

# ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

## 1. Title

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

ASDAN Entry Level Award in Personal Progress (Entry 1)  
Accreditation Number: 500/6357/1

ASDAN Entry Level Certificate in Personal Progress (Entry 1)  
Accreditation Number: 500/6354/6

ASDAN Entry Level Diploma in Personal Progress (Entry 1)  
Accreditation Number: 500/6543/9

In England and N. Ireland they appear in the Register of Regulated Qualifications. In Wales they appear 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:

**Award:** 80 hours

**Certificate:** 140 hours

**Diploma:** 370 hours

### Total Qualification Time assigned:

**Award:** 80 hours

**Certificate:** 140 hours

**Diploma:** 370 hours

## 4. Qualification Dates

Operational End Date: 31/08/2021

Certification End Date: 31/08/2023

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).

# ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

## 5. Objective of the qualification

The ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1) have been developed so that learners working between P Levels 1-8 and Entry 1 can have their achievements recognised within a qualification framework. The Personal Progress qualifications span a wide range of achievement from the ability to encounter experiences to the ability to apply basic skills, knowledge and understanding to a range of familiar experiences.

The qualifications are available for learners pre and post-16 and 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.

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 qualifications.

Title	Level	Unit reference	Credit rating (if applicable)
<b>Literacy/Numeracy/ICT</b>			
Developing communication skills	E1	DCS	3
Developing reading skills	E1	DRS	3
Developing writing skills	E1	DWS	3
Providing personal information	E1	PPI	2
Making requests and asking questions in familiar situations	E1	RAQ	2
Early mathematics: developing number skills	E1	EMNS	2
Early mathematics: position	E1	EMP	2
Early mathematics: sequencing and sorting	E1	EMSO	3

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Early mathematics: shape	E1	EMSH	2
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Early mathematics: measure	E1	EMM	2
Understanding what money is used for	E1	UMF	3
Recognising time through regular events	E1	TRE	3
Developing ICT skills	E1	DIS	4

Title	Level	Unit reference	Credit rating (if applicable)
<b>Independent Living Skills</b>			
Developing independent living skills: having your say	E1	HYS	3
Developing independent living skills: keeping safe	E1	ILKS	2
Developing independent living skills: looking after your own home	E1	ILOH	2
Developing independent living skills: being healthy	E1	ILBH	2
Developing independent living skills: looking after yourself	E1	LAY	2
Developing independent living skills: personal presentation	E1	ILPP	2
Planning and preparing food for an event	E1	PFE	3
Preparing drinks and snacks	E1	PDS	3
Taking part in daily routine activities	E1	DRA	3

Title	Level	Unit reference	Credit rating (if applicable)
<b>Personal Development</b>			
Dealing with problems	E1	DPS	4
Rights and responsibilities: everybody matters	E1	RAR	3
Developing learning skills: learning to learn	E1	DLS	5
Getting on with other people	E1	GOP	4
Developing self-awareness: all about me	E1	DSA	3
Using inter-personal skills to contribute to positive relationships	E1	ISPR	2
Engaging in new creative activities	E1	NCA	3

Title	Level	Unit reference	Credit rating (if applicable)
<b>Community Participation</b>			
Developing community participation skills: caring for the environment	E1	CPE	3
Developing community participation skills: participating in sporting activities	E1	CPSA	3

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Using a community facility over a period of time	E1	CPT	3
Developing community participation skills: getting out and about	E1	CPS	5

Developing community participation skills: personal enrichment	E1	CPP	2
Travel within the community: going places	E1	CGP	3
Using local health services	E1	LHS	2

Title	Level	Unit reference	Credit rating (if applicable)
<b>Preparation for Work</b>			
Developing skills for the workplace: getting things done	E1	GTD	4
Developing skills for the workplace: following instructions	E1	FIS	2
Developing skills for the workplace: health and safety	E1	HAS	2
Developing skills for the workplace: looking and acting the part	E1	LAP	2
Developing skills for the workplace: looking after and caring for animals	E1	LCA	2
Developing skills for the workplace: growing and caring for plants	E1	GCP	2
Participating in a mini-enterprise project	E1	MEP	4

Title	Level	Unit reference	Credit rating (if applicable)
<b>Units particularly accessible for learners with PMLD</b>			
Encountering experiences: being a part of things	E1	EES	3
Engaging with the world around you: technology	E1	EWT	2
Engaging with the world around you: therapies	E1	EWTH	2
Engaging with the world around you: people	E1	EWP	3
Engaging with the world around you: events	E1	EWE	3
Engaging with the world around you: objects	E1	EWO	3

### 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 8 credits worth of units to achieve the Award, 14 credits to achieve the Certificate and 37 credits to achieve the Diploma.

