merit = 196 Dist. = 220	8 units (240)  12 units (360)  60 glh per unit  3 units (180)  6 units (360)	Centre assessed units   External assessment on demand	6 units, mandatory and optional	Broad introduction to vocational area

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

<b>TITLE</b>	<b>AWARDING BODY</b>	<b>LEVEL</b>	<b>TIME/ AGE RANGE</b>	<b>ASSESSMENT METHOD</b>	<b>UNITS</b>	<b>COMMENTS</b>
<b>Level 3 National Certificate</b> - Media - Travel and Tourism - Business - Design - Health and Social Care - Public Services - Sport	OCR	Pass = 165 Merit = 225 Dist. = 270	6 units (360)			
<b>National Diploma</b>	OCR	Pass = 330 Merit = 450 Dist. = 540	12 units (720)		All units centre assessed and externally verified	
<b>National Extended Diploma</b>	OCR	Pass = 495 Merit = 675 Dist. = 810	18 units (1080)			
<b>ICT Digital</b> - DIDA (Diploma in Digital Application Pilot level 2004) - CIDA (Certificate in Digital Application) - AIDA (Award in Digital Application)	Edexcel	Level 2 100 – 232 80% (DIDA)  80 – 116 40% (CIDA)  40 – 58 – 20% (AIDA)	360 glh	E-learning portfolio Internally marked	DIDA – all 4 units  CIDA – 2 units  AIDA – 1 unit	Covers NC requirements at Key Stage 4
<b>Key Skills</b> - ICT - Communication - Application of Number	Most	Level 1 – 15% Point score for each 18.8 Level 2 – 34.5				

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

<b>TITLE</b>	<b>AWARDING BODY</b>	<b>LEVEL</b>	<b>TIME/ AGE RANGE</b>	<b>ASSESSMENT METHOD</b>	<b>UNITS</b>	<b>COMMENTS</b>
<b>GCSEs in vocational subjects</b> - Applied Art & Design - Applied Business - Engineering - Health and Social Care - Applied ICT - Leisure and Tourism - Manufacturing - Applied Science - Applied French Pilot 04 - Performing Arts Pilot 04 - Construction and the Built Environment	Edexcel         Edexcel Edexcel	Levels 1 & 2 (Equivalent of 2 GCSEs 40%) Point scores as GCSEs      Single Award  Single/ Dual Award	Key Stage 3/ 4	Each unit = 33.3%. One will be externally assessed. Others will be coursework/ portfolio e.g. investigation/ case study assignments	3 units – no choice	Broad vocational area Encourage practical and work-related learning
<b>GCSE Single and Dual Award in English and English Studies (Pilot)</b>	Edexcel	Levels 1 and 2 Single and Dual  0.5 GCSE			7 bite sized short courses Each unit = 0.5 GCSE 2 Units = Single Award 4 Units = Dual Award Qualification introduces new areas of study whilst maintaining option of literacy units There is a core Communication Unit	
<b>Languages and Business Level 1/ 2 French, German, Spanish, Italian (part of VR Cert)</b>	OCR	Level Entry 1, 2 and 3 0.5 GCSE	Post 16	Unit based approach	5 units – Listening, Reading, Doing Business by Phone, Conversing with Business Colleagues, Writing	

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

TITLE	AWARDING BODY	LEVEL	TIME/ AGE RANGE	ASSESSMENT METHOD	UNITS	COMMENTS
<b>Vocationally Related Certificates – range of areas</b> - Art and Design - Business - Construction - E-Business - Engineering - Hairdressing - Health and Care - Hospitality and Catering - IT and Computing - Land based logistics - Media, Music and Performing Arts - Public Services - Retail - Science - Sport - Travel and Tourism	OCR	Level Entry – Level 4	Pre and Post 16			
<b>GCE in Applied Subjects A and AS</b> - Applied Art and Design - Applied Business - Engineering - Health and Social Care - ICT - Leisure Studies - Media – Communication and Production - Performing Arts	Edexcel	Level 3	GHLs = 180 for 3 unit AS GCE single Award	Graded Scale A – E There are 6 equally weighted units in the Single Award 3 AS and 3 A2 AS units contribute 50% A2 50 %		

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

<b>TITLE</b>	<b>AWARDING BODY</b>	<b>LEVEL</b>	<b>TIME/ AGE RANGE</b>	<b>ASSESSMENT METHOD</b>	<b>UNITS</b>	<b>COMMENTS</b>
<b>NVQ</b> See awarding body websites for the range of qualifications	Numerous awarding bodies	Levels 1 – 5 Level 1 (100% contribution to Threshold) PS 140 Level 2 (100% contribution) PS-245				Work based qualification that assesses the skills and knowledge people need to perform a job effectively. The qualifications are based on national occupational standards
<b>Preparation for Working Life</b>	AQA	Levels 1 & 2 Short GCSE 2 year course – examination at end of Year 2 or earlier Level 1 – point score 18 Pass GCSE 0.5 E/F Level 2 – 23 grade B, 0.5 GCSE	Key Stage 4/ Post 16	Single written paper – 1.5 Annual external assessment Three sections – multiple choice, single sentences, longer structural answers	<ul style="list-style-type: none"> <li>- Applying for jobs</li> <li>- Personnel awareness</li> <li>- Healthy Lifestyle</li> <li>- Relationship and differences between people</li> <li>- Hazard identification at home, on the road and at work</li> <li>- Economic &amp; Financial aspects</li> <li>- Employment opportunities</li> </ul>	
<b>Foundation Awards for Careers Education and Preparation for Working Life</b>	NOCN	Level 1  Pass – 50 points score  40% threshold		6 units – 3 compulsory, 3 options 5/6 to be achieved Unit assessment. Internally set Externally set and marked investigation	<ul style="list-style-type: none"> <li>- Changing world of work</li> <li>- Careers education and management</li> <li>- Work-related aspects of citizenship</li> <li>- Optional – work-based placement</li> <li>- IT in a vocational context</li> <li>- Financial literacy and money management</li> </ul>	
<b>Certificate in Preparation for Employment</b>	OCR	Entry 1, 2, 3 Point score 5 – 7  Level 1 = 13 (10% Threshold) Level 2 = 23 (10% Threshold)	Key Stage 4 and Post 16	Units 1 – 2 externally set and marked  Units 3 and 4 portfolio externally marked	4 units: <ul style="list-style-type: none"> <li>- Find out about the workplace</li> <li>- Prepare for a working day</li> <li>- Recognition of Health and Safety</li> <li>- Contribute to work place activity</li> </ul>	

