



Qualification Specification for:

OCN NI Entry Level Award in Developing Skills for Life (Entry 1)

➤ Qualification No: 603/1969/0

OCN NI Entry Level Certificate in Developing Skills for Life (Entry 1)

➤ Qualification No: 603/1975/6

OCN NI Entry Level Diploma in Developing Skills for Life (Entry 1)

➤ Qualification No: 603/1970/7

OCN NI Entry Level Award in Developing Skills for Life (Entry 3)

➤ Qualification No: 603/1972/0

OCN NI Entry Level Certificate in Developing Skills for Life (Entry 3)

➤ Qualification No: 603/2084/9

OCN NI Entry Level Diploma in Developing Skills for Life (Entry 3)

➤ Qualification No: 603/2086/2

Qualification Regulation Information

OCN NI Entry Level Award in Developing Skills for Life (Entry 1)

Qualification Number: 603/1969/0

OCN NI Entry Level Certificate in Developing Skills for Life (Entry 1)

Qualification Number: 603/1975/6

OCN NI Entry Level Diploma in Developing Skills for Life (Entry 1)

Qualification Number: 603/1970/7

OCN NI Entry Level Award in Developing Skills for Life (Entry 3)

Qualification Number: 603/1972/0

Operational start date: 01 July 2017

Operational end date: 30 June 2030

Certification end date: 30 June 2031

OCN NI Entry Level Certificate in Developing Skills for Life (Entry 3)

Qualification Number: 603/2084/9

OCN NI Entry Level Diploma in Developing Skills for Life (Entry 3)

Qualification Number: 603/2086/2

Operational start date: 15 July 2017

Operational end date: 30 June 2030

Certification end date: 30 June 2031

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to 1 year after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

- **OCN NI Entry Level Award in Developing Skills for Life (Entry 1)**
- **OCN NI Entry Level Certificate in Developing Skills for Life (Entry 1)**
- **OCN NI Entry Level Diploma in Developing Skills for Life (Entry 1)**
- **OCN NI Entry Level Award in Developing Skills for Life (Entry 3)**
- **OCN NI Entry Level Certificate in Developing Skills for Life (Entry 3)**
- **OCN NI Entry Level Diploma in Developing Skills for Life (Entry 3)**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualifications
- The structure and content of the qualifications
- Unit Details
- OCN NI's quality assurance arrangements for the qualifications
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications in England and vocational qualifications in Northern Ireland.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Features

Sector Subject Area

14.1 Foundations for learning and life

Qualification Aim

The OCN NI Entry Level qualifications in Developing Skills for Life (Entry 1 and Entry 3) qualifications aim to develop confidence, self-esteem and independence in life and work skills. Learners cover a mixture of vocational and creative skills, as well as continuing to improve the literacy and numeracy skills required for everyday life.

Qualification Objective

The objective of these qualifications is to provide a range of units that will assist the learner in developing basic life skills and encourage them to be more independent. They are also suitable for learners with special learning needs.

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

These qualifications are targeted at individuals who:

- need to develop further skills in literacy, numeracy and ICT
- wish to be more independent in life
- would benefit from alternative approaches to curriculum and learning
- would like to sample a vocational area to inform their career/employment choices

Progression Opportunities

These qualifications will enable learners to progress to further learning in this area or into employment.

Entry Requirements

There are no formal restrictions on entry however learners should be at least 14 years old and receive appropriate guidance on the suitability of the qualifications for their learning needs. If you wish to deliver any units to learners under the age of 14, please seek guidance from OCN NI.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer the qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver any qualifications prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme co-ordinator
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for any evidence they have assessed.

Tutors

Tutors delivering these qualifications must have a minimum of a level 4 qualification in any discipline and at least one year's occupational experience in working with learners with severe learning difficulties in an education or training setting.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- have a minimum of a level 4 qualification in any discipline
- be occupationally competent at a higher level than the qualification
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

Internal Verifiers must:

- have direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through centre standardisation meetings held within the centre at appropriate points in the year and ensure records are maintained for the external verifier
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

OCN NI Entry Level Award in Developing Skills for Life (Entry 1)

Learners must successfully complete the mandatory Entry 1 unit (3 credits) plus an additional 3 credits from any of the Entry 1 optional units.

Total Credits: 6

Total Qualification Time (TQT) for this qualification: 60 hours

Guided Learning Hours (GLH) for this qualification: 60 hours

OCN NI Entry Level Certificate in Developing Skills for Life (Entry 1)

Learners must successfully complete the mandatory Entry 1 unit (3 credits) plus an additional 21 credits from any of the Entry 1 optional units.

Total Credits: 24

Total Qualification Time (TQT) for this qualification: 240 hours

Guided Learning Hours (GLH) for this qualification: 240 hours

OCN NI Entry Level Diploma in Developing Skills for Life (Entry 1)

Learners must successfully complete the mandatory Entry 1 unit (3 credits) plus an additional 34 credits from any of the Entry 1 optional units.

Total Credits: 37

Total Qualification Time (TQT) for this qualification: 370 hours

Guided Learning Hours (GLH) for this qualification: 370 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	Level
Mandatory					
K/615/8572	CBD844	Induction into College	3	30	E1
Optional Units					
Communication					
M/615/8573	CBD845	Communicating with Others	2	20	E1
T/615/8574	CBD846	Following Instructions	2	20	E1
A/615/8575	CBD847	Use Reading Skills in College	2	20	E1

F/615/8576	CBD848	Use Writing Skills in College	2	20	E1
Household Skills					
J/615/8577	CBD849	Eating a Balanced Diet	3	30	E1
L/615/8578	CBD850	Household Cleaning	3	30	E1
R/615/8579	CBD851	Looking after Clothes	3	30	E1
J/615/8580	CBD852	Skills for the Kitchen	3	30	E1
ICT					
L/615/8581	CBD853	Developing ICT Skills for College	2	20	E1
R/615/8582	CBD854	Responding to ICT Enabled Equipment	1	10	E1
Y/615/8583	CBD855	Using Mobile IT Devices	1	10	E1
D/615/8584	CBD856	Social Media Awareness	2	20	E1
Induction into College					
H/615/8585	CBD857	Use the College Canteen	3	30	E1
K/615/8586	CBD858	Use the College Library	3	30	E1
D/617/2288	CBE328	School Transition to College	3	30	E1
Leisure Skills					
M/615/8587	CBD859	Knowing your Local Area	3	30	E1
T/615/8588	CBD860	Dealing with Problems	4	40	E1
A/615/8589	CBD861	Using Public Transport	3	30	E1
M/615/8590	CBD862	Garden Horticulture and Maintenance	3	30	E1
Life Skills					
T/615/8591	CBD863	Hobbies	2	20	E1
A/615/8592	CBD864	Household Shopping	3	30	E1
F/615/8593	CBD865	Independent Living	2	20	E1
J/615/8594	CBD866	Participate in a Group Activity	2	20	E1

L/615/8595	CBD867	Participate in Teamwork	2	20	E1
R/615/8601	CBD868	Building Confidence and Self Esteem	2	20	E1
Numeracy					
T/615/8610	CBD869	Household Expenses	3	30	E1
F/615/8612	CBD870	Using Money	1	10	E1
R/615/8615	CBD871	Using Maths in Everyday Contexts	2	20	E1
Personal Care					
Y/615/8616	CBD872	Health and Fitness	3	30	E1
D/615/8617	CBD873	Making the Most of Leisure Time	3	30	E1
H/615/8618	CBD874	Personal Awareness	2	20	E1
Personal Development					
K/615/8619	CBD875	Making Choices	2	20	E1
Employability Skills					
D/615/8620	CBD876	Skills for the Workplace	3	30	E1
H/615/8621	CBD877	Interview Skills	1	10	E1

OCN NI Entry Level Award in Developing Skills for Life (Entry 3)

Learners must successfully complete the mandatory Entry 3 unit (3 credits) plus an additional 3 credits from any of the Entry 3 optional units.