**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.

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**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 PP standards is generated by demonstrating skills development relevant to the units the candidate is working towards.

The assessment criteria set out a range of standards (all within Entry 1) expressed in terms of stages on the **Achievement Continuum** (see Appendix A). The expectation is that the learner will progress at least one stage along the achievement continuum before a centre seeks certification for them.

The **Personal Progress Curriculum Activity Pack** contains activities that have been written to assist the candidate in meeting the unit assessment criteria. 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.

## 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.

## 10. Progression Opportunities

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

## 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

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ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standards.

Centres are required to use the **Unit Transcript** (see Appendix B) to record learner achievement and to indicate the stage on the continuum at which the learner has achieved for each of the unit assessment criteria. The centre should establish a starting point on the continuum before a learner begins a programme of learning relating to a Personal Progress unit.

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 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:

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing communication skills	
Unique Reference Number:	F/502/4317	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Listen and respond to other people	1.1 Show understanding in his/her response to what they have heard	
E1.2 Speak (or use other means) to communicate with other people	2.1 Use words, signs, phrases, objects or symbols to communicate	
E1. 3 Engage in discussion with other people	3.1 Share ideas or preferences with others	
Additional information about the unit		
Organisation reference code	DCS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access the Functional Skills in English at Entry 1) with the opportunity to have their achievements recognised in relation to developing communication skills.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional English Entry 1 (exemption)	

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Reading Skills	
Unique Reference Number:	F/502/4320	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Show some interest in reading	1.1 Demonstrate an interest in texts	
E1.2 Show some response to reading	2.1 Demonstrate some understanding of what is being read	
E1.3 Recognise objects and symbols	3.1 Match objects to symbols, letters or words	
Additional information about the unit		
Organisation reference code	DRS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access the Functional Skills in English at Entry 1) with the opportunity to have their achievements recognised in relation to developing reading skills.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional English Entry 1 (exemption)	



## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Writing Skills	
Unique Reference Number:	R/502/4323	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be aware that marks, symbols, signs or words have meaning	1.1 Recognise that meaning can be conveyed by marks, symbols, signs or words	
E1.2 Be able to use marks, symbols, signs or words to communicate	2.1 Communicate using marks, symbols, signs or words	
Additional information about the unit		
Organisation reference code	DWS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access the Functional Skills in English at Entry 1) with the opportunity to have their achievements recognised in relation to developing writing skills.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional English Entry 1 (exemption)	

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Providing Personal Information	
Unique Reference Number:	F/602/0004	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to provide personal information	1.1 Communicate personal information using own preferred method of communication	
Additional information about the unit		
Organisation reference code	PPI E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to providing personal information.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>interest</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Making Requests and asking Questions in familiar situations	
Unique Reference Number:	A/602/0003	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to make requests in familiar situations	1.1 Make requests using own preferred method of communication	
E1.2 Be able to ask questions in familiar situations	2.1 Ask questions using own preferred method of communication	
Additional information about the unit		
Organisation reference code	RAQ E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to making requests and asking questions in familiar situations.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>active involvement</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Early Mathematics: Developing Number Skills
Unique Reference Number:	D/502/4325
Level:	Entry 1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E1.1 Participate in activities involving numbers	1.1 Engage in activities relating to counting in whole numbers
E1.2 Be aware of numbers in given contexts	2.1 Recognise the use of numbers in familiar contexts
Additional information about the unit	
Organisation reference code	EMN E1
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access Functional Skills in Mathematics at Entry 1) with the opportunity to have their achievements recognised in relation to number.
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum.
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence
Unit review date	28/02/2017
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Functional Mathematics Entry 1 (Exemption)

