



Entry Codes: Vocational Qualifications 2023/24

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Introduction

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

All qualifications within this booklet have an accreditation period assigned to them, which means that they have a start date and an end date. We publish a monthly guide to our vocational qualifications which are approaching last entry or last certification date within the next six months. It is important that centres check this document regularly for updates. The guide can be downloaded from the [OCR website](#).

If there are any subsequent changes or additions to this booklet, we will update the online version, available to download from the [OCR website](#).

Any changes will be clearly identified in the version control table below and the version number will be updated accordingly in the footer.

We will also notify centres of any amendments in a [subject update](#).

The following qualifications have their own entry codes booklets, which can be downloaded from the [OCR website](#):

- General qualifications (AS and A Level, Core Maths, Entry Level Certificate, Extended Project FSMQ and GCSE)
- Cambridge Nationals
- Cambridge Technicals.

Key to forms of assessment

- ◇ = Available for certification only
- EV = Externally verified
- T = Timetabled exam
- O = On-screen test
- M = Moderated assessment criteria/tasks
- V = Vendor test

Version control

| Version number | Section | Details of change | Date changed |
|---------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 3.1 | 4.1 | 10212 replaced with 10215 | 03/01/2023 |
| 4.0 | 1, 2 & 3 | The following withdrawn qualifications removed: Business and Administration, Management, Digital Employability, and IT Users (Entry 3) Note: Last entry date for Administration (Business Professional) and ITQ is 31 December 2023 . | 25/08/2023 |
| Version 3.0: published online November 2022 | | | |

1 Skills for Business

1.1 Administration (Business Professional)

Last date for entries is 31 December 2023

Administration (Business Professional) includes Text Processing (Business Professional) units as optional units. Text Processing was withdrawn in **autumn 2017**. Text Processing units achieved before autumn 2017 can continue to be used towards Administration (Business Professional).

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------|-------------------|----------------------|
| 03952 | OCR Level 1 Award in Administration (Business Professional) | | 8 credits | 500/6218/9 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Units 1 and 2 (6 credits) 2 credits from any of Units 3–5 or 8–14. | | | | |
| 03953 | OCR Level 1 Certificate in Administration (Business Professional) | | 13 credits | 500/6122/7 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Units 1 and 2 (6 credits) 4 credits from any of Units 3–5 or 8–14 3 credits from any of Units 3–5, 8–14 or Levels 1 and 2 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Certificate claim. | | | | |
| 03955 | OCR Level 2 Award in Administration (Business Professional) | | 10 credits | 500/6124/0 |
| Made up of: Units 6 and 7 (10 credits). | | | | |
| 03956 | OCR Level 2 Certificate in Administration (Business Professional) | | 18 credits | 500/6563/4 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Units 6 and 7 (10 credits) 3 credits from any of Units 3–5, 8–14 or 17–24 5 credits from any of Units 3–5, 8–14, 17–24 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Certificate claim. | | | | |
| 03957 | OCR Level 2 Diploma in Administration (Business Professional) | | 37 credits | 500/6125/2 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Units 6 and 7 (10 credits) 9 credits from any of Units 8–14 or 17–24 18 credits from any of Units 3–5, 8–14, 17–24 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Diploma claim. | | | | |
| 03958 | OCR Level 3 Award in Administration (Business Professional) | | 11 credits | 500/6483/6 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------|------------|----------------------|
| <p>Made up of:</p> <ul style="list-style-type: none"> Units 15 and 16 (8 credits) 3 credits from any of Units 8–14, 17–24 or 26–29. | | | | |
| 03959 | OCR Level 3 Certificate in Administration (Business Professional) | 20 credits | | 500/6484/8 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Units 15 and 16 (8 credits) 7 credits from any of Units 17–24 or 26–29 5 credits from any of Units 8–14, 17–24, 26–29 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Certificate claim. | | | | |
| 03963 | OCR Level 3 Diploma in Administration (Business Professional) | 37 credits | | 500/6485/X |
| <p>Made up of:</p> <ul style="list-style-type: none"> Units 15 and 16 (8 credits) 11 credits from any of Units 17–24 or 26–29 18 credits from any of Units 8–14, 17–24, 26–29 or Levels 2 and 3 Text Processing units. For Text Processing units, credits from only one unit in each specialist area may be used in a full Diploma claim. | | | | |
| 03966 | OCR Level 4 Award in Administration (Business Professional) | 12 credits | | 500/6488/5 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Unit 25 (5 credits) 3 credits from any of Units 26–29 4 credits from any of Units 17–24 or 26–29. | | | | |
| 03967 | OCR Level 4 Certificate in Administration (Business Professional) | 20 credits | | 500/6489/7 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Unit 25 (5 credits) 7 credits from any of Units 26–29 8 credits from any of Units 17–24, 26–29 or Level 3 Text Processing units. | | | | |
| 03968 | OCR Level 4 Diploma in Administration (Business Professional) | 37 credits | | 500/6490/3 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Units 25–29 (20 credits) 17 credits from any of Units 17–24 or Level 3 Text Processing units. | | | | |
| Unit 1 | Working in business and administration (Level 1) | 3 credits | M | F/502/4009 |
| Unit 2 | Creating business documents (Level 1) | 3 credits | M | K/502/4005 |
| Unit 3 | Making and receiving calls (Level 1) | 2 credits | M | T/502/4007 |
| Unit 4 | Welcome visitors (Level 1) | 2 credits | M | M/502/4006 |
| Unit 5 | Handling mail (Level 1) | 2 credits | M | A/502/4008 |
| Unit 6 | Working in administration (Level 2) | 6 credits | M | A/505/7011 |
| Unit 7 | Written business communication (Level 2) | 4 credits | M | L/505/7045 |
| Unit 8 | Career planning in administration (Level 2) | 5 credits | M | R/505/7046 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------|---------------------------------------------------------------------------|--------------|------------|----------------------|
| Unit 9 | Communicate with customers (Level 2) | 3 credits | M | D/505/7048 |
| Unit 10 | Teamwork in administration (Level 2) | 3 credits | M | D/505/7051 |
| Unit 11 | Financial transactions (Level 2) | 3 credits | M | H/505/7052 |
| Unit 12 | Organise business travel and accommodation (Level 2) | 4 credits | M | K/505/7053 |
| Unit 13 | Organise meetings (Level 2) | 3 credits | M | M/502/3826 |
| Unit 14 | Handling diary systems (Level 2) | 3 credits | M | Y/505/7114 |
| Unit 15 | Producing complex business documents (Level 3) | 4 credits | M | R/505/7144 |
| Unit 16 | Understanding functions and roles within business organisations (Level 3) | 4 credits | M | M/505/7054 |
| Unit 17 | Supporting recruitment and selection procedures (Level 3) | 4 credits | M | T/505/7055 |
| Unit 18 | Verbal communication in business (Level 3) | 4 credits | M | A/505/7056 |
| Unit 19 | Support business meetings (Level 3) | 3 credits | M | F/505/7057 |
| Unit 20 | Organise a business event (Level 3) | 4 credits | M | J/505/7058 |
| Unit 21 | Reviewing and developing office procedures (Level 3) | 6 credits | M | L/505/7059 |
| Unit 22 | Carry out research and prepare a report (Level 3) | 4 credits | M | F/505/7060 |
| Unit 23 | Legislation affecting organisations (Level 3) | 3 credits | M | J/505/7061 |
| Unit 24 | Working in an administration team (Level 3) | 5 credits | M | L/505/7062 |
| Unit 25 | Working in a senior administrative role (Level 4) | 5 credits | M | D/505/7065 |
| Unit 26 | Analyse financial information (Level 4) | 4 credits | M | H/505/7066 |
| Unit 27 | Chair business meetings (Level 4) | 3 credits | M | K/505/7067 |
| Unit 28 | Present complex business information (Level 4) | 4 credits | M | L/502/3865 |
| Unit 29 | Train and develop staff (Level 4) | 4 credits | M | M/505/7068 |