Total Credits: 6

Total Qualification Time (TQT) for this qualification: 60 hours

Guided Learning Hours (GLH) for this qualification: 60 hours

OCN NI Entry Level Certificate in Developing Skills for Life (Entry 3)

Learners must successfully complete the mandatory Entry 3 unit (3 credits) plus an additional 21 credits from the optional units. 16 of the additional 21 credits must be achieved at Entry 3, the remaining can be achieved at Entry 1.

Total Credits: 24

Total Qualification Time (TQT) for this qualification: 240 hours

Guided Learning Hours (GLH) for this qualification: 240 hours

OCN NI Entry Level Diploma in Developing Skills for Life (Entry 3)

Learners must successfully complete the mandatory Entry 3 unit (3 credits) plus an additional 34 credits from the optional units. 24 of the additional 34 credits must be achieved at Entry 3, the remaining can be achieved at Entry 1.

Total Credits: 37

Total Qualification Time (TQT) for this qualification: 370 hours

Guided Learning Hours (GLH) for this qualification: 370 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	Level
Mandatory					
R/615/8677	CBD878	Induction into College	3	30	E3
Optional Units					
Communication					
D/615/8679	CBD879	Following Instructions	2	20	E3
Y/615/8681	CBD880	Use Reading Skills in College	2	20	E3
D/615/8682	CBD881	Use Writing Skills in College	2	20	E3

<i>Household Skills</i>					
H/615/8683	CBD882	Healthy Lifestyle	3	30	E3
L/615/8693	CBD883	Household Cleaning	3	30	E3
R/615/8694	CBD884	Looking after Clothes	3	30	E3
Y/615/8695	CBD885	Skills for the Kitchen	3	30	E3
L/506/4156	CAZ911	Food and Drink Preparation	3	30	E3
<i>ICT</i>					
D/615/8696	CBD886	Developing ICT Skills for College	2	20	E3
H/615/8697	CBD887	Responding to ICT Enabled Equipment	1	10	E3
K/615/8698	CBD888	Using Mobile IT Devices	2	20	E3
M/615/8699	CBD889	Social Media Awareness	2	20	E3
<i>Induction into College</i>					
Y/615/8700	CBD890	Use the College Canteen	3	30	E3
D/615/8701	CBD891	Use the College Library	3	30	E3
L/506/2861	CAZ797	College Orientation	3	30	E3
<i>Leisure Skills</i>					
H/615/8702	CBD892	Dealing with Problems	4	40	E3
K/615/8703	CBD893	Knowing your Local Area	3	30	E3
M/615/8704	CBD894	Using Public Transport	3	30	E3
T/615/8705	CBD895	Garden Horticulture and Maintenance	3	30	E3
<i>Life Skills</i>					
A/615/8706	CBD896	Hobbies	2	20	E3
F/615/8707	CBD897	Household Shopping	3	30	E3
J/615/8708	CBD898	Independent Living	2	20	E3
L/615/8709	CBD899	Building Confidence and Self Esteem	2	20	E3

R/506/4434	CAZ970	Teamwork Skills in Practice	3	30	E3
Numeracy					
F/615/8710	CBD900	Household Expenses	3	30	E3
J/615/8711	CBD901	Using Money	3	30	E3
L/615/8712	CBD902	Using Maths in Everyday Contexts	2	20	E3
R/615/8713	CBD903	Improving Performance in Mathematics	1	10	E3
Personal Care					
Y/615/8714	CBD904	Health and Fitness	4	40	E3
D/615/8715	CBD905	Making the Most of Leisure Time	3	30	E3
H/615/8716	CBD906	Personal Awareness	2	20	E3
H/506/4132	CAZ908	Healthy Diet Planning	2	20	E3
Personal Development					
K/615/8717	CBD907	Making Choices	1	10	E3
Y/506/4421	CAZ962	Diversity within Society	2	20	E3
D/506/4419	CAZ960	Active Citizenship in the Community	1	10	E3
Employability Skills					
M/615/8718	CBD908	Skills for the Workplace	3	30	E3
T/615/8719	CBD909	Interview Skills	2	20	E3
L/506/4433	CAZ969	Taking Part in an Enterprise Project	3	30	E3

For reference

RQF Entry Level (Entry 1) Descriptors

<i>Knowledge descriptor (the holder...)</i>	<i>Skills descriptor (the holder can...)</i>
Progresses along a continuum that ranges from the most elementary of achievements to beginning to make use of knowledge and/or understanding that relate to the subject or immediate environment.	Progress along a continuum that ranges from the most elementary of achievements to beginning to make use of skills that relate to the subject or the immediate environment.

RQF Entry Level (Entry 3) Descriptors

<i>Knowledge descriptor (the holder...)</i>	<i>Skills descriptor (the holder can...)</i>
Has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and knows and understands the steps needed to complete structured tasks and activities in familiar contexts.	Carry out structured tasks and activities in familiar contexts. Be aware of the consequences of actions for self and others.