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Early Mathematics: Position	
Unique Reference Number:	K/502/4327	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Have an awareness of position	1.1 Demonstrate an awareness of position	
Additional information about the unit		
Organisation reference code	EMP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access Functional Skills in Mathematics at Entry 1) the opportunity to have their achievements recognised in relation to position.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional Mathematics Entry 1 (Exemption)	

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Early Mathematics: Sequencing and Sorting	
Unique Reference Number:	T/502/4332	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be aware of sequence	1.1 Recognise aspects of a sequence	
E1.2 Be able to sort data	2.1 Engage in sorting data by a single criterion	
Additional information about the unit		
Organisation reference code	EMSO E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access Functional Skills in Mathematics at Entry 1) the opportunity to have their achievements in relation to sequencing and sorting recognised.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional Mathematics Entry 1 (Exemption)	

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Early Mathematics: Shape	
Unique Reference Number:	T/502/4329	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Have an awareness of shape	1.1 Demonstrate an awareness of shape	
Additional information about the unit		
Organisation reference code	EMSH E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access Functional Skills in Mathematics at Entry 1) with the opportunity to have their achievements in relation to shape recognised.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional Mathematics Entry 1 (Exemption)	

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Early Mathematics: Measure	
Unique Reference Number:	M/502/4331	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Have an awareness of common measures	1.1 Demonstrate an awareness of common measures	
Additional information about the unit		
Organisation reference code	EMM E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access Functional Skills in Mathematics at Entry 1) with the opportunity to have their achievements in relation to common measures recognised.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional Mathematics Entry 1 (Exemption)	



## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Understanding what Money is used for	
Unique Reference Number:	D/600/0438	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Have an awareness of the use of money	1.1 Identify money from other items	
	1.2 Identify uses of money	
	1.3 Use money in realistic situations	
Additional information about the unit		
Organisation reference code	UMF E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) the opportunity to have their achievements recognised in relation to understanding what money is used for.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Recognising Time through Regular Events	
Unique Reference Number:	K/601/9817	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to recognise time through regular events	1.1 Relate familiar events to times in the day	
	1.2 Relate familiar events to times in the week	
	1.3 Relate familiar events to seasons in the year	
Additional information about the unit		
Organisation reference code	TRE E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) the opportunity to have their achievements recognised in relation to recognising time through regular events	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>interest</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing ICT skills	
Unique Reference Number:	Y/502/4324	
Level:	Entry 1	
Credit Value:	4	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Use ICT to control the environment	1.1	Effect change in their own environment, using ICT
E1.2 Use ICT as a source of information	2.1	Gain information through ICT
E1.3 Use ICT to communicate or to augment or enable communication	3.1	Communicate using ICT
Additional information about the unit		
Organisation reference code	DIS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (but not able to access the Functional Skills in ICT at Entry 1) with the opportunity to have their achievements recognised in relation to developing ICT skills.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>development</b> to <b>application</b> stages on the Achievement Continuum	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Functional ICT Entry 1 (Exemption)	

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Independent Living Skills: having your say	
Unique Reference Number:	H/502/4164	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Express preferences about their lifestyle	1.1 Take part in making choices about aspects of their own life	
E1.2 Be involved in decision making about how to spend their time	2.1 Take part in decision-making about how they spend their time	
Additional information about the unit		
Organisation reference code	HYS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the very earliest stages of the level) with the opportunity to have their achievements recognised in relation to developing the sort of skills which will enable them to exert some control over their own lives.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>interest to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Independent Living Skills: keeping safe	
Unique Reference Number:	K/502/4165	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Know that it is important to keep themselves safe	1.1 Recognise key factors in keeping themselves safe	
E1.2 Be able to observe safe practices	2.1 Follow simple personal safety routines	
Additional information about the unit		
Organisation reference code	ILKS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the very earliest stages of the level) with the opportunity to have their achievements recognised in relation to learning how to keep themselves safe.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Personal safety in the home and community Entry 1 (PSD, Diploma in Life Skills)	

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Independent Living Skills: looking after your own home	
Unique Reference Number:	M/502/4166	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be involved in keeping their home healthy and safe	1.1 Take part in domestic activities to ensure that their home is healthy and safe 1.2 Follow basic safety rules to ensure that their home is safe	
Additional information about the unit		
Organisation reference code	ILOH E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the very earliest stages of the level) with the opportunity to have their achievements recognised in relation to being able to maintain a safe and healthy home.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Independent Living Skills: being healthy	
Unique Reference Number:	A/502/4168	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be involved in keeping themselves healthy	1.1 Take part in activities that contribute to keeping themselves healthy	
Additional information about the unit		
Organisation reference code	ILBH E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the very earliest stages of the level) with the opportunity to have their achievements recognised in relation to being able to keep themselves as healthy as is possible.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>interest to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Independent Living Skills: looking after yourself	
Unique Reference Number:	A/600/2794	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be involved in caring for themselves	1.1 Take part in activities that contribute to their personal care in the home setting 1.2 Take part in activities that contribute to their personal care in the community	
Additional information about the unit		
Organisation reference code	LAY E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to being able to undertake their personal care.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Independent Living Skills: personal presentation	
Unique Reference Number:	K/503/9927	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to select clothing and footwear to suit different situations	1.1 Select appropriate clothing and footwear to suit different situations 1.2 Present themselves in an appropriate way for different activities or weather conditions	
Additional information about the unit		
Organisation reference code	ILPP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to personal presentation.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Planning and Preparing Food for an Event	
Unique Reference Number:	A/602/0020	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to be involved in planning food for an event	1.1 Take part in planning food for an event	
E1.2 Be able to contribute to preparing food for an event safely	2.1 Take part in preparing different foods for an event 2.2 Follow basic safety rules to ensure that food preparation is safe 2.3 Request support when appropriate	
Additional information about the unit		
Organisation reference code	PFE E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to planning and preparing food for an event.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Preparing Drinks and Snacks	
Unique Reference Number:	T/602/0016	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to be involved in preparing drinks safely	1.1 Take part in preparing a variety of drinks 1.2 Follow basic safety rules when preparing drinks	
E1.2 Be able to be involved in preparing snacks safely	2.1 Take part in preparing different snacks 2.2 Follow basic safety rules when preparing snacks	
Additional information about the unit		
Organisation reference code	PDS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to the preparation of drinks and snacks.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Taking Part in Daily Routine Activities	
Unique Reference Number:	T/601/9819	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Know own daily routine activities	1.1 Identify activities carried out every day	
E1.2 Be able to take part in own daily routine activities	2.1 Actively engage in own daily routine activities	
Additional information about the unit		
Organisation reference code	DRA E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to taking part in routine activities.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>active involvement</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Dealing with problems	
Unique Reference Number:	Y/502/4159	
Level:	Entry 1	
Credit Value:	4	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be aware of problems when they arise	1.1 Recognise when they have a problem	
E1.2 Come up with a solution to a problem	2.1 Identify sources of help 2.2 Select a solution	
Additional information about the unit		
Organisation reference code	DPS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to recognising when problems arise and developing approaches to resolving problems.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>interest to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Rights and Responsibilities: everybody matters	
Unique Reference Number:	K/502/4439	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be aware that they have rights as individuals	1.1 Recognise some of their basic rights as an individual	
E1.2 Be aware they have responsibilities as individuals	2.1 Take some responsibility for themselves 2.2 Recognise some responsibilities that they have towards others	
Additional information about the unit		
Organisation reference code	RAR E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earlier stages of the level) with the opportunity to have their achievements recognised in relation to recognising their own rights and responsibilities.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>active involvement</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Learning Skills: learning to learn	
Unique Reference Number:	A/502/4154	
Level:	Entry 1	
Credit Value:	5	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Identify strengths and weaknesses in relation to learning	1.1 Recognise what they are good at and what they find difficult	
E1.2 Express preferences about learning	2.1 Communicate what they like and what they dislike in relation to learning	
E1. 3 Be involved in making choices in relation to learning	3.1 Contribute to decisions about what they want to learn, how and/or why they want to learn it	
E1.4 Get help with their learning	4.1 Understand how to access sources of support	
E1.5 Be involved in producing and reviewing a person-centred learning plan	5.1 Contribute to setting and monitoring targets for their own learning	
Additional information about the unit		
Organisation reference code	DLS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to developing their learning skills.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Getting on with Other People	
Unique Reference Number:	L/502/4160	
Level:	Entry 1	
Credit Value:	4	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Interact with others	1.1 Listen and respond to others 1.2 Communicate with others	
E1.2 Take part in a group activity	2.1 Follow instructions from others 2.2 Accept, ask for or offer help 2.3 Engage in an activity involving two or more people 2.4 Take account of other group members	
Additional information about the unit		
Organisation reference code	GOP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to developing the skills needed to work with or alongside other people.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Self-Awareness: all about me	
Unique Reference Number:	Y/502/4422	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be aware of themselves as an individual	1.1 Recognise what makes them individual 1.2 Express their individuality	
E1.2 Be aware of their relationship to others	2.1 Recognise how they relate to others	
Additional information about the unit		
Organisation reference code	DSA E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the very earliest stages of the level) with the opportunity to have their achievements recognised in relation to developing self-awareness.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Using Inter-personal Skills to contribute to Positive Relationships	
Unique Reference Number:	T/601/9822	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to use interpersonal skills to contribute to positive relationships	1.1 Demonstrate appropriate use of personal space 1.2 Co-operate with others	
Additional information about the unit		
Organisation reference code	ISPR E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to using interpersonal skills to contribute to personal relationships.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>encounter</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Engaging in New Creative Activities	
Unique Reference Number:	M/601/9799	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to engage in new creative activities	1.1 Take part in different new creative activities	
Additional information about the unit		
Organisation reference code	NCA E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to engaging in new creative activities.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>interest to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Community Participation Skills: caring for the environment	
Unique Reference Number:	M/503/9931	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Know that people can affect the environment in different ways	1.1 Identify different harmful effects that people can have on the environment	
E1.2 Be able to engage in activities to improve their local environment	2.1 Take part in an activity to improve their local environment	
Additional information about the unit		
Organisation reference code	CPE E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to caring for the environment.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Community Participation Skills: participating in sporting activities	
Unique Reference Number:	T/503/9932	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to participate in a range of sporting activities	1.1 Select appropriate clothing and footwear to suit different sporting activities 1.2 Take part in different sporting activities 1.3 Follow basic safety rules when taking part in different sporting activities	
E1.2 Be able to use a community sports facility	2.1 Make use of a community sports facility on more than one occasion	
Additional information about the unit		
Organisation reference code	CPSA E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to being able to participate in sporting activities.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Using a Community Facility over a Period of Time	
Unique Reference Number:	J/601/9808	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to participate in selecting a community facility	1.1 Take part in selecting a community facility to use	
E1.2 Be able to participate in using a community facility over a period of time	2.1 Take part in using a community facility over a period of time	
Additional information about the unit		
Organisation reference code	CPT E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to using a community facility over a period of time.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Community Participation Skills: getting out and about	
Unique Reference Number:	F/502/4169	
Level:	Entry 1	
Credit Value:	5	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Know that they have a place in the community	1.1 Recognise aspects of their relationship as an individual to the community/ies to which they belong	
E1.2 Use local facilities and services	2.1 Show that they can use local facilities and services such as post offices, ATMs and leisure services	
E1. 3 Use local shops	3.1 Show that they can use local shops	
E1.4 Use local eating and drinking places	4.1 Show that they can use local eating and drinking places such as cafes, restaurants and pubs	
Additional information about the unit		
Organisation reference code	CPS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to developing the skills they need to make maximum use of their local community.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Community Participation Skills: personal enrichment	
Unique Reference Number:	J/600/2796	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be involved in activities of personal interest to themselves	1.1 Take part in activities such as hobbies, religious observance, individual and group projects 1.2 Take part in visits to places of interest or events	
Additional information about the unit		
Organisation reference code	CPP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to being able to follow and develop their own interests.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Travel within the Community: going places	
Unique Reference Number:	A/502/4171	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Travel within their own community	1.1 Make journeys within their local community, whether on foot or by public or private transport	
Additional information about the unit		
Organisation reference code	CGP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to developing the skills they need to travel within their local community.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Using Local Health Services	
Unique Reference Number:	F/502/4172	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Access the services offered by local health services	1.1 Show that they can access local health services, such as GP, dentist, optician, A&E, as appropriate to the learner's needs	
Additional information about the unit		
Organisation reference code	LHS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to being able to access local health services.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Skills for the Workplace: getting things done	
Unique Reference Number:	J/502/4450	
Level:	Entry 1	
Credit Value:	4	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be involved in decision making	1.1 Take part in activities which require simple decisions to be made	
