



Qualification Guidance



BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills

Level 1 Extended Award – 601/5227/8



Qualification Guidance

About Us

BIIAB Qualification Limited is part of Skills and Education Group, a charitable organisation that champions education and skills-oriented organisations, providers and learners, making real change locally, nationally and internationally.

BIIAB Qualifications Limited has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

Sources of Additional Information

The BIIAB Qualifications Limited website www.biiab.co.uk provides access to a wide variety of information.

Copyright

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publishers.

This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

Version	Date	Details of Change
4.0	December 2022	Updated branding, contacts
4.1	July 2023	Reformatted Qualification Guide into new branding

Contents

About Us.....	1
Qualification Summary	3
About the BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills.....	4
Objective and Purpose of this Qualification	4
About this Guidance.....	4
BIIAB Qualifications Limited Customer Service	5
What are Rules of Combination (ROC)?	5
BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills Rules of Combination (ROC) and Structure	6
Age Restriction	12
Entry Requirements and Progression	12
Assessment.....	12
Initial Assessment and Induction	17
Resources	18
Design and Delivery.....	19
Format of Units	20
Initial Registration	21
Qualification Review and Feedback.....	22
Mandatory Units.....	22

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills – 601/5227/8	
Qualification Purpose	To obtain and then demonstrate entry-level employability and personal skills and knowledge.
Age Range	Pre 16 ✓ 16-18 ✓ 18+ 19+ ✓
Regulation	The above qualification is regulated by Ofqual
Assessment	<ul style="list-style-type: none"> Portfolio of Evidence
Type of Funding Available	See FaLa (Find a Learning Aim)
Qualification/Unit Fee	See BIIAB Qualifications Limited web site for current fees and charges
Grading	Pass/Fail To achieve a Pass grade, learners must achieve all the Learning Outcomes and Assessment Criteria in all the units completed
Operational Start Date	01/12/2014
Review Date	31/08/2025
Operational End Date	
Certification End Date	
Guided Learning (GL)	68 hours
Total Qualification Time (TQT)	100 hours
Credit Value	10
BIIAB Qualifications Limited Sector	Education and Skills Workforce
Ofqual SSA Sector	14.2 Preparation for work
Support from Trade Associations	
Administering Office	See BIIAB Qualifications Limited web site



Qualification Guidance

About the BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification Title	Qualification Number (QN)
BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills	601/4207/8

Objective and Purpose of this Qualification

This qualification is designed to equip learners with entry-level learning and employability skills.

It is suitable for individuals who want to gain basic social, personal and/or work skills and knowledge to gain employment or to improve life skills and how you interact and relate to others in society.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status please contact BIIAB head office.

About this Guidance

This guidance has been developed to provide guidance for learners, assessors and quality assurers undertaking, delivering, or quality assuring this qualification.

The purpose of the guidance is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this guidance is updated, centres will be notified by BIIAB Qualifications Limited.



Qualification Guidance

BIIAB Qualifications Limited Customer Service

BIIAB Qualifications Limited is committed to giving the highest possible levels of customer service. Our Service Level Agreement is available via www.biiab.co.uk

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Support Contact Details: 0115 854 1620

Email: CustomerSupport@biiab.co.uk

Our Customer Support team will be happy to assist with any administration related enquiries you may have. For example:

- registration and certification enquiries
- re-certification issues
- centres available in the local area
- appeals
- whistleblowing

What are Rules of Combination (ROC)?

Under the Regulatory Qualifications Framework (RQF), qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- the total credit value of the qualification
- the amount of credit that must be achieved within specific groups of units (e.g. Mandatory, Optional Unit, and Optional groups)
- the minimum credit which must be achieved at the level or above the level of the qualification
- the Total Qualification Time (TQT)
- the title, Unit Regulation Number and BIIAB Qualifications Limited Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)
- any barred units (units that cannot be taken together as part of the qualification)

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.

