

Qualification Factsheet

Qualification overview

Qualification title and number	NCFE Level 1 Award in Exploring Occupational Studies for the Workplace (601/1086/7) NCFE Level 1 Award in Occupational Studies for the Workplace (601/1087/9) NCFE Level 1 Certificate in Occupational Studies for the Workplace (601/1088/0) NCFE Level 1 Diploma in Occupational Studies for the Workplace (601/1089/2)		
Total qualification time (TQT)	Award (601/1086/7): 30 Award (601/1087/9): 60 Certificate (601/1088/0): 130 Diploma (601/1089/2): 370	Guided learning hours (GLH)	Award (601/1086/7): 19 Award (601/1087/9): 35 Certificate (601/1088/0): 88 Diploma (601/1089/2): 259
Entry requirements	These qualifications are designed for learners aged pre-16 and above.		

About these qualifications

The qualifications are intended to be accessible to a wide range of learners of all abilities. Learners can develop a 'hands-on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational areas. The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

Learners are not intended or expected to be competent following successful completion of the Occupational Studies for the Workplace qualifications. Competency would be achieved through the completion of recognised competence-based qualifications (CBQs) or National Vocational Qualifications (NVQs).

The Occupational Studies for the Workplace qualifications are intended to give learners a solid base from which to further develop their skills and learning.

Qualification structure

To be awarded the Level 1 Award in Exploring Occupational Studies for the Workplace, learners must achieve a minimum of 3 credits.

To be awarded the Level 1 Award in Occupational Studies for the Workplace, learners must achieve a minimum of 6 credits.

To be awarded the Level 1 Certificate in Occupational Studies for the Workplace, learners must achieve a minimum of 13 credits.

To be awarded the Level 1 Diploma in Occupational Studies for the Workplace, learners must achieve a minimum of 37 credits.

Mandatory units

There are no mandatory units in these qualifications.

Optional units

All units within these qualifications are optional. They are set out across the following occupational areas:

- land-based
- construction and engineering
- motor vehicle
- hospitality and catering
- design, media and technology
- office and business
- retail and service enterprise
- sport, leisure and tourism
- hairdressing and beauty
- employability and social development
- warehousing and storage
- cleaning

Unit 01 Developing skills in garden horticulture (A/505/4075)
Unit 02 Sowing and growing techniques (A/504/9314)
Unit 03 Cultivating compost and soils (R/505/0596)
Unit 04 Cultivating herbs (H/505/4278)
Unit 05 Safe tractor operation (T/503/5850)
Unit 06 Assist with feeding and watering horses (A/600/0463)
Unit 07 Introduction to wildlife and conservation (T/502/5142)
Unit 08 Understanding techniques used in floristry (D/505/5512)
Unit 09 Developing bricklaying skills (Y/505/4942)
Unit 10 Using painting skills for interior ceilings and walls (J/504/8523)
Unit 11 Introduction to plastering techniques (R/505/4969)
Unit 12 Floor and wall tiling techniques (D/505/0746)
Unit 13 Carpentry hand skills (R/505/0310)
Unit 14 Developing skills in joining materials using welding (H/505/5026)
Unit 15 Mechanical component assembling skills (Y/505/0700)
Unit 16 Developing skills in routine servicing of mechanical equipment (M/505/5028)
Unit 17 Building a cavity wall (M/505/0315)
Unit 18 Plumbing skills (F/505/0481)
Unit 19 Checking and maintaining a car's tyre pressure and tread (D/505/0603)
Unit 20 Identification of basic external and internal car parts (H/505/0604)
Unit 21 Motor vehicle workshop tools and equipment (A/505/0155)
Unit 22 Health and safety practices in vehicle maintenance (K/505/4945)
Unit 23 Introduction to vehicle valeting (F/505/3199)