E1.2 Be involved in problem solving	2.1 Take part in activities which require straightforward problems to be solved	
E1.3 Work with others	3.1 Engage in straightforward activities which require him/her to interact with other people	
Additional information about the unit		
Organisation reference code	GTD E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to developing the skills needed to engage in activities common to many workplaces.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Skills for the Workplace: following instructions	
Unique Reference Number:	R/502/4449	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to follow instructions	1.1 Follow clearly conveyed, simple instructions to carry out tasks or to act in a manner appropriate to the workplace.	
Additional information about the unit		
Organisation reference code	FIS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to their ability to follow the sorts of instructions they are likely to encounter in the workplace.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Skills for the Workplace: health and safety	
Unique Reference Number:	L/502/4451	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Know about health and safety at work	1.1 Recognise key features of health and safety in the workplace	
Additional information about the unit		
Organisation reference code	HAS E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to recognising the need for health and safety practices at work.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Skills for the Workplace: looking and acting the part	
Unique Reference Number:	R/502/4452	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Take some responsibility for him/herself in a way that is consistent with workplace expectations	1.1 Present him/herself in a manner appropriate to the workplace 1.2 Demonstrate appropriate timekeeping and attendance	
Additional information about the unit		
Organisation reference code	LAP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to being able to present themselves properly, be punctual and attend regularly, as preparation for the workplace.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Skills for the Workplace: looking after and caring for animals	
Unique Reference Number:	K/503/9930	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to engage in activities to look after and care for animals	1.1 Take part in activities to help look after and care for an animal 1.2 Follow basic safety rules when looking after and caring for an animal	
Additional information about the unit		
Organisation reference code	LCA E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to looking after and caring for animals.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Developing Skills for the Workplace: growing and caring for plants	
Unique Reference Number:	M/503/9928	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to engage in activities to grow and care for plants	1.1 Take part in activities to grow and care for plants 1.2 Follow basic safety rules when growing and caring for plants	
Additional information about the unit		
Organisation reference code	GCP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to growing and caring for plants.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation</b> to <b>application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Participating in a Mini-enterprise Project	
Unique Reference Number:	L/601/9826	
Level:	Entry 1	
Credit Value:	4	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to participate in preparing for a mini-enterprise project	1.1 Take part in selecting a mini-enterprise project to be involved in 1.2 Take part in planning an identified mini-enterprise project	
E1.2 Be able to participate in a mini-enterprise project	2.1 Engage in straightforward activities that are part of an identified mini-enterprise project	
Additional information about the unit		
Organisation reference code	MEP E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their achievements recognised in relation to participating in a mini-enterprise project.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>supported participation to application</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Encountering Experiences: being a part of things	
Unique Reference Number:	R/502/4161	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Encounter activities	1.1 Experience activities and situations	
E1.2 Respond with reflex to experiences	2.1 Give reflex responses to external stimuli	
Additional information about the unit		
Organisation reference code	EES E1	
Unit aim/purpose	This unit aims to provide learners working at the very earliest stage of Entry 1 with the opportunity to have their responses to activities and situations which they have encountered, recorded.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>encounter</b> stage on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Engaging with the World around you: technology	
Unique Reference Number:	A/503/9933	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to engage with technology	1.1 Engage with technology	
Additional information about the unit		
Organisation reference code	EWT E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their responses to technology recorded.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness to active involvement</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Engaging with the World around you: therapies	
Unique Reference Number:	F/503/9934	
Level:	Entry 1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Be able to communicate about therapies	1.1 Take part in different therapies 1.2 Communicate their preferences	
Additional information about the unit		
Organisation reference code	EWTH E1	
Unit aim/purpose	This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of the level) with the opportunity to have their responses to therapies recorded.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness</b> to <b>active involvement</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Engaging with the World around you: people	
Unique Reference Number:	R/502/4175	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Interact with people	1.1 Engage with people	
Additional information about the unit		
Organisation reference code	EWP E1	
Unit aim/purpose	This unit aims to provide learners working at the early stages of Entry 1 with the opportunity to have their responses to people recorded.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness</b> to <b>active involvement</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Engaging with the World around you: events	
Unique Reference Number:	T/502/4203	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Interact with events	1.1 Engage with events	
Additional information about the unit		
Organisation reference code	EWE E1	
Unit aim/purpose	This unit aims to provide learners working at the early stages of Entry 1 with the opportunity to have their responses to events recorded.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness</b> to <b>active involvement</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

