

## NCFE Level 1 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    | <b>Developing skills in garden horticulture</b>  | <b>A/505/4075</b> | <b>27</b> | <b>3</b> |
| 2    | <b>Sowing and growing techniques</b>             | <b>A/504/9314</b> | <b>27</b> | <b>3</b> |
| 3    | <b>Cultivating compost and soils</b>             | <b>R/505/0596</b> | <b>27</b> | <b>3</b> |
| 4    | <b>Cultivating herbs</b>                         | <b>H/505/4278</b> | <b>27</b> | <b>3</b> |
| 5    | Safe tractor operation                           | T/503/5850        | 27        | 3        |
| 6    | <b>Assist with feeding and watering horses</b>   | <b>A/600/0463</b> | <b>18</b> | <b>2</b> |
| 7    | <b>Introduction to wildlife and conservation</b> | <b>T/502/5142</b> | <b>50</b> | <b>6</b> |
| 8    | Understanding techniques used in floristry       | D/505/5512        | 27        | 3        |

| Unit | Construction and engineering  | Unit number       | GLH       | Credit   |
|------|---|-------------------|-----------|----------|
| 9    | <b>Developing bricklaying skills</b>                                  | <b>Y/505/4942</b> | <b>40</b> | <b>4</b> |
| 10   | <b>Using painting skills for interior ceilings and walls</b>          | <b>J/504/8523</b> | <b>27</b> | <b>3</b> |
| 11   | <b>Introduction to plastering techniques</b>                          | <b>R/505/4969</b> | <b>27</b> | <b>3</b> |
| 12   | <b>Floor and wall tiling techniques</b>                               | <b>D/505/0746</b> | <b>27</b> | <b>3</b> |
| 13   | <b>Carpentry hand skills</b>  | <b>R/505/0310</b> | <b>27</b> | <b>3</b> |
| 14   | <b>Developing skills in joining materials using welding</b>           | <b>H/505/5026</b> | <b>30</b> | <b>3</b> |
| 15   | <b>Mechanical component assembling skills</b>                         | <b>Y/505/0700</b> | <b>30</b> | <b>3</b> |
| 16   | <b>Developing skills in routine servicing of mechanical equipment</b> | <b>M/505/5028</b> | <b>30</b> | <b>3</b> |
| 17   | Building a cavity wall  | M/505/0315        | 27        | 3        |
| 18   | Plumbing skills   | F/505/0481        | 40        | 4        |

| Unit | Motor vehicle  | Unit number       | GLH       | Credit   |
|------|--|-------------------|-----------|----------|
| 19   | Checking and maintaining a car's tyre pressure and tread       | D/505/0603        | 9         | 1        |
| 20   | <b>Identification of basic external and internal car parts</b> | <b>H/505/0604</b> | <b>27</b> | <b>3</b> |
| 21   | <b>Motor vehicle workshop tools and equipment</b>              | <b>A/505/0155</b> | <b>27</b> | <b>3</b> |
| 22   | Health and safety practices in vehicle maintenance             | K/505/4945        | 30        | 4        |
| 23   | Introduction to vehicle valeting                               | F/505/3199        | 27        | 3        |

| Unit | Hospitality and catering                                       | Unit number | GLH | Credit |
|------|--|-------------|-----|--------|
| 24   | Basic food preparation and cooking                             | K/505/4072  | 30  | 3      |
| 25   | Customer service in the hospitality industry                   | M/505/5255  | 20  | 3      |
| 26   | Introduction to the catering and hospitality industry          | T/505/4169  | 20  | 3      |
| 27   | Maintenance of a safe, hygienic and secure working environment | M/505/4171  | 25  | 3      |

| Unit | Design, media and technology              | Unit number | GLH | Credit |
|------|---|-------------|-----|--------|
| 28   | Sound recording skills                    | F/505/4174  | 40  | 6      |
| 29   | MIDI and audio techniques                 | T/505/4172  | 40  | 6      |
| 30   | Exploring digital photography             | K/505/4167  | 40  | 4      |
| 31   | Develop and use radio presentation skills | H/505/4166  | 10  | 1      |
| 32   | Creative media production group project   | D/505/4165  | 40  | 4      |
| 33   | Introduction to advertising               | M/505/4168  | 9   | 1      |
| 34   | Sound and audio production skills         | A/505/4173  | 27  | 3      |
| 35   | Designing an interior                     | H/600/3079  | 10  | 1      |
| 36   | Using a camera and accessories            | J/505/4970  | 18  | 2      |
| 37   | Photography – using a tripod              | L/505/4971  | 9   | 1      |
| 38   | Digital graphics editing                  | J/505/4967  | 30  | 4      |