2 Employability and Life Skills

2.1 Life and Living Skills

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------|--------------|------------|----------------------|
| 10160 | OCR Entry Level Introductory Award in Life and Living Skills (Entry 1) | 2 credits | 2 credits | 501/0958/3 |
| Made up of: 2 credits from Entry Level 1 units. | | | | |
| 10161 | OCR Entry Level Award in Life and Living Skills (Entry 1) | 6 credits | 6 credits | 501/0974/1 |
| Made up of: 6 credits, of which 4 must be from Entry Level 1 units. | | | | |
| 10162 | OCR Entry Level Extended Award in Life and Living Skills (Entry 1) | 9 credits | 9 credits | 501/1093/7 |
| Made up of: 9 credits, of which 5 must be from Entry Level 1 units. | | | | |
| 10163 | OCR Entry Level Certificate in Life and Living Skills (Entry 1) | 13 credits | 13 credits | 501/0976/5 |
| Made up of: 13 credits, of which 7 must be from Entry Level 1 units. | | | | |
| 10181 | OCR Entry Level Extended Certificate in Life and Living Skills (Entry 1) | 25 credits | 25 credits | 501/1700/2 |
| Made up of: 25 credits, of which 13 must be from Entry Level 1 units. | | | | |
| 10164 | OCR Entry Level Diploma in Life and Living Skills (Entry 1) | 37 credits | 37 credits | 501/1202/8 |
| Made up of: 37 credits, of which 19 must be from Entry Level 1 units. | | | | |
| 10165 | OCR Entry Level Introductory Award in Life and Living Skills (Entry 2) | 2 credits | 2 credits | 501/1031/7 |
| Made up of: 2 credits from Entry Level 2 units. | | | | |
| 10166 | OCR Entry Level Award in Life and Living Skills (Entry 2) | 6 credits | 6 credits | 501/1030/5 |
| Made up of: 6 credits, of which 4 must be from Entry Level 2 units. | | | | |
| 10167 | OCR Entry Level Certificate in Life and Living Skills (Entry 2) | 13 credits | 13 credits | 501/1145/0 |
| Made up of: 13 credits, of which 7 must be from Entry Level 2 units. | | | | |
| 10182 | OCR Entry Level Extended Certificate in Life and Living Skills (Entry 2) | 25 credits | 25 credits | 501/1702/6 |
| Made up of: 25 credits, of which 13 must be from Entry Level 2 units. | | | | |
| 10168 | OCR Entry Level Diploma in Life and Living Skills (Entry 2) | 37 credits | 37 credits | 501/1203/X |
| Made up of: 37 credits, of which 19 must be from Entry Level 2 units. | | | | |
| 10169 | OCR Entry Level Introductory Award in Life and Living Skills (Entry 3) | 2 credits | 2 credits | 501/1032/9 |
| Made up of: 2 credits from Entry Level 3 units. | | | | |
| 10170 | OCR Entry Level Award in Life and Living Skills (Entry 3) | 6 credits | 6 credits | 501/1143/7 |
| Made up of: 6 credits, of which 4 must be from Entry Level 3 units. | | | | |
| 10171 | OCR Entry Level Certificate in Life and Living Skills (Entry 3) | 13 credits | 13 credits | 501/1033/0 |
| Made up of: 13 credits, of which 7 must be from Entry Level 3 units. | | | | |
| 10183 | OCR Entry Level Extended Certificate in Life and Living Skills (Entry 3) | 25 credits | 25 credits | 501/1492/X |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------|-------------------|----------------------|
| Made up of: 25 credits, of which 13 must be from Entry Level 3 units. | | | | |
| 10172 | OCR Entry Level Diploma in Life and Living Skills (Entry 3) | 37 credits | 37 credits | 501/1204/1 |
| Made up of: 37 credits, of which 19 must be from Entry Level 3 units. | | | | |
| Group A: Arts and Crafts | | | | |
| Unit A1 | Engaging in a creative group project (Entry 1) | 3 credits | M | H/601/9797 |
| Unit A2 | Engaging in new creative activities (Entry 1) | 3 credits | M | M/601/9799 |
| Unit A3 | Displaying creative work (Entry 1) | 3 credits | M | D/601/9796 |
| Unit A4 | Selecting and planning an art or craft product (Entry 2) | 2 credits | M | T/601/9836 |
| Unit A5 | Creating an art or craft product (Entry 2) | 2 credits | M | D/601/9832 |
| Unit A6 | Displaying an art or craft product (Entry 2) | 2 credits | M | K/601/9834 |
| Unit A7 | Designing an art or craft product (Entry 3) | 2 credits | M | K/601/9882 |
| Unit A8 | Making an art or craft product (Entry 3) | 2 credits | M | A/601/9885 |
| Unit A9 | Exhibiting an art or craft product (Entry 3) | 2 credits | M | T/601/9884 |
| Group B: Communication | | | | |
| Unit B1 | Making requests and asking questions in familiar situations (Entry 1) | 2 credits | M | A/602/0003 |
| Unit B2 | Providing personal information (Entry 1) | 2 credits | M | F/602/0004 |
| Unit B3 | Engaging in early reading activities (Entry 1) | 3 credits | M | J/601/9999 |
| Unit B4 | Interacting in a group situation (Entry 1) | 2 credits | M | M/602/0001 |
| Unit B5 | Engaging with the world around you: people (Entry 1) | 3 credits | M | R/502/4175 |
| Unit B6 | Encountering experiences: being a part of things (Entry 1) | 3 credits | M | R/502/4161 |
| Unit B7 | Developing communication skills (Entry 1) | 3 credits | M | F/502/4317 |
| Unit B8 | Developing reading skills (Entry 1) | 3 credits | M | F/502/4320 |
| Unit B9 | Developing writing skills (Entry 1) | 3 credits | M | R/502/4323 |
| Unit B10 | Presenting written information in different styles and formats (Entry 2) | 2 credits | M | A/602/0051 |
| Unit B11 | Understanding short texts and simple instructions (Entry 2) | 2 credits | M | F/602/0052 |
| Unit B12 | Asking questions and making requests in everyday situations (Entry 2) | 1 credit | M | K/602/0045 |
| Unit B13 | Providing personal information in writing (Entry 2) | 2 credits | M | T/602/0047 |
| Unit B14 | Managing social relationships (Entry 2) | 1 credit | M | A/502/0444 |
| Unit B15 | Contributing to discussions (Entry 3) | 2 credits | M | J/602/0084 |
| Unit B16 | Writing in short paragraphs (Entry 3) | 2 credits | M | K/602/0093 |
| Unit B17 | Using different reading methods (Entry 3) | 2 credits | M | T/602/0095 |
| Unit B18 | Making requests and asking questions in a variety of situations (Entry 3) | 2 credits | M | Y/602/0087 |
| Unit B19 | Completing forms with personal information (Entry 3) | 2 credits | M | Y/602/0090 |
| Group C: Environment and Community | | | | |
| Unit C1 | Responding to your local natural environment | 3 credits | M | A/601/9806 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|---------------------------------|-----------------------------------------------------------------------------|--------------|------------|----------------------|
| | (Entry 1) | | | |
| Unit C2 | Identifying your local community and facilities (Entry 1) | 3 credits | M | H/601/9802 |
| Unit C3 | Using a community facility over a period of time (Entry 1) | 3 credits | M | J/601/9808 |
| Unit C4 | Responding to community facilities (Entry 1) | 3 credits | M | T/601/9805 |
| Unit C5 | Finding out about and using community facilities (Entry 1) | 3 credits | M | Y/601/9800 |
| Unit C6 | Travel within the community: going places (Entry 1) | 3 credits | M | A/502/4171 |
| Unit C7 | Individual responsibilities in the community (Entry 2) | 2 credits | M | A/601/9840 |
| Unit C8 | Community action (Entry 2) | 2 credits | M | Y/502/0449 |
| Unit C10 | Increasing community involvement (Entry 3) | 3 credits | M | J/601/9887 |
| Unit C11 | Community action (Entry 3) | 2 credits | M | F/502/0459 |
| Group D: Home Management | | | | |
| Unit D1 | Planning and preparing a simple meal (Entry 1) | 3 credits | M | A/602/0017 |
| Unit D2 | Planning and preparing food for an event (Entry 1) | 3 credits | M | A/602/0020 |
| Unit D3 | Using shopping facilities (Entry 1) | 3 credits | M | F/602/0021 |
| Unit D4 | Selecting and using cooking equipment (Entry 1) | 3 credits | M | M/602/0015 |
| Unit D5 | Participating in carrying out household tasks (Entry 1) | 3 credits | M | R/601/9813 |
| Unit D6 | Preparing drinks and snacks (Entry 1) | 3 credits | M | T/602/0016 |
| Unit D7 | Developing independent living skills: looking after your own home (Entry 1) | 2 credits | M | M/502/4166 |
| Unit D8 | Food safety and storage (Entry 2) | 3 credits | M | D/600/6210 |
| Unit D9 | Recycling, managing waste (Entry 2) | 2 credits | M | K/600/6226 |
| Unit D10 | Following a simple recipe (Entry 2) | 3 credits | M | J/601/9842 |
| Unit D11 | Understanding how to clean the home (Entry 2) | 2 credits | M | K/601/9848 |
| Unit D12 | Shopping for daily living (Entry 2) | 3 credits | M | T/601/2188 |
| Unit D13 | Cleaning, washing, drying and storing laundry (Entry 2) | 2 credits | M | M/601/2190 |
| Unit D14 | Household cleaning (Entry 3) | 3 credits | M | T/600/6214 |
| Unit D15 | Food hygiene and safety (Entry 3) | 2 credits | M | L/601/9888 |
| Unit D16 | Basic food preparation (Entry 3) | 2 credits | M | J/600/0711 |
| Group E: Horticulture | | | | |
| Unit E1 | Insert plant material (Entry 3) | 1 credit | M | M/502/0618 |
| Unit E2 | Caring for plant material (Entry 3) | 2 credits | M | J/601/9890 |
| Unit E3 | Preparing and planting a site (Entry 3) | 2 credits | M | L/601/9891 |
| Group F: ICT | | | | |
| Unit F1 | Using ICT to record and edit information (Entry 1) | 3 credits | M | D/601/9815 |
| Unit F2 | Interacting purposefully with ICT (Entry 1) | 3 credits | M | D/602/0012 |
| Unit F3 | Obtaining information from an ICT-based source (Entry 1) | 3 credits | M | H/602/0013 |

