

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

Unit	Construction and engineering	Unit number	GLH	Credit
9	Developing bricklaying skills	Y/505/4942	40	4
10	Using painting skills for interior ceilings and walls	J/504/8523	27	3
11	Introduction to plastering techniques	R/505/4969	27	3
12	Floor and wall tiling techniques	D/505/0746	27	3
13	Carpentry hand skills	R/505/0310	27	3
14	Developing skills in joining materials using welding	H/505/5026	30	3
15	Mechanical component assembling skills	Y/505/0700	30	3
16	Developing skills in routine servicing of mechanical equipment	M/505/5028	30	3
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	Identification of basic external and internal car parts	H/505/0604	27	3
21	Motor vehicle workshop tools and equipment	A/505/0155	27	3
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

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

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

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

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

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