| Unit | Office and business                    | Unit number | GLH | Credit |
|------|--|-------------|-----|--------|
| 39   | IT communication fundamentals          | M/505/4199  | 15  | 2      |
| 40   | Understanding business communication   | Y/505/4200  | 27  | 3      |
| 41   | Using fax machines and photocopiers    | D/505/0827  | 27  | 3      |
| 42   | Filing skills                          | R/505/0825  | 27  | 3      |
| 43   | Handling mail                          | Y/505/1782  | 18  | 2      |
| 44   | Working in an office                   | L/505/1777  | 18  | 2      |
| 45   | Supporting business meetings           | H/505/1784  | 27  | 3      |
| 46   | Careers in business and administration | A/505/1774  | 27  | 3      |
| 47   | Developing customer service skills     | K/505/4198  | 27  | 3      |
| 48   | Spreadsheet software                   | A/502/4624  | 20  | 3      |
| 49   | Word processing software               | L/502/4627  | 20  | 3      |

| Unit | Retail and service enterprise   | Unit number | GLH | Credit |
|------|---|-------------|-----|--------|
| 50   | Understanding the control, handling and replenishment of stock in a retail business | D/505/4201  | 11  | 2      |
| 51   | Understanding the business of retail  | T/505/4205  | 8   | 1      |
| 52   | Understanding customer service in the retail sector                                 | F/505/4210  | 17  | 2      |
| 53   | Understanding the retail selling process  | J/505/4208  | 13  | 2      |

| Unit | <b>Sport, leisure and tourism</b>                   | Unit number | GLH | Credit |
|------|---|-------------|-----|--------|
| 54   | Displaying travel and tourism products and services | H/505/4202  | 30  | 4      |
| 55   | Investigate companies in the travel industry        | K/505/4203  | 10  | 1      |
| 56   | Worldwide travel and tourism destinations           | H/505/1803  | 27  | 3      |
| 57   | UK travel and tourism destinations                  | K/505/1804  | 27  | 3      |
| 58   | Participating in leisure activities                 | L/505/0659  | 27  | 3      |
| 59   | Taking part in sport                                | R/505/1330  | 27  | 3      |
| 60   | Planning a fitness programme                        | F/504/8200  | 27  | 3      |

| Unit | <b>Hairdressing and beauty</b>            | Unit number       | GLH       | Credit   |
|------|---|-------------------|-----------|----------|
| 61   | <b>Styling women's hair</b>               | <b>F/502/3796</b> | <b>30</b> | <b>3</b> |
| 62   | <b>Styling men's hair</b>                 | <b>A/502/3795</b> | <b>30</b> | <b>3</b> |
| 63   | <b>Colour hair using temporary colour</b> | <b>D/505/5025</b> | <b>30</b> | <b>3</b> |
| 64   | Nail art application                      | M/505/5031        | 30        | 3        |
| 65   | Basic make-up application                 | J/502/3797        | 30        | 3        |

| Unit | <b>Employability and social development</b>                   | Unit number       | GLH       | Credit   |
|------|---|-------------------|-----------|----------|
| 66   | <b>Problem solving at work</b>                                | <b>A/502/3585</b> | <b>12</b> | <b>2</b> |
| 67   | <b>Working in a team</b>                                      | <b>F/502/3586</b> | <b>12</b> | <b>2</b> |
| 68   | Time management skills  | T/505/0459        | 18        | 2        |
| 69   | Improving own learning and performance                        | L/505/0452        | 18        | 2        |
| 70   | Introduction to health and social care                        | Y/505/0745        | 27        | 3        |
| 71   | Caring for babies and young children                          | A/505/0740        | 27        | 3        |
| 72   | Understanding children's social and emotional development     | A/505/0754        | 27        | 3        |
| 73   | Understanding changing roles and relationships in adolescence | K/505/1284        | 27        | 3        |
| 74   | Using craft activities with children and young people         | D/505/0763        | 27        | 3        |
| 75   | Undertaking an enterprise project                             | D/504/8866        | 27        | 3        |
| 76   | <b>Environmental awareness</b>                                | <b>Y/502/0659</b> | <b>20</b> | <b>2</b> |

| Unit | <b>Warehousing and storage</b>   | Unit number       | GLH       | Credit   |
|------|--|-------------------|-----------|----------|
| 77   | <b>Maintain the Cleanliness of Equipment in Logistics Operations</b>                 | <b>H/601/3708</b> | <b>20</b> | <b>2</b> |
| 78   | <b>Sort Goods and Materials for Recycling or Disposal in a Logistics Environment</b> | <b>J/601/3765</b> | <b>30</b> | <b>3</b> |
| 79   | <b>Moving or Handling Goods Manually in Logistics Facilities</b>                     | <b>M/601/3727</b> | <b>20</b> | <b>2</b> |
| 80   | <b>Receive Goods in a Logistics Environment</b>                                      | <b>M/601/3761</b> | <b>30</b> | <b>3</b> |
| 81   | <b>Keep Work Areas Clean in a Logistics Environment</b>                              | <b>Y/601/3723</b> | <b>17</b> | <b>2</b> |

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