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|--------------------------------|----------------------------------------------------------------|--------------|------------|----------------------|
| Unit F4 | Using creative software (Entry 1) | 3 credits | M | K/602/0014 |
| Unit F5 | Identifying and using ICT equipment (Entry 1) | 3 credits | M | R/602/0010 |
| Unit F6 | Responding to ICT enabled equipment (Entry 1) | 3 credits | M | Y/601/9814 |
| Unit F7 | Using ICT to find information (Entry 2) | 2 credits | M | F/602/0066 |
| Unit F8 | Using ICT to change a creative composition (Entry 2) | 2 credits | M | L/602/0054 |
| Unit F9 | Using ICT to enter and edit text (Entry 2) | 2 credits | M | R/602/0055 |
| Unit F10 | Using ICT to communicate (Entry 2) | 2 credits | M | R/602/0105 |
| Unit F11 | Know how to use ICT safely (Entry 2) | 2 credits | M | Y/602/0106 |
| Unit F12 | Introduction to using ICT systems (Entry 3) | 3 credits | M | T/504/4984 |
| Unit F13 | Using ICT to produce a creative composition (Entry 3) | 3 credits | M | A/602/0101 |
| Unit F14 | Using ICT to produce a text document (Entry 3) | 2 credits | M | F/602/0102 |
| Unit F15 | Using ICT to find information (Entry 3) | 3 credits | M | L/602/0099 |
| Unit F16 | Communicating information using ICT (Entry 3) | 3 credits | M | H/502/1197 |
| Group G: Manufacturing | | | | |
| Unit G1 | Contributing to the manufacture of a product (Entry 3) | 2 credits | M | Y/601/9893 |
| Group H: Media | | | | |
| Unit H1 | Producing and editing images for a media product (Entry 3) | 2 credits | M | D/601/9894 |
| Unit H2 | Recording and modifying material for a media product (Entry 3) | 2 credits | M | H/601/9895 |
| Unit H3 | Writing and editing material for a media product (Entry 3) | 2 credits | M | M/601/9897 |
| Group I: Motor Vehicles | | | | |
| Unit I2 | Carrying out basic vehicle maintenance (Entry 3) | 2 credits | M | T/601/9898 |
| Group J: Numeracy | | | | |
| Unit J1 | Recognising time through regular events (Entry 1) | 3 credits | M | K/601/9817 |
| Unit J2 | Early mathematics: measure (Entry 1) | 2 credits | M | M/502/4331 |
| Unit J3 | Early mathematics: developing number skills (Entry 1) | 2 credits | M | D/502/4325 |
| Unit J4 | Early mathematics: sequencing and sorting (Entry 1) | 3 credits | M | T/502/4332 |
| Unit J5 | Understanding what money is used for (Entry 1) | 3 credits | M | D/600/0438 |
| Unit J6 | Working with whole numbers up to 100 (Entry 2) | 2 credits | M | D/602/0057 |
| Unit J7 | Reading and recording time (Entry 2) | 2 credits | M | D/602/0060 |
| Unit J8 | Collecting and presenting numerical information (Entry 2) | 2 credits | M | H/602/0061 |
| Unit J9 | Using coins and notes (Entry 2) | 2 credits | M | K/602/0059 |
| Unit J10 | Estimating and measuring (Entry 2) | 2 credits | M | M/602/0063 |
| Unit J11 | Working with time (Entry 3) | 2 credits | M | D/602/0074 |
| Unit J12 | Working with money (Entry 3) | 2 credits | M | H/602/0108 |
| Unit J13 | Working with whole numbers up to 1000 (Entry 3) | 2 credits | M | L/602/0068 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|---------------------------------|------------------------------------------------------------------------------|--------------|------------|----------------------|
| Unit J14 | Presenting information in a chart (Entry 3) | 2 credits | M | M/602/0080 |
| Unit J15 | Working with measurements (Entry 3) | 2 credits | M | T/602/0078 |
| Group K: Office Practice | | | | |
| Unit K1 | Working in business and administration (Entry 3) | 2 credits | M | H/600/1090 |
| Unit K2 | Using office equipment in a business environment (Entry 3) | 3 credits | M | R/600/1098 |
| Group L: Performing Arts | | | | |
| Unit L1 | Taking part in a performance (Entry 3) | 3 credits | M | A/502/3828 |
| Group M: Personal Skills | | | | |
| Unit M1 | Rights and responsibilities: everybody matters (Entry 1) | 3 credits | M | K/502/4439 |
| Unit M2 | Developing self awareness: all about me (Entry 1) | 3 credits | M | Y/502/4422 |
| Unit M3 | Taking part in daily routine activities (Entry 1) | 3 credits | M | T/601/9819 |
| Unit M4 | Using interpersonal skills to contribute to positive relationships (Entry 1) | 2 credits | M | T/601/9822 |
| Unit M5 | Developing independent living skills: having your say (Entry 1) | 3 credits | M | H/502/4164 |
| Unit M6 | Developing independent living skills: keeping safe (Entry 1) | 2 credits | M | K/502/4165 |
| Unit M7 | Dealing with problems (Entry 1) | 4 credits | M | Y/502/4159 |
| Unit M8 | Emotional wellbeing (Entry 1) | 2 credits | M | A/502/5689 |
| Unit M9 | Healthy living (Entry 1) | 2 credits | M | F/502/4883 |
| Unit M10 | Understanding routines (Entry 2) | 2 credits | M | J/601/9856 |
| Unit M11 | Understanding interpersonal skills (Entry 2) | 2 credits | M | L/601/9857 |
| Unit M12 | Finding your way around an unfamiliar area (Entry 2) | 2 credits | M | T/601/9853 |
| Unit M13 | Developing self (Entry 2) | 2 credits | M | M/502/0442 |
| Unit M14 | Dealing with problems in daily life (Entry 2) | 2 credits | M | D/502/0436 |
| Unit M15 | Emotional wellbeing (Entry 2) | 2 credits | M | K/502/4568 |
| Unit M16 | Healthy living (Entry 2) | 2 credits | M | L/502/0450 |
| Unit M17 | Individual rights and responsibilities (Entry 2) | 1 credit | M | F/502/0445 |
| Unit M18 | Making the most of leisure time (Entry 2) | 2 credits | M | M/502/0649 |
| Unit M19 | Managing own money (Entry 2) | 2 credits | M | Y/502/0452 |
| Unit M20 | Working as part of a group (Entry 2) | 2 credits | M | H/502/0437 |
| Unit M23 | Developing self (Entry 3) | 2 credits | M | M/502/0456 |
| Unit M24 | Dealing with problems in daily life (Entry 3) | 2 credits | M | H/502/0454 |
| Unit M25 | Emotional wellbeing (Entry 3) | 2 credits | M | R/502/5729 |
| Unit M26 | Introduction to diversity, prejudice and discrimination (Entry 3) | 2 credits | M | Y/502/5795 |
| Unit M27 | Healthy living (Entry 3) | 2 credits | M | T/502/0460 |
| Unit M28 | Individual rights and responsibilities (Entry 3) | 1 credit | M | A/502/0458 |
| Unit M29 | Making the most of leisure time (Entry 3) | 2 credits | M | H/502/0650 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|---------------------------------|-----------------------------------------------------------------------|--------------|------------|----------------------|
| Unit M30 | Managing own money (Entry 3) | 2 credits | M | F/502/0462 |
| Unit M31 | Managing social relationships (Entry 3) | 2 credits | M | T/502/0457 |
| Unit M32 | Personal safety in the home and community (Entry 3) | 2 credits | M | R/502/3334 |
| Unit M33 | Getting to a destination safely and on time (Entry 3) | 1 credit | M | H/502/4293 |
| Unit M34 | Working as part of a group (Entry 3) | 2 credits | M | K/502/0455 |
| Group N: World of Work | | | | |
| Unit N1 | Developing skills for the workplace: following instructions (Entry 1) | 2 credits | M | R/502/4449 |
| Unit N2 | Recognising work areas in the wider community (Entry 1) | 3 credits | M | D/602/0043 |
| Unit N3 | Participating in a mini-enterprise project (Entry 1) | 4 credits | M | L/601/9826 |
| Unit N4 | Recognising centre staff and the jobs they do (Entry 1) | 3 credits | M | Y/601/9828 |
| Unit N5 | Preparation for work (Entry 1) | 2 credits | M | L/502/4885 |
| Unit N6 | Carrying out routine tasks at work (Entry 2) | 2 credits | M | L/601/9860 |
| Unit N7 | Getting ready for starting work (Entry 2) | 2 credits | M | Y/601/9862 |
| Unit N8 | Introduction to health and safety at work (Entry 2) | 2 credits | M | Y/600/2236 |
| Unit N9 | Preparation for work (Entry 2) | 2 credits | M | R/502/0451 |
| Unit N10 | Rights and responsibilities at work (Entry 2) | 1 credit | M | L/501/6639 |
| Unit N11 | Developing job search skills (Entry 2) | 1 credit | M | J/502/3024 |
| Unit N12 | Health and safety procedures at work (Entry 3) | 2 credits | M | A/601/9899 |
| Unit N13 | Carrying out tasks at work (Entry 3) | 2 credits | M | H/601/9900 |
| Unit N14 | Completing a job application form (Entry 3) | 2 credits | M | R/502/3026 |
| Unit N15 | Effective communication for work (Entry 3) | 2 credits | M | Y/502/3027 |
| Unit N16 | Preparation for work (Entry 3) | 2 credits | M | A/502/0461 |
| Unit N17 | Behaving appropriately at work (Entry 3) | 1 credit | M | T/502/4282 |
| Group O: Personal Skills | | | | |
| Unit O1 | Learning to manage substance dependency (Entry 3) | 3 credits | M | M/507/1035 |
| Unit O2 | Managing recovery from substance dependency (Entry 3) | 3 credits | M | T/507/1036 |

