

ASDAN Entry Level
Certificate in Personal and
Social Development
(Entry 1)
Specification

ASDAN Entry Level 1 Certificate in Personal & Social Development (Entry 1)

1. Title

The following qualification has been accredited by the regulatory bodies in England, Wales and Northern Ireland (Ofqual, Qualifications Wales and CCEA).

ASDAN Entry Level Certificate in Personal and Social Development (Entry 1)

Accreditation Number: 500/7297/3

In England and N. Ireland it appears in the Register of Regulated Qualifications. In Wales it appears in the QiW (Qualifications in Wales) database.

2. Location of the qualification within the subject/sector classification system

14.1 Foundations for Learning and Life

3. Total Qualification Time (TQT)

This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a candidate will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

Number of Guided Learning Hours assigned 130 hours

Total Qualification Time 130 hours

4. Qualification Dates

Operational End Date: 31/08/2020

Certification End Date: 31/12/2022

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete ASDAN will consider the most appropriate course of action, which might include, applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification in most cases, apply to the regulators for an extension to the regulation period. Information relating to changes or extensions to qualifications will be posted on the ASDAN website www.asdan.org.uk.

5. Objective of the qualification

The ASDAN Entry Level Certificate in Personal and Social Development (Entry 1) embraces personal, social, health, citizenship and ICT, and enables candidates to develop skills that prepare them for independence and working life. It offers imaginative ways of supporting young people in becoming confident individuals who are physically, emotionally and socially healthy, being responsible citizens who make a positive contribution to society and embrace change and managing risk together with their own wellbeing, as well as introducing them to new activities and personal challenges. The qualifications are available for learners pre and post-16 and can be taught in schools, colleges, residential centres, training providers, PRUs, secure units and other local authority and independent provision.

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6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified.

Examples of relevant qualifications: Assessor/Internal Verifier awards

Examples of work experience: Demonstrable experience of knowledge of the subject area.

The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

7. Units

The units listed below are available for the qualification.

Title	Level	Unit reference	Credit rating (if applicable)
Community Action	E1	CAE1	2
Environmental Awareness	E1	EAE1	2
Healthy Living	E1	HLE1	2
Making the Most of Leisure Time	E1	MLTE1	2
Managing own Money	E1	MOME1	2
Parenting Awareness	E1	PAE1	2
Personal Safety in the Home and Community	E1	PSE1	2
Preparation for Work	E1	PWE1	2
Using Technology in the Home and Community	E1	UTE1	2

8. Structure of the qualification

The qualification is credit-based and candidates must choose a combination of units from those listed above. All units are optional. Candidates must complete 13 credits worth of units to achieve the full qualification. Candidates normally complete all units at the same level; however there is the flexibility to choose units from the level above the qualification outcome, if appropriate. For a full Award qualification, the candidate must achieve a minimum of 7 credits at the level of the qualification outcome.

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Credit transfer

Candidates who have achieved any of the PSD units in the context of another qualification can transfer the credit already achieved, provided the unit was achieved within 3 years of the PSD external moderation date. A Centre Claim form and guidance are provided on the website in order to manage credit claims.

Equivalent units are units within other qualifications that have been judged to be similar enough in content to be counted instead of certain units within the qualification.

Exemptions are generally non-credit based units that can allow a candidate to be exempt from certain identified units. Where such opportunities exist, these are noted in the specifications for the unit.

Some of the units have equivalent units or exemptions identified against them. A Centre Claim form and guidance are provided on the website in order to manage credit claims and exemptions.

Evidence to fully meet the PSD standards is generated by completing activities to demonstrate skills, knowledge and understanding relevant to the units the candidate is working towards (approximately 130 hours of work).

Optional **student books** are available for centres to download from the members area of the ASDAN website. These have been written to assist the candidate in meeting the unit assessment criteria. However all of the challenges are optional and other opportunities are available for evidencing the assessment criteria using other curriculum materials, resources and learning experiences.