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

TITLE	AWARDING BODY	LEVEL	TIME/ AGE RANGE	ASSESSMENT METHOD	UNITS	COMMENTS
<b>Certificate in Job-Seeking Skills</b>	OCR	Entry – points score 5-7	Key Stage 4/ Post-16	Unit 1 and 2 externally set and marked  Units 3 and 4 portfolio and Externally moderated	Job seeking: 4 units (25%) - Find out about job opportunities  - Present personal information in writing - Prepare for and take part in an interview  - Identify and review personal career opportunities	
<b>Certificate in Career Planning</b>	OCR	Level 1 Pass – Point score – 13 (10%)  0.5 GCSE Grade E/ F Level 2 – 0.5 Grade B Point score pass 23 (10%)  Entry – 1-3, 5-7 points	Key Stage 4/ post 16	Unit 1 and 2 externally set and marked  Units 3 and 4 portfolio and externally moderated	- Demonstrate K/ U of labour market - Use sources of information to research career opportunities  - Identify and review personal career goals - Present personal information effectively	
<b>Awards</b>  Awards scheme – 3 levels Work experience – Key Skills PSHE – Key Decisions Foundation for Work Award  Youth Achievement Award	ASDAN	Various Bronze, Silver, Gold	Key Stage 4/ Post 16			

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

<b>TITLE</b>	<b>AWARDING BODY</b>	<b>LEVEL</b>	<b>TIME/ AGE RANGE</b>	<b>ASSESSMENT METHOD</b>	<b>UNITS</b>	<b>COMMENTS</b>
<b>Certificate – Career Planning</b>	ASDAN	Levels 1 and 2 Level 1 = 25 – 1 GCSE E/F Level 2 = 46-1 GCSE Grade B	Key Stage 4/ Post 16		3 units – self-deployment, career exploration, career management	
<b>Key Skills Core (3) Wider/ Soft (3)</b>	Range of Awarding Bodies 3 main Key Skills are on Section 96	Levels 1, 2, 3 Threshold 10%  Level 1 = pass 13 Level 2 = pass 23 Level 3 = pass 42	Key Stage 4/ Post 16			
<b>Certificate in Life Skills</b>	Edexcel  ASDAN	Entry Point score 20-28  Entry 1, 2, 3 Point Score 20-28	Key Stage 4/ post-16		- Relationships - Citizenship/ community studies - Independent living skills - Home Management - Citizenship - Community - Personal Care - Preparation for Working Life	
<b>Certificate in Enterprise</b>	OCR	Level 1 = 5% Point score 6 Level 2 = 5% Point score 12	Key Stage 4/ Post 16	Written test		
<b>Certificate of Personal Effectiveness</b>	ASDAN	Level 1 = Gd B 25 pts Level 2 = Gd E GCSE Equivalent 46 pts	Key Stage 4/ Post 16	Portfolio Evidence	Credits through challenges e.g. - communication - community & citizenship - Sport & Leisure - Environment  Also demonstration of wider key skills.  Units: Planning and Carrying Out Research; Communication Through Discussion and Planning; Giving Oral Presentation	

**VOCATIONALLY RELATED (VQ) / OCCUPATIONALLY RELATED (NVQ) AND WRL QUALIFICATIONS**

<b>TITLE</b>	<b>AWARDING BODY</b>	<b>LEVEL</b>	<b>TIME/ AGE RANGE</b>	<b>ASSESSMENT METHOD</b>	<b>UNITS</b>	<b>COMMENTS</b>
<b>Unit Award Scheme</b>	AQA	Unit accreditation	Key Stage 4/ Post 16		Centres may write own/ use other AQA units too	To recognise the achievement of students of all abilities in non-qualification contexts including WRL work experiences careers education enrichment Act
<b>Workplace Hazard Awareness</b>	BSc Awards	Entry Level 3	14-16 years old			
<b>ALAN – Adult Literacy and Numeracy</b>	Edexcel	Level 1 0.5 GCSE 12.5 pts Level 2 0.5 GCSE 23 pt		Test only		See discounting table Link to Specialised Diplomas policy <a href="http://www.edexcel.org/uk/about/p">www.edexcel.org/uk/about/p</a>  If got both at level 1 = 23 points equivalent to GCSE grade E/F
<b>Certificate in Community Volunteering</b>	ASDAN	Level 2 Points score 92 2x GCSE Grade BB  Level 1 Points score = 25	KS4/Post 16		5: - Preparing to volunteer - Skills in self management - Dealing with meetings - Working to good practice standards - Understanding needs, issues, responses	
<b>Certificate in Personal Teamwork and Community Skills</b>	City & Guilds (Prince's Trust)		16-25	Portfolio	Becoming part of a team and undertaking a project	