3 Information Technology

3.1 ITQ

Last date for entries is 31 December 2023

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------|-------------------|----------------------|
| 03991 | OCR Level 1 Award in IT User Skills (ITQ) | | 9 credits | 500/6684/5 |
| <p>Made up of:</p> <ul style="list-style-type: none"> 9 credits from Units 1, 4–82 and 91–92, of which at least 6 must be at Level 1. <p>No more than 3 credits must be from Entry Level units.</p> <p>Barred combinations:</p> <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03992 | OCR Level 1 Certificate in IT User Skills (ITQ) | | 13 credits | 500/6683/3 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (3 credits) 10 credits from Units 4–83 and 91–92, of which no more than 3 at Entry Level and no more than 3 from sector-specific Unit 83. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. <p>Barred combinations:</p> <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03993 | OCR Level 1 Diploma in IT User Skills (ITQ) | | 37 credits | 500/6742/4 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (3 credits) 34 credits from Units 4–83 and 91–92, of which no more than 5 at Entry Level and no more than 3 from sector-specific Unit 83. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. <p>Barred combinations:</p> <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03994 | OCR Level 2 Award in IT User Skills (ITQ) | | 10 credits | 500/6685/7 |
| <p>Made up of: 10 credits from Units 2, 4–82 and 91–92, of which at least 7 must be at Level 2.</p> <p>Barred combinations:</p> <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03995 | OCR Level 2 Certificate in IT User Skills (ITQ) | | 16 credits | 500/6743/6 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Unit 2 (4 credits) 12 credits from Units 4–82, 84 and 91–92, of which at least 6 must be at Levels 2–3 and no more than 4 may be from sector-specific Unit 84. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. <p>Barred combinations:</p> <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 13995 | OCR Level 2 Extended Certificate in IT User Skills (ITQ) | | 25 credits | 600/1062/9 |
| <p>Made up of:</p> <ul style="list-style-type: none"> Unit 2 (4 credits) 21 credits from Units 4–82, 84 and 91–92, of which at least 11 must be at Levels 2–3 and no more than 4 may be from sector-specific Unit 84. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. | | | | |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------|-------------------|----------------------|
| Barred combinations: | | | | |
| <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03996 | OCR Level 2 Diploma in IT User Skills (ITQ) | | 38 credits | 500/6744/8 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Unit 2 (4 credits) 34 credits from Units 4–82, 84 and 91–92, of which at least 17 must be at Levels 2–3 and no more than 4 may be from sector-specific Unit 84. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. | | | | |
| Barred combinations: | | | | |
| <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03997 | OCR Level 3 Award in IT User Skills (ITQ) | | 12 credits | 500/6588/9 |
| Made up of: 12 credits from Units 3–82 and 91–92, of which at least 8 must be at Level 3. | | | | |
| Barred combinations: | | | | |
| <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03998 | OCR Level 3 Certificate in IT User Skills (ITQ) | | 25 credits | 500/6758/8 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Unit 3 (5 credits) 20 credits from Units 4–82, 85 and 91–92, of which at least 10 must be at Level 3 and no more than 5 may be from sector-specific Unit 85. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. | | | | |
| Barred combinations: | | | | |
| <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| 03999 | OCR Level 3 Diploma in IT User Skills (ITQ) | | 39 credits | 500/6757/6 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Unit 3 (5 credits) 34 credits from Units 4–82, 85 and 91–92, of which at least 17 must be at Level 3 and no more than 5 may be from sector-specific Unit 85. Credits from the SSU cannot count towards the requirement for half the optional units to be at the same level as the qualification. | | | | |
| Barred combinations: | | | | |
| <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. | | | | |
| Unit 1 | Improving productivity using IT (Level 1) | 3 credits | M | T/502/4153 |
| Unit 2 | Improving productivity using IT (Level 2) | 4 credits | M | J/502/4156 |
| Unit 3 | Improving productivity using IT (Level 3) | 5 credits | M | L/502/4157 |
| Unit 4 | Audio software (Level 1) | 2 credits | M | K/502/4389 |
| Unit 5 | Audio software (Level 2) | 3 credits | M | D/502/4390 |
| Unit 6 | Audio software (Level 3) | 4 credits | M | H/502/4391 |
| Unit 7 | Bespoke software (Level 1) | 2 credits | M | A/502/4395 |
| Unit 8 | Bespoke software (Level 2) | 3 credits | M | F/502/4396 |
| Unit 9 | Bespoke software (Level 3) | 4 credits | M | J/502/4397 |
| Unit 10 | Computerised accounting software (Level 1) | 2 credits | M | F/502/4401 |
| Unit 11 | Computerised accounting software (Level 2) | 3 credits | M | J/502/4402 |
| Unit 12 | Computerised accounting software (Level 3) | 5 credits | M | L/502/4403 |
| Unit 13 | IT communication fundamentals (Level 1) | 2 credits | M | Y/502/4291 |
| Unit 14 | IT communication fundamentals (Level 2) | 2 credits | M | D/502/4292 |
| Unit 15 | Using collaborative technologies (Level 1) | 3 credits | M | A/502/4378 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------|----------------------------------------------------|--------------|------------|----------------------|
| Unit 16 | Using collaborative technologies (Level 2) | 4 credits | M | F/502/4379 |
| Unit 17 | Using collaborative technologies (Level 3) | 6 credits | M | T/502/4380 |
| Unit 18 | Database software (Level 1) | 3 credits | M, O | H/502/4553 |
| Unit 19 | Database software (Level 2) | 4 credits | M, V | M/502/4555 |
| Unit 20 | Database software (Level 3) | 6 credits | M | T/502/4556 |
| Unit 21 | Data management software (Level 1) | 2 credits | M | F/502/4558 |
| Unit 22 | Data management software (Level 2) | 3 credits | M | J/502/4559 |
| Unit 23 | Data management software (Level 3) | 4 credits | M | A/502/4560 |
| Unit 24 | Drawing and planning software (Level 1) | 2 credits | M | J/502/4609 |
| Unit 25 | Drawing and planning software (Level 2) | 3 credits | M | A/502/4610 |
| Unit 26 | Drawing and planning software (Level 3) | 4 credits | M | F/502/4611 |
| Unit 27 | Design software (Level 1) | 3 credits | M | M/502/4572 |
| Unit 28 | Design software (Level 2) | 4 credits | M | T/502/4573 |
| Unit 29 | Design software (Level 3) | 5 credits | M | A/502/4574 |
| Unit 30 | Desktop publishing software (Level 1) | 3 credits | M | Y/502/4565 |
| Unit 31 | Desktop publishing software (Level 2) | 4 credits | M | D/502/4566 |
| Unit 32 | Desktop publishing software (Level 3) | 5 credits | M | H/502/4567 |
| Unit 33 | Using email (Level 1) | 2 credits | M | J/502/4299 |
| Unit 34 | Using email (Level 2) | 3 credits | M, V | M/502/4300 |
| Unit 35 | Using email (Level 3) | 3 credits | M | T/502/4301 |
| Unit 36 | Imaging software (Level 1) | 3 credits | M | J/502/4612 |
| Unit 37 | Imaging software (Level 2) | 4 credits | M | L/502/4613 |
| Unit 38 | Imaging software (Level 3) | 5 credits | M | R/502/4614 |
| Unit 39 | Using the internet (Level 1) | 3 credits | M | T/502/4296 |
| Unit 40 | Using the internet (Level 2) | 4 credits | M | A/502/4297 |
| Unit 41 | Using the internet (Level 3) | 5 credits | M | F/502/4298 |
| Unit 42 | IT security for users (Level 1) | 1 credit | O, V | R/502/4256 |
| Unit 43 | IT security for users (Level 2) | 2 credits | M | Y/502/4257 |
| Unit 44 | IT security for users (Level 3) | 3 credits | M | D/502/4258 |
| Unit 45 | Using mobile IT devices (Level 1) | 2 credits | M | H/502/4374 |
| Unit 46 | Using mobile IT devices (Level 2) | 2 credits | M | K/502/4375 |
| Unit 47 | Multimedia software (Level 1) | 3 credits | M | Y/502/4615 |
| Unit 48 | Multimedia software (Level 2) | 4 credits | M, V | D/502/4616 |
| Unit 49 | Multimedia software (Level 3) | 6 credits | M | H/502/4617 |
| Unit 50 | Optimise IT system performance (Level 1) | 2 credits | M, V | D/502/4244 |
| Unit 51 | Optimise IT system performance (Level 2) | 4 credits | M | H/502/4245 |
| Unit 52 | Optimise IT system performance (Level 3) | 5 credits | M | K/502/4246 |
| Unit 53 | Personal information management software (Level 1) | 2 credits | M | Y/502/4369 |
| Unit 54 | Personal information management software (Level 2) | 2 credits | M | L/502/4370 |
| Unit 55 | Project management software (Level 1) | 3 credits | M | K/502/4618 |
| Unit 56 | Project management software (Level 2) | 4 credits | M | M/502/4619 |
| Unit 57 | Project management software (Level 3) | 5 credits | M | H/502/4620 |
| Unit 58 | Presentation software (Level 1) | 3 credits | M | K/502/4621 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------|-----------------------------------------------|--------------|-------------------------------------------------------------------------------------|----------------------|
| Unit 59 | Presentation software (Level 2) | 4 credits | M, V | M/502/4622 |
| Unit 60 | Presentation software (Level 3) | 6 credits | M | T/502/4623 |
| Unit 61 | IT software fundamentals (Level 1) | 3 credits | M | L/502/4384 |
| Unit 62 | IT software fundamentals (Level 2) | 3 credits | M | R/502/4385 |
| Unit 63 | Set up an IT system (Level 1) | 3 credits | M, V | Y/502/4209 |
| Unit 64 | Set up an IT system (Level 2) | 4 credits | M | L/502/4210 |
| Unit 65 | Set up an IT system (Level 3) | 5 credits | M | R/502/4211 |
| Unit 66 | Specialist software (Level 1) | 2 credits | M | L/502/4398 |
| Unit 67 | Specialist software (Level 2) | 3 credits | M | R/502/4399 |
| Unit 68 | Specialist software (Level 3) | 4 credits | M | A/502/4400 |
| Unit 69 | Spreadsheet software (Level 1) | 3 credits | M, O | A/502/4624 |
| Unit 70 | Spreadsheet software (Level 2) | 4 credits | M, O, V | F/502/4625 |
| Unit 71 | Spreadsheet software (Level 3) | 6 credits | M | J/502/4626 |
| Unit 72 | IT user fundamentals (Level 1) | 3 credits | M, V | J/502/4206 |
| Unit 73 | IT user fundamentals (Level 2) | 3 credits | M | L/502/4207 |
| Unit 74 | Video software (Level 1) | 2 credits | M | K/502/4392 |
| Unit 75 | Video software (Level 2) | 3 credits | M, V | M/502/4393 |
| Unit 76 | Video software (Level 3) | 4 credits | M | T/502/4394 |
| Unit 77 | Word processing software (Level 1) | 3 credits | M, O | L/502/4627 |
| Unit 78 | Word processing software (Level 2) | 4 credits | M, V | R/502/4628 |
| Unit 79 | Word processing software (Level 3) | 6 credits | M | Y/502/4629 |
| Unit 80 | Website software (Level 1) | 3 credits | M | L/502/4630 |
| Unit 81 | Website software (Level 2) | 4 credits | M, V | R/502/4631 |
| Unit 82 | Website software (Level 3) | 5 credits | M | Y/502/4632 |
| Unit 83 | Sector specific units contributing to Level 1 | 3 credits | Unit or units from other QCF qualifications servicing a specific sector requirement | |
| Unit 84 | Sector specific units contributing to Level 2 | 4 credits | | |
| Unit 85 | Sector specific units contributing to Level 3 | 5 credits | | |
| Unit 90 | Producing charts using ICT (Entry Level) | 3 credits | M | K/502/1198 |
| Unit 91 | Internet safety for IT Users (Level 1) | 3 credits | M | H/502/9154 |
| Unit 92 | Using a computer keyboard (Level 1) | 1 credit | M | J/502/9311 |

4 Careers, Advice and Guidance

4.1 Career Guidance and Development

We replaced our Career Guidance qualifications (04512/10215) with updated Career Guidance qualifications (04663/04664), for first teaching in September 2021.

Certification is available on the legacy qualifications until 31 December 2024.

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------|-------------------|----------------------|
| 04663 | OCR Level 4 Diploma in Career Information and Advice | | 45 credits | 603/7560/7 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Units 1–5 (30 credits) At least 15 credits from Units 6–23. | | | | |
| Unit 1 | Preparing to work in the career development sector (Level 4) | 6 | EV | F/618/7253 |
| Unit 2 | Reflecting on practice and continuous professional development (Level 4) | 6 | EV | J/618/7254 |
| Unit 3 | Interact with clients to determine their need for career guidance and development (Level 4) | 6 | EV | L/618/7255 |
| Unit 4 | Meeting the career-related information needs of clients (Level 4) | 6 | EV | R/618/7256 |
| Unit 5 | Career choice theories and concepts to support clients (Level 4) | 6 | EV | Y/618/7257 |
| Unit 6 | Plan and deliver career-related learning in groups (Level 4) | 6 | EV | D/618/7258 |
| Unit 7 | Assist clients to review the achievement of career-related actions (Level 4) | 3 | EV | H/618/7259 |
| Unit 8 | Explore and agree how to meet the career-related needs of clients (Level 4) | 6 | EV | Y/618/7260 |
| Unit 9 | Source, evaluate and use Labour Market Information (LMI) with clients (Level 4) | 3 | EV | D/618/7261 |
| Unit 10 | Understand how to support specific client groups to overcome barriers to learning, training and work (Level 6) | 6 | EV | H/618/7262 |
| Unit 11 | Engage with other relevant people to help clients to meet their career development needs (Level 4) | 3 | EV | K/618/7263 |
| Unit 12 | Assist clients to apply for learning, training and work (Level 4) | 3 | EV | M/618/7264 |
| Unit 13 | Provide on-going support to clients (Level 4) | 3 | EV | T/618/7265 |
| Unit 14 | Promote career-related learning to clients (Level 4) | 6 | EV | A/618/7266 |
| Unit 15 | Negotiate on behalf of clients (Level 5) | 6 | EV | F/618/7267 |
| Unit 16 | Obtain and organise career-related information to support clients (Level 4) | 3 | EV | J/618/7268 |
| Unit 17 | Refer clients to sources of support to meet their needs (Level 4) | 3 | EV | L/618/7269 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------|-------------------|----------------------|
| Unit 18 | Prepare to deliver services to clients in an outreach setting (Level 4) | 3 | EV | F/618/7270 |
| Unit 19 | Operate within networks to support the delivery of the service (Level 4) | 3 | EV | J/618/7271 |
| Unit 20 | Manage a personal caseload/work responsibilities in the career development sector (Level 4) | 4 | EV | L/618/7272 |
| Unit 21 | Enable clients to develop and evidence their employment-related skills (Level 6) | 6 | EV | R/618/7273 |
| Unit 22 | Use digital technology in the career development sector (Level 6) | 6 | EV | Y/618/7274 |
| Unit 23 | Plan, deliver and evaluate presentations (Level 4) | 6 | EV | D/618/7275 |
| 04664 | OCR Level 6 Diploma in Career Guidance and Development | | 60 credits | 603/7561/9 |
| Made up of: | | | | |
| <ul style="list-style-type: none"> Units 1–7 (48 credits) At least 12 credits from Units 8–26. | | | | |
| Unit 1 | Preparing to work in the career development sector (Level 4) | 6 | EV | F/618/7253 |
| Unit 2 | Reflect on and improve professional practice (Level 6) | 6 | EV | H/618/7276 |
| Unit 3 | Career guidance and development theories and models (Level 6) | 12 | EV | K/618/7277 |
| Unit 4 | Agree the purpose of client-centred career interactions and maintain communication with clients (Level 6) | 6 | EV | M/618/7278 |
| Unit 5 | Explore and agree the career guidance and development needs of clients (Level 6) | 6 | EV | T/618/7279 |
| Unit 6 | Use career-related information with clients (Level 6) | 6 | EV | K/618/7280 |
| Unit 7 | Work with other organisations for the benefit of clients and own organisation (Level 6) | 6 | EV | M/618/7281 |
| Unit 8 | Use diagnostic and assessment tools with clients (Level 5) | 6 | EV | T/618/7282 |
| Unit 9 | Source, evaluate and use Labour Market Intelligence (LMI) with clients (Level 6) | 3 | EV | A/618/7283 |
| Unit 10 | Understand how to support specific client groups to overcome barriers to learning, training and work (Level 6) | 6 | EV | H/618/7262 |
| Unit 11 | Engage with other relevant people to help clients to meet their career development needs (Level 4) | 3 | EV | K/618/7263 |
| Unit 12 | Assist clients to apply for learning, training and work (Level 4) | 3 | EV | M/618/7264 |
| Unit 13 | Provide on-going support to clients (Level 4) | 3 | EV | T/618/7265 |
| Unit 14 | Promote career-related learning to clients (Level 4) | 6 | EV | A/618/7266 |
| Unit 15 | Negotiate on behalf of clients (Level 5) | 6 | EV | F/618/7267 |
| Unit 16 | Undertake research on behalf of the service (Level 6) | 6 | EV | F/618/7284 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|----------------------|
| Unit 17 | Lead and manage career development work in an organisation (Level 6) | 9 | EV | J/618/7285 |
| Unit 18 | Continuously improve career development work in an organisation (Level 6) | 6 | EV | L/618/7286 |
| Unit 19 | Plan and design career-related learning programmes (Level 6) | 9 | EV | R/618/7287 |
| Unit 20 | Manage a personal caseload/work responsibilities in the career development sector (Level 4) | 4 | EV | L/618/7272 |
| Unit 21 | Enable clients to develop and evidence their employment-related skills (Level 6) | 6 | EV | R/618/7273 |
| Unit 22 | Use digital technology in the career development sector (Level 6) | 6 | EV | Y/618/7274 |
| Unit 23 | Plan, deliver and evaluate presentations (Level 4) | 6 | EV | D/618/7275 |
| Unit 24 | Publicise and negotiate career development provision with external agencies or other departments within the same organisation (Level 6) | 6 | EV | Y/618/7288 |
| Unit 25 | Use the expertise of employers and other organisations in the delivery of career learning/development activities (Level 6) | 6 | EV | D/618/7289 |
| Unit 26 | Plan, deliver and evaluate career-related learning in groups (Level 6) | 6 | EV | R/618/7290 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------|-------------------|----------------------|
| 04512 | OCR Level 4 Diploma in Career Information and Advice | | 45 credits | 600/0805/2 |
| [◇] Certification only; last certification date is 31 December 2024. Made up of: <ul style="list-style-type: none"> Units 1–5 (30 credits) At least 15 credits from Units 6–23. | | | | |
| Unit 1 | Preparing to work in the career information, advice and guidance sector (Level 4) | 6 credits | EV | A/502/8432 |
| Unit 2 | Reflecting on practice and continuous professional development (Level 4) | 6 credits | EV | D/502/8438 |
| Unit 3 | Interview clients to determine their need for career information, advice and guidance (Level 4) | 6 credits | EV | J/502/8417 |
| Unit 4 | Meeting the career-related information needs of clients (Level 4) | 6 credits | EV | L/502/8418 |
| Unit 5 | Career choice theories and concepts to support clients (Level 4) | 6 credits | EV | A/502/8401 |
| Unit 6 | Plan and deliver career-related learning in groups (Level 4) | 6 credits | EV | A/502/8429 |
| Unit 7 | Assist clients to review the achievement of career-related actions (Level 4) | 2 credits | EV | H/502/8425 |
| Unit 8 | Provide ongoing support to clients (Level 4) | 2 credits | EV | R/502/8436 |
| Unit 9 | Use diagnostic and assessment tools with clients (Level 5) | 6 credits | EV | A/502/8446 |
| Unit 10 | Explore and agree how to meet the career-related needs of clients (Level 4) | 6 credits | EV | T/502/8414 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|----------------------|
| Unit 11 | Source, evaluate and use Labour Market Information with clients (Level 4) | 3 credits | EV | Y/502/8440 |
| Unit 12 | Engage with support networks to help clients to meet their career-related needs (Level 4) | 3 credits | EV | L/502/8404 |
| Unit 13 | Assist clients to apply for learning, training and work (Level 4) | 3 credits | EV | Y/502/8423 |
| Unit 14 | Negotiate on behalf of clients (Level 5) | 4 credits | EV | T/502/8445 |
| Unit 15 | Understand how to support specific client groups to overcome barriers to learning, training and work (Level 4) | 3 credits | EV | D/502/8441 |
| Unit 16 | Obtain and organise career-related information to support clients (Level 4) | 3 credits | EV | J/502/8420 |
| Unit 17 | Refer clients to sources of specialist support to meet their needs (Level 4) | 2 credits | EV | Y/502/8437 |
| Unit 18 | Undertake research on behalf of the service (Level 6) | 6 credits | EV | J/502/8434 |
| Unit 19 | Advocate on behalf of clients (Level 6) | 4 credits | EV | H/502/8442 |
| Unit 20 | Prepare to deliver services to clients in an outreach setting (Level 4) | 2 credits | EV | M/502/8430 |
| Unit 21 | Promote career-related learning to clients (Level 4) | 6 credits | EV | F/502/8433 |
| Unit 22 | Operate within networks to support the delivery of the service (Level 3) | 2 credits | EV | D/502/8407 |
| Unit 23 | Evaluate service provision (Level 4) | 3 credits | EV | H/502/8408 |
| 10215 | OCR Level 6 Diploma in Career Guidance and Development | 60 credits | 600/0806/4 | |
| ◊ Certification only; last certification date is 31 December 2024. Made up of: <ul style="list-style-type: none"> Units 1–7 (45 credits) At least 15 credits from Units 8–20. | | | | |
| Unit 1 | Preparing to work in the career information, advice and guidance sector (Level 4) | 6 credits | EV | A/502/8432 |
| Unit 2 | Reflect on and improve professional practice (Level 6) | 6 credits | EV | T/502/8428 |
| Unit 3 | Career guidance theory (Level 6) | 9 credits | EV | M/502/8444 |
| Unit 4 | Agree the purpose of client-centred career guidance interviews and maintain communication with clients (Level 6) | 6 credits | EV | K/502/8443 |
| Unit 5 | Explore and agree the career guidance and development needs of clients (Level 6) | 6 credits | EV | L/502/8421 |
| Unit 6 | Use career and Labour Market Information with clients (Level 6) | 6 credits | EV | L/502/8435 |
| Unit 7 | Work with other agencies for the benefit of clients and the organisation (Level 6) | 6 credits | EV | H/502/8439 |
| Unit 8 | Use diagnostic and assessment tools with clients (Level 5) | 6 credits | EV | A/502/8446 |
| Unit 9 | Advocate on behalf of clients (Level 6) | 4 credits | EV | H/502/8442 |
| Unit 10 | Understand how to support specific client groups to overcome barriers to learning, training and work (Level 4) | 3 credits | EV | D/502/8441 |
| Unit 11 | Engage with support networks to help clients to meet their career-related needs (Level 4) | 3 credits | EV | L/502/8404 |

| Entry code | Qualification title | Credit value | Assessment | Qualification number |
|------------|-----------------------------------------------------------------------------|--------------|------------|----------------------|
| Unit 12 | Assist clients to apply for learning, training and work (Level 4) | 3 credits | EV | Y/502/8423 |
| Unit 13 | Provide ongoing support to clients (Level 4) | 2 credits | EV | R/502/8436 |
| Unit 14 | Prepare to deliver services to clients in an outreach setting (Level 4) | 2 credits | EV | M/502/8430 |
| Unit 15 | Source, evaluate and use Labour Market Intelligence with clients (Level 6) | 3 credits | EV | T/502/8431 |
| Unit 16 | Obtain and organise career-related information to support clients (Level 4) | 3 credits | EV | J/502/8420 |
| Unit 17 | Promote career-related learning to clients (Level 4) | 6 credits | EV | F/502/8433 |
| Unit 18 | Plan, deliver and evaluate career-related learning in groups (Level 6) | 6 credits | EV | D/502/8424 |
| Unit 19 | Evaluate service provision (Level 4) | 3 credits | EV | H/502/8408 |
| Unit 20 | Undertake research on behalf of the service (Level 6) | 6 credits | EV | J/502/8434 |
| Unit 21 | Lead and manage career development work in an organisation (Level 6) | 9 credits | EV | Y/505/2625 |
| Unit 22 | Continuously improve career development work in an organisation (Level 6) | 6 credits | EV | D/505/2626 |
| Unit 23 | Plan and Design Career Related Learning (Level 6) | 5 credits | EV | T/505/2969 |

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