

# Diploma in Life Skills

## Entry 2 Specification

# Diploma in Life Skills Entry 2 Qualification Specification

## 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 Diploma in Life Skills (Entry 2)  
Accreditation Number: 501/1403/7

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 qualifications 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:** 350

**Total Qualification Time** under review

## 4. Qualification Dates

Operational End Date: 31/08/2017 Certification End Date: 31/08/2019

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. Information relating to changes or extensions to qualifications will be posted on the ASDAN website [www.asdan.org.uk](http://www.asdan.org.uk).

## 5. Objective of the qualification

The Entry Level Diplomas in Life Skills aim to foster the development of personal, social and employability skills, and are made up of a range of units covering independent living, personal and social development, community awareness, personal safety and preparation for work.

The qualifications are suitable for learners pre and post-16, working at Entry 1, 2 or 3. They can be undertaken in schools, colleges, residential centres, training providers and independent provision.

## 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.

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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	E2	CA	2
Developing Self	E2	DS	2
Environmental Awareness	E2	EA	2
Healthy Living	E2	HL	2
Individual Rights and Responsibilities	E2	IRR	1
Making the Most of Leisure Time	E2	MLT	2
Managing own Money	E2	MOM	2
Managing Social Relationships	E2	MSR	1
Parenting Awareness	E2	PA	2
Personal Safety in the Home and Community	E2	PSC	2
Preparation for Work	E2	PW	2
Using Technology in the Home and Community	E2	UTC	2
Communicating with Others at Work	E2	CWO	1
Developing Skills for Travelling to and from Work	E2	DSTW	2
Exploring Job Opportunities	E2	EJO	2
Health and Safety in the Workplace	E2	HSW	1
Introduction to Customer Care	E2	ICC	1
Rights and Responsibilities at Work	E2	RRW	1
Tackling Number Problems	E2	TNP	2
Understanding Work Standards	E2	UWS	2
Dealing with Problems in Daily Life <sup>1</sup>	E2	DWP	2
Tackling Problems <sup>1</sup>	E2	TP	1
Working as Part of a Group <sup>2</sup>	E2	WPG	2
Introduction to Working with Others <sup>2</sup>	E2	IWWO	2
Working Towards Goals <sup>3</sup>	E2	WTG	2
Planning and Reviewing Learning <sup>3</sup>	E2	PRL	2

Candidates must not undertake both of the units marked <sup>1, 2, 3</sup> above because of the similarities between them (e.g. candidates cannot follow both *Working Towards Goals* and *Planning and Reviewing Learning*.)

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## 8. Structure of the qualifications

The qualifications are credit-based and candidates must choose a combination of units from those listed above. All units are optional. Candidates must complete 37 credits worth of units to achieve the Diploma.

Evidence to fully meet the standards is generated by demonstrating skills development relevant to the units the candidate is working towards.

The units that make up the Diplomas in Life Skills also appear in other ASDAN qualifications: Personal Progress (Entry 1 only), Entry Level Personal and Social Development (PSD) and Entry Level Employability (2010 standards). Credits from any of the DiLS units already achieved in the context of one of these other qualifications may be counted instead of the relevant unit, provided the unit was achieved within 3 years of the DiLS external moderation date.

### Credit transfer

Candidates who have achieved any of the DiLS units in the context of one of these other qualifications can transfer the credit already achieved, provided the unit was achieved within 3 years of the DiLS external moderation date. Where credit is being claimed from a Personal Progress unit, it must have been achieved at the 'Application' stage on the Achievement Continuum. A Centre Claim form and guidance are provided on the website in order to manage credit claims.

The **Diploma in Life Skills student books**, which are available to download from the members area of the ASDAN website, contain introductory information and unit activities to support learners' understanding and development of life skills. This curriculum of practical activities has been linked to the Standards with Guidance and resource sheets. However all of these activities 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.

### 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.

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## 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.

