

Occupational Studies for the Workplace

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WNT Academy
London

Occupational Studies for the Workplace

Qualification Specification

NCFE Entry Level Award in Exploring Occupational Studies for the Workplace (Entry 3) (601/1073/9)

NCFE Entry Level Award in Occupational Studies for the Workplace (Entry 3) (601/1186/0)

NCFE Entry Level Certificate in Occupational Studies for the Workplace (Entry 3) (601/1185/9)

NCFE Entry Level Diploma in Occupational Studies for the Workplace (Entry 3) (601/1015/6)

Please note: There are many other qualifications available at various levels.

Please [Request a call back](#) via our website or ask a LVS Training Team member for more details.

These qualifications are suitable for our [Educational gifts](#)

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Occupational Studies - BUSINESS

Objectives of these qualifications

These qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised competence-based Qualifications (CBQs).

Achieving these qualifications

- To be awarded the NCFE Entry Level **Award in Exploring** Occupational Studies for the Workplace (Entry 3) (601/1073/9), learners must achieve a minimum of **3 credits**.
- To be awarded the NCFE Entry Level **Award** in Occupational Studies for the Workplace (Entry 3) (601/1186/0), learners must achieve a minimum of **6 credits**.



Design Course: Business IT OS/e3A/BIT

Office and business units

Unit No	Unit title	Credit
Unit 44	Working in an office setting	2 credits
Unit 45	IT user fundamentals	2 credits
Unit 48	Spreadsheet software skills	2 credits
Unit 49	Using the Internet	1 credit

Duration: 2 days (+ distance learning + portfolio) **Cost** £TBC

ENQUIRE



Design Course: Personal Finance OS/e3A/BPF

Employability and social development units

Unit No	Unit title	Credit	Yes
Unit 48	Spreadsheet software skills	2 credits	
Unit 49	Using the Internet	1 credit	
Unit 77	Personal finances	3 credits	

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Duration: 2 days (+ distance learning + portfolio) **Cost** £TBC



Design Course: Self-employment OS/e3A/BSE

Employability and social development units

Unit No	Unit title	Credit	Yes
Unit 48	Spreadsheet software skills	2 credits	
Unit 49	Using the Internet	1 credit	
Unit 76	Introduction to self-employment	3 credits	

Duration: 2 days (+ distance learning + portfolio) **Cost** £TBC

ENQUIRE

To be awarded the NCFE Entry Level **Certificate** in Occupational Studies for the Workplace (Entry 3) (601/1185/9), learners must achieve a minimum of **13 credits**.



Complete Design Course: Business future OS/e3C/BBF

Office and business units

Unit No	Unit title	Credit	Yes
Unit 44	Working in an office setting	2 credits	
Unit 45	IT user fundamentals	2 credits	
Unit 48	Spreadsheet software skills	2 credits	
Unit 49	Using the Internet	1 credit	

Employability and social development units

Unit No	Unit title	Credit	Yes
Unit 76	Introduction to self-employment	3 credits	
Unit 77	Personal finances	3 credits	

Duration: 4 days (+ distance learning + portfolio) **Cost** £TBC

ENQUIRE

Course contents

Designer Course: Business Future

Unit 44 Working in an office setting (H/505/3664)	In this unit the learner will understand how to work as part of an office team and organise own work.
Unit 45 IT user fundamentals (R/505/3658)	In this unit the learner will be able to use IT systems, respond to common problems and be able to organise, store and retrieve information. The learner will also understand the need for safety and security practices. They will be able to respond to common IT system problems.
Unit 48 Spreadsheet software skills (Y/505/1698)	In this unit the learner will understand how to enter and edit information in a spreadsheet and use formulae, tools and techniques to present spreadsheet information.
Unit 49 Using the Internet (M/505/3893)	In this unit the learner will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online.
Unit 76 Introduction to self-employment (Y/504/6324)	In this unit the learner will learn about self-employment, associated successful characteristics, planning for self-employment and also about income and expenditure.

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Unit 77 Personal finances (Y/504/8641)	In this unit the learner will understand income and expenditure, strategies for living on a limited budget and how to undertake financial transactions. The learner will also understand key financial information on everyday documents, what saving means and be able to produce a simple budget.