Qualification Guidance

BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 1 Extended Award In Foundation Learning and Employability Skills learners **must** gain a **total of 10** credits. This **must** consist of:

- **Minimum total** credit: **10**
- Mandatory Group A **minimum** credit: **2**
- From either Optional group B or C (but **not** a combination of both) **minimum** credit: **6**. The minimum credit required **may** increase to 8, depending on the unit undertaken in Group A. The minimum credit **must** consist of **either**:
 - Optional Group B **minimum** credit: **6**
 - or**
 - Optional Group C **minimum** credit: **6**
- A **minimum of 7** credits **must** be achieved through the completion of units at **Level 1**.
- Guided Learning hours (GLH): **68** hours
- Total Qualification Time (TQT): **100** hours

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level outlined.

Listed below are the qualification units.

Mandatory Group A

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
E1	T/502/0457	Managing Social Relationships	Entry 3	2	20	Portfolio
E55	Y/506/7982	Safe Learning in the workplace	1	4	23	Portfolio

Qualification Guidance

Optional Unit Group B

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
E2	D/502/0453	Working toward goals	Entry 3	2	20	Portfolio
E3	K/502/0455	Working as part of a group	Entry 3	2	20	Portfolio
E4	H/506/4700	Developing time-management skills for the workplace	Entry 3	1	10	Portfolio
E5	M/500/5889	Maintaining Work Standards	Entry 3	2	20	Portfolio
E6	A/500/5894	Rights and Responsibilities at Work	Entry 3	1	10	Portfolio
E7	J/506/3071	ICT for Employment	Entry 3	1	10	Portfolio
E8	Y/502/3027	Effective communication for work	Entry 3	2	20	Portfolio
E9	Y/501/4408	Health and safety in the workplace	Entry 3	1	10	Portfolio
E16	F/506/2243	Completing a Curriculum Vitae	Entry 3	1	10	Portfolio
E17	R/502/3026	Completing a job application form	Entry 3	2	20	Portfolio
E18	L/503/2808	Preparing for an interview	Entry 3	1	10	Portfolio
E19	A/502/0461	Preparation for work	Entry 3	2	20	Portfolio
E20	H/504/9503	Personal presentation in the workplace	Entry 3	1	10	Portfolio
E21	H/506/2641	Searching for a job	Entry 3	2	20	Portfolio

Qualification Guidance

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
E22	T/500/5893	Exploring Job opportunities	Entry 3	1	10	Portfolio
E23	M/500/5892	Applying for a job	Entry 3	1	10	Portfolio
E24	J/502/0463	Working towards goals	1	2	20	Portfolio
E25	R/502/0465	Working as part of a group	1	2	20	Portfolio
E26	L/500/5009	Maintaining Work Standards	1	2	20	Portfolio
E27	H/500/5016	Rights and Responsibilities at Work	1	1	10	Portfolio
E28	L/505/5389	ICT for Employment	1	2	12	Portfolio
E29	M/506/4702	Developing effective communication skills for the workplace	1	2	20	Portfolio
E30	A/501/4966	Health and safety in the workplace	1	2	20	Portfolio
E31	D/506/2363	Time management skills	1	3	27	Portfolio
E36	J/502/3038	Writing a CV	1	2	20	Portfolio
E37	M/501/5824	Preparing for an interview	1	1	10	Portfolio
E38	J/502/0477	Preparation for work	1	2	20	Portfolio
E39	K/504/9504	Personal presentation in the workplace	1	1	9	Portfolio
E40	J/506/2731	Searching for a job	1	2	20	Portfolio

Qualification Guidance

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
E41	D/500/5015	Exploring Job opportunities	1	1	10	Portfolio
E42	H/500/5789	Applying for a Job	1	1	10	Portfolio
E51	K/506/2639	Applying for a Job	Entry 3	2	11	Portfolio
E52	Y/506/3107	Interview Skills	Entry 3	3	27	Portfolio
E53	R/506/7978	Applying for a job	1	2	16	Portfolio
E54	D/506/8017	Interview skills	1	3	18	Portfolio

Group B Barred units

This unit	Is barred against this unit
E24 Working toward goals (J/502/0463)	E2 Working toward goals (D/502/0453)
E25 Working as part of a group (R/502/0465)	E3 Working as part of a group (K/502/0455)
E26 Maintaining work standards (L/500/5009)	E5 Maintaining work standards (M/500/5889)
E27 Rights and responsibilities at work (H/500/5016)	E6 Rights and responsibilities at work (A/500/5894)
E28 ICT for employment (L/505/5389)	E7 ICT for employment (J/506/3071)
E29 Developing effective communication skills for the workplace (M/506/4702)	E8 Effective communication for work (Y/502/3027)
E30 Health and safety in the workplace (A/501/4966)	E9 Health and safety in the workplace (Y/501/4408)
E31 Time management skills (D/506/2363)	E4 Developing time-management skills for the workplace (H/506/4700)