Unit Details – Entry Level 1

Title	Induction into College	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD844	
Unit Reference No	K/615/8572	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand college life including own responsibilities, health and safety procedures and accessing facilities.		
Learning Outcomes	Assessment Criteria	
1. Know how to locate a facility for own use within college.	1.1. Identify a key facility for own use in college.	
2. Be able to identify a member of staff.	2.1. Identify a member of staff.	
3. Be able to identify a health and safety procedure.	3.1. State a health and safety procedure.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Communicating with Others	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD845	
Unit Reference No	M/615/8573	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to communicate with others and obtain information in a range of contexts.		
Learning Outcomes	Assessment Criteria	
1. Know how to communicate with others to obtain information.	1.1. Demonstrate how to communicate with others to obtain information.	
2. Be able to communicate information to others.	2.1. Demonstrate how to communicate information to others using: a) clear speech and phrasing b) short explanation	
3. Know how to obtain and use information from others.	3.1. Demonstrate the ability to follow and listen for information. 3.2. Identify new and relevant information from discussion and explanations. 3.3. Demonstrate how to follow a set of verbal instructions and respond to questions.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Following Instructions	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD846	
Unit Reference No	T/615/8574	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to follow instructions to complete a straightforward activity.		
Learning Outcomes	Assessment Criteria	
1. Know how to use listening skills and questioning techniques.	1.1. Use listening skills and questioning techniques to demonstrate understanding.	
2. Know how to follow written instructions.	2.1. Follow written instructions to complete a straightforward activity in college identifying possible consequences if not followed safely.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use Reading Skills in College	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD847	
Unit Reference No	A/615/8575	
Unit purpose and aim(s): This unit will enable the learner to use reading skills in college.		
Learning Outcomes	Assessment Criteria	
1. Know reading skills required for college.	1.1. Identify two tasks which require reading skills in college.	
2. Be able to identify own reading skills for development.	2.1. Identify own reading skills for development. 2.2. Identify actions to develop own reading skills.	
3. Be able to develop reading skills in college.	3.1. Participate in two activities to develop own reading skills in college.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use Writing Skills in College	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD848	
Unit Reference No	F/615/8576	
Unit purpose and aim(s): This unit will enable the learner to use writing skills in college.		
Learning Outcomes	Assessment Criteria	
1. Know writing skills required for college.	1.1. Identify two tasks which require writing skills in college.	
2. Be able to identify own writing skills for development.	2.1. Identify own writing skills for development. 2.2. Identify actions to develop own writing skills.	
3. Be able to develop writing skills in college.	3.1. Participate in two activities to develop own writing skills in college.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Eating a Balanced Diet	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD849	
Unit Reference No	J/615/8577	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what makes a balanced diet.		
Learning Outcomes	Assessment Criteria	
1. Understand what makes a balanced diet.	1.1. Participate in a discussion about healthy eating. 1.2. Identify three different food sources. 1.3. Identify three different fruit and vegetables.	
2. Understand what is meant by healthy eating.	2.1. Identify a benefit of healthy eating. 2.2. Identify a health problem linked with a poor diet.	
3. Know how to prepare a balanced meal.	3.1. Identify a healthy cooking method. 3.2. Participate in the preparation of a healthy balanced meal.	
4. Understand the need for basic food hygiene.	4.1. Identify a basic food hygiene requirement.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Household Cleaning	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD850	
Unit Reference No	L/615/8578	
<i>Unit purpose and aim(s):</i> This unit will enable the learner use appropriate products for cleaning equipment in the household.		
Learning Outcomes	Assessment Criteria	
1. Know what needs cleaning.	1.1. Identify an area that needs cleaning.	
2. Use equipment for cleaning.	2.1. Use two pieces of equipment to clean an area. 2.2. Handle the equipment safely.	
3. Use products for cleaning.	3.1. Use a product for cleaning. 3.2. Handle the product safely.	
4. Know when to clean.	4.1. Identify one area of the home that needs cleaning frequently.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Looking after Clothes	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD851	
Unit Reference No	R/615/8579	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to know how to care for clothing.		
Learning Outcomes	Assessment Criteria	
1. Understand why clothes need to be washed.	1.1. Identify a reason why clothes need to be washed.	
2. Know how to sort clothes for washing according to the label specifications.	2.1. Sort clothing for appropriate washing into two chosen piles (whites/colours).	
3. Use a washing machine safely.	3.1. Follow single step instructions to use a washing machine.	
4. Know how to dry clothes.	4.1. Identify two ways of drying clothes.	
5. Know how to store items of clothing.	5.1. Identify an item of clothing which can be put onto a hanger. 5.2. Identify an item of clothing which can be stored in a drawer.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Skills for the Kitchen	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD852	
Unit Reference No	J/615/8580	
Unit purpose and aim(s): This unit will enable the learner to understand basic hygiene rules and prepare, make and serve a simple meal.		
Learning Outcomes		Assessment Criteria
1. Know basic hygiene rules of the kitchen.	1.1. Follow basic hygiene rules in the kitchen.	
2. Be able to select ingredients to make a simple meal.	2.1. Participate in an activity to identify ingredients for a simple meal.	
3. Be able to prepare ingredients.	3.1. Follow instructions to prepare an ingredient.	
4. Know how to use a utensil safely.	4.1. Identify and use a utensil safely.	
5. Know how to use a cooker safely.	5.1. Follow instructions to use a cooker for a specific purpose. 5.2. State a safety rule when using a cooker.	
6. Be able to assist in serving a meal.	6.1. Assist in serving a meal.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Developing ICT Skills for College	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD853	
Unit Reference No	L/615/8581	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use ICT within a college environment.		
Learning Outcomes		Assessment Criteria
1. Be aware of the uses of ICT within a college environment.	1.1. Identify three uses of ICT within a college environment.	
2. Use ICT as a source of information in a college environment.	2.1. Gain information through ICT in own college.	
3. Use ICT to communicate or to enable communication in college.	3.1. Communicate using ICT in own college.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Responding to ICT Enabled Equipment	
Level	Entry 1	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBD854	
Unit Reference No	R/615/8582	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use ICT equipment.		
Learning Outcomes	Assessment Criteria	
1. Be able to respond to ICT enabled equipment.	1.1. Demonstrate how to use different ICT enabled equipment on three occasions.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Using Mobile IT Devices	
Level	Entry 1	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBD855	
Unit Reference No	Y/615/8583	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use mobile devices.		
Learning Outcomes	Assessment Criteria	
1. Understand the basic functions of a mobile device.	1.1. Demonstrate how to start up and shutdown a mobile device. 1.2. Use standard interface features and settings.	
2. Be able to input and store data on a mobile device.	2.1. Input, store and retrieve data on a mobile device. 2.2. State why it is important to stay safe, keep information secure and respect others when using mobile devices.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Social Media Awareness	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD856	
Unit Reference No	D/615/8584	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use social media safely.		
Learning Outcomes	Assessment Criteria	
1. Understand the opportunities and threats associated with social media.	1.1. State three positive aspects of social media. 1.2. State three negative aspects of social media. 1.3. Identify three risks associated with using social media.	
2. Understand the applications of social media.	2.1. Outline how various social media sites may be used by groups and individuals.	
3. Be able to use social media to read and post content.	3.1. Access each of the following, read and post content: a) Facebook b) YouTube	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use the College Canteen	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD857	
Unit Reference No	H/615/8585	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to access and use college canteen facilities.		
Learning Outcomes	Assessment Criteria	
1. Know how to locate the college canteen.	1.1. Identify how to locate college canteen facilities.	
2. Know different types of food available within the college canteen.	2.1. Identify types of food served within the college canteen.	
3. Be able to choose and eat a meal within own college canteen.	3.1. Identify and ask for a chosen meal from a list. 3.2. Eat chosen meal using correct cutlery.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use the College Library	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD858	
Unit Reference No	K/615/8586	
Unit purpose and aim(s): This unit will enable the learner to access and use college library facilities.		
Learning Outcomes	Assessment Criteria	
1. Know how to locate and use the college library.	1.1. Identify how to locate the college library and explore its layout. 1.2. Identify library staff and rules.	
2. Follow correct procedures when using the college library resources.	2.1. Identify how to locate and use library resources and who to ask for assistance if required.	
3. Use college library resources.	3.1. Use library resources and borrow and return a library item.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	School Transition to College	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBE328	
Unit Reference No	D/617/2288	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise the skills required from the transition from school to college.		
Learning Outcomes	Assessment Criteria	
1. Know own journey to college.	1.1. Outline own journey to college.	
2. Be able to explore own college.	2.1. Explore own college. 2.2. Identify three key facilities in college.	
3. Be aware of feelings associated with transition to college.	3.1. Outline feelings and emotions associated with starting college.	
4. Be able to use a college Information Communication and Technology (ICT) system.	4.1. Log on to college ICT system. 4.2. Use college ICT system.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Knowing your Local Area	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD859	
Unit Reference No	M/615/8587	
Unit purpose and aim(s): This unit will enable the learner to understand their own local area.		
Learning Outcomes		Assessment Criteria
1. Know the location and use of buildings and facilities in own local area.	1.1. Identify two local buildings and their uses in own local area.	
2. Understand the community.	2.1. Identify at least two groups of people who make up the community. 2.2. Identify a community interest group.	
3. Be able to participate in an activity which contributes to the community.	3.1. Participate in a positive activity which contributes to the community.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Dealing with Problems	
Level	Entry 1	
Credit Value	4	
Guided Learning Hours (GLH)	40	
OCN NI Unit Code	CBD860	