Candidates who do not achieve the full qualification requirements will receive certification for those units which they have successfully completed.

To demonstrate working at the appropriate level, candidates are required to use the **recording documents** provided by ASDAN, which support the consistent production of evidence.

The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for candidates to show they have met the required standard.

The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit candidates for certification.

9. Prior achievement and recognition of prior learning

There are no specific recommended prior learning requirements for this qualification. This qualification has been developed for candidates aged 14-16 in schools and colleges, but is also accessible to candidates post-16. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

Recognition of Prior Learning (RPL)

RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

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10. Progression Opportunities

ASDAN Entry Level Awards and Certificates in Personal and Social Development E2

11. Assessment and moderation

Candidates complete a **portfolio of evidence** which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard.

There is a mandatory **Assessment Checklist** provided for each unit (see example below). These can be downloaded from the ASDAN website and must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence.

Internal moderation is undertaken by the centre; following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

External moderation is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

12. Assessment language

ASDAN qualifications are published and assessed in English only.

13. Standards

The standards for each unit are as follows:

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Title:	Community Action	
Unique Reference Number:	A/502/4882	
Level:	E1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Recognise who to go to for help	1.1 Identify who can give them help/advice in their centre or in their local community	
E1.2 Be able to demonstrate how they can access help	2.1 Identify a situation where they might need help	
	2.2 Demonstrate how to get help in their centre or in their local community	
Additional information about the unit		
Organisation reference code	CAE1	
Unit aim/purpose	To encourage candidates to recognise and access local community advice centres and to understand the importance of asking for help	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Who's who booklet or poster; diary/log; witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

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Title:	Environmental Awareness	
Unique Reference Number:	K/502/4912	
Level:	E1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Demonstrate an awareness of how the actions of humans affect the environment	1.1 Identify things that humans do that can spoil the environment	
E1.2 Demonstrate an awareness of an environmental issue which affects their life	2.1 Identify an environmental issue which affects their life	
	2.2 Say how this issue affects their life	
E1.3 Demonstrate an awareness of how they could help the environment	3.1 Say what they could do to improve the environment	
Additional information about the unit		
Organisation reference code	EAE1	
Unit aim/purpose	To support candidates in developing an understanding of the environmental issues that affect them and the environmental impact of their actions, and encouraging them to think about how they can help the environment	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Poster/collage/list; annotated photos/video; mind map; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

ASDAN Entry Level 1 Certificate in Personal & Social Development (Entry 1)

Title:	Healthy Living	
Unique Reference Number:	F/502/4883	
Level:	E1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Recognise what is needed to lead a healthy lifestyle	1.1 Identify at least two different things they can do to contribute to a healthy lifestyle	
E1.2 Demonstrate how they can contribute to a healthy lifestyle	2.1 Participate in an activity to contribute to a healthy lifestyle	
Additional information about the unit		
Organisation reference code	HLE1	
Unit aim/purpose	To introduce candidate to ways in which they can contribute to and improve their lifestyle	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Table/chart/poster; activity log/diary; annotated photographs; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

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Title:	Making the most of leisure time	
Unique Reference Number:	D/502/4910	
Level:	E1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Recognise local leisure facilities	1.1 Identify three different leisure facilities in their local area	
E1.2 Be able to take part in leisure activities	2.1 Take part in a leisure activity that is relevant to them	
	2.2 Identify the benefits to themselves of taking part in the activity	
	2.3 Identify what they liked about the activity	
Additional information about the unit		
Organisation reference code	MLTE1	
Unit aim/purpose	To introduce candidates to different leisure facilities and about encouraging them to take part in a leisure activity that is relevant to them	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map; annotated photographs/video evidence; leaflets/posters; activity log/diary; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