Qualification Guidance

E36 Writing a CV (J/502/3038)	E16 Completing a Curriculum Vitae (F/506/2243)
E38 Preparation for work (J/502/0477)	E19 Preparation for work (A/502/0461)
E39 Personal presentation in the workplace (K/504/9504)	E20 Personal presentation in the workplace (H/504/9503)
E40 Searching for a job (J/506/2731)	E21 Searching for a job (H/506/2641)
E41 Exploring Job opportunities (D/500/5015)	E22 Exploring Job opportunities (T/500/5893)
E42 Applying for a Job (H/500/5789)	E23 Applying for a Job (M/500/5892) E51 Applying for a Job (K/506/2639) E53 Applying for a Job (R/506/7978)
E23 Applying for a Job (M/500/5892)	E51 Applying for a Job (K/506/2639) E53 Applying for a Job (R/506/7978)
E51 Applying for a Job (K/506/2639)	E53 Applying for a Job (R/506/7978)
E37 Preparing for an interview (M/501/5824)	E18 Preparing for an interview (L/503/2808) E52 Interview skills (Y/506/3107) E54 Interview skills (D/506/8017)
E18 Preparing for an interview (L/503/2808)	E52 Interview skills (Y/506/3107) E54 Interview skills (D/506/8017)
E52 Interview skills (Y/506/3107)	E54 Interview skills (D/506/8017)

Optional Unit Group C

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
E10	T/506/3793	Personal advancement	Entry 3	4	30	Portfolio
E11	H/502/0454	Dealing with problems in daily life	Entry 3	2	20	Portfolio
E12	K/500/5891	Introduction to working with others	Entry 3	2	20	Portfolio

Qualification Guidance

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
E13	D/504/1481	Building confidence and self esteem	Entry 3	2	20	Portfolio
E14	M/502/0456	Developing self	Entry 3	2	20	Portfolio
E15	L/505/4078	Improving own confidence	1	3	20	Portfolio
E32	M/501/5760	Personal advancement	1	3	20	Portfolio
E33	L/502/0464	Dealing with problems in daily life	1	4	30	Portfolio
E34	J/500/5011	Introduction to working with others	1	2	20	Portfolio
E35	K/502/0469	Developing self	1	2	20	Portfolio

Group C Barred units

This unit	Is barred against this unit
E15 Improving own confidence (L/505/4078)	E13 Building confidence and self- esteem (D/504/1481)
E32 Personal Advancement (M/501/5760)	E10 Personal Advancement (T/506/3793)
E33 Dealing with Problems in Daily Life (L/502/0464)	E11 Dealing with Problems in Daily Life (H/502/0454)
E34 Introduction to working with others (J/500/5011)	E12 Introduction to working with others (K/500/5891)
E35 Developing Self (K/502/0469)	E14 Developing Self (M/502/0456)

Age Restriction

This qualification is appropriate for use in the following age ranges:

- Pre 16
- 16-18
- 19+

Entry Requirements and Progression

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

The qualifications are designed to equip learners with entry level learning and employability skills. It also will allow for a number of progression routes into undertaking larger qualifications requiring more units in the same subject area to broaden skills and knowledge, to undertake qualifications at higher levels (e.g. Level 1/2 qualifications), into employment or into other areas of industry specific learning at the same or a higher level. Some progression opportunities are detailed below:



Assessment

Overview of assessment strategy

The qualifications only contain competence units. All of these units are assessed by Portfolio.

Qualification Guidance

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- Meet the assessment criteria
- Achieve the learning outcomes.

Centres must obtain approval for any Centre Devised Assessments before their use. Please contact BIIAB Qualifications Limited for details of the Centre Devised Assessment process and procedure.

Assessment Process

Assessment is the process used to judge the competence, of a learner, against set standards.

The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will quality assure the assessment and internal quality assurance decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

Assessment Strategy

All assessment must adhere to the current qualification assessment strategy.

The assessment strategy for this qualification can be seen in the sections which follow and it provides details of the key requirements for the qualification and

Qualification Guidance

the assessor, verifiers delivering, quality assuring and certificating the qualifications.

Requirements of assessors, external and internal verifiers

Candidates may be assessed, moderated or verified at work either by one or several appointed individuals.

Assessors - The primary responsibility of an assessor is to assess candidates' performance in a range of tasks and to ensure the evidence submitted by the candidate meets the requirements of the assessment criteria. It is important that an assessor can recognise occupational competence as specified by the national standard. Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in-depth technical understanding related to the qualifications for which they are assessing candidates. To be able to assess candidates, assessors must:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to assess candidates undertaking competence-based units and qualifications. Assessors holding older qualifications must be able to demonstrate that they are assessing to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. Any assessors working towards an appropriate qualification must ensure their decisions are countersigned by a suitably-qualified assessor/verifier and should be supported by a qualified assessor throughout their training period.
- be 'occupationally competent'. Assessors must provide current evidence of competence, knowledge and understanding in the areas to be assessed. This will normally be achieved through demonstrating competence in the roles which are to be assessed, or demonstrated by relevant experience and continuing professional development (CPD) which may include the achievement of qualifications relevant to the areas being assessed.
- have a full and current understanding of the units of competence and requirements of the qualifications being assessed, including the quality of assessment and the assessment process. It is the responsibility of approved centres to select and appoint assessors.

Internal Quality Assurer (IQA) - A primary responsibility of IQAs is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally verifying. It will be the responsibility of the approved centre to select and appoint IQA's.

Qualification Guidance

IQAs **must**:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to internally verify competence-based assessments and candidates. IQAs holding older qualifications must be able to demonstrate that they are verifying to the current standards

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If an IQA is working towards an appropriate qualification, his/her decisions must be countersigned by a suitably qualified IQA and should be supported by a qualified IQA throughout the training period.
- be 'occupationally competent'. IQAs must demonstrate sufficient and current understanding of the qualifications to be internally verified, and know how they are applied in business.
- demonstrate competent practice in internal verification of assessment, and demonstrate understanding of the principles and practices of internal verification of assessment, including the quality of assessment and the assessment process.

External Quality Assurer (EQA) - The primary responsibility of EQAs is to assure quality of internal verification and assessments across the centres for which they are responsible. EQAs must have a thorough understanding of quality assurance and assessment practices, as well as in-depth technical knowledge related to the qualifications that they are externally verifying.

EQAs **must**:

- hold an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to verify competence-based assessments. EQAs holding older qualifications must be able to demonstrate that they are verifying to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If EQAs are working towards an appropriate qualification, their decisions must be countersigned by a suitably qualified EQA and should be supported by a qualified EQA throughout their training period.
- be 'occupationally competent'. EQAs must demonstrate sufficient and current understanding of the qualifications to be verified, and know how they are applied in business.

Qualification Guidance

- demonstrate competent practice in external verification of assessment, and demonstrate understanding of the principles and practices of external verification of assessment, including the quality of assessment and the assessment process. It is the responsibility of the awarding organisation to select and appoint EQAs.

Awarding organisations require all assessors, moderators and verifiers to maintain current competence to deliver these functions. BIIAB recognises this can be achieved in many ways. However, such information **must** be formally recorded in individual CPD records that are maintained in assessment centres.

Evidence from Workplace Performance

- Evidence of occupational competence of all competence units at any level, should be generated and collected through performance under workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria of the competence units.
- These conditions would be those typical to the candidate's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all candidates. However, assessors must ensure that, as far as possible, the conditions for assessment should be those under which the candidate usually works.

Assessment of the Knowledge Units

When assessing the knowledge and understanding based unit, it is important that the chosen assessment methodology is appropriate to this and is accurately recorded.

Assessment methodologies that are appropriate for the knowledge and understanding units include:

- Professional discussion
- Learner reflective accounts
- Question and Answer
- Assignments and Projects

These must be planned, assessed and verified by centres, using approved and robust systems and procedures.

Assessors and IQAs must ensure that they are able to demonstrate their own CPD and competence across the units being delivered and assessed, because of the nature of the theoretical content that has to be covered.

Qualification Guidance

Particular attention must be paid to units which permit learners to use their places of study or research of organisations in order to achieve the unit, and those which can only be achieved if the learner is in current employment, or there is recognition of prior learning from extensive experience in that particular occupational sector.

Simulation

- Evidence may be produced through simulation solely in exceptional circumstances. The exceptional circumstances, under which simulation is possible, are those situations that are not naturally or readily occurring, such as response to emergencies.
- Simulation must be undertaken in a 'realistic working environment' (RWE). A RWE is "an environment which replicates the key characteristics in which the skill to be assessed is normally employed". The RWE must provide conditions the same as the normal day-to-day working environment, with a similar range of demands, pressures and requirements for cost-effective working. Guidelines for using RWE can be found in Appendix A of the full Skills CFA assessment strategy.

Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The main reasons for an appeal are likely to be:

- Learners do not understand why they are not yet regarded as competent, because of unsatisfactory feedback from the assessor
- Learners believe they are competent and that the assessor has misjudged them, or has failed to utilise some vital evidence

BIIAB Qualifications Limited expects most appeals from learners to be resolved within the centre. BIIAB Qualifications Limited will only consider a learner's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIAB Qualifications Limited's appeals procedure please refer to <https://biiab.co.uk/policies-and-procedures/>

Initial Assessment and Induction

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

Qualification Guidance

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB Qualifications Limited suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification:

- Evidence matrixes for the competence, including a Learner Summative Reflection template
- Access to the units

All of these resources are available on request.

Evidence Matrixes

BIIAB Qualifications Limited provide a matrix that supports each competence unit. These are also identified within each of the unit information sections identified below. It is not essential that these resources are used to support the delivery of the content of the qualification; however they have been mapped against the learning outcomes and assessment criteria.

The evidence matrix is designed to help the learner and assessor with evidence collection. It is a mapping activity to ensure that all the 'Assessment Criteria' contained in the learning outcomes and covered, and is intended to help to keep the volume of evidence to a minimum. One matrix (or appropriate equivalent recording device) must be completed for each unit.

It is expected that a selection of various types of evidence is used as appropriate; columns in the matrix enable the assessor to enter the evidence type, e.g. Report, Log, Written Statement, and also the assessment method, e.g. Obs (= Observation), as shown in the assessment method key. By inserting portfolio reference numbers in the box provided, it will enable the assessor, IQA and EQA quickly to locate the evidence which is being submitted to demonstrate competence.

Examples of types of evidence learners could provide to prove competence:

Qualification Guidance

- Record of observation of performance in the workplace
- Professional discussion
- Reflective account
- Product evidence (e.g. implementation plans, correspondence, work records)
- Testimony from senior colleagues/clients
- Personal report of actions and circumstances
- Recognition of Prior Achievement (RPA)
- Records of questioning
- Other

Access to the Units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. BIIAB Qualifications Limited includes the mandatory units within this guidance document.

Learner Summative Reflection

In order to claim the unit(s) for the qualification, the learner will need to complete a learner summative reflection, to reflect on their qualification, what they have learnt and how they have been able to apply this within their work role.

Design and Delivery

Centres must refer to the units that form the qualification and the standard that must be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that forms part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning hours (GL).

This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time spent undertaking assessments.

Qualification Guidance

The qualification will be assigned Total Qualification Time (TQT), which, as well as GL, will include the estimated number of hours spent in preparation, study or any other supervised learning, study or assessment for an average learner. When planning how to deliver the qualification it is important to refer to this definition.

BIIAB Qualifications Limited will not prescribe how the qualification is delivered, but centres must ensure the delivery chosen meets their learners' needs.

Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this guidance document will be in the format below:

Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

Unit Number / Unit Reference Number (URN)

The Unit Reference Number is the unique code that the unit is given by the Regulator. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is included within. BIIAB Qualifications Limited also assign unique unit numbers which is consistent when the unit is used in multiple BIIAB qualifications.

Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to National Occupational Standards and the level descriptors.

Credit

When a whole unit is completed the learner will achieve credits specified by the number of hours' learning time it will take an average learner to complete the unit including the assessment.

Qualification Guidance

Guided Learning Hours (GLH)

The required number of hours that learning should take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined by Ofqual as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

TQT is always assigned to the qualification however a similar calculation may on occasions also be assigned to a unit.

Learning Outcomes and Assessment Criteria

Learning Outcomes are what the learner is expected to know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved.

Initial Registration

Registration and Certification

Learners should be registered and certificated via BIIAB Qualifications Limited's Customer Management System.

Qualification Guidance

Equal Opportunities and Diversity Policy

BIIAB Qualifications Limited has in place an equal opportunities policy, a copy can be found at <https://www.biiab.co.uk/policies-and-procedures/>

BIIAB Qualifications Limited is committed to ensure that:

- approved centres operate an equal opportunities policy
- approved centres communicate the policy to staff and learners
- approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements

Reasonable Adjustment Policy

Learners who require reasonable adjustments for their assessments must inform their assessor at the beginning of their course of their requirements. BIIAB Qualifications Limited has a reasonable adjustment policy in place, a copy of which is provided to all approved centres and can be found at <https://www.biiab.co.uk/policies-and-procedures/>

Qualification Review and Feedback

BIIAB Qualifications Limited is committed to the ongoing review of this qualification to ensure it remains fit for purpose.

This review approach involves the collation of evidence in the form of any information, comments and complaints received from users of this qualification in relation to its development, delivery and award.

BIIAB Qualifications Limited will give due regard to any credible evidence received which suggests that a change in approach to the development, delivery and award of this qualification is required in order to ensure that no adverse effects will result. This qualification will be periodically reviewed and revised to ensure the content remains relevant, assessment approach remains appropriate and that it remains valid and fit for purpose.

Mandatory Units

Learners have a choice of undertaking unit E1 (at Entry Level 3) or E55 (at Level 1) which are detailed on the next page.

Managing Social Relationships

Unit Reference	T/502/0457
BIIAB Reference	E1
Level	Entry 3
Credit Value	2
Guided Learning (GL)	20
Unit Summary	The purpose of this unit is to enable the learner to understand and demonstrate how to interact with others in familiar social situations.
Learning Outcomes (1 to 2) The learner will:	Assessment Criteria (1.1 to 2.4) The learner can:
1. Understand how to interact with others in familiar social situations	1.1 Identify situations in which they may need to interact with others 1.2 Identify positive behaviours which can be used when interacting with others
2. Demonstrate how to interact with others in familiar social situations	2.1 Take part in an exchange with one or more people about a topic in which they have an interest 2.2 Use appropriate positive behaviours when participating in the exchange 2.3 Make appropriate contributions 2.4 Express opinions and respect the views of others

Safe learning in the workplace

Unit Reference	Y/506/7982
BIIAB Reference	E55
Level	1
Credit Value	4
Guided Learning (GL)	23
Unit Summary	The purpose of this unit is to enable the learner to understand all aspects of health and safety in the workplace.
Learning Outcomes (1 to 5) The learner will:	Assessment Criteria (1.1 to 5.4) The learner can:
1. Understand health and safety legislation for the workplace	1.1 State why health and safety legislation is important in the workplace 1.2 Identify the health and safety laws that apply to different workplaces
2. Understand risks and hazards in the workplace	2.1 Define the term hazard in the workplace 2.2 Define the term risk in the workplace 2.3 Identify examples of hazards in different workplaces 2.4 Identify examples of risks in different workplaces
3. Know how to reduce risk in the workplace	3.1 Outline how aspects of personal behaviour can reduce risk in the workplace 3.2 Outline aspects of different workplace environments which could cause harm 3.3 State the importance of using personal protective equipment (PPE) in the workplace 3.4 State why risk assessment is important in reducing risk in the workplace

Qualification Guidance

<p>4. Be able to carry out a risk assessment</p>	<p>4.1 List possible risks and hazards in a specific workplace</p> <p>4.2 Carry out a risk assessment</p> <p>4.3 Outline the procedures for reporting risks and hazards in the workplace</p>
<p>5. Know what responsibilities people have for safety in the workplace</p>	<p>5.1 Outline the responsibilities of a health and safety representative in the workplace</p> <p>5.2 Identify the benefits of having nominated first aiders in the workplace</p> <p>5.3 Outline inappropriate and unsafe behaviour in the workplace</p> <p>5.4 Detail the steps to be followed in case of:</p> <ul style="list-style-type: none"> • fire • accident • emergency