OCR
Oxford Cambridge and RSA

Entry Codes: Vocational Qualifications 2025/26

Contents

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, GCSE and Level 3 Certificate in Sustainability)

- Cambridge Nationals

- Cambridge Advanced 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
Version 1.0: published online July 2025			

1   Administration (Business Professional)

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 Text Processing was withdrawn in **autumn 2017**.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
03955	◊OCR Level 2 Award in Administration (Business Professional)		10 credits	500/6124/0
◊Certification only; last certification date is 31 December 2025. Made up of: Units 6 and 7 (10 credits).				
03956	◊OCR Level 2 Certificate in Administration (Business Professional)		18 credits	500/6563/4
◊Certification only; last certification date is 31 December 2025. Made up of: • 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
◊Certification only; last certification date is 31 December 2025. Made up of: • 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
◊Certification only; last certification date is 31 December 2025. Made up of: • 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
◊Certification only; last certification date is 31 December 2025. Made up of: • 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
◊Certification only; last certification date is 31 December 2025. Made up of: • 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.				

Entry code	Qualification title	Credit value	Assessment	Qualification number
03966	◊OCR Level 4 Award in Administration (Business Professional)	12 credits		500/6488/5

◊Certification only; last certification date is 31 December 2025.
Made up of:
- 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

◊Certification only; last certification date is 31 December 2025.
Made up of:
- 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

◊Certification only; last certification date is 31 December 2025.
Made up of:
- 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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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 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		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		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		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		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		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		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		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		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		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		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		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		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		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		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		501/1492/X
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		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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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 (Entry 1)	3 credits	M	A/601/9806
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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   IT User Skills (ITQ)

Entry code	Qualification title	Credit value	Assessment	Qualification number
03997	**◊OCR Level 3 Award in IT User Skills (ITQ)**	**12 credits**		**500/6588/9**

◊ Certification only; last certification date is 31 December 2025.
Made up of: 12 credits from Units 3–82 and 91–92, of which at least 8 must be at Level 3.
Barred combinations:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03998	**◊OCR Level 3 Certificate in IT User Skills (ITQ)**	**25 credits**		**500/6758/8**

◊ Certification only; last certification date is 31 December 2025.
Made up of:
- 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:
- Units with the same title at different levels cannot be combined.

Entry code	Qualification title	Credit value	Assessment	Qualification number
03999	**◊OCR Level 3 Diploma in IT User Skills (ITQ)**	**39 credits**		**500/6757/6**

◊ Certification only; last certification date is 31 December 2025.
Made up of:
- 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:
- 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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
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 Career Guidance and Development

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: • 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
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

Entry code	Qualification title	Credit value	Assessment	Qualification number
04664	**OCR Level 6 Diploma in Career Guidance and Development**	**60 credits**		**603/7561/9**

Made up of:
- 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
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

To find out more
www.ocr.org.uk
or call our Customer Support Centre on **01223 553998**
Alternatively, you can email us on **support@ocr.org.uk**