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Office and business

Examples of relevant qualifications:

- Level 2 Diploma in Office Professionals
- NVQ Level 2 in Business Administration
- Level 3 Award in Education and Training

Examples of work experience:

- direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- experience working as an Office Manager

Employability and social development

Examples of relevant qualifications:

- NVQ/vocational Level 2 in Advice and Guidance
- Level 3 Award in Education and Training
- NCFE Entry Level 3, Level 1, or Level 2 Award in Employability Skills

Examples of work experience:

- direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- experience working in human resources and personal development
- experience of leading a team
- managing a project

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Occupational Studies - HAIR

Objectives of these qualifications

These qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised competence-based Qualifications (CBQs).

Achieving these qualifications

To be awarded the NCFE Entry Level **Award in Exploring Occupational Studies for the Workplace (Entry 3) (601/1073/9)**, learners must achieve a minimum of **3 credits**.



Design Course: Introduction to hairdressing OS/e3A/HITH

Hairdressing

Unit No	Unit title	Credit	Yes
Unit 63	Introduction to hair and beauty	3 credits	

Duration: 1 day (+ distance learning + portfolio) **Cost £TBC**

ENQUIRE



Design Course: Cornrows OS/e3A/HC

To be awarded the NCFE Entry Level **Award in Occupational Studies for the Workplace (Entry 3) (601/1186/0)**, learners must achieve a minimum of **6 credits**.

Hairdressing - cornrows

Unit No	Unit title	Credit	Yes
Unit 62	Assist with styling women's hair	3 credits	
Unit 63	Introduction to hair and beauty	3 credits	

Duration: 2 days (+ distance learning + portfolio) **Cost £TBC**

ENQUIRE



Design Course: Weaving OS/e3A/HW

Hairdressing - weaving

Unit No	Unit title	Credit	Yes
Unit 62	Assist with styling women's hair	3 credits	
Unit 63	Introduction to hair and beauty	3 credits	

Duration: 2 days (+ distance learning + portfolio) **Cost £TBC**

ENQUIRE



Design Course: Hair colouring OS/e3A/HHC

Hairdressing -hair colour

Unit No	Unit title	Credit	Yes
Unit 64	Assist with hair colour services	3 credits	
Unit 63	Introduction to hair and beauty	3 credits	

Duration: 3 days (+ distance learning + portfolio) **Cost £TBC**

ENQUIRE



Design Course: Hairdressing future OS/e3C/HHF

To be awarded the NCFE Entry Level **Certificate** in Occupational Studies for the Workplace (Entry 3) (601/1185/9), learners must achieve a minimum of **13 credits**.

Hairdressing and beauty units

Unit No	Unit title	Credit	Yes
Unit 62	Assist with styling women's hair	3 credits	Y
Unit 63	Introduction to hair and beauty	3 credits	Y
Unit 64	Assist with hair colour services	3 credits	Y
Unit 66	Hairdressing: introduction to health and safety	3 credits	Y

Office and business units

Unit No	Unit title	Credit	Yes
Unit 45	IT user fundamentals	2 credit	Y

Duration: 5 days (+ distance learning + portfolio) **Cost £TBC**

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Course explained

Unit 63 Introduction to hair and beauty (K/505/0586)	In this unit the learner will understand salon role duties, equipment used, and health and safety procedures for working in a salon. The learner will be able to communicate with others.
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Design course: Cornrows OR Weaving

Unit 62 Assist with styling women's hair (D/505/0584)	In this unit the learner will know some basic hair styling techniques and be able to assist in providing hair styling for women. The learner will also understand how to improve hair styling skills and knowledge.
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Design course: Hair colouring

Unit 64 Assist with hair colour services (R/505/0582)	In this unit the learner will be able to prepare the service area and client for hair colour services and also prepare and remove hair colour products with stylist supervision. The learner will also understand how to clean the service area and make a record of the service.
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Design course: Hair dressing future

Unit 66 Hairdressing: Introduction to health and safety (R/505/3921)	In this unit the learner will understand how to comply with health and safety requirements in a salon environment and maintain personal hygiene and appearance.
Unit 45 IT user fundamentals (R/505/3658)	In this unit the learner will be able to use IT systems, respond to common problems and be able to organise, store and retrieve information. The learner will also understand the need for safety and security practices.

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Hairdressing and beauty

Examples of relevant qualifications:

- NVQ/vocational Level 2 qualifications in Hairdressing and Beauty
- Level 3 Award in Education and Training
- Level 1 or above NVQ or Diploma in Hairdressing

Examples of work experience:

- direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- current experience working as a stylist

Occupational Studies -MEDIA

Objectives of these qualifications

These qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised competence-based Qualifications (CBQs).

Achieving these qualifications

To be awarded the NCFE Entry Level **Award in Exploring Occupational Studies for the Workplace (Entry 3) (601/1073/9)**, learners must achieve a minimum of **3 credits**.



Design Course: Digital music OS/e3A/MDM

Design, media and technology units

Unit No	Unit title	Credit	Yes
Unit 42	Digital music	2 credits	

Office and business units

Unit No	Unit title	Credit	Yes
Unit 49	Using the Internet	1 credit	

Duration: 2 days (+ distance learning + portfolio) **Cost** £TBC

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Design Course: Digital photograph OS/e3A/MDP

Design, media and technology units

Unit No	Unit title	Credit	Yes
Unit 38	Introduction to personal digital photograph processing	1 credit	

Office and business units

Unit No	Unit title	Credit	Yes
Unit 45	IT user fundamentals	2 credits	
Unit 49	Using the Internet	1 credit	

Duration: 2 days (+ distance learning + portfolio) **Cost** £TBC

ENQUIRE

To be awarded the NCFE Entry Level **Award** in Occupational Studies for the Workplace (Entry 3) (601/1186/0), learners must achieve a minimum of **6 credits**.



Design Course: Photography future OS/e3A/MPF

Design, media and technology units

Unit No	Unit title	Credit	Yes
Unit 37	Developing creative media skills	3 credits	
Unit 38	Introduction to personal digital photograph processing	1 credit	
Unit 41	Creating images digitally	3 credits	

Duration: 3 days (+ distance learning + portfolio) **Cost** £TBC

ENQUIRE

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To be awarded the NCFE Entry Level **Certificate** in Occupational Studies for the Workplace (Entry 3) (601/1185/9), learners must achieve a minimum of **13 credits**.



Complete Design Course: Digital future OS/e3C/MDF

Office and business units

Unit No	Unit title	Credit	Yes
Unit 45	IT user fundamentals	2 credits	
Unit 49	Using the Internet	1 credit	

Design, media and technology units

Unit No	Unit title	Credit	Yes
Unit 37	Developing creative media skills	3 credits	
Unit 38	Introduction to personal digital photograph processing	1 credit	
Unit 41	Creating images digitally	3 credits	
Unit 42	Digital music	2 credits	

Employability and social development units

Unit No	Unit title	Credit	Yes
Unit 70	Working in a team	2 credits	

Duration: 4 days (+ distance learning + portfolio) **Cost** £TBC

ENQUIRE

Course contents

Designer Course: Digital Future

Unit 45 IT user fundamentals (R/505/3658)	In this unit the learner will be able to use IT systems, respond to common problems and be able to organise, store and retrieve information. The learner will also understand the need for safety and security practices. They will be able to respond to common IT system problems.
Unit 49 Using the Internet (M/505/3893)	In this unit the learner will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online.
Unit 70 Working in a team (F/505/3932)	In this unit the learner will understand the features of good team working and be able to work cooperatively with others in the team and understand how team members value each other's contributions. The learner will be able to review their team work.
Unit 37 Developing creative media skills (A/505/3587)	In this unit the learner will understand different mediums used in creative media and be able to plan, produce and present a media product as a team member. The learner will be able to comment on their own work.
Unit 38 Introduction to personal digital photograph processing (R/506/0139)	In this unit the learner will be able to use a software package to process digital photographs.
Unit 41 Creating images digitally (R/505/3885) Unit summary	In this unit the learner will understand uses of digital images and be able to use hardware and software to create and edit digital images. They will be able to comment on their own work.
Unit 42 Digital music (Y/505/3886) Unit summary	In this unit the learner will be able to use a media player and software to play music and use tools to organise a digital music collection.