## 10. Progression Opportunities

ASDAN Entry Level Diploma in Life Skills (Entry 3)

ASDAN Entry Level Award and Certificate in Personal and Social Development (Entry 3)

ASDAN Entry Level Award and Certificate in Employability (Entry 3)

## 11. Assessment and moderation

Candidates complete a **portfolio of evidence**, generated from appropriate activities, 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:

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Community Action	
Unique Reference Number:	Y/502/0449	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise local community groups	1.1 Identify a community group in their local area and what it does	
E2.2 Be able to demonstrate how they participate in community activities	2.1 Participate in a community activity that is relevant to them	
	2.2 Identify how this activity benefits others	
<b>Additional information about the unit</b>		
Organisation reference code	CAE2	
Unit aim/purpose	This unit aims to encourage the learner to participate in local community activities and to understand how they benefit the learner and society	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Leaflet/poster; annotated collection of media cuttings; notes taken during visits; diary/log; annotated photographs/video evidence; witness testimony; candidate's written magazine article/wall display/PowerPoint presentation; scrapbook; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Developing Self
Unique Reference Number:	M/502/0442
Level:	E2
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Be able to recognise their strengths and areas they need to develop	1.1 Identify a personal strength or ability 1.2 Identify an area for self development
E2.2 Recognise how to develop themselves	2.1 Identify a personal skill or behaviour they need to develop 2.2 Agree with an appropriate person a suitable target to work towards 2.3 Identify who will support them in developing the identified skill or behaviour 2.4 Work through activities to develop the agreed skill or behaviour
E2.3 Review their development	3.1 Carry out a simple review of the progress they have made 3.2 Identify what went well and what did not go so well
<b>Additional information about the unit</b>	
Organisation reference code	DSE2
Unit aim/purpose	This unit aims to encourage the learner to develop their personal skills. The learner can do this by agreeing and working through action steps that will help them to achieve their personal target. This can help learners to move from being passive in developing their personal skills to becoming more proactive and independent in this area. It can also help to motivate learners and improve their confidence by providing a focus for recognising achievements.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Developing Self Entry 2 Action Plan/Review; illustrated posters or pro forma showing the learner's skills, qualities, interests and strengths; 'achievement display'; annotated photographs/video evidence; witness statements/observation records; product evidence (e.g. computer work, pictures, writing) produced by the learner as part of the activity; record of discussion; 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

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Environmental Awareness	
Unique Reference Number:	L/502/0657	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how the actions of humans affect the environment	1.1 Identify a human behaviour which harms the environment	
	1.2 Identify a human behaviour which helps the environment	
E2.2 Demonstrate an awareness of environmental issues which affect their life	2.1 Identify an environmental issue which is relevant to their life	
	2.2 Say how this issue affects their life	
E2.3 Be able to demonstrate a way in which they can help the environment	3.1 Agree with an appropriate person an activity that they can participate in to help the environment	
	3.2 Participate in a given activity to help the environment	
Additional information about the unit		
Organisation reference code	EAE2	
Unit aim/purpose	This unit aims to encourage learners to take responsibility for their environment and to understand how their actions 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; notes/evidence from interviews; explanation/description; spider diagram; report; activity log/diary; action plan and review; 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	



## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Healthy Living	
Unique Reference Number:	L/502/0450	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise the steps needed to lead a healthy lifestyle	1.1 Identify what they can do to contribute to a healthy lifestyle	
	1.2 Identify an activity which will make an improvement to their lifestyle	
E2.2 Demonstrate how they contribute to their own healthy lifestyle	2.1 Participate in an activity to contribute to a healthy lifestyle	
Additional information about the unit		
Organisation reference code	HLE2	
Unit aim/purpose	This unit aims to encourage learners to consider ways they could improve their lifestyle, and ensure that it is a healthy one.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Table/chart/poster; record/activity log/diary; witnessed role play; annotated photographs; witness testimony; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Individual Rights and Responsibilities	
Unique Reference Number:	F/502/0445	
Level:	E2	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise that they have rights and responsibilities as an individual	1.1 Identify an individual right which is relevant to them	
	1.2 Identify a responsibility that they have for themselves	
	1.3 Say who could help if they have problems with their rights or responsibilities	
Additional information about the unit		
Organisation reference code	IRRE2	
Unit aim/purpose	This unit aims to encourage learners to explore and raise awareness of their individual rights and responsibilities.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Posters/leaflets/list; witnessed role play; witness statements/observation records; individual action plan; annotated photographs/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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Making the most of leisure time	
Unique Reference Number:	M/502/0649	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how they make use of their own leisure time	1.1 Identify an activity they take part in	
	1.2 Identify the benefits to themselves of taking part in this activity	
E2.2 Be able to take part in leisure activities	2.1 Take part in an activity that they find relaxing	
	2.2 Take part in an activity which they find challenging	
E2.3 Demonstrate an awareness of their likes and dislikes about different activities	3.1 Identify what they liked about the activities	
	3.2 Identify what they did not like about the activities	
Additional information about the unit		
Organisation reference code	MLTE2	
Unit aim/purpose	This unit aims to encourage learners to investigate a range of leisure facilities and to decide how they would use their leisure time.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Annotated photographs/video evidence; spider diagram; witnessed role play; promotional leaflet/poster; diary log; verbal or written review; witnessed peer discussion; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Managing own Money	
Unique Reference Number:	Y/502/0452	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise their income and expenditure	1.1 Identify their weekly income	
	1.2 Identify items they need to spend money on	
	1.3 Prepare a simple personal weekly budget	
E2.2 Know how to carry out simple transactions	2.1 Demonstrate paying for an item	
	2.2 Make simple calculations when paying for an item	
Additional information about the unit		
Organisation reference code	MOME2	
Unit aim/purpose	This unit aims to encourage learners to explore their personal finances and to carry out basic transactions capably.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Spider diagram/list/chart; poster/collage; personal income and expenditure sheet; money worksheet; annotated photographs/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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Managing Social Relationships	
Unique Reference Number:	A/502/0444	
Level:	E2	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise how to interact with others in everyday and familiar situations	1.1 Take part in an exchange with a familiar person about an everyday topic	
	1.2 Use appropriate behaviours during the exchange	
	1.3 Ask and respond to questions appropriately	
	1.4 Express opinions simply and show respect for those of the other person	
Additional information about the unit		
Organisation reference code	MSRE2	
Unit aim/purpose	This unit aims to encourage learners to explore their behaviour and how this may best be adjusted to different social situations, allowing for an appropriate manner at all times.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Witnessed group or one-to-one discussions; witnessed role play; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Parenting Awareness	
Unique Reference Number:	A/502/0654	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of the demands of having a baby	1.1 Identify a way in which having a new baby can be demanding for new parents	
E2.2 Demonstrate an awareness of the sources of help and support available for parents	2.1 Identify a source of help for new parents	
	2.2 Identify a facility in their local area which supports parents with young children	
E2.3 Demonstrate an awareness of a parent's responsibility for keeping a baby safe and healthy	3.1 Identify a way that a parent can protect a baby against an unsafe situation in the home	
	3.2 Give an example of when a parent should seek medical advice about their baby's health	
Additional information about the unit		
Organisation reference code	PAE2	
Unit aim/purpose	This unit aims to encourage learners to become more aware of some of the issues and difficulties faced by new parents.	
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; diary/log; spider diagram; notes of discussion; witnessed role play; statement; risk assessments of given scenarios; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Personal Safety in the Home and Community	
Unique Reference Number:	L/502/3333	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Understand how to keep themselves safe when travelling around	1.1 Identify some of the risks that they might face when out and about	
	1.2 Show how they would keep themselves safe if they were faced with a risky situation	
	1.3 Demonstrate that they can travel safely and independently to a familiar destination using public transport	
E2.2 Be able to demonstrate ways to keep themselves safe when in the home	2.1 Identify safety rules when using different items of home equipment	
	2.2 Demonstrate safe practices when carrying out simple household activities	
Additional information about the unit		
Organisation reference code	PSCE2	
Unit aim/purpose	This unit aims to encourage learners to consider the risks they could face in the home and when out and about. Strategies for reducing risk while travelling, and when in the home, are explored.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	List/poster/leaflet; witnessed role play; group discussion; worksheet; observation sheet/annotated photographs/video evidence; witness statement; action plan and review; travel diary/log; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Preparation for work	
Unique Reference Number:	R/502/0451	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise the skills and qualities needed for working life	1.1 Identify some personal skills and qualities which employees need	
	1.2 Identify their own personal skills and qualities	
E2.2 Recognise personal career opportunities	2.1 Identify a suitable job role which interests them	
	2.2 Provide key personal information needed to apply for such a job role	
<b>Additional information about the unit</b>		
Organisation reference code	PWE2	
Unit aim/purpose	This unit aims to encourage learners to explore their skills and qualities in relation to those needed for working life, and to identify and prepare key personal information.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Spider diagram/poster/list; personal profile; notes from interview; personal profile; suitably presented research findings; annotated photographs/video evidence; completed application form/CV with annotation; 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	



## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Using Technology in the Home and Community	
Unique Reference Number:	D/502/3319	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Recognise how technology is used in the home	1.1 Identify how technology is used in the home	
	1.2 Demonstrate safe practices when using technology in the home	
E2.2 Recognise how technology is used in the local community	2.1 Identify how technology is used in the local community	
	2.2 Demonstrate safe practices when using technology in the local community	
<b>Additional information about the unit</b>		
Organisation reference code	UTCE2	
Unit aim/purpose	This unit aims to encourage learners to understand and safely use technology in the home and in the community.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	List/poster/collage; annotated photograph or room plan; witness testimony; diary/log; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Communicating with others at work
Unique Reference Number:	D/501/6631
Level:	Entry 2
Credit value:	1
Learning outcomes	Assessment criteria
The learner will:	The learner can:
E2.1 Understand how to communicate appropriately with others at work	1.1 Identify people who he/she needs to communicate with in the workplace
	1.2 Identify the types of information he/she will need to communicate
	1.3 Participate in discussions with others in familiar contexts
	1.4 Ask and respond to straightforward questions
Additional information about the unit	
Organisation reference code	CW0E2
Unit aim/purpose	This unit aims to encourage learners to consider the importance of speaking and listening skills, and shows learners how to convey straightforward information to familiar people, in familiar contexts.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Annotated photographs/video evidence; scribed or written resource sheets; witness statements; diary/log; other appropriate evidence
Unit review date	N/A
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional
Equivalent ASDAN unit/s or exemptions	N/A

## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Developing skills for travelling to and from work	
Unique Reference Number:	A/501/6636	
Level:	Entry 2	
Credit value:	2	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
E2.1 Identify an awareness of different types of transport	1.1 Recognise ways of travelling to and from work	
	1.2 Identify the most appropriate way to travel to and from his/her workplace	
E2.2 Understand how to plan his/her route to arrive at work on time	2.1 Identify his/her route to and from work	
	2.2 State how long it might take him/her	
	2.3 State what time he/she has to be at work	
E2.3 Be able to travel on an appropriate method of transport to work	3.1 Identify ways to pay for his/her travel if appropriate	
	3.2 Ask for help or support with travelling if needed	
	3.3 Make a journey to his/her workplace using an appropriate method of transport	
<b>Additional information about the unit</b>		
Organisation reference code	DSTWE2	
Unit aim/purpose	This unit aims to encourage learners to understand the importance of planning their route to work so that they know what they have to do to arrive at work on time	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Record of discussion; leaflets/annotated timetables/maps; scribed or written resource sheets; other appropriate evidence	
Unit review date	N/A	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional	
Equivalent ASDAN unit/s or exemptions	N/A	

## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Exploring job opportunities
Unique Reference Number:	K/501/6633
Level:	Entry 2
Credit value:	2
Learning outcomes	Assessment criteria
The learner will:	The learner can:
E2.1 Identify potential job opportunities	1.1 Use given information to identify job options
	1.2 Identify potential job roles with an appropriate person
E2.2 Understand how to relate his/her skills and interests to potential job opportunities	2.1 Identify his/her skills and interests
	2.2 Identify skills and qualities he/she would need to do particular job roles
E2.3 Be able to communicate information to a familiar person	3.1 Agree with an appropriate person how he/she will present information about himself/herself
	3.2 Communicate straightforward information about himself/herself to a familiar person
Additional information about the unit	
Organisation reference code	EJOE2
Unit aim/purpose	This unit aims to encourage learners to identify potential job opportunities that match their skills and interests. The unit introduces learners to ways in which they might look for potential job roles, and develop skills to present information about themselves to others
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Summaries of research findings; records of discussions; scribed or written resource sheets; spider diagram/poster/list/personal profile; interview notes; completed CV/personal profile/job application; annotated photographs/video evidence; PowerPoint presentation; other appropriate evidence
Unit review date	N/A
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional
Equivalent ASDAN unit/s or exemptions	N/A

## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Health and Safety in the Workplace	
Unique Reference Number:	F/501/6640	
Level:	Entry 2	
Credit value:	1	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
E2.1 Understand health and safety procedures	1.1 Identify what to do in an emergency	
	1.2 Identify basic health and safety signs in the workplace	
	1.3 Identify who to go to if he/she needs help or support	
E2.2 Carry out tasks with regard to health and safety in the workplace	2.1 Follow given health and safety procedures when carrying out a task	
	2.2 Follow instructions to keep his/her work area clean and tidy	
	2.3 Use equipment or tools safely under supervision	
Additional information about the unit		
Organisation reference code	HSWE2	
Unit aim/purpose	This unit aims to encourage learners to develop their understanding of Health and Safety as a fundamental responsibility of all employees. They need to know what this means in practice in the workplace and that they have a responsibility to maintain a healthy and safe working environment. They also need to know how to respond appropriately in an emergency	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Records of discussions; annotated photographs/video evidence; witness testimony; scribed or written resource sheets; annotated photograph/posters/leaflets; other appropriate evidence	
Unit review date	N/A	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional	
Equivalent ASDAN unit/s or exemptions	N/A	

## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Introduction to Customer Care	
Unique Reference Number:	J/501/6641	
Level:	Entry 2	
Credit value:	1	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
E2.1 Understand what customer care means in the workplace	1.1 Identify the customers he/she works with	
	1.2 Describe his/her work with them	
E2.2 Understand own role in providing customer care	2.1 Identify how he/she contributes to good customer service through his/her work	
	2.2 Give examples of positive ways in which he/she works with customers	
Additional information about the unit		
Organisation reference code	ICCE2	
Unit aim/purpose	This unit aims to encourage learners to develop and demonstrate their understanding of the concept of customer care, and to think about the importance of good customer care	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Records of discussions; scribed or written resource sheets; posters/leaflets; annotated photographs/video evidence; witness testimony; other appropriate evidence	
Unit review date	N/A	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional	
Equivalent ASDAN unit/s or exemptions	N/A	

## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Rights and Responsibilities at Work	
Unique Reference Number:	L/501/6639	
Level:	Entry 2	
Credit value:	1	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
E2.1 Understand that he/she has rights and responsibilities in the workplace	1.1 Identify aspects of working life in which he/she might have rights	
	1.2 Identify aspects of working life in which he/she might have responsibilities	
	1.3 State who he/she would contact if he/she needed help with problems that arise at work	
Additional information about the unit		
Organisation reference code	RRWE2	
Unit aim/purpose	This unit aims to encourage learners to develop an understanding of the rights and responsibilities of employees	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Records of discussions; posters/leaflets/spider diagrams/lists; scribed or written resource sheets; annotated photographs; other appropriate evidence	
Unit review date	N/A	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional	
Equivalent ASDAN unit/s or exemptions	N/A	

## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Tackling Number Problems	
Unique Reference Number:	J/501/6638	
Level:	Entry 2	
Credit value:	2	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
E2.1 Understand how to do some basic calculations when tackling practical number problems	1.1 Recognise when to use calculations to tackle number problems in the workplace	
	1.2 Use basic calculations (addition, subtraction and multiplication) when tackling number problems	
E2.2. Tackle given straightforward number problems using simple calculations	2.1 Recognise and use familiar measures used in the workplace such as time and money	
	2.2 Carry out simple calculations to solve a given number problem	
	2.3 Ask for help and guidance when necessary	
	2.4 Record the results of the calculations	
Additional information about the unit		
Organisation reference code	TNPE2	
Unit aim/purpose	This unit aims to encourage learners to develop and demonstrate their understanding and skills in tackling simple practical number problems, and to develop their number skills more generally.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Worksheets, rough notes and records of work showing calculations; scribed or written resource sheets; other appropriate evidence	
Unit review date	N/A	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional	
Equivalent ASDAN unit/s or exemptions	Functional Mathematics Entry 2 Functional Mathematics Entry 3	



## Diploma in Life Skills Entry 2 Qualification Specification

Unit:	Understanding Work Standards	
Unique Reference Number:	A/501/6958	
Level:	Entry 2	
Credit value:	2	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
E2.1 Understand timekeeping and attendance requirements	1.1 Describe good timekeeping and good attendance	
	1.2 Recognise requirements for timekeeping and attendance	
	1.3 Identify who to notify if he/she has difficulties in meeting requirements for timekeeping and attendance	
E2.2. Complete a given structured activity to the required standard	2.1 Identify the standards required for the activity	
	2.2 Follow the steps to complete the activity	
	2.3 Recognise any health and safety requirements needed to complete the activity safely	
<b>Additional information about the unit</b>		
Organisation reference code	UWSE2	
Unit aim/purpose	This unit aims to encourage learners to consider the fundamental requirements for working – time-keeping, attendance and working to given standards	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Records of discussions; scribed or written resource sheets; records showing the learner's knowledge of requirements; annotated photographs; witness testimony; other appropriate evidence	
Unit review date	N/A	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional	
Equivalent ASDAN unit/s or exemptions	N/A	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Dealing with Problems in Daily Life	
Unique Reference Number:	D/502/0436	
Level:	E2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how to recognise straightforward problems	1.1 Identify a straightforward problem	
	1.2 Identify a way of tackling the problem, with appropriate support	
E2.2 Tackle straightforward problems	2.1 Tackle the problem using a given procedure	
	2.2 Ask for advice or support if needed	
Additional information about the unit		
Organisation reference code	DWPE2	
Unit aim/purpose	This unit aims to encourage the learner to begin to develop and demonstrate a more systematic approach to tackling problems. It involves the learner identifying a problem and a way to tackle it. The learner is then given help to sort out the problem.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Dealing with Problems in Daily Life Entry 2 Action Plan/Review; record of discussion; witness statement; annotated photographs/video; candidate product 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Tackling Problems	
Unique Reference Number:	F/501/6637	
Level:	E2	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Follow a given procedure in response to a problem	1.1 Identify a straightforward problem that he/she might meet at work	
	1.2 Ask for advice or support if needed	
	1.3 Tackle the problem using a given procedure	
Additional information about the unit		
Organisation reference code	TPE2	
Unit aim/purpose	This unit aims to encourage learners to develop and demonstrate their skills in being able to recognise and tackle simple and straightforward problems	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Record of discussion; activity log showing the steps followed in tackling the problem; annotated photographs/video; candidate product evidence; scribed or written resource sheets; other relevant evidence	
Unit review date	N/A	
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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Working as part of a group	
Unique Reference Number:	H/502/0437	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness of how to work with others in appropriate ways	1.1 Participate in setting ground rules for working with others	
	1.2 Relate basic information about the work to be carried out	
	1.3 Identify their own role in the group	
E2.2 Be able to demonstrate working as part of a group	2.1 Carry out given tasks when working with others	
	2.2 Ask or offer help when required	
	2.3 Identify what went well and what went less well	
Additional information about the unit		
Organisation reference code	WGE2	
Unit aim/purpose	This unit aims to encourage learners to develop and demonstrate skills in working co-operatively with others. The learner will do this by helping to set some of the ground rules for working with others, and by understanding the nature of the group task and his/her role within the group. The learners must be involved in carrying out their role, ask for support and offer help to others. They should say what they thought went well and what did not go so well in carrying out the group activity.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Agreed list of ground rules; Working as Part of a Group Entry 2 Action Plan/Review; witness statement; candidate's own product evidence; annotated photographs/video evidence; diary/activity log; 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Introduction to working with others	
Unique Reference Number:	T/501/6957	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 1 Understand how to work with others	1.1 Identify some appropriate ground rules for working with others	
	1.2 Relate basic information about the work to be carried out	
	1.3 Identify his/her role in the work	
E2.2 Carry out his/her identified role when working with others	2.1 Carry out identified tasks when working with others	
	2.2 Ask for help or support when required	
	2.3 State what went well and what went less well	
Additional information about the unit		
Organisation reference code	IWWOE2	
Unit aim/purpose	This unit aims to encourage learners to develop and demonstrate skills in working co-operatively with others, introducing learners to some of the basic features of teamwork, in which learners can identify themselves as part of a team and work on a shared task.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Witness statement; annotated photographs/video evidence; product evidence; scribed or written resource sheets; record of discussion; other relevant evidence	
Unit review date	N/A	
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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Working towards Goals	
Unique Reference Number:	Y/502/0435	
Level:	E2	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Demonstrate an awareness personal skills and qualities	1.1 Recognise their skills, qualities and interests	
	1.2 Identify their strengths	
	1.3 Say what they could improve	
E2.2 Demonstrate an awareness of how to identify goals	2.1 Identify some short term goals they would like to work towards	
	2.2 Agree a goal with an appropriate person	
E2.3 Follow steps to achieve a personal goal	3.1 Say who will support them to work towards the agreed goal	
	3.2 Carry out given activities to work towards the agreed goal	
	3.3 Identify what has been achieved	
<b>Additional information about the unit</b>		
Organisation reference code	WTGE2	
Unit aim/purpose	This unit aims to encourage learners to develop their independent learning skills. They will do this by agreeing and working through action steps to help them achieve their personal or learning goals. This will support them in going from being passive learners to becoming more proactive, independent learners. It can also help to motivate learners and improve their confidence by providing a focus for recognising achievements.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Scribed or written Working Towards Goals Entry 2 Action Plan/Review sheets; annotated photographs/video evidence witness statements/observation records; candidate's own product 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	