Unit Reference No	T/615/8588	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of problems and find a solution to a given problem.		
Learning Outcomes	Assessment Criteria	
1. Be aware of when problems may arise.	1.1. Identify when problems may arise.	
2. Be able to find a solution to a problem.	2.1. Identify three sources of help. 2.2. Select a solution.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Using Public Transport	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD861	
Unit Reference No	A/615/8589	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use public transport safely.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare to travel by local bus and train service.	1.1. Identify where s/he wants to go on the bus and train. 1.2. State where information may be found about bus and train services.	
2. Know how to prepare to travel on longer journeys by train or bus service.	2.1. Identify required destination. 2.2. Identify how to obtain information about most appropriate travel services.	
3. Be able to make a journey on public transport.	3.1. Make a journey using public transport to include: a) locating and arriving at departure point in good time. b) pay fare/present pass at proper time. c) board the vehicle with consideration for other passengers. d) seat/place self safely and appropriately. e) get off vehicle safely at destination.	
4. Know how to travel safely on the bus or train.	4.1. Identify one safety factor to consider when using public transport.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Garden Horticulture and Maintenance	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD862	
Unit Reference No	M/615/8590	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to maintain a garden.		
Learning Outcomes	Assessment Criteria	
1. Understand what grows in a garden.	1.1. Identify a garden plant. 1.2. Identify a garden weed.	
2. Be able to propagate plants.	2.1. Sow seeds indoors. 2.2. Transplant seedlings/plants grown indoors to an outdoors location. 2.3. Sow seeds outdoors, directly into prepared ground.	
3. Be able to maintain a garden.	3.1. Care for plants in a garden. 3.2. Dispose of garden waste.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Hobbies	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD863	
Unit Reference No	T/615/8591	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to make a choice about a hobby and participate in a hobby.		
Learning Outcomes	Assessment Criteria	
1. Understand the meaning of hobbies.	1.1. State what a hobby is.	
2. Be able to make a choice about a hobby.	2.1. Choose a hobby from a given list. 2.2. State why you want to do this hobby. 2.3. Identify equipment required for chosen hobby.	
3. Be able to participate in a hobby.	3.1. Participate in a hobby.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Household Shopping	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD864	
Unit Reference No	A/615/8592	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan and carry out a shopping trip.		
Learning Outcomes	Assessment Criteria	
1. Know about local shops.	1.1. Identify two different types of shops.	
2. Know how to plan a shopping trip.	2.1. Identify three items to be purchased. 2.2. Identify a shop that may sell these items.	
3. Understand the process of making a purchase.	3.1. Participate in a shopping trip to the supermarket. 3.2. Find and select an item from the list. 3.3. Identify a person within the shop who may be able to assist in finding items. 3.4. Follow procedure for payment. 3.5. Secure goods and any change.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Independent Living	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD865	
Unit Reference No	F/615/8593	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what it means to live independently.		
Learning Outcomes	Assessment Criteria	
1. Be able to review progress towards independent living.	1.1. Identify an area where own independence has increased. 1.2. Identify an area where own confidence has increased.	
2. Recognise what independent living means to self.	2.1. State how increased independence has positively impacted on own life. 2.2. Identify where to get future guidance and support.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Participate in a Group Activity	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD866	
Unit Reference No	J/615/8594	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to follow instructions and take part in a group activity.		
Learning Outcomes	Assessment Criteria	
1. Be able to listen and respond to others.	1.1. Demonstrate how to listen and respond to others.	
2. Be able to take part in a group activity.	2.1. Demonstrate how to follow instructions by: a) accepting instructions and asking for help b) engaging in an activity c) considering other group members	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Participate in Teamwork	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD867	
Unit Reference No	L/615/8595	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to carry out a given task within a team and appreciate own contribution to the team.		
Learning Outcomes	Assessment Criteria	
1. Know what needs to be done.	1.1. Demonstrate understanding of the task that has been given.	
2. Be able to work with others to achieve objectives.	2.1. Carry out given task, with support if necessary, to meet own responsibilities. 2.2. Follow given guidelines to work safely.	
3. Be able to identify progress and opportunities for improvement.	3.1. State what went well and what difficulties arose.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Building Confidence and Self Esteem	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD868	
Unit Reference No	R/615/8601	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what confidence and self-esteem are and how they can be maintained.		
Learning Outcomes		Assessment Criteria
1. Understand what confidence and self-esteem are.	1.1. Indicate what confidence and self-esteem are.	
2. Understand a way of building confidence and self-esteem.	2.1. Indicate a way of building own confidence and self-esteem. 2.2. Indicate a way of building another person's confidence and self-esteem.	
3. Understand feelings surrounding confidence and self-esteem.	3.1. Indicate a good feeling that goes with confidence and self-esteem.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Household Expenses	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD869	
Unit Reference No	T/615/8610	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise household expenses and methods of payment.		
Learning Outcomes	Assessment Criteria	
1. Recognise a household expense.	1.1. Identify a regular bill or expense.	
2. Recognise weekly expenses.	2.1. Identify three different weekly expenditures. 2.2. Identify spending/pocket money for the week.	
3. Recognise long-term expenses.	3.1. Identify an item that might need replacement or repair. 3.2. State a way that this could be paid for.	
4. Recognise different methods of payment.	4.1. Identify a method of paying a bill.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Using Money	
Level	Entry 1	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBD870	
Unit Reference No	F/615/8612	
Unit purpose and aim(s): This unit will enable the learner to use and manage money.		
Learning Outcomes	Assessment Criteria	
1. Be able to add money in decimal notation.	1.1. Add amounts of money in decimal notation using a calculator.	
2. Be able to use money in decimal notation in everyday contexts.	2.1. Demonstrate the following in two practical situations: a) read and record prices b) compare prices c) calculate using money in £'s 2.2 Use appropriate methods to check answers.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Using Maths in Everyday Contexts	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD871	
Unit Reference No	R/615/8615	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use maths in everyday contexts up to 10.		
Learning Outcomes	Assessment Criteria	
1. Be able to use numbers up to the number 10 in everyday contexts.	1.1. Read numbers up to the number 10 in everyday contexts. 1.2. Write numbers up to the number 10 in everyday contexts. 1.3. Compare numbers up to the number 10 in everyday contexts. 1.4. Use numbers up to the number 10 in everyday situations.	
2. Be able to use coins and notes involving numbers up to 10 in everyday contexts.	2.1. Use coins and notes involving numbers up to 10 in everyday contexts.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Health and Fitness	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD872	
Unit Reference No	Y/615/8616	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of exercise and take part in an exercise activity.		
Learning Outcomes	Assessment Criteria	
1. Recognise the importance of exercise.	1.1. Identify two forms of exercise. 1.2. Identify a benefit of exercise.	
2. Recognise the correct clothing to be worn when participating in exercise.	2.1. Identify suitable clothing and footwear to be worn for an exercise activity.	
3. Take part in an exercise activity.	3.1. Take part in a warm up activity. 3.2. Take part in an exercise activity. 3.3. Take part in a cool down activity. 3.4. Keep a record of taking part in the exercise.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Making the Most of Leisure Time	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD873	
Unit Reference No	D/615/8617	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to access and participate in local leisure activities and the associated benefits.		
Learning Outcomes		Assessment Criteria
1. Understand how to access local leisure activities.	1.1. Identify a local based leisure activity. 1.2. Collect information on how to gain access to a local leisure activity.	
2. Be able to participate in a local leisure activity.	2.1. Identify any special equipment and/or clothing requirements for identified activity. 2.2. Take part in a local leisure activity.	
3. Know some key benefits of participating in a leisure activity.	3.1. List two benefits of chosen leisure activity. 3.2. Give three examples of personal benefits of participating in a specified leisure activity.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Personal Awareness	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD874	
Unit Reference No	H/615/8618	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop an understanding of personal awareness.		
Learning Outcomes	Assessment Criteria	
1. Be able to recognise appropriate personal appearance for different situations.	1.1. Identify appropriate personal appearance for the following situations: a) attending college b) taking part in a leisure activity c) attending a job interview	
2. Be able to recognise personal qualities.	2.1. Identify a personal quality.	
3. Understand impact of own behaviour on others.	3.1. Outline a way own behaviour can affect others.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Making Choices	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD875	
Unit Reference No	K/615/8619	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to make informed choices.		
Learning Outcomes	Assessment Criteria	
1. Know when choices need to be made.	1.1. Identify a situation where a choice needs to be made.	
2. Know how to make an informed choice.	2.1. Identify a choice in own life. 2.2. Identify three consequences of this choice.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Skills for the Workplace	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD876	
Unit Reference No	D/615/8620	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the basic skills needed for the workplace.		
Learning Outcomes	Assessment Criteria	
1. Recognise the skills needed for work.	1.1 Identify the importance of the following skills in the workplace: a) time management b) appropriate behaviour	
2. Know the importance of health and safety procedures at work.	2.1 State the importance of health and safety procedures at work. 2.2 State appropriate safe clothing for different types of work.	
3. Be able to work as part of a team.	3.1 Demonstrate how to work as part of a team to complete a given task.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Interview Skills	
Level	Entry 1	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBD877	
Unit Reference No	H/615/8621	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare for an interview.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare for an interview.	1.1 State how to prepare for an interview including: a) appropriate clothing b) answers to questions	
2. Be able to take part in an interview.	2.1 Demonstrate how to take part in an interview.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Unit Details – Entry Level 3

Title	Induction into College	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD878	
Unit Reference No	R/615/8677	
Unit purpose and aim(s): This unit will enable the learner to understand college life including own responsibilities, health and safety procedures and accessing facilities.		
Learning Outcomes		Assessment Criteria
1. Know how to locate key facilities within college.	1.1. Identify at least three key facilities for own use in college. 1.2. Use those identified above on at least two occasions independently.	
2. Be able to identify a member of staff.	2.1. Identify a member of staff to contact for a given reason. 2.2. Introduce yourself to identified member of staff.	
3. Be able to identify a health and safety procedure.	3.1. State a health and safety procedure.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Following Instructions	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD879	
Unit Reference No	D/615/8679	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to follow instructions to complete a straightforward activity.		
Learning Outcomes	Assessment Criteria	
1. Know how to use listening skills and questioning techniques.	1.1. Use listening skills and questioning techniques to follow verbal instructions in two given scenarios.	
2. Know how to follow written instructions.	2.1. Follow written instructions to complete at least two activities in college. 2.2. Identify how well s/he carried out the instructions above.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use Reading Skills in College	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD880	
Unit Reference No	Y/615/8681	
Unit purpose and aim(s): This unit will enable the learner to use reading skills in college.		
Learning Outcomes	Assessment Criteria	
1. Be able to use reading skills required for college.	1.1. List tasks which require reading skills in college. 1.2. Demonstrate the use of reading skills in at least three given scenarios.	
2. Be able to identify own reading skills for development.	2.1. List own reading skills for development. 2.2. Agree an action plan to develop own reading skills.	
3. Be able to develop reading skills in college.	3.1. Take part in activities to develop own reading skills in college independently.	
4. Be able to review own learning.	4.1. Identify what went well using reading skills in college. 4.2. Identify two areas of improvement to develop own reading skills.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use Writing Skills in College	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD881	
Unit Reference No	D/615/8682	
Unit purpose and aim(s): This unit will enable the learner to use writing skills in college.		
Learning Outcomes	Assessment Criteria	
1. Be able to use writing skills required for college.	1.1. List tasks which require writing skills for own activities in college. 1.2. Demonstrate the use of writing skills in at least three given scenarios.	
2. Be able to identify own writing skills for development for use in college.	2.1. List own writing skills for development. 2.2. Agree an action plan to develop own writing skills.	
3. Be able to develop writing skills in college.	3.1. Take part in activities to develop own writing skills in college independently.	
4. Be able to review own learning.	4.1. Identify what went well using writing skills in college. 4.2. Identify two areas of improvement to develop own writing skills.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Healthy Lifestyle	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD882	
Unit Reference No	H/615/8683	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what makes a healthy lifestyle.		
Learning Outcomes	Assessment Criteria	
1. Understand what makes a balanced diet.	1.1. Identify what is meant by a balanced diet. 1.2. Identify four different food sources. 1.3. Identify six different fruits and vegetables. 1.4. List the five main food groups and give three examples of each.	
2. Understand what is meant by healthy eating.	2.1. Identify three benefits of healthy eating. 2.2. Identify three health problems linked with a poor diet.	
3. Recognise the importance of personal fitness and how it contributes to a healthy lifestyle.	3.1. Outline the importance of being active and how it encourages a healthy lifestyle. 3.2. Identify an activity that may develop own personal fitness.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Household Cleaning	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD883	
Unit Reference No	L/615/8693	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use appropriate products for cleaning equipment in the household.		
Learning Outcomes	Assessment Criteria	
1. Know what needs cleaning.	1.1. Identify areas that need cleaning. 1.2. Identify the most important areas for cleaning. 1.3. Identify cleaning needed in different rooms.	
2. Use equipment for cleaning.	2.1. Use equipment appropriate for the task in different situations. 2.2. Use equipment to clean rooms with different uses. 2.3. Complete the tasks by disposing of waste and putting equipment away. 2.4. Handle the equipment safely.	
3. Use products for cleaning.	3.1. Use products appropriate for the task in different situations. 3.2. Handle the products safely.	
4. Know when to clean.	4.1. Outline a cleaning routine for a household.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Looking after Clothes	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD884	
Unit Reference No	R/615/8694	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to know how to care for clothing.		
Learning Outcomes	Assessment Criteria	
1. Understand why and how to care for clothing.	1.1. Identify three reasons why clothes need to be washed. 1.2. Identify two ways to keep clothes in good condition.	
2. Know how to sort clothes for washing according to the label specifications.	2.1. Identify three symbols on clothing labels. 2.2. Sort clothing for appropriate washing into piles according to labels and symbols.	
3. Use a washing machine safely.	3.1. Follow the correct procedure to switch on a washing machine. 3.2. Select the appropriate washing cycle. 3.3. Choose the right washing product such as washing power, liquid or conditioner.	
4. Know how to dry clothes.	4.1. Show how to hang washing correctly on a line or clothes dryer/airer. 4.2. Identify safe use of a tumble dryer.	
5. Use and iron safely.	5.1. Set up the ironing board safely. 5.2. Add water to the iron safely. 5.3. Plug the iron in safely. 5.4. Iron at least two items of laundry.	
6. Know how to store items of clothing.	6.1. Identify three items of clothing which can be put onto hangers. 6.2. Identify three items of clothing which can be stored in drawers.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Skills for the Kitchen	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD885	
Unit Reference No	Y/615/8695	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic hygiene rules and prepare, make and serve a simple meal.		
Learning Outcomes	Assessment Criteria	
1. Know basic hygiene rules of the kitchen.	1.1. Identify and apply basic kitchen hygiene rules.	
2. Be able to select ingredients to make a simple meal.	2.1. Identify ingredients to make a simple meal.	
3. Be able to prepare ingredients.	3.1. Prepare ingredients to make a simple meal.	
4. Know how to use utensils safely.	4.1. Identify how to use three utensils safely. 4.2. Use utensils safely.	
5. Know how to use a cooker safely.	5.1. Identify three rules for safe use of a cooker. 5.2. Identify three cooking hazards. 5.3. Use a cooker for at least two different purposes.	
6. Be able to serve a meal.	6.1. Identify appropriate crockery and cutlery for serving a meal. 6.2. Serve a meal.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Food and Drink Preparation	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ911	
Unit Reference No	L/506/4156	
Unit purpose and aim(s): This unit will enable the learner to understand how to prepare basic food and drink items.		
Learning Outcomes		Assessment Criteria
1. Be able to make a hot or cold drink.	1.1. Identify the correct ingredients required to make hot and cold drinks. 1.2. Make and serve a hot drink.	
2. Know how to prepare snacks and basic dishes.	2.1. Identify the correct ingredients to make basic dishes. 2.2. Make a cold dish. 2.3. Make a hot dish.	
3. Be able to clean up after preparing food and drink.	3.1. Clean and store equipment and items used.	
4. Know how to store food and drink.	4.1. Identify how and where to store different items of food and drink. 4.2. State consequences of poor food/drink storage.	
5. Be able to work safely in a kitchen.	5.1. Identify hazards and work safely in the kitchen. 5.2. Identify main risks associated with food and drink preparation.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
Title	Developing ICT Skills for College	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD886	
Unit Reference No	D/615/8696	

