

NCFE Entry Level 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:

Unit	Land-based	Unit number	GLH	Credit
1	Understanding the skills required for floristry	D/505/3579	10	1
2	Introduction to propagation of plants	F/505/3574	30	3
3	Introduction to garden horticulture	J/505/3575	30	3
4	Introduction to practical floristry skills	R/505/3577	30	3
5	Introduction to garden maintenance skills	T/505/3572	30	3
6	Environmental improvement	T/505/3877	30	3
7	Building confidence: working with animals	D/505/0780	30	3
8	Check that a small animal is healthy	F/505/0769	30	3
9	Developing skills for using and maintaining garden hand tools	M/505/3571	30	3

Unit	Construction and engineering	Unit number	GLH	Credit
10	Introduction to painting and decorating	J/505/3897	30	3
11	Brickwork: Introduction to assisting workshop practice	A/505/3850	30	3
12	Brickwork: Introduction to building a half brick wall three courses high	D/505/3856	30	3
13	Introducing tiling skills	Y/505/3970	24	3
14	Brickwork: Introduction to building a three brick square hollow pillar	L/505/3870	30	3
15	Carpentry and joinery	H/505/0568	30	3
16	Health and safety in construction	K/505/0569	30	3
17	Working in construction	R/505/1375	30	3
18	Wallpapering skills	L/505/1598	30	3
19	Introduction to engineering	Y/505/3922	10	1
20	Electrical wiring	H/503/2653	20	2
21	Plastering skills	K/505/1382	30	3
22	Energy production	F/505/3980	10	1
23	Working with electrical circuits	D/505/4280	30	3

Unit	Motor vehicle	Unit number	GLH	Credit
24	Identification of basic external and internal car parts	A/505/0415	10	1
25	Valeting a car interior	J/505/0417	30	3
26	Introduction to working in a garage	H/615/0051	30	3
27	Washing a car exterior	L/505/0418	10	1
28	Introduction to vehicle engine operating principles	J/505/4046	31	4
29	Routine braking system checks	J/505/4063	20	2
30	Simple body repair processes	L/505/4064	20	2
31	Routine wheel and tyre checks	T/505/3880	20	2

Unit	Hospitality and catering	Unit number	GLH	Credit
32	Customer service in the hospitality industry	D/505/3582	10	1
33	Introduction to the hospitality industry	H/505/3583	10	1
34	Basic cooking	R/505/3580	20	2
35	Basic food preparation	Y/505/3581	20	2
36	Food hygiene and safety	L/505/3920	20	2

Unit	Design, media and technology	Unit number	GLH	Credit
37	Developing Creative Media Skills	A/505/3587	30	3
38	Introduction to personal digital photograph processing	R/506/0139	10	1
39	Audio and video software	M/505/3585	15	2
40	Design and imaging software	T/505/3586	15	2
41	Creating images digitally	R/505/3885	30	3
42	Digital music	Y/505/3886	15	2
43	Producing soft furnishings	F/504/9993	30	3

Unit	Office and business	Unit number	GLH	Credit
44	Working in an office setting	H/505/3664	20	2
45	IT user fundamentals	R/505/3658	15	2
46	Using the telephone and photocopier	R/505/3661	30	3
47	Developing reception and filing skills	F/505/3588	30	3
48	Spreadsheet software skills	Y/505/1698	20	2
49	Using the Internet	M/505/3893	10	1

Unit	Retail and service enterprise	Unit number	GLH	Credit
50	Introduction to handling stock in a retail environment	J/505/3656	30	3
51	Introduction to keeping the work area clean, tidy and safe in a retail environment	L/505/3657	30	3
52	Introduction to clothing design	H/505/3888	30	3
53	Introduction to retail skills	M/505/4283	30	3
54	Introduction to customer service skills	F/505/3655	30	3

Unit	Sport, leisure and tourism	Unit number	GLH	Credit
55	Displaying travel and tourism information	A/505/3637	30	3
56	Health and fitness	D/505/3646	30	3
57	Planning for and taking part in a visit	A/505/3878	28	3
58	Taking part in sport	A/505/3881	30	3
59	Assist in sports coaching	H/505/0425	30	3
60	How the body works	M/505/0430	30	3
61	Indoor team games	T/505/0431	30	3

Unit	Hairdressing and beauty	Unit no.	GLH	Credit
62	Assist with styling women's hair	D/505/0584	30	3
63	Introduction to hair and beauty	K/505/0586	30	3
64	Assist with hair colour services	R/505/0582	30	3
65	Assist with styling men's hair	Y/505/0583	30	3
66	Hairdressing: Introduction to health and safety	R/505/3921	30	3
67	Skin care	T/505/3927	30	3
68	Maintaining healthy skin and nails	K/600/8946	30	3

Unit	Employability and social development	Unit no.	GLH	Credit
69	Working as a volunteer	A/505/3928	10	2
70	Working in a team	F/505/3932	20	2
71	Problem solving skills for work	H/505/3924	20	2
72	Food and nutrition for children	A/505/1578	30	3
73	Caring for young children and babies	L/505/1567	30	3
74	Parenting skills	R/505/1277	30	3
75	Improving own confidence	J/505/0823	30	3
76	Introduction to self-employment	Y/504/6324	25	3
77	Personal finances	Y/504/8641	30	3

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