Title:	Engaging with the World around you: objects	
Unique Reference Number:	F/502/4205	
Level:	Entry 1	
Credit Value:	3	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E1.1 Interact with objects	1.1 Engage with objects	
Additional information about the unit		
Organisation reference code	EWO E1	
Unit aim/purpose	This unit aims to provide learners working at the early stages of Entry 1 with the opportunity to have their responses to objects recorded.	
Requirements about the way the units must be assessed (if appropriate)	N/A The degree of achievement is most likely to relate to the <b>early awareness</b> to <b>active involvement</b> stages on the Achievement Continuum.	
Guidance on suitable types of supporting evidence	Witness statements; annotated photographs/video; observation checklist; other relevant evidence	
Unit review date	28/02/2017	
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 Award, Certificate and Diploma in Personal Progress (Entry 1)

## Sample Assessment Checklist and Unit Transcript:

Entry 1 Qualifications in Personal Progress: Unit Assessment Checklist  
Dealing with problems

**Credit value: 4**

**Centre Name:**

**ASDAN Centre No:**

**Centre Co-ordinator:**

**Candidate Name:**

**ASDAN Candidate No:**

Assessment criteria	Evidence ref (page no.)	Stage on the Achievement Continuum (Insert 1 - 10)*	Unit Transcript completed? <input type="checkbox"/>	IM ✓
<b>The learner can:</b>			<b>Achievement Continuum stages:</b>	
1.1 Recognise when they have a problem			1 - Encounter	<input type="checkbox"/>
2.1 Identify sources of help			2 - Early awareness	<input type="checkbox"/>
2.2 Select a solution			3 - Interest	<input type="checkbox"/>
			4 - <b>Supported participation</b>	<input type="checkbox"/>
			5 - <b>Active involvement</b>	<input type="checkbox"/>
			6 - <b>Development</b>	<input type="checkbox"/>
			7 - <b>Exploration</b>	
			8 - <b>Initiation</b>	
			9 - <b>Consolidation</b>	
			10 - <b>Application</b>	
<b>Internal Moderator comments</b> <i>(The IM should provide feedback to the Assessor, including any action points that need to be addressed):</i>				

**Tutor/Assessor declaration:** "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."

**Signed: Tutor/Assessor**

**Date:**

**Signed: Internal Moderator**

**Date:**

N.B. Before entering candidates for external moderation all candidates' work **must be checked by an Internal Moderator using this form.**

The Internal Moderator is required to tick/ cross the white boxes; additional comments can be inserted into the IM comments box.

This form must then be kept at the front of the candidates' evidence portfolio and be presented at External Moderation.



# ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

## Entry 1 Qualifications in Personal Progress: Unit Transcript Dealing with problems

Credit value: 4

<b>Candidate name:</b>	<b>Centre name:</b>
<b>ASDAN candidate number:</b>	<b>ASDAN centre number:</b>
<b>ULN</b>	

Photograph (optional)
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### Details of candidate's achievement

<b>AC 1.1</b> Recognise when they have a problem
<b>Assessor statement:</b>
<b>Achievement continuum stage:</b>

<b>AC 2.1</b> Identify sources of help
<b>Assessor statement:</b>
<b>Achievement continuum stage:</b>

## ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)

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<b>AC 2.2</b> Select a solution
<b>Assessor statement:</b>
<b>Achievement continuum stage:</b>

**Tutor/Assessor signature:**

**Date:**

**ASDAN External Moderator signature:**

**Date:**

*(The EM will sign here if the work of this candidate forms part of the sample identified by ASDAN for external moderation)*

### **Important**

**It is the centre's responsibility to ensure that this Unit Transcript is attached to the relevant certificate. Qualifications in Personal Progress certificates are not valid unless the corresponding Unit Transcript is attached.**

# ASDAN Entry Level Award, Certificate and Diploma in Personal Progress (Entry 1)