Unit purpose and aim(s): This unit will enable the learner to use ICT within a college environment.		
Learning Outcomes		Assessment Criteria
1. Use ICT within a college environment.		1.1. Identify three uses of ICT within a college environment. 1.2. Log onto college network using own password and change password at least once.
2. Use ICT as a source of information in a college environment.		2.1. Gain information through ICT in own college. 2.2. Collate information on a given topic using ICT within a college environment.
3. Use ICT to communicate or to enable communication in college.		3.1. Communicate using ICT in own college. 3.2. Create a poster to advertise an event within own college.
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Responding to ICT Enabled Equipment	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBD887	
Unit Reference No	H/615/8697	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use ICT equipment.		
Learning Outcomes	Assessment Criteria	
1. Be able to respond to ICT enabled equipment.	1.1. Demonstrate how to use different ICT enabled equipment. 1.2. Transfer equipment from one piece of ICT enabled equipment to another.	
2. Be able to use ICT equipment within college.	2.1. Use the following ICT equipment in a college environment: a) desktop PC b) laptop c) tablet	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Using Mobile IT Devices	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD888	
Unit Reference No	K/615/8698	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use mobile devices.		
Learning Outcomes	Assessment Criteria	
1. Know how to use a mobile device.	1.1. Demonstrate how to start up and shutdown a mobile device. 1.2. Use standard interface features and settings. 1.3. Connect a mobile device to college network and transfer information.	
2. Be able to input and store data on a mobile device.	2.1. Input, store and retrieve data on a mobile device.	
3. Be aware of health and safety issues when using mobile devices.	3.1. Outline the health and safety issues associated with using mobile devices. 3.2. State possible consequences of using mobile devices inappropriately.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Social Media Awareness	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD889	
Unit Reference No	M/615/8699	
Unit purpose and aim(s): This unit will enable the learner to use social media safely.		
Learning Outcomes	Assessment Criteria	
1. Understand the opportunities and threats associated with social media.	1.1. State three positive aspects of social media. 1.2. State three negative aspects of social media. 1.3. Identify three risks associated with using social media. 1.4. State how to reduce the risks associated with using social media.	
2. Be aware of social media applications.	2.1. Outline how various social media sites may be used by groups and individuals.	
3. Be able to use social media to read and post content.	3.1. Access each of the following, read and post content: a) Facebook b) A Blog c) Twitter d) YouTube	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use the College Canteen	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD890	
Unit Reference No	Y/615/8700	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to access and use college canteen facilities.		
Learning Outcomes	Assessment Criteria	
1. Know how to locate the college canteen.	1.1. Identify how to locate college canteen facilities. 1.2. Use the college canteen independently.	
2. Know different types of food available within the college canteen.	2.1. Identify types of food served within the college canteen facilities.	
3. Be able to choose and eat a meal within own college canteen.	3.1. Identify and ask for a chosen meal from a list. 3.2. Eat chosen meal using correct cutlery. 3.3. Tidy own dishes and cutlery in appropriate area.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Use the College Library	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD891	
Unit Reference No	D/615/8701	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to access and use college library facilities.		
Learning Outcomes	Assessment Criteria	
1. Know how to locate the college library.	1.1. Identify how to locate the college library and explore its layout. 1.2. Identify library staff and rules.	
2. Follow correct procedures when using the college library resources.	2.1. Identify how to locate and use library resources and who to ask for assistance if required.	
3. Use college library resources.	3.1. Use library resources, borrow and return a library item independently on at least three occasions.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	College Orientation	
Level	Entry Three	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ797	
Unit Reference No	L/506/2861	
Unit purpose and aim(s): This unit will enable the learner to understand college life including own responsibilities, health and safety procedures and accessing facilities.		
Learning Outcomes		
1. Know how to identify and locate facilities and staff at college.	5.3. Identify college facilities and how to access them. 5.4. Identify key members of staff, contact details and their role within college.	
6. Be able to identify reasons for attending college.	6.1. List reasons for attending college including personal goals.	
7. Understand own responsibilities while attending college.	7.1. State own responsibilities during the college day and their importance.	
8. Understand the differences between college and previous learning environments.	8.1. Identify a difference between college and the previous learning environments. 8.2. State advantages and disadvantages of attending college.	
9. Understand Health and Safety procedures.	9.1. State key health and safety procedures.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner’s progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Dealing with Problems	
Level	Entry 3	
Credit Value	4	
Guided Learning Hours (GLH)	40	
OCN NI Unit Code	CBD892	
Unit Reference No	H/615/8702	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of problems and find a solution to a given problem.		
Learning Outcomes	Assessment Criteria	
1. Be aware of when problems may arise.	1.1. Identify when problems may arise 1.2. Identify how the problem affects him/her. 1.3. Identify two actions s/he could take when a given problem arises.	
2. Be able to find a solution to a problem.	2.1. Identify three sources of help to a given problem. 2.2. Select a solution to a problem.	
3. Be able to take part in solving a problem.	3.1. Take part in solving a problem. 3.2. Provide a solution to the problem.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Knowing your Local Area	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD893	
Unit Reference No	K/615/8703	
Unit purpose and aim(s): This unit will enable the learner to understand their own local area.		
Learning Outcomes		Assessment Criteria
1. Know the location and use of buildings and facilities in own local area.	1.1. Identify some of the features of own area. 1.2. Identify three local buildings and their uses. 1.3. Identify at least three public facilities in local area. 1.4. Identify when and how these may be used.	
2. Understand the community.	2.1. Identify at least three groups of people who make up the community. 2.2. Identify three community interest groups and their function. 2.3. Identify a group that may be of interest to you.	
3. Understand community activities and their impact.	3.1. Identify four positive activities which may contribute to the community. 3.2. Participate in two positive activities to contribute to the community. 3.3. Identify two negative actions which may impact on the community.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Using Public Transport	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD894	
Unit Reference No	M/615/8704	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use public transport safely.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare to travel by local bus and train service.	1.1. State purpose and destination of journey. 1.2. Obtain information regarding local bus and train service routes. 1.3. Identify an appropriate route for the journey. 1.4. Identify departure point.	
2. Know how to prepare to travel on longer journeys by train or bus service.	2.1. State purpose and destination of journey. 2.2. Obtain information regarding routes available. 2.3. Identify an appropriate route. 2.4. Identify location of departure point.	
3. Be able to make a journey on public transport.	3.1. Make a journey using public transport to include: a) locating and arriving at departure point in good time. b) identify the intended vehicle. c) pay fare/present pass at proper time. d) board and alight the vehicle with consideration for other passengers. e) seat/place self safely and appropriately. f) identify when s/he has arrived at intended destination.	
4. Know how to travel safely on the bus or train.	4.1. State what to do if s/he makes a mistake or needs help. 4.2. State three safety hazards s/he may encounter when using public transport.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Garden Horticulture and Maintenance	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD895	
Unit Reference No	T/615/8705	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to maintain a garden.		
Learning Outcomes	Assessment Criteria	
1. Understand what grows in a garden.	1.1. Identify three species of garden plant. 1.2. Identify three species of garden weed.	