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Office and business

Examples of relevant qualifications:

- Level 2 Diploma in Office Professionals
- NVQ Level 2 in Business Administration
- Level 3 Award in Education and Training

Examples of work experience:

- direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- experience working as an Office Manager

Employability and social development

Examples of relevant qualifications:

- NVQ/vocational Level 2 in Advice and Guidance
- Level 3 Award in Education and Training
- NCFE Entry Level 3, Level 1, or Level 2 Award in Employability Skills

Examples of work experience:

- direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- experience working in human resources and personal development
- experience of leading a team
- managing a project

Design, media and technology

Examples of relevant qualifications:

- Level 2 Diploma in Art and Design
- Level 1 or above Certificate in Art and Design/Graphic Design/Media and Technology
- Level 3 Award in Education and Training
- qualifications in interactive media; animation; web design; media studies

Examples of work experience:

- direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- current or recent work experience as an Art Editor, Audio-visual Technician, Internet/Web Professional or Multimedia Designer

Occupational Studies - MUSIC (Entry 3)

Aims and objectives of these qualifications

These qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised competence-based Qualifications (CBQs) or National Vocational Qualifications (NVQs).

The NCFE Occupational Studies for the Workplace (Entry 3) qualifications are intended to give learners a solid base from which to further develop their skills and learning.

Achieving the qualification

- To be awarded the NCFE Entry Level Award in **Exploring** Occupational Studies for the Workplace (Entry 3) (601/1073/9), learners must achieve a minimum of **3 credits**.
- To be awarded the NCFE Entry Level **Award** in Occupational Studies for the Workplace (Entry 3) (601/1186/0), learners must achieve a minimum of **6 credits**.



Design Course: Digital Music OS/E3/A/DM

Course explained

Unit No	Unit title	Credit	Yes
Unit 37	Developing creative media skills (A/505/3587) In this unit the learner will understand different mediums used in creative media and be able to plan, produce and present a media product as a team member. The learner will be able to comment on their own work. <i>Developing creative media skills (A/601/2161) Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete unit A/505/3587.</i>	3	
Unit 42	Digital music (Y/505/3886) In this unit the learner will be able to use a media player and software to play music and use tools to organise a digital music collection. <i>Digital music (H/503/1910) Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete unit Y/505/3886.</i>	2	
Unit 49	Using the Internet (M/505/3893) In this unit the learner will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online. <i>Using the Internet (F/502/0171) Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete unit M/505/3893.</i>	1	

Duration: TBC days (+ distance learning + portfolio) **Cost** £ TBC

ENQUIRE

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Progression to further learning within the FE sector is also possible and there are many qualifications available to learners that offer them a broad choice of options.

Occupational Studies - MUSIC (Level 1)

Aims and objectives of these qualifications

The qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised Competence-Based Qualifications (CBQs) or National Vocational Qualifications (NVQs).

The NCFE Occupational Studies for the Workplace qualifications are intended to give learners a solid base from which to further develop their skills and learning.

Achieving the qualification

- To be awarded the NCFE Level 1 Award in **Exploring** Occupational Studies for the Workplace, learners must achieve a minimum of **3 credits**.
- To be awarded the NCFE Level 1 **Award** in Occupational Studies for the Workplace, learners must achieve a minimum of **6 credits**.
- To be awarded the NCFE Level 1 **Certificate** in Occupational Studies for the Workplace, learners must achieve a minimum of **13 credits**.



Design Course: Sound and audio production OS/L1/C/SAAP

Course explained

Unit No	Unit title	Credit	Yes
Unit 28	<p>Sound recording skills (F/505/4174)</p> <p>In this unit the learner will be able to use various sound recording skills and save and archive recordings.</p> <p><i>Sound recording skills (Y/601/2605)</i> <i>Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete Unit F/505/4174.</i></p>	6	

Unit No	Unit title	Credit	Yes
Unit 29	<p>MIDI and audio techniques (T/505/4172)</p> <p>This unit covers how to use audio and editing techniques to make improvements and save and archive new audio files.</p> <p><i>MIDI and audio techniques (K/601/2611)</i> Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete Unit T/505/4172.</p>	6	
Unit 32	<p>Creative media production group project (D/505/4165)</p> <p>In this unit the learner will research an aspect of creative media and then demonstrate and review work-related skills in presenting information.</p> <p><i>Creative media production group project (R/601/2179)</i> Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete Unit D/505/4165.</p>	4	
Unit 34	<p>Sound and audio production skills (A/505/4173)</p> <p>In this unit the learner will understand the health and safety, use of equipment and technical skills used in sound and audio production skills.</p> <p><i>Sound and audio production skills (T/503/3340)</i> Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete Unit A/505/4173.</p>	3	

Duration: TBC days (+ distance learning + portfolio) **Cost** £

TBC

ENQUIRE

Progression opportunities

Following the successful completion of any of the Level 1 Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Progression to further learning within the FE sector is also possible and there are many qualifications available to learners that offer them a broad choice of options.

