

**NOCN Introduction to the Hospitality Industry/ NCFE Photography/ NCFE Investigating and Developing Enterprise Skills/ASDAN Employability/ NCFE Coaching Principles in Sport**  
**(Level 1)**

Level 1 Using Numbers and the number systems - whole numbers

- Read, write, order and compare large numbers (up to one million)
- Find fractions of whole number quantities or measurements.
- Use multiplication facts and make connections with division facts
- Read, write, order and compare percentages in whole numbers.
- Use simple formulae expressed in words for one or two-step operations.

Level 1 Using common measures, shape and space

- Convert between units of length, weight, capacity, money and time, in the same system.
- Recognise and make use of simple scales on maps and drawings
- Use angles when describing position and direction, and measure angles in degrees.
- Calculate the area and perimeter of simple shapes including those that are made up of a combination of rectangles.
- Draw 2D shapes and demonstrate an understanding of line symmetry and knowledge of the relative size of angles.

Level 1 Handling information and data

- Represent discrete data in tables, diagrams and charts including pie charts, bar charts and line graphs.
- Group discrete data and represent grouped data graphically.
- Find the mean and range of a set of quantities.

Opportunities for Personal Development

- Wedge Corner Cafe
- Wedge Workshop
- Supported Internships
- Work Experience
- Preparing for an interview
- CV Writing
- Independent Travel Training
- Student Panel Interviews
- Access to further education
- Preparation for future plans
- Duke of Edinburgh

Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Coping with problems
- Improving own learning

Type of evidence produced

- Opportunities to read a variety of texts including letters/menu's/ food packaging/ research/ email correspondence where numerical data is used
- Use of spreadsheets and other graphical forms.
- Proportional systematic analysis of recipes
- Planning a meal from a set budget in a specific time frame.
- Weighing ingredients accurately with appropriate equipment
- Solve problems involving all operations in the context of money including change given in practical situations

## ASDAN Bronze/ OCR Digital Employability /NOCN Certificate in Skills for Employment, Training and Personal Development

### **(Entry Level 3)**

#### Entry Level 3 Using Numbers and the number systems - whole numbers

- Count, read, write, order and compare numbers up to 1000.
- Add and subtract using three-digit whole numbers.
- Multiply two-digit whole numbers by single and double-digit whole numbers
- Read, write and understand thirds, quarters, fifths and tenths including equivalent forms
- Read, write and use decimals up to two decimal places.

#### Entry Level 3 Using common measures, shape and space

- Calculate with money using decimal notation and express money correctly in writing in pounds and pence
- Compare measures of capacity including millilitres and litres.
- Read time from analogue and 24-hour digital clocks in hours and minutes.
- Use appropriate positional vocabulary to describe position and direction including eight compass points and including full/half/quarter turns
- Use a suitable instrument to measure mass and length.

#### Entry Level 3 Handling information and data

- Extract information from lists, tables, diagrams and charts and create frequency tables
- Interpret information, to make comparisons and record changes, from different formats including bar charts and simple line graphs.
- Organise and represent information in appropriate ways including tables, diagrams, simple line graphs and bar charts

#### Opportunities for Personal Development

- Wedge Corner Cafe
- Wedge Workshop
- Supported Internship
- Work Experience
- CV Writing
- Preparing for an interview
- Independent Travel Training
- Student Panel Interviews
- Access to further education
- Preparation for future plans
- Duke of Edinburgh

#### Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Problem solving
- Improving own learning

#### Type of evidence produced

- Opportunities to read a variety of texts including letters/menu's/ food packaging/ research/ email correspondence where numerical data is used
- Use of equipment in wedge workshop
- Correct use of money in practical situations
- Timing events/games
- Use of spreadsheets
- Surveys including tally's
- Making telephone calls
- Plan and sticking to a budget
- Solve problems involving all operations in the context of money

## ASDAN Personal Social Development/ ASDAN Short Course/ ASAN Employability Skills Development (Entry Level 2)

### Entry Level 2 Using Numbers and the number systems - whole numbers

- Count reliably up to 100 items.
- Add and subtract two-digit numbers.
- Know the number of hours in a day and weeks in a year. Be able to name and sequence.
- Recognise simple fractions (halves, quarters and tenths) of whole numbers and shapes

### Entry Level 2 Using common measures, shape and space

- Read and compare positive temperatures
- Calculate money with pence up to one pound and in whole pounds of multiple items and write with the correct symbols (£ or p).
- Read and record time in common date formats, and read time displayed on analogue clocks in hours, half hours and quarter hours, and understand hours from a 24-hour digital clock.
- Use appropriate positional vocabulary to describe position and direction including between, inside, outside, middle, below, on top, forwards and backwards.
- Use measures of weight including grams and kilograms

### Entry Level 2 Handling information and data

- Take information from one format and represent the information in another format including use of bar charts
- Extract information from lists, tables, diagrams and bar charts.
- Make numerical comparisons from bar charts
- Sort and classify objects using two criteria

### Opportunities for Personal Development

- Wedge Corner Cafe
- Wedge Workshop
- Work Experience
- Preparing for an interview
- CV Writing
- Independent Travel Training
- Preparation for future plans
- Duke of Edinburgh

### Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Problem solving

### Type of evidence produced

- Opportunities to read a variety of texts including letters/menus/ food packaging/ research/ email correspondence where numerical data is used
- Use of money
- Application forms e.g. D.O.B and tel. numbers
- Surveys including tally's
- Using the telephone
- Formation of numbers
- Following a schedule
- Use of kitchen equipment
- Counting in practical contexts
- Plan a budget
- Following instructions using prepositions

## ASDAN Towards Independence/ ASDAN Personal Progress/ ASDAN Personal Social Development (Entry Level 1)

### Entry Level 1 Using Numbers and the number systems - whole numbers

- Read, write, order and compare numbers up to 20.
- Use whole numbers to count up to 20 items including zero.
- Add numbers which total up to 20, and subtract numbers from numbers up to 20.
- Recognise and interpret the symbols +, – and = appropriately.

### Entry Level 1 Using common measures, shape and space

- Recognise coins and notes and write them in numbers with the correct symbols (£ & p), where these involve numbers up to 20.
- Read 12 hour digital and analogue clocks in hours
- Describe and make comparisons in words between measures of items including size, length, width, height, weight and capacity.
  - Use every day positional vocabulary to describe position and direction including left, right, in front, behind, under and above.

### Entry Level 1 Handling information and data

- Read numerical information from lists.
- Sort and classify objects using a single criterion.
- Read and draw simple charts and diagrams including a tally chart, block diagram/graph.

### Opportunities for Personal Development

- Wedge Corner Cafe
- Supported Internship
- Work Experience
- Preparing for an interview
- Independent Travel Training
- Preparation for future plans
- Following a personal timetable
- Taking part in new activities
- Using technology in the home and community.

### Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Working with others
- Communication

### Type of evidence produced

- Opportunities to become familiar with a variety of texts including letters/leaflets/ food packaging/ research/ symbols/ newspapers/ TV guide/ books where numerical data is used
- Opportunities to use the time in real life contexts
- Surveys including tally charts
- Using the telephone
- Formulating numbers
- Use of Symbols
- Sequencing
- Using a calculator
- Use of weighing scales