2. Be able to propagate plants.	2.1. Sow seeds indoors. 2.2. Transplant seedlings/plants grown indoors to an outdoors location. 2.3. Sow seeds outdoors, directly into prepared ground.	
3. Be able to maintain a garden.	3.1. Care for plants in a garden. 3.2. Carry out seasonal garden maintenance tasks. 3.3. Dispose of garden waste.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Hobbies	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD896	
Unit Reference No	A/615/8706	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to make a choice about a hobby and participate in a hobby.		
Learning Outcomes	Assessment Criteria	
1. Understand the meaning of hobbies.	1.1. State what a hobby is. 1.2. Identify three areas of interest. 1.3. Identify why these can be hobbies.	
2. Be able to make a choice about a hobby.	2.1. Identify three hobbies. 2.2. Outline what these hobbies entail. 2.3. State preferences for a hobby giving reason for preference.	
3. Plan and prepare to carry out a hobby.	3.1. Identify equipment needed. 3.2. Identify where to obtain the equipment. 3.3. Locate a place to carry out a hobby.	
4. Be able to participate in a hobby.	4.1. Outline how to participate in a chosen hobby. 4.2. Participate in a hobby. 4.3. Store equipment safely if required.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Household Shopping	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD897	
Unit Reference No	F/615/8707	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan and carry out a shopping trip.		
Learning Outcomes	Assessment Criteria	
1. Know about local shops.	1.1. Identify three different types of local shops. 1.2. Identify three items which may be purchased in particular shops.	
2. Be aware of other places to shop.	2.1. Identify three other places to shop and three items which may be purchased.	
3. Know how to plan a shopping trip.	3.1. Identify three household items needed. 3.2. Identify which are needed in the short and long term. 3.3. Identify possible shops for the items. 3.4. Give an alternative shop for two of the items. 3.5. Identify and secure money for shopping trip.	
4. Understand the process of making a purchase in different types of shops.	4.1. Purchase three items using a supermarket. 4.2. Purchase three items in an over-the-counter shop. 4.3. Purchase three items online.	
5. Use basic money skills.	5.1. Use basic money skills to: a) identify the cost of at least three items b) calculate if you have sufficient funds to purchase chosen items c) pay for given items d) receive and secure any change, receipt and goods	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Independent Living	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD898	
Unit Reference No	J/615/8708	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what it means to live independently.		
Learning Outcomes	Assessment Criteria	
1. Be able to review progress towards independent living.	1.1. Identify three areas where own independence has increased. 1.2. Identify three areas where own confidence has increased.	
2. Recognise what independent living means to self.	2.1. State how increased independence has had a positive impact on own life. 2.2. Identify aspirations they hope to achieve. 2.3. Identify two places to get future guidance and support.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Building Confidence and Self Esteem	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD899	
Unit Reference No	L/615/8709	
Unit purpose and aim(s): This unit will enable the learner to understand what confidence and self-esteem are and how they can be maintained.		
Learning Outcomes		Assessment Criteria
1. Understand what confidence and self-esteem are.		1.1. Outline what confidence and self-esteem are. 1.2. Identify ways that being confident and feeling good about him/herself may impact on own life.
2. Understand a way of building confidence and self-esteem.		2.1. Indicate a way of building own confidence and self-esteem. 2.2. Indicate a way of building another person's confidence and self-esteem. 2.3. Identify ways in which confidence and self-esteem can be damaged and possible consequences of this.
3. Understand feelings surrounding confidence and self-esteem.		3.1. Indicate a good feeling that comes with confidence and self-esteem.
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Teamwork Skills in Practice	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ970	
Unit Reference No	R/506/4434	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the different roles within a team and how to contribute to a team activity.		
Learning Outcomes	Assessment Criteria	
1. Understand the different roles within a team.	1.1. State the different roles within a team. 1.2. State own role within a team in a given situation.	
2. Be able to contribute to the setting of team and own goals.	2.1. State goals identified by team. 2.2. State own individual goals. 2.3. Contribute to a team activity. 2.4. Demonstrate the use of effective verbal communication skills within the team.	
3. Be aware of others' rights to communicate within a team.	3.1. Give an example of listening to others within a team. 3.2. State why it is important to listen without interrupting.	
4. Recognise the importance of co-operation within a team.	4.1. Give an example of when co-operation is necessary to achieve a team goal.	
5. Be able to review team performance.	5.1. Give an example of what was: a) successful b) unsuccessful 5.2. Identify ways to improve own performance.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Household Expenses	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD900	
Unit Reference No	F/615/8710	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise household expenses and methods of payment.		
Learning Outcomes	Assessment Criteria	
1. Recognise regular household expenses.	1.1. Identify three monthly household bills/expenses. 1.2. Identify three other regular bills/expenses.	
2. Recognise weekly expenses.	2.1. Identify three items purchased once or more in a week. 2.2. Identify spending/pocket money for the week. 2.3. Identify three other weekly expenses.	
3. Recognise fixed and variable expenses.	3.1. Identify three bills/expenses that remain fixed and variable. 3.2. State how some bills may be reduced.	
4. Recognise long-term expenses.	4.1. Identify two long-term expenses. 4.2. Identify how to plan for replacements, needs and repairs.	
5. Recognise different methods of payment.	5.1. Identify two different methods of paying utility bills. 5.2. Outline the payment process for a chosen method.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Using Money	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD901	
Unit Reference No	J/615/8711	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use and manage money.		
Learning Outcomes	Assessment Criteria	
1. Understand sources of income.	1.1. Identify two regular and irregular sources of income.	
2. Understand expenditure.	2.1. Identify two regular and two irregular expenditure.	
3. Recognise coins and notes in transactions.	3.1. Identify three coins and three notes needed to pay for multiple items. 3.2. Identify change required when paying for multiple items.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Using Maths in Everyday Contexts	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD902	
Unit Reference No	L/615/8712	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use maths in everyday context up to 100.		
Learning Outcomes	Assessment Criteria	
1. Be able to use numbers up to the number 100 in everyday contexts.	1.1. Read numbers up to the number 100 in everyday contexts. 1.2. Write numbers up to the number 100 in everyday contexts. 1.3. Compare numbers up to the number 100 in everyday contexts. 1.4. Use numbers up to the number 100 in everyday situations.	
2. Be able to use coins and notes involving numbers up to 100 in everyday contexts.	2.1. Use coins and notes involving numbers up to 100 in everyday contexts. 2.2. Calculate amounts of money in decimal notation: a) showing the working out b) using a calculator	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Improving Performance in Mathematics	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBD903	
Unit Reference No	R/615/8713	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise own strengths in mathematics and identify areas for improvement		
Learning Outcomes		Assessment Criteria
1. Be able to recognise own strengths in mathematics.	1.1. Identify three strengths in mathematics.	
2. Be able to recognise areas for self-improvement in mathematics.	2.1. Identify two priority areas for self-improvement in mathematics.	
3. Be able to identify personal targets for improvement in mathematics.	3.1. Identify three targets which will help to improve performance in the priority areas. 3.2. Identify how and when these targets may be achieved.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Health and Fitness	
Level	Entry 3	
Credit Value	4	
Guided Learning Hours (GLH)	40	
OCN NI Unit Code	CBD904	
Unit Reference No	Y/615/8714	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of exercise and take part in an exercise activity.		
Learning Outcomes		Assessment Criteria
1. Be aware of why it is important to keep fit and how this may be achieved.	1.1. State two reasons for keeping fit. 1.2. Outline two activities that can help you to keep fit. 1.3. Name two places where you can exercise.	