## Diploma in Life Skills Entry 2 Qualification Specification

Title:	Planning and Reviewing Learning
Unique Reference Number:	R/501/6626
Level:	E2
Credit Value (if any):	2
<b>Learning outcomes</b> The learner will:	<b>Assessment criteria</b> The learner can:
E2.1 Understand the skills and qualities needed for success in work and life	1.1 Recognise his/her skills and interests
	1.2 Identify his/her strengths and what he/she might need to improve
E2.2 Understand how to identify a target and plan to meet it	2.1 Identify an appropriate target for developing his/her skills
	2.2 Identify the steps needed to achieve his/her target
	2.3 State who will support him/her in achieving his/her target
E2.3 Follow given steps to achieve his/her target	3.1 Carry out given activities to achieve his/her target
	3.2 Identify what has been achieved
<b>Additional information about the unit</b>	
Organisation reference code	PRLE2
Unit aim/purpose	This unit aims to encourage learners to develop their independent learning skills, focusing on planning, doing and reviewing. This will help learners to move from being passive learners to becoming more proactive, independent learners. It can also help to motivate learners and improve their confidence by providing a focus for recognising achievements.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Illustrated posters or pro forma showing the learner's skills, qualities, interests and strengths; achievement display; annotated photographs/video evidence; witness statements/observation records; scribed or written resource sheets; other relevant evidence
Unit review date	N/A
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

# Diploma in Life Skills Entry 2 Qualification Specification

## Sample Assessment Checklist:

Community action (CAE2)				Credits: 2
Learning outcome	You will:		You can:	Location of evidence (page no.)
CAE2.1	Recognise local community groups	E2.1.1	Identify a community group in your local area and what it does	
CAE2.2	Be able to demonstrate how you participate in community activities	E2.2.1	Participate in a community activity that is relevant to you	
		E2.2.2	Identify how this activity benefits others	
<p><b>Assessor Declaration:</b> <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><b>Candidate Declaration:</b> <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: