

NCFE Level 2 Occupational Studies units

NCFE's Occupational Studies qualifications are tailored to give learners an introduction to specific careers, offering a taster of particular occupational areas.

The Occupational Studies suite is intended to be accessible to all learners of all abilities with the core aim to give learners a platform upon which to further develop their skills and learning, helping to provide the building blocks towards Apprenticeships.

The below units have been grouped together by occupational areas. Units that are also available as stand-alone unit programmes are listed in **bold**:

Unit	Land-based	Unit number	GLH	Credit
1	Principles of woodlands, forestry and ecology	H/602/3963	22	3
2	Floristry techniques	F/504/9315	24	3
3	Garden horticulture skills	H/504/9274	24	3
4	Developing practical floristry skills	A/504/9572	24	3
5	Understanding how to cultivate herbs	A/505/5453	24	3
6	Understanding how to grow fruit and vegetables	L/505/3304	24	3
7	Farm conservation	T/505/5466	40	4

Unit	Construction and engineering	Unit number	GLH	Credit
8	Performing brickwork operations	F/505/5468	30	5
9	Electrical installation methods, wiring and circuit protection	H/505/5477	50	7

Unit	Motor vehicle	Unit number	GLH	Credit
10	Assist in motor vehicle maintenance	L/602/1592	45	5
11	Safe tractor operation	H/503/3303	40	4
12	Knowledge of motor vehicle fault finding	H/505/5480	20	3
13	Introduction to motor vehicle maintenance and repair	F/505/1923	24	3

Unit	Hospitality and catering	Unit number	GLH	Credit
14	Developing cooking skills	K/504/9602	24	3
15	Cooking with meat, fish and vegetables	T/505/5452	24	3
16	Developing good practice skills for use in the kitchen	R/505/3286	24	3

Unit	Design, media and technology	Unit number	GLH	Credit
17	Create a radio programme	F/505/5454	30	4
18	Music technology hardware and software	R/505/5457	40	4
19	Digital photography	L/505/5456	40	5
20	Awareness of employment in the creative media sector	R/504/5186	40	5
21	Developing a design for an interior	M/505/5465	40	4
22	Develop and adapt soft furnishings ideas creatively	D/505/5476	20	3
23	Planning a multipage website	K/505/5478	20	2
24	Creating a multipage website	Y/505/5475	40	5

Unit	Office and business	Unit number	GLH	Credit
25	Communication skills for business	M/504/9357	24	3
26	Understanding office procedures	D/505/5459	30	3
27	Carrying out office procedures	Y/505/5458	30	3
28	Using email	D/505/3310	20	3
29	Word processing software	M/505/3313	30	4
30	Reception, billing and cashier procedures for front office staff	Y/504/9448	24	3
31	Business organisation structures	A/504/7823	24	3

Unit	Retail and service enterprise	Unit number	GLH	Credit
32	Cash up in a retail environment	A/505/2309	16	2
33	Keep stock on sale at required levels in a retail environment	J/505/2345	24	3
34	Understanding security and loss prevention in a retail business	K/505/5464	15	2
35	Process customer orders for goods in a retail environment	M/505/2341	24	3

Unit	Sport, leisure and tourism	Unit number	GLH	Credit
36	Taking part in sport	Y/505/1331	24	3
37	Personal physical fitness	H/505/1333	24	3
38	Understanding careers in leisure and tourism	J/505/3303	24	3
39	Understanding the leisure industry	K/504/9597	24	3
40	Understanding the tourism industry	H/505/3308	24	3
41	Understanding airline and airport operations	K/504/8028	24	3
42	Understanding the work of a resort representative	F/505/5471	24	3
43	Hotel reservations	L/504/9446	24	3

Unit	Hairdressing and beauty	Unit no.	GLH	Credit
44	Shampoo and condition the hair and scalp	R/505/1859	24	3
45	Apply skin tanning techniques	M/505/5479	30	4

Unit	Employability and social development	Unit no.	GLH	Credit
46	Problem solving in the workplace	F/505/4675	16	2
47	Working in a team	D/505/1508	24	3

Unit	Warehousing and storage	Unit no.	GLH	Credit
48	Keep work areas clean in logistics operations	F/601/7913	10	3
49	Develop effective working relationships with colleagues in logistics operations	H/601/7919	15	4
50	Moving and/or handling goods in logistics operations	J/601/7914	15	4
51	Receive goods in logistics operations	K/601/7923	15	3
52	Pick goods in logistics operations	R/601/7916	15	3
53	Keep stock at required levels in logistics operations	T/601/7911	12	3
54	Wrap and pack goods in logistics operations	Y/601/7917	12	3

Unit	Digital	Unit no.	GLH	Credit
55	Improving productivity using IT	J/502/4156	30	4
56	Spreadsheet software	F/502/4625	30	4
57	Presentation software	M/502/4622	30	4

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