2. Know how to interact with others in a health and fitness setting.	2.1. Listen to and respond to a partner when working on a specified health and fitness activity. 2.2. Listen to and respond to group members when working on a specified health and fitness activity.	
3. Be able to participate in structured activities to develop health and fitness.	3.1. State why warming up and cooling down your body before and after exercise are important. 3.2. Perform a simple warm up and cool down. 3.3. Complete at least two basic fitness tests. 3.4. Take part in at least three fitness activities.	
4. Be able to complete a simple training programme.	4.1. Complete a simple training programme which improves fitness over a specified time period.	
5. Be able to use safe working practices when participating in health and fitness activities.	5.1. Use specified health and fitness equipment safely. 5.2. Identify and wear clothing to promote own health and safety during specified activities.	
6. Be able to review own performance and personal skills.	6.1. Identify aspects of personal health and fitness training which have been successful. 6.2. State how own health and fitness could be improved in the future.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
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Title	Making the Most of Leisure Time	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD905	
Unit Reference No	D/615/8715	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to access and participate in local leisure activities and the associated benefits.		
Learning Outcomes	Assessment Criteria	
1. Know how to access local leisure activities.	1.1. Identify three local based leisure activities. 1.2. Collect information on how to gain access to three local leisure activities.	
2. Be able to participate in a local leisure activity.	2.1. Identify any special equipment and/or clothing requirements for identified activities. 2.2. Take part in three local leisure activities.	
3. Know some key benefits of participating in a leisure activity.	3.1. List two benefits for each chosen leisure activity. 3.2. Give examples of personal benefits of participating in three specified leisure activities.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Personal Awareness	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD906	
Unit Reference No	H/615/8716	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop an understanding of personal awareness.		
Learning Outcomes	Assessment Criteria	
1. Be able to recognise personal appearance.	1.1. Identify three physical attributes.	
2. Be able to recognise personal qualities.	2.1. Identify three personal qualities. 2.2. Identify a quality s/he would like to improve. 2.3. Suggest a way to improve a personal quality.	
3. Understand impact of own behaviour on others.	3.1. Outline three ways own behaviour can affect others.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Healthy Diet Planning	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ908	
Unit Reference No	H/506/4132	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of a healthy diet. The learner will also be asked to produce a healthy diet plan.		
Learning Outcomes	Assessment Criteria	
10. Understand the importance of a healthy diet.	10.1. State the importance of a healthy diet and its impact on health.	
11. Be able to create a healthy diet plan.	11.1. List factors to be considered when planning a healthy diet. 11.2. Create a healthy diet plan.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Making Choices	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBD907	
Unit Reference No	K/615/8717	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to make informed choices.		
Learning Outcomes	Assessment Criteria	
1. Know when choices may need to be made.	1.1. Identify three situations where a choice needs to be made.	
2. Know how to make an informed choice.	2.1. Identify three choices in own life. 2.2. Identify consequences of one of the choices.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Diversity within Society	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ962	
Unit Reference No	Y/506/4421	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by the term diversity and be aware of diverse groups and their contribution to society.		
Learning Outcomes	Assessment Criteria	
12. Know what is meant by the term diversity.	12.1. State what is meant by the term diversity.	
13. Be aware of a range of diverse groups and practices.	13.1. List at least two diverse groups including examples of their practices. 13.2. Identify similarities across at least two diverse groups.	
Understand the importance of respecting diversity.	13.3. State why it is important to respect diversity. 13.4. Give examples of a lack of tolerance of diverse groups within society.	
Recognise the contributions of diverse groups to society.	13.5. Give examples of contributions different diverse groups make to society.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Active Citizenship in the Community	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ960	
Unit Reference No	D/506/4419	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand diversity in society and recognise the role of active participation.		
Learning Outcomes	Assessment Criteria	
14. Understand the social diversity of citizens in own community.	14.1. State what is meant by social diversity. 14.2. List different diverse groups within own community.	
15. Recognise the role of active participation in own community.	15.1. Outline own involvement in an organisation, club or activity identifying the diversity of those involved. 15.2. State the benefit of active participation in own community.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Skills for the Workplace	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBD908	
Unit Reference No	M/615/8718	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the basic skills needed for the workplace.		
Learning Outcomes	Assessment Criteria	
1. Recognise the skills needed for work.	1.1 Outline and demonstrate the importance of the following skills in the workplace: a) time management b) appropriate behaviour c) reliability	
2. Understand the importance of health and safety procedures at work.	2.1 Outline the importance of health and safety procedures at work. 2.2 Identify key safety signs that may be encountered in the workplace. 2.3 Identify appropriate safe clothing for different types of work.	
3. Be able to follow instructions in the workplace.	3.1 Demonstrate how to follow simple instructions to perform given tasks.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Interview Skills	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBD909	
Unit Reference No	T/615/8719	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and take part in an interview.		
Learning Outcomes	Assessment Criteria	
1. Understand how to prepare for an interview.	1.1 Outline how to prepare for an interview including: a) appropriate clothing b) travel arrangements c) answers to possible questions	
2. Be able to take part in an interview.	1.2 Demonstrate how to take part in an interview. 1.3 Identify what went well and areas for improvement.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title:	Taking Part in an Enterprise Project	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ969	
Unit Reference No:	L/506/4433	
Unit purpose and aim(s): This unit will enable the learner to undertake a small enterprise project including; advertising, selling, costs and evaluation.		
Learning Outcomes		Assessment Criteria
16. Be able to select a product to sell and advertise.	16.1. Identify a product to sell and its target market. 16.2. Identify a suitable venue to hold the sale and outline its benefits. 16.3. Identify ways to advertise the sale.	
17. Know how to set up a point of sale and sell products.	17.1. Identify the equipment and resources needed to sell the product. 17.2. Demonstrate product sales.	
18. Be aware of costs involved in the enterprise project.	18.1. Outline the costs involved in selecting, marketing and selling the product.	
19. Evaluate own contribution to enterprise project.	19.1. Outline own contribution to enterprise project.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the External Verification report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the centre log-in area of the OCN NI website. www.ocnni.org.uk

Administration

Registration

A centre must register learners within 20 working days of commencement of this qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre log-in of the OCN NI website. www.ocnni.org.uk

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

OCN NI Entry Level Award in Developing Skills for Life (Entry 1)
Qualification Number: 603/1969/0
OCN NI Entry Level Certificate in Developing Skills for Life (Entry 1)
Qualification Number: 603/1975/6
OCN NI Entry Level Diploma in Developing Skills for Life (Entry 1)
Qualification Number: 603/1970/7
OCN NI Entry Level Award in Developing Skills for Life (Entry 3)
Qualification Number: 603/1972/0

Operational start date: 01 July 2017
Operational end date: 30 June 2030
Certification end date: 30 June 2031

OCN NI Entry Level Certificate in Developing Skills for Life (Entry 3)
Qualification Number: 603/2084/9
OCN NI Entry Level Diploma in Developing Skills for Life (Entry 3)
Qualification Number: 603/2086/2

Operational start date: 15 July 2017
Operational end date: 30 June 2030
Certification end date: 30 June 2031

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