Occupational Studies - MUSIC (Level 2)

Aims and objectives of these qualifications

The qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised Competence-Based Qualifications (CBQs) or National Vocational Qualifications (NVQs).

The NCFE Occupational Studies for the Workplace qualifications are intended to give learners a solid base from which to further develop their skills and learning.

Achieving the qualification

To be awarded the **NCFE Level 2 Award in Exploring Occupational Studies for the Workplace**, learners must achieve a minimum of **3** credits.

To be awarded the **NCFE Level 2 Award in Occupational Studies for the Workplace**, learners must achieve a minimum of **6** credits.

To be awarded the **NCFE Level 2 Certificate in Occupational Studies for the Workplace**, learners must achieve a minimum of **13** credits.



[Design Course: Music technology OS/L2/A/RPMT](#)

Course explained

Unit No	Unit title	Credit	Yes
Unit 17	<p>Create a radio programme (F/505/5454)</p> <p>In this unit the learner will understand different radio stations, audiences and scheduling and be able to develop programme-planning skills and ideas for radio content. The learner will also be able to operate radio studio equipment and work in a production team.</p> <p><i>Create a radio programme (J/601/2843)</i></p> <p><i>Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete Unit F/505/5454.</i></p>	4	
Unit 18	<p>Music technology hardware and software (R/505/5457)</p> <p>In this unit the learner will understand the commercial development of keyboard-based instruments, music technology equipment and understand industry standard brands of music technology equipment.</p> <p><i>Music technology hardware and software (M/601/3064)</i></p> <p><i>Learners who have achieved this equivalent unit can use it towards achievement of these qualifications without the need to complete Unit R/505/5457.</i></p>	4	

Duration: TBC days (+ distance learning + portfolio) **Cost** £

TBC

ENQUIRE

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs. Progression to further learning within the FE sector is also possible and there are many qualifications available to learners that offer them a broad choice of options.

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Occupational Studies - RETAIL

Objectives of these qualifications

These qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised competence-based Qualifications (CBQs).

Achieving these qualifications

To be awarded the NCFE Entry Level **Award** in Occupational Studies for the Workplace (Entry 3) (601/1186/0), learners must achieve a minimum of **6 credits**.



Design Course: Fashion Focus OS/e3A/RFF

Retail and service enterprise units

Unit No	Unit title	Credit	Yes
Unit 52	Introduction to clothing design	3 credits	

Office and business units

Unit No	Unit title	Credit	Yes
Unit 45	IT user fundamentals	2 credits	
Unit 49	Using the Internet	1 credit	

Duration: 3 days (+ distance learning + portfolio) **Cost** £TBC

ENQUIRE

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Design Course: Customer Focus OS/e3A/RCF

Retail and service enterprise units

Unit No	Unit title	Credit	Yes
Unit 54	Introduction to customer service skills	3 credits	

Office and business units

Unit No	Unit title	Credit	Yes
Unit 45	IT user fundamentals	2 credits	
Unit 49	Using the Internet	1 credit	

Duration: 3 days (+ distance learning + portfolio) **Cost £TBC**

ENQUIRE

To be awarded the NCFE Entry Level **Certificate** in Occupational Studies for the Workplace (Entry 3) (601/1185/9), learners must achieve a minimum of **13 credits**.



Design Course: Retail Future OS/e3C/RRF

Office and business units

Unit No	Unit title	Credit	Yes
Unit 45	IT user fundamentals	2 credits	
Unit 49	Using the Internet	1 credit	

Retail and service enterprise units

Unit No	Unit title	Credit	Yes
Unit 52	Introduction to clothing design	3 credits	
Unit 54	Introduction to customer service skills	3 credits	

Employability and social development units

Unit No	Unit title	Credit	Yes
Unit 70	Working in a team	2 credits	
Unit 76	Introduction to self-employment	3 credits	

Duration: 5 days (+ distance learning +
portfolio) Cost £ TBC

ENQUIRE

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Course explained

Unit 45 IT user fundamentals (R/505/3658)	In this unit the learner will be able to use IT systems, respond to common problems and be able to organise, store and retrieve information. The learner will also understand the need for safety and security practices. They will be able to respond to common IT system problems.□
Unit 49 Using the Internet (M/505/3893)	In this unit the learner will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online.
Unit 70 Working in a team (F/505/3932)	In this unit the learner will understand the features of good team working and be able to work cooperatively with others in the team and understand how team members value each other's contributions. The learner will be able to review their team work.
Unit 76 Introduction to self-employment (Y/504/6324)	In this unit the learner will learn about self-employment, associated successful characteristics, planning for self-employment and also about income and expenditure.
Unit 52 Introduction to clothing design (H/505/3888)	In this unit the learner will understand the principles of clothing design and be able to follow a simple design brief.
Unit 54 Introduction to customer service skills (F/505/3655)	In this unit the learner will understand the value of first impressions, benefits of good customer service and consequences of poor customer service. The learner will also understand positive interaction with customers, the importance of customer respect and their role when dealing with complaints.

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Retail and service enterprise

Examples of relevant qualifications:

- NVQ/vocational Level 2 qualifications in Customer Service
- Level 3 Award in Education and Training
- Level 2 Diploma in Retail Skills

Examples of work experience:

- direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- supervisor in a retail outlet
- current or recent work experience in the retail sector teaching retail/retail operations
- experience working in training for retail merchandising

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Occupational Studies - SPORTS

Objectives of these qualifications

These qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised competence-based Qualifications (CBQs).

Achieving these qualifications

To be awarded the NCFE Entry Level **Award** in Occupational Studies for the Workplace (Entry 3) (601/1186/0), learners must achieve a minimum of **6 credits**.



Design Course: Sports Health and fitness OS/e3A/SHF

Unit No	Unit title	Credit	Yes
Unit 56	Health and fitness	3 credits	
Unit 60	How the body works	3 credits	

Duration: 2 days (+ distance learning + portfolio) **Cost** £ TBC

ENQUIRE



Design Course: Sports teamwork OS/e3A/SSTW

Unit No	Unit title	Credit	Yes
Unit 58	Taking part in sport	3 credits	
Unit 61	Indoor team games	3 credits	

Duration: 2 days (+ distance learning + portfolio) **Cost** £ TBC

ENQUIRE

LVS Training brochure (MASTER)

To be awarded the NCFE Entry Level **Certificate** in Occupational Studies for the Workplace (Entry 3) (601/1185/9), learners must achieve a minimum of **13 credits**.



Design Course: Sports Future OS/e3C/SSF

Unit No	Unit title	Credit	Yes
Unit 56	Health and fitness	3 credits	
Unit 58	Taking part in sport	3 credits	
Unit 60	How the body works	3 credits	
Unit 61	Indoor team games	3 credits	
Unit 49	Using the Internet	1 credit	

Duration: 4 days (+ distance learning + portfolio) Cost £TBC

ENQUIRE

Course explained

Unit 49 Using the Internet (M/505/3893)	In this unit the learner will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online.
Unit 56 Health and fitness (D/505/3646)	In this unit the learner will understand why and how to keep fit and how to interact with others in a health and fitness setting. The learner will also participate in health and fitness development activities using safe working practices, complete a training programme and review their own performance and skills.
Unit 60 How the body works (M/505/0430)	In this unit the learner will understand some functions of the skeletal and muscular system, main components and functions of the cardio-respiratory system and some nutrients for a healthy diet.
Unit 58 Taking part in sport (A/505/3881)	In this unit the learner will be able to take part in an individual and team sport and review own performance.
Unit 61 Indoor team games (T/505/0431)	In this unit the learner will know equipment required for some indoor team games and know how to interact with others in these. Learners will know game tactics and be able to participate in key roles required for indoor team games. Learners will be able to use safe working practices when participating in indoor games and review their own performance.

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Examples of relevant qualifications:

- NVQ/vocational Level 2 qualifications in Sports
- Level 3 Award in Education and Training
- Level 1 or above NVQ or Diploma in Sports

Examples of work experience:

- Direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role.