Unit 24 Basic food preparation and cooking (K/505/4072)
Unit 25 Customer service in the hospitality industry (M/505/5255)
Unit 26 Introduction to the catering and hospitality industry (T/505/4169)
Unit 27 Maintenance of a safe, hygienic and secure working environment (M/505/4171)
Unit 28 Sound recording skills (F/505/4174)
Unit 29 MIDI and audio techniques (T/505/4172)
Unit 30 Exploring digital photography (K/505/4167)
Unit 31 Develop and use radio presentation skills (H/505/4166)
Unit 32 Creative media production group project (D/505/4165)
Unit 33 Introduction to advertising (M/505/4168)
Unit 34 Sound and audio production skills (A/505/4173)
Unit 35 Designing an interior (H/600/3079)
Unit 36 Using a camera and accessories (J/505/4970)
Unit 37 Photography – using a tripod (L/505/4971)
Unit 38 Digital graphics editing (J/505/4967)
Unit 39 IT communication fundamentals (M/505/4199)
Unit 40 Understanding business communication (Y/505/4200)
Unit 41 Using fax machines and photocopiers (D/505/0827)
Unit 42 Filing skills (R/505/0825)
Unit 43 Handling mail (Y/505/1782)
Unit 44 Working in an office (L/505/1777)
Unit 45 Supporting business meetings (H/505/1784)
Unit 46 Careers in business and administration (A/505/1774)
Unit 47 Developing customer service skills (K/505/4198)
Unit 48 Spreadsheet software (A/502/4624)
Unit 49 Word processing software (L/502/4627)
Unit 50 Understanding the control, handling and replenishment of stock in a retail business (D/505/4201)
Unit 51 Understanding the business of retail (T/505/4205)
Unit 52 Understanding customer service in the retail sector (F/505/4210)
Unit 53 Understanding the retail selling process (J/505/4208)
Unit 54 Displaying travel and tourism products and services (H/505/4202)
Unit 55 Investigate companies in the travel industry (K/505/4203)
Unit 56 Worldwide travel and tourism destinations (H/505/1803)
Unit 57 UK travel and tourism destinations (K/505/1804)
Unit 58 Participating in leisure activities (L/505/0659)
Unit 59 Taking part in sport (R/505/1330)
Unit 60 Planning a fitness programme (F/504/8200)
Unit 61 Styling women's hair (F/502/3796)
Unit 62 Styling men's hair (A/502/3795)
Unit 63 Colour hair using temporary colour (D/505/5025)
Unit 64 Nail art application (M/505/5031)

Unit 65 Basic make-up application (J/502/3797)
Unit 66 Problem solving at work (A/502/3585)
Unit 67 Working in a team (F/502/3586)
Unit 68 Time management skills (T/505/0459)
Unit 69 Improving own learning and performance (L/505/0452)
Unit 70 Introduction to health and social care (Y/505/0745)
Unit 71 Caring for babies and young children (A/505/0740)
Unit 72 Understanding children's social and emotional development (A/505/0754)
Unit 73 Understanding changing roles and relationships in adolescence (K/505/1284)
Unit 74 Using craft activities with children and young people (D/505/0763)
Unit 75 Undertaking an enterprise project (D/504/8866)
Unit 76 Environmental awareness (Y/502/0659)
Unit 77 Maintain the cleanliness of equipment in logistics operations (H/601/3708)
Unit 78 Sort goods and materials for recycling or disposal in a logistics environment (J/601/3765)
Unit 79 Moving or handling goods manually in logistics facilities (M/601/3727)
Unit 80 Receive goods in a logistics environment (M/601/3761)
Unit 81 Keep work areas clean in a logistics environment (Y/601/3723)
Unit 82 Cleaning principles (R/651/7682)
Unit 83 Health and safety in a cleaning environment (T/651/7683)
Unit 84 Cleaning food preparation areas (Y/651/7684)
Unit 85 Sequencing of cleaning (A/651/7685)
Unit 86 Biohazards in a cleaning environment (D/651/7686)
Unit 87 Sustainability in a cleaning environment (F/651/7687)

Please refer to the Qualification Specification for further information about the optional units.

Assessment

The Occupational Studies in the Workplace qualifications are internally assessed.

Each learner must create a portfolio of evidence generated from appropriate assessment tasks that demonstrates achievement of all the learning outcomes (LOs) associated with each unit.

Progression opportunities

Following the successful completion of any of the Occupational Studies in the Workplace qualifications, learners may progress to work-based learning and develop the skills, knowledge and understanding necessary to demonstrate competency through NVQs/CBQs.

Progression to further learning within the further education sector is also possible and there are many qualifications available to learners that offer them a broad choice of options.



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