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Title:	Managing own Money	
Unique Reference Number:	R/502/4886	
Level:	E1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Recognise personal income and expenditure	1.1 Identify regular sources of personal income	
	1.2 Identify items bought on a regular basis	
E1.2 Recognise coins and notes and their relative value	2.1 Use coins/notes appropriately when paying for items they buy on a regular basis	
Additional information about the unit		
Organisation reference code	MOME1	
Unit aim/purpose	To introduce candidates to the basic elements of managing their personal finances and carrying out simple transactions capably	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map/list/chart; worksheet; annotated photographs/video evidence; witness statement; observation sheet; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

ASDAN Entry Level 1 Certificate in Personal & Social Development (Entry 1)

Title:	Parenting Awareness	
Unique Reference Number:	J/502/4903	
Level:	E1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Demonstrate an awareness of the demands of having a baby	1.1 Identify a way in which having a baby can be demanding for new parents	
	1.2 Identify some material things a baby needs	
E1.2 Demonstrate an awareness of the sources of help and support available for parents	2.1 Identify a source of help for new parents	
Additional information about the unit		
Organisation reference code	PAE1	
Unit aim/purpose	To introduce candidates to some of the issues and difficulties facing new parents and making them aware of sources of help and support	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Poster/display/leaflet; annotated photographs; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

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Title:	Personal Safety in the Home and Community	
Unique Reference Number:	F/502/4916	
Level:	E1	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to demonstrate ways to keep themselves safe when in the home	1.1 Identify safety tips for the following area of the home: kitchen, living room, bathroom	
	1.2 Demonstrate using safe practices when using simple household utensils	
E1.2 Understand how to keep themselves safe when travelling around	2.1 Identify some of the risks that they might face when out and about	
	2.2 Demonstrate that they can make a simple journey on their own to an agreed, familiar destination	
Additional information about the unit		
Organisation reference code	PSE1	
Unit aim/purpose	To develop candidates' understanding of the risks they could face in the home and when travelling around	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Witness statements with annotated photographic evidence; lists of risks; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	

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Title:	Preparation for work	
Unique Reference Number:	L/502/4885	
Level:	E1	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Recognise personal skills and qualities	1.1 Identify some of their own personal skills and qualities	
E1.2 Identify what kind of work they would like to try	2.1 Identify the kind of work they would like to try	
	2.2 Identify different aspects of the work they would like to try	
	2.3 Say why they would like to do the job	
	2.4 Say if their own skills and qualities would be helpful in the job	
Additional information about the unit		
Organisation reference code	PWE1	
Unit aim/purpose	To encourage candidates to think about their own skills and qualities and about the type of work they would like to do	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map/poster; personal profile; annotated job advert from press/internet; annotated photographic or video evidence; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	

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Title:	Using Technology in the Home and Community	
Unique Reference Number:	M/502/4913	
Level:	E1	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Recognise how technology is used in the home	1.1 Identify technological equipment in the home	
	1.2 Demonstrate safe practices when using a piece of technological equipment in the home	
E1.2 Recognise how technology is used in their centre	2.1 Identify technological equipment in their centre	
	2.2 Demonstrate safe practices when using a piece of technological equipment in their centre	
Additional information about the unit		
Organisation reference code	UTE1	
Unit aim/purpose	To encourage candidates to use technology safely and correctly in the home and in their centre	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Labelled photographs; witness statement; annotated photographic or video evidence; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	

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Sample Assessment Checklist:

Assessment Checklist – PSD Entry 1				Credits: 2
Community Action (CAE1)				
Learning outcome	You will:		You can:	Evidence (page no.)
E1.1	Recognise who to go to for help	E1.1.1	Identify who can give you help/advice in your centre or in your local community	
E1.2	Be able to demonstrate how you can access help	E1.2.1	Identify a situation where you might need help	
		E1.2.2	Demonstrate how to get help in your centre or in the local community	
<p>Assessor declaration: <i>"I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this unit."</i></p> <p>Candidate declaration: <i>"I confirm that the evidence in this portfolio is all my own work."</i></p>				
Candidate name:		Candidate signature:		Date:
Assessor name:		Assessor signature:		Date:
Internal moderator name:		Internal moderator signature:		Date: