

# A Guide to Access 1 and 2 Staff Support Materials

Published date: May 2007

Publication code: BA3822

Published by the Scottish Qualifications Authority  
The Optima Building, 58 Robertson Street, Glasgow G2 8DQ  
Ironmills Road, Dalkeith, Midlothian EH22 1LE  
**[www.sqa.org.uk](http://www.sqa.org.uk)**

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## Introduction

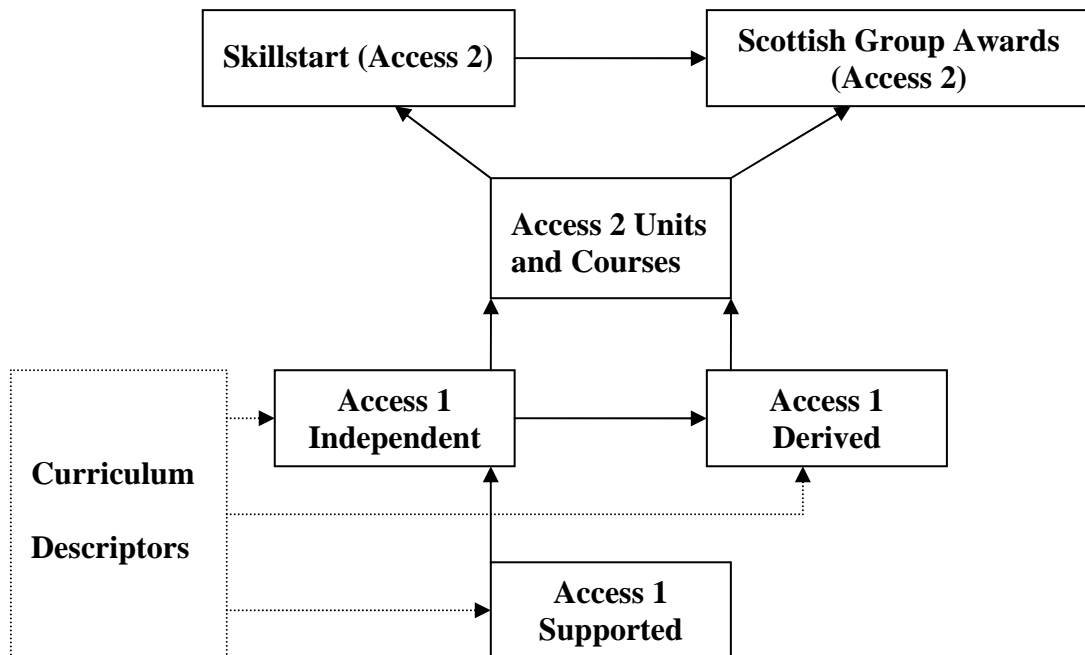
This is a guide for teachers and lecturers involved in delivering Access 1 and 2 Units, Courses or Group Awards. It is intended to provide a comprehensive overview of the provision at Access 1 and 2, and also to provide information about:

- ◆ relationships and links between the qualifications
- ◆ progression opportunities
- ◆ Core Skills

Reference codes for Units, Courses and Group Awards are also given in this document, where appropriate.

All the information given here can also be found in other SQA publications (for example, the *Catalogue of Core Skills in National Qualifications*, and the *Catalogue of National Qualifications*). This guide simply brings all the information on Access 1 and 2 together.

## Overview of Access 1 and 2



### Access 1

#### Supported Access 1 Units

The main purpose of Supported Access 1 Units is to ensure that candidates who may always need a level of adult support can be included in the national system of qualifications. The Units recognise the importance of offering these candidates an enriched practical experience that incorporates a sensory approach to learning and does not require higher-order cognitive skills (such as planning, reviewing and evaluating) to achieve the Unit Outcomes.

The principal aims of the Supported Access 1 Units are to provide:

- ◆ equality of opportunity
- ◆ a relevant learning experience which meets the age and needs of the learner
- ◆ a rich learning experience to enhance interest and motivation
- ◆ curricular continuity for those candidates who may always require a level of adult support
- ◆ engagement in the learning experience for those candidates who require a sensory approach
- ◆ engagement in the learning experience for those candidates with significant motor impairment who require full adult support
- ◆ progression and achievement for those candidates who, through familiarity and practice of routine may require decreasing levels of adult support
- ◆ lateral progression for those candidates who may always require a sensory approach
- ◆ a progression route to the Independent Access 1 Units

There are currently ten Supported Access 1 Units:

DE67 07	Healthy Basic Cooking: Introduction to Kitchen Routines
DE68 07	Healthy Basic Cooking: Use of Small Electrical Equipment
DE69 07	Healthy Basic Cooking: Producing an Uncooked Meal
DE6A 07	Healthy Basic Cooking: Producing a One Course Cooked Meal
DE6C 07	Healthy Basic Cooking: Producing a One Course Cooked, One Course Uncooked Meal
DE6D 07	Healthy Basic Cooking: Producing a Two Course Cooked Meal
F142 07	Music: Exploring Sound
F144 07	Music: Producing a Sound
F141 07	Music: Listening to Sound
F143 07	Art Activity Routines: An Introduction

## Support Codes

Assessment of Supported Level Access 1 Units is based on the level of support required by the candidate to ensure access to the learning experience. It is recommended that centres keep a record of each candidate's progress while undertaking this Unit, each Unit specification contains an Appendix which can be used to record the level of support for individual candidates to achieve the Unit.

The level of support required by candidates is not recorded on the Scottish Qualifications Certificate and the recording sheet is not therefore needed for SQA verification purposes.

The recording sheet includes space for up to three assessments in case the centre wants to re-assess the candidate at later stages to see if the level of support required has improved. It should be noted, however, that candidates cannot be certificated more than once for a Unit and the certificate states only that a candidate has achieved an Access 1 level Unit, it does not state the level of support required.

Codes to Facilitate Recording:

### **E1 (Experiential 1)**

Candidates functioning at an experiential level, where they will always need total adult physical support to engage in the sensory learning experience.

### **E2 (Experiential 2)**

Candidates functioning at an experiential level, where through familiarity of routine and total adult support, may progress to functioning in some aspects of the learning experience at awareness level.

### **A (Awareness)**

Candidates functioning at an awareness level, where through familiarity of routine and total adult support, may progress to functioning in some aspects of the sensory learning experience at a participation level.

**P (Participation)**

Candidates functioning at participation level, where through familiarity of routine and total adult support, may progress to functioning in some aspects of the practical task with reduced adult support.

**CP (Constant Prompting)**

Candidates who require constant prompting to engage in the practical task.

**RP (Reduced Prompting)**

Candidates who require reduced prompting to engage in the practical task.

**IS (Intermittent Support)**

Candidates, who through familiarity of routine, become independent in most aspects of the practical task, but may always require intermittent adult support for specific aspects of the practical task.

**Ind (Independent)**

Candidates, who through familiarity of routine, become independent in most aspects of the practical task and maintain the skills learnt.

**CA (Cognitive Ability)**

Candidates with significant motor impairment, who require the total physical support of an adult to engage in the practical task, but whose cognitive ability allows them to understand either element of the process, or the whole process.

**Independent Access 1 Units**

The Independent Access 1 Units are designed principally for candidates who are developing basic skills in a supported learning environment. Candidates are not required to have completed any other Units prior to undertaking these Units.

The Independent Access 1 Units are not derived from the Outcomes of Access 2 Units. They can provide progression from Curriculum Descriptors or the Access 1 Supported Units for some candidates, or can be delivered within an integrated programme comprising a mixture of Units and Curriculum Descriptors according to the needs of the candidate.

On completing an Independent Access 1 Unit, candidates can progress to other Independent Units at Access 1 or to Access 1 Units derived from Access 2 Outcomes. The available Units are:

D9EW 07	Basic Communication in a Familiar Setting (Access 1)
D9ET 07	Handling Money (Access 1)
D9EY 07	Personal Profiling: An Introduction (Access 1)
D9EV 07	Recognising Time (Access 1)
D9ER 07	Sampling Work: An Introduction (Access 1)
D9FO 07	Working with Others on a Group Activity (Access 1)
D9EX 07	Using Basic Computer Skills (Access 1)
DM52 07	Healthy Basic Cooking: Make a Snack
DM53 07	Investigating Measurement
DM54 07	Investigating Length in Familiar Situations

DM55 07	Investigating Weight in Familiar Situations
DM56 07	Investigating Volume in Familiar Situations
DM57 07	Problem Solving in Mathematics
DM58 07	Recognising Number
DM59 07	Using Mathematics to Handle Information
DM5A 07	Everyday Communication in a Work-related Setting
DM5C 07	Everyday Communication in a Cultural Setting
DM5D 07	Everyday Communication: Recognising Signs in the Community
DV2M 07	Biology: Practical Experiment
DV2N 07	Chemistry: Practical Experiment
DV2P 07	Physics: Practical Experiment
F147 07	Understanding Religious Festivals: Christianity
F146 07	Understanding Religious Festivals: Hinduism
F140 07	Understanding Religious Festivals: Islam
F149 07	Understanding Religious Festivals: Judaism
F14A 07	Understanding Religious Festivals: Sikhism
F148 07	Understanding Scottish Cultural Festivals
F145 07	Morals and Rules

Guidance on delivery and assessment is available for these Units in our publication *Delivering and Assessing Access 1 Units: Information to Support the Delivery and Assessment of Independent Access 1 Units* (Publication code BA1943).

**Note:** Curriculum Descriptors are Learning and Teaching Scotland documents and are not certificated by SQA.

### **Derived Access 1 Units**

The Derived Access 1 Units are each based on one Outcome from various Access 2 Units. This allows candidates to build up to an Access 2 Unit step by step.

Access 1 Units derived from Access 2 Outcomes can be a starting point for some candidates, or can provide progression from the Independent Access 1 Units.

Candidates who are unable to complete all the Outcomes of an Access 2 Unit can be certificated for the equivalent Derived Access 1 Unit for the Outcome(s) they have achieved. The centre would have to enter and result the candidate for the Derived Access 1 Unit and retain the assessment evidence from Access 2.

Candidates who achieve all the Access 1 Units derived from the Outcomes of an Access 2 Unit will not automatically be awarded the Access 2 Unit — the centre has to enter and result candidates at Access 2. This can be done when a candidate is due to take the last Outcome at Access 1 — the centre could enter the candidate for the Access 2 Unit and retain the assessment evidence from Access 1. Candidates will then be certificated with the Access 2 Unit once resulted.

The tables at the back of this document identify the Access 1 Units which are derived from Access 2 Units. Please note that in some cases there are Access 2 Units with no Derived Access 1 equivalents.

## Access 2 Units

Access 2 Units enable progression from Access 1 Units, although for some candidates they may be a starting point. Candidates who have achieved an Access 2 Unit can progress to other Access 2 Units or to Access 3 Units. They can also progress laterally to a Scottish Group Award at Access 2 (single, double or triple) or to the more vocational Skillstart Group Award at Access 2.

## Courses

A Course is a group of three related Units at Access 2. Candidates have to be enrolled for the Course as well as each Unit within the Course.

The tables at the back of this document give the Course code and Units for each subject area.

Courses can be used to contribute towards a general Scottish Group Award or a Skillstart qualification.

## Group Awards

At Access 2 and 3 there are single, double and triple Scottish Group Awards (SGAs) to enable lateral progression; and Skillstart Group Awards at Access 2 and 3, which are pre-vocational qualifications for school leavers with learning difficulties, or for those who wish to return to basic education and pre-vocational training.

### Access 2

Scottish Group Award: Single	G7V6 08	9 credits
Scottish Group Award: Double	G7V7 08	14 credits
Scottish Group Award: Triple	G7V8 08	18 credits

Unit, Course and Group Award specifications are available on SQA's website and also on the National Qualifications CD-ROM.

## Core Skills

Core Skills are the broad, transferable skills that people need to be full, active and responsible members of society. The Core Skills framework and Units provide a set of nationally agreed standards for Core Skills and a way to assess them.

<b>Core Skill Components</b>	<b>Elements</b>
<b>Communication</b>	Oral Communication Written Communication
<b>Numeracy</b>	Using Graphical Information Using Number
<b>IT</b>	Using Information Technology
<b>Problem Solving</b>	Critical Thinking Planning and Organising Reviewing and Evaluating
<b>Working with Others</b>	Working with Others

Core Skills have been embedded in some Access 2 Units and Courses, so they will be a normal part of teaching, learning and assessment. There are also stand-alone Core Skills Units available at Access 2:

D01B 08	Communication
D01D 08	Information Technology
D01C 08	Numeracy
D01E 08	Problem Solving
D01F 08	Working with Others

When a candidate achieves a Course or Unit which has embedded Core Skills, certification will be automatic and will be recorded on the Core Skills profile section of the candidates Scottish Qualifications Certificate (SQC).

### Courses which have Core Skills embedded

		CORE SKILL COMPONENT COVERED								
		Problem Solving			WWO	Communication		Numeracy		IT
Components:		CT	PO	RE	WWO	WC	OC	UN	UGI	IT
CODE	COURSE									
C083 08	Business	X	X	X						
C017 08	Computing Studies	X	X	X						X
C037 08	Drama	X	X	X	X		X			
Under review	English and Communication					X	X			
C080 08	Enterprise Through Craft	X	X	X	X					
C048 08	Home Economics		X	X						
C055 08	Managing Environmental Resources	X	X							
C056 08	Mathematics	X						X	X	
C058 08	Media Studies	X	X	X	X					
C067 08	Personal and Social Education	X	X	X	X					
C082 08	Personal Care	X	X	X						
C068 08	Physical Education	X	X	X						
C072 08	Religious, Moral and Philosophical Studies (RMPS)	X								
C081 08	Science	X	X	X						
C079 08	Social Subjects	X	X							

CT: Critical Thinking; PO: Planning & Organising; RE: Reviewing & Evaluating;  
 WWO: Working with Others; WC: Written Communication; OC: Oral Communication; UN:  
 Using Number; UGI: Using Graphical Information; IT: Using Information Technology.

## Access 2 Units with Core Skills embedded

		CORE SKILL COMPONENT COVERED								
		Problem Solving			WVO	Communication		Numeracy		IT
	Component elements	CT	PO	RE	WVO	WC	OC	UN	UGI	IT
CODE	UNIT									
D01B 08	Communication					X	X			
D01C 08	Numeracy							X	X	
D01D 08	Information Technology									X
D01E 08	Problem Solving	X	X	X						
D01F 08	Working with Others				X					
D03Y 08	Chemistry	X	X	X						
D04A 08	Biology	X	X	X						
D04B 08	Science	X	X	X						
D04C 08	Personal Hygiene	X	X	X						
D04E 08	Daily Organisation			X						
D04P 08	Physics	X	X	X						
D06M 08	Skillstart Communication in a Work Related Environment					X	X			
D0EL 08	PAD – Personal Profiling for Independent Living	X	X	X						
D0EM 08	PAD – Personal Presentation for Everyday Living	X	X	X						
D0EN 08	PAD – Making Local Journeys	X	X	X						
D0EP 08	SAD – Participating in a Community Activity	X	X	X	X					
DOER 08	SAD – Participating in Leisure Time Activities	X	X	X	X					
DOET 08	SAD – Using Support Services in the Local Community	X	X	X	X					
DOEV 08	VAD – Contributing to an Enterprise Activity	X	X	X	X					
D0EW 08	VAD – Sampling Work	X	X	X	X					
D0EX 08	VAD – Using Work-related Skills	X	X	X	X					
D332 08	Media Analysis	X								
D334 08	Media Production		X	X	X					
D516 08	Office Skills and Keyboarding: An Introduction	X	X	X						
D517 08	Retail Skills: An Introduction	X								
D518 08	Working in a Business Enterprise: An Introduction	X	X	X						
D526 08	Social Subjects: Deciding	X								
D527 08	Social Subjects: Contrasting	X								
D528 08	Social Subjects: Organising and	X	X							

		CORE SKILL COMPONENT COVERED								
		Problem Solving			WVO	Communication		Numeracy		IT
	Component elements	CT	PO	RE	WVO	WC	OC	UN	UGI	IT
	Presenting Information									
D529 08	Using Computer Aided Learning	X	X	X						
D530 08	Using Technological Equipment	X								
D531 08	Using a Computer	X								X
D535 08	Practical Craft Skills	X	X	X						
D536 08	Craftwork Enterprise	X	X	X	X					
D537 08	Developing Drama Skills	X	X	X	X		X			
D538 08	Using Drama Skills	X	X	X	X		X			
D539 08	Presenting Drama	X	X	X	X		X			
D540 08	English and Communication: Oral Communication						X			
D550 08	Organisation in the Home		X							
D553 08	Planning an Environment	X								
D554 08	Developing an Environmental Area	X	X	X						
D555 08	Monitoring and Maintaining an Environmental Area		X							
D556 08	Using Mathematics in Everyday Situations 1	X								
D557 08	Using Mathematics in Everyday Situations 2	X						X		
D558 08	Using Mathematics in Everyday Situations 3	X							X	
D575 08	Physical Education: Integrated Performance	X	X	X						
D577 08	Physical Education: Appreciation of Performance	X								
D580 08	Questioning Belief	X								
D581 08	Questioning Morality	X								
D582 08	Questioning the World	X								
D587 08	Communication Skills						X			
D8VH 08	English and Communication: Language Study					X				
DC9K 08	Healthy Basic Cooking	X	X	X						
DV2R 08	Skillstart Numeracy in a Work Related Environment							X	X	
DV2T 08	Skillstart Developing Skills for the Workplace	X	X	X	X	X				
E9BF 08	Using Numbers in Everyday Situations							X	X	
EF7M 08	Skillstart Investigation: The World of Work	X	X	X						
EF7N 08	Personal Organisation				X					

## **National Assessment Bank (NAB) materials**

Every Access 2 Unit in a Course has a National Assessment Bank (NAB) exemplar. Where Access 1 Units are derived from the Outcomes of Access 2 Units, the appropriate section of the Access 2 Unit NAB should be used. There are no NABs for the Access 1 Independent Units, but the Unit Specifications contain exemplars and guidance on delivery and assessment is available in the publication *Delivering and Assessing Access 1 Units* (BA1943, November 2003).

The Access 1 Supported Units have very detailed delivery and assessment guidance in the Unit Specifications.

NABs help centres to interpret the standards in Unit specifications, and centres are free to modify the NABs to accommodate the needs of individual candidates. While we are keen to promote creative methods of assessment, if you make major changes to a NAB, you should check this with our Verification Section. If you make changes to a NAB which has Core Skills embedded, you should also check this with our Verification Section. The Verification Section can be contacted on 0845 213 5345.

The NABs are available online from the secure section of SQA's website. Your SQA Co-ordinator will have a username and password to access this section of the website. If you have any problems accessing this site contact the SQA Customer Contact Centre (0845 279 1000 or [customer@sqa.org.uk](mailto:customer@sqa.org.uk))

## Independent Access 1 Units (not derived from Access 2 outcomes)

There are no National Assessment Bank (NAB) materials available for Access 1 Units. However, there is an assessment exemplar for these Units entitled: *Delivering and Assessing Access 1 Unit, Information to Support the Delivery and Assessment of Independent Access 1 Units (Ref: BA 1943, November 2003)*. Although the exemplars given are for the first seven Independent level Units this document contains much generic information and can be used as guidance for all Independent level Units.

Access 1 Unit (Independent)	Outcome
D9EW 07 Basic Communication in a Familiar Setting	Communicate effectively at a basic level in a familiar setting.
D9ET 07 Handling Money	Recognise and use coins in familiar situations.
D9EY 07 Personal Profiling: An Introduction	Demonstrate, with support, positive steps towards achieving a personal learning target.
D9EV 07 Recognising Time	Recognise time in relation to familiar daily routine.
D9ER 07 Sampling Work: An Introduction	Develop an awareness of work roles and a selected workplace environment.
D9EX 07 Using Basic Computer Skills	Perform some basic computer operations independently.
D9F0 07 Working with Others on a Group Activity	Work co-operatively on a group activity with at least one other familiar person.
DM5C 07 Everyday Communication in a Cultural Setting	Communicate in a sociable manner that is acceptable in the identified cultural setting.
DM5A 07 Everyday Communication in a Work-Related Setting	Communicate in a manner that is acceptable in the identified work-related setting.
DM5D 07 Everyday Communication: Recognising Signs in the Community	Recognise one sign in a variety of signs.
DM52 07 Healthy Basic Cooking: Make a Snack	Make a snack.
DM54 07 Investigating Length in Familiar Situations	Investigate length in familiar activities.
DM53 07 Investigating Measurement	Investigate measurement in familiar situations.
DM56 07 Investigating Volume in Familiar Situations	Investigate volume in familiar situations.
DM55 07 Investigating Weight in Familiar Situations	Investigate weight in familiar situations.
DM57 07 Problem Solving in Mathematics	Solve a given mathematical problem for an everyday situation.
DM58 07 Recognising Number	Recognise and use number in everyday situations.

<b>Access 1 Unit (Independent)</b>	<b>Outcome</b>
DM59 07 Using Mathematics to Handle Information	Interpret information from pictures, graphs and a collection of real items.
DV2M 07 Biology: Practical Experiment	Carry out a scientific activity.
DV2N 07 Chemistry: Practical Experiment	Carry out a scientific activity.
DV2P 07 Physics: Practical Experiment	Carry out a scientific activity.
D147 07 Understanding Religious Festivals: Christianity	Demonstrate an understanding of a festival from Christianity.
F146 07 Understanding Religious Festivals: Hinduism	Demonstrate an understanding of a festival from Hinduism.
F140 07 Understanding Religious Festivals: Islam	Demonstrate an understanding of a festival from Islam.
F149 07 Understanding Religious Festivals: Judaism	Demonstrate an understanding of a festival from Judaism.
F14A 07 Understanding Religious Festivals: Sikhism	Demonstrate an understanding of a festival from Sikhism.
F148 07 Understanding Scottish Cultural Festivals	Demonstrate an understanding of a festival from Scottish culture.
F145 07 Morals and Rules	<ol style="list-style-type: none"> <li>1. Demonstrate a basic understanding of a rule in an everyday context.</li> <li>2. Demonstrate a basic understanding of a rule in a religious context.</li> <li>3. Demonstrate an awareness of right and wrong in a moral context.</li> </ol>

## Supported Access 1 Units

There are no National Assessment Bank (NAB) materials available for Access 1 Units. However, the Supported Access 1 Units have very detailed delivery and assessment guidance incorporated within the Unit Specifications.

<b>Access 1 Unit (Supported)</b>	<b>Outcome(s)</b>
DE67 07 Healthy Basic Cooking: Introduction to Kitchen Routines	<ol style="list-style-type: none"> <li>1. Carry out basic hygiene procedures to prepare a simple snack.</li> <li>2. Collect equipment to prepare a simple pre-selected snack.</li> <li>3. Produce the simple snack.</li> <li>4. Carry out the procedures for clearing away and washing up.</li> </ol>
DE68 07 Healthy Basic Cooking: Use of Small Electrical Equipment	<ol style="list-style-type: none"> <li>1. Select the electrical equipment to prepare a meal/snack.</li> <li>2. Use the electrical equipment to produce the meal/snack.</li> <li>3. Carry out the procedures for cleaning the electrical equipment.</li> </ol>
DE69 07 Healthy Basic Cooking: Producing an Uncooked Meal	<ol style="list-style-type: none"> <li>1. Prepare to make a one course uncooked meal.</li> <li>2. Produce the one course uncooked meal.</li> <li>3. Present the one course uncooked meal.</li> </ol>
DE6A 07 Healthy Basic Cooking: Producing a One Course Cooked Meal	<ol style="list-style-type: none"> <li>1. Prepare to make a one course cooked meal.</li> <li>2. Use the cooker to produce a one course cooked meal.</li> <li>3. Present the one course cooked meal.</li> </ol>
DE6C 07 Healthy Basic Cooking: Producing a One Course Cooked, One Course Uncooked Meal	<ol style="list-style-type: none"> <li>1. Produce the uncooked course of a two course meal.</li> <li>2. Prepare the cooked course of a two course meal.</li> <li>3. Use the cooker to produce the cooked course.</li> <li>4. Present the two course meal.</li> </ol>
DE6D 07 Healthy Basic Cooking: Producing a Two Course Cooked Meal	<ol style="list-style-type: none"> <li>1. Prepare to make a two course cooked meal.</li> <li>2. Use the cooker to produce the two cooked courses.</li> <li>3. Present the two course cooked meal.</li> </ol>
F143 07 Art Activity Routines: An Introduction	<ol style="list-style-type: none"> <li>1. Carry out simple procedures to prepare for an art activity.</li> <li>2. Collect equipment to prepare for a pre-selected art activity.</li> <li>3. Select materials and carry out a pre-selected art activity.</li> <li>4. Carry out simple procedures for clearing away and tidying up.</li> </ol>
F142 07 Music: Exploring Sound	<ol style="list-style-type: none"> <li>1. Produce a sound using a chosen instrument.</li> <li>2. Select and play a piece of music using an appropriate audio device.</li> <li>3. Choose an instrument and accompany the music played on the audio device.</li> </ol>

<b>Access 1 Unit (Supported)</b>	<b>Outcome(s)</b>
F144 07 Music: Producing a Sound	1. Produce a sound using a chosen instrument.
F141 07 Music: Listening to Music	1. Show a preference for a specific means of delivery of musical performance.

## Access 2 Courses and Derived Access 1 Units

The tables below list all Access 2 Courses and component Units and identify NABs which are available for each Unit. Where Units are derived from the outcomes of Access 2 Units these are also shown. There are no NABs available for these Derived Units however relevant parts of the Access 2 Unit NAB should be used for the Derived Units at Access 1

### Course: Art and Design C003 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D523 08 Exploring Visual Images	D523/001	1. Explore a range of visual images.	D3N1 07 Exploring Visual Images – Exploring
		2. Create visual images of personal interest.	D3N2 07 Exploring Visual Images – Creating
D524 08 Working with Materials	D524/001	1. Identify a range of materials.	D3N3 07 Working with Materials – Identifying Materials
		2. Select materials to be used for an identified theme and explain choices.	D3N4 07 Working with Materials – Selecting Materials
		3. Use materials to produce visual outcomes.	D3N5 07 Working with Materials – Using Materials
D525 08 Developing Personal Ideas	D525/001	1. Explore a theme for study based on personal interest.	D3N6 07 Developing Personal Ideas – Exploring a Theme
		2. Develop, in visual ways, personal ideas related to the selected theme for study.	D3N7 07 Developing Personal Ideas – Developing Ideas

**Course: Business C083 08**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D516 08 Office Skills and Keyboarding: An Introduction	D516/001	1. Describe the use, including basic care, of common office equipment.	D92P 07 Office Skills: Understanding Use of Common Office Equipment
		2. Demonstrate office skills under supervision.	D92R 07 Office Skills: Using Basic Office Skills
		3. Use a keyboard to carry out activities under supervision.	D92T 07 Office Skills: Using a Keyboard
D517 08 Retail Skills: An Introduction	D517/001	1. Identify the use of equipment commonly associated with a retail environment.	D92V 07 Retail Skills: Identifying the Use of Common Retail Equipment
		2. Perform allocated tasks in a retail environment while supervised.	D92W 07 Retail skills: Performing Allocated Tasks
D518 08 Working in a Business Enterprise: An Introduction	D518/001	1. Participate in start-up of a named business enterprise	D92X 07 Business Enterprise: Participating in Start-Up
		2. Carry out an identified activity in order to contribute to the business enterprise.	D92Y 07 Business Enterprise: Contributing to a Business Enterprise.

## Course: Computing C017 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D529 08 Using Computer Aided Learning	D529/001	1. Identify key aspects of personal learning targets relating to computer aided learning.	D93P 07 Using Computer Aided Learning: Identifying Personal Learning Targets
	D529/002	2. Explain the difference between the educational use and leisure use of software.	D93R 07 Using Computer Aided Learning: Explaining Educational and Leisure Use of Software
		3. Use educational programs.	D93W 07 Using Computer Aided Learning: Using Educational Programs
		4. Use programs for leisure.	D93V 07 Using Computer Aided Learning: Using Leisure Programs
		5. Describe the experience of using computer aided learning to meet personal learning targets.	D93T 07 Using Computer Aided Learning: Meeting Personal Learning Targets
D530 08 Using Technological Equipment	D530/001	1. Identify technological equipment in common use.	D2S5 07 Using Technological Equipment – Identifying Equipment
		2. Perform basic operations using technological equipment in common use in the household.	D2S6 07 Using Technological Equipment – Basic Household Operations
		3. Perform basic operations using technological equipment in common use in the household.	D2S7 07 Using Technological Equipment – Basic Office and Personal Operations
D531 08 Using a Computer	D531/001	1. Identify hardware used in a computer system.	
		2. Perform basic operations using a microcomputer system.	D2S8 07 Using a Computer – Basic Operations
		3. Use a word processing package.	

## Course: Drama C037 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D537 08 Developing Drama Skills	D537/001	1. Participate with others in creative drama activities.	D2S9 07 Developing Drama Skills – Participating with Others
		2. Express ideas and emotions in drama activities.	D2SA 07 Developing Drama Skills – Expressing Ideas and Emotions
		3. Use space and other drama resources in drama activities.	D2SB 07 Developing Drama Skills – Using Resources
		4. Review and evaluate the experience of participating in creative drama activities.	D2SC 07 Developing Drama Skills – Reviewing Participation
D538 08 Using Drama Skills	D538/001	1. Participate with others in using drama skills to explore dramatic situations.	D93A 07 Using Drama Skills: Participating With Others
		2. Use drama skills to explore dramatic situations.	D93C 07 Using Drama Skills: Exploring Dramatic Situations
		3. Portray character in acting out dramatic situations.	D93D 07 Using Drama Skills: Portraying Character
		4. Review and evaluate the experience of using drama skills to explore dramatic situations.	D93E 07 Using Drama Skills: Reviewing Own Performance
D539 08 Presenting Drama	D539/001	1. Participate with others in drama presentation.	D93F 07 Presenting Drama: Participating with Others
		2. Use acting and technical skills in drama presentation.	D93G 07 Presenting Drama: Using Acting And Technical Skills
		3. Review and evaluate the experience of participating in drama presentation.	D93H 07 Presenting Drama: Reviewing Own Performance

## Course: English and Communication C039 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D8VH English Language Study	D8VH/001	1. Understand simple, brief non-fiction text.	D3JS 07 English and Communication: Language Study – Understanding Text
		2. Convey simple, brief factual information in writing.	D3JT 07 English and Communication: Language Study – Conveying Information in Writing
D8VJ 08 English Literary Study	D8VJ/001	1. Respond to features of a simple imaginative text.	D3JV 07 English and Communication: Literary Study – Responding to an Imaginative Text
		2. Express a point of view with regard to a simple imaginative text.	D3JW 07 English and Communication: Literary Study – Expressing a Point of View
D540 08 English and Communication: Oral Communication	D540/001	1. Listen/watch and respond to a simple communication.	D3JX 07 English and Communication: Oral Communication – Responding
		2. Deliver a simple oral communication.	D3JY 07 English and Communication: Oral Communication – Delivering

## Course: Enterprise through Craft C080 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D534 08 Working with Craft Tools: An Introduction	D534/001	1. Identify the tools associated with practical craft skills.	D3NB 07 Working with Craft Tools – Identifying Tools
		2. Use a range of tools safely.	D3NC 07 Working with Craft Tools – Using Tools
		3. Demonstrate that the value of tools in the practical environment is understood.	D3ND 07 Working with Craft Tools – Valuing Tools
D535 08 Practical Craft Skills	D535/001	1. Identify and prepare the materials suitable for two artefacts which will be manufactured.	D3NE 07 Practical Craft Skills – Identifying Materials
		2. Produce a range of artefacts in a learning situation.	D3NF 07 Practical Craft Skills – Producing Artefacts
		3. Carry out health and safety instructions.	D3NG 07 Practical Craft Skills – Health and Safety
D536 08 Craftwork Enterprise	D536/001	1. Participate in the initial planning of the enterprise activity.	
		2. Perform individual practical tasks as part of a team engaged in the manufacture of a product.	
		3. Carry out work in accordance with current safety procedures and practice.	
		4. Perform individual tasks as part of a team engaged in selling or providing a product.	

## Course: Home Economics C048 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D550 08 Organisation in the Home	D550/001	1. Prepare a task involving organisation in the home.	D2SD 07 Organisation in the Home – Preparing a Task
		2. Plan, with support, the sequence of work for the task chosen.	D2SE 07 Organisation in the Home – Planning Work
		3. Carry out the task correctly.	D2SF 07 Organisation in the Home – Carrying out a Task
		4. Use safe working practices.	D2SG 07 Organisation in the Home – Safe Working Practices
D551 08 Living Safely at Home	D551/001	1. Demonstrate awareness of common dangers in the home.	D2SH 07 Living Safely at Home – Common Dangers in the Home
		2. Use common household appliances safely.	D2SJ 07 Living Safely at Home – Safe Use of Household Appliances
		3. Use simple first aid measures.	D2SK 07 Living Safely at Home – Simple First Aid
DC9K 08 Healthy Basic Cooking	D552/001	1. Plan a chosen simple nutritious two-course meal.	D2SL 07 Healthy Basic Cooking – Planning a Meal
		2. Use basic kitchen equipment, cookery processes and techniques in the production of a planned meal.	D2SM 07 Healthy Basic Cooking – Producing a Meal
		3. Use a cooker/microwave oven safely in meal preparation.	D2SN 07 Healthy Basic Cooking – Using a Cooker/Microwave
		4. Review the choice, plan and procedure of work involved in producing a nutritious meal.	D2SP 07 Healthy Basic Cooking – Reviewing the Production of a Meal

**Course: Home Economics C048 08 (continued)**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D273 08 Developing Craft Skills in Textiles	D273/001	1. Prepare to make two simple textile items using basic craft skills.	D273 08 Developing Craft Skills in Textiles
		2. Make the two simple textile items according to instructions while under frequent and directive supervision.	
		3. Use safe working practices while preparing and making the two simple textile items.	

## Course: Managing Environmental Resources C055 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D553 08 Planning an Environmental Area	D553/001	1. Identify an appropriate type of, and site for, an environmental area.	D93J 07 Planning an Environmental Area: Identifying a Suitable Site
		2. Identify suitable plants, tools and equipment for the chosen environmental area.	D93K 07 Planning an Environmental Area: Identifying Suitable Plants, Tools and Equipment
		3. Prepare a simple plan for the chosen environmental area.	D93L 07 Planning an Environmental Area: Preparing a Plan
D554 08 Developing an Environmental Area	D554/001	1. Propagate given plants.	D2SR 07 Developing an Environmental Area – Propagation
		2. Prepare an environmental area for planting.	D2SS 07 Developing an Environmental Area – Preparation
		3. Plant out the area according to the given plan, using safe working practices.	D2ST 07 Developing an Environmental Area – Planting Out
D555 08 Monitoring and Maintaining an Environmental Area	D555/001	1. Observe and monitor a chosen environmental area.	D93M 07 Monitoring and Maintaining an Environmental Area: Monitoring
		2. Maintain the chosen environmental area over a period of time.	D93N 07 Monitoring and Maintaining an Environmental Area: Maintaining

**Course: Mathematics C056 08**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D556 08 Using Mathematics in Everyday Situations 1	D556/001	1. Use time in everyday living.	D3K0 07 Using Mathematics in Everyday Situations 1 – Time
	D556/002	2. Use money to plan everyday expenses.	D3K1 07 Using Mathematics in Everyday Situations 1 – Money
		3. Weigh and measure everyday items.	D3K2 07 Using Mathematics in Everyday Situations 1 – Weight and Measurement
D557 08 Using Mathematics in Everyday Situations 2	D557/001	1. Tell the time and calculate time intervals.	
	D557/002	2. Use money and budget.	
		3. Use common units to weigh and to measure length and volume.	
D558 08 Using Mathematics in Everyday Situations 3	D558/ 001	1. Interpret and convey information in the form of basic tables, charts and graphs.	
	D558/002	2. Use information from basic maps and plans and construct basic two-dimensional shapes from instructions.	

## Course: Media Studies C058 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D332 08 Media Analysis	D332/001	1. Understand features of media texts.	
		2. Describe personal reactions to media texts.	
		3. Describe the main contexts of the production of media texts.	
D333 08 Media Practical	D333/001	1. Plan media products from briefs.	
		2. Make media products from briefs	
		3. Review and evaluate practical media activities.	
D334 08 Media Production	D334/001	1. Contribute to planning a group production from a brief.	
		2. Contribute to implementing a group production from a brief.	
		3. Review and evaluate a group production.	

**Course: Modern Languages, French C059 08  
 German C060 08  
 Italian C061 08  
 Russian C062 08  
 Spanish C063 08**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
Life in Another Country D562 08 French D564 08 German D566 08 Italian D568 08 Russian D570 08 Spanish	D562/001	1. Compare aspects of life in a country other than Britain with the same aspects of life in your community.	D3K3 07 Modern Languages: Life in Another Country – Aspects of Life
		2. In respect of the main language used in the country being studied, demonstrate understanding of a limited range of vocabulary associated with each of the aspects of life being studied.	D3K4 07 Modern Languages: Life in Another Country – Language
Personal Language D563 08 French D565 08 German D567 08 Italian D569 08 Russian D571 08 Spanish	D563/001	1. Demonstrate understanding of personal information presented in oral or written form in the target language.	
		2. Engage in social interaction with a user of the target language.	

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
Transactional Language D337 08 French D463 08 German D469 08 Italian D475 08 Russian D481 08 Spanish	D337/001	1. Demonstrate understanding of information presented in oral or written form in the target language.	
		2. Obtain information, goods or services in an interaction involving the use of the target language.	
Language in Work D338 08 French D464 08 German D470 08 Italian D476 08 Russian D482 08 Spanish	D338/001	1. Demonstrate understanding of requests for information, goods or services presented in oral or written form in the target language.	
		2. Provide information, goods or services in an interaction involving the use of the target language.	

**Course: Music C065 08**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D583 08 Listening and Performing	D583/001	1. Demonstrate an awareness of a variety of musical concepts through listening.	
		2. Perform music in a solo, accompanied and/or group manner.	D7S5 07 Listening and Performing: Performing
D584 08 Creating and Listening	D584/001	1. Demonstrate an ability to create original music.	
		2. Demonstrate an ability to respond to stylistic and conceptual characteristics.	
D585 08 Performing and Creating	D585/ 001	1. Perform music in a solo, accompanied and/or group manner.	
		2. Demonstrate an ability to create original music.	D7S4 07 Performing and Creating: Creating

## Course: Personal Care C082 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D04C 08 Personal Hygiene	D04C/001	1. Plan, with support, two activities designed to meet learning targets relating to personal hygiene and personal care.	D3K5 07 Personal Hygiene – Planning Activities
		2. Identify the use of common products relating to personal hygiene and personal care.	D3K6 07 Personal Hygiene – Commonly Used Products
		3. Carry out the two planned activities.	D3K7 07 Personal Hygiene – Carrying Out Activities
		4. Describe the experience of undertaking the planned activities in terms of meeting the learning targets relating to personal hygiene and personal care.	D3K8 07 Personal Hygiene – Meeting Learning Targets
D04D 08 Healthy Living	D04D/001	1. Identify the principles of personal healthy living.	D3K9 07 Healthy Living – Identifying Healthy Living Principles
		2. Carry out allocated activities relating to personal healthy living.	D3KA 07 Healthy Living – Personal Healthy Living
		3. Identify key tasks involved in healthy living in the home	D3KB 07 Healthy Living – Key Tasks
		4. Carry out allocated activities relating to healthy living in the home.	D3KC 07 Healthy Living – Healthy Living in the Home
D04E 08 Daily Organisation	D04E/001	1. Identify with support, key aspects of personal learning targets relating to daily organisation.	D3KD 07 Daily Organisation – Identifying Personal Targets
		2. Identify the use of common materials relating to daily organisation.	D3KE 07 Daily Organisation – Identifying Materials
		3. Carry out three different activities relating to daily organisation, while supervised.	D3KF 07 Daily Organisation – Carrying Out Activities
		4. Describe the experience of undertaking the activities in terms of meeting the identified personal learning targets.	D3KG 07 Daily Organisation – Describing Experience of Activities

## Course: Personal and Social Education C067 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D0EN 08 Personal Awareness and Development: Making Local Journeys	D0EN/001	1. Identify a travelling routine suitable for planning local journeys.	D3KH 07 Making Local Journeys – Travelling Routines
		2. Plan the journeys.	D3KJ 07 Making Local Journeys – Planning Local Journeys
		3. Undertake the journeys.	D3KK 07 Making Local Journeys – Undertaking Local Journeys
		4. Review the experience of undertaking the journeys in terms of own personal development.	D3KL 07 Making Local Journeys – Reviewing
D0EM 08 Personal Awareness and Development: Personal Presentation for Everyday Living	D0EM /001	1. Identify essential personal presentation requirements for six everyday living activities.	D3KM 07 Personal Presentation for Everyday Living – Identifying Requirements
		2. Plan personal presentation requirements for two everyday living activities.	D3KN 07 Personal Presentation for Everyday Living – Planning Requirements
		3. Implement planned personal presentation requirements while undertaking everyday living activities.	D3KP 07 Personal Presentation for Everyday Living – Implementing Presentation
		4. Review the experience of personal presentation for everyday living activities.	D3KR 07 Personal Presentation for Everyday Living – Reviewing

**Course: Personal and Social Education C067 08 (continued)**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D0EL 08 Personal Awareness and Development: Personal Profiling for Independent Living	DOEL/001	1. Identify a personal target for developing independent living skills in a familiar setting.	D2SV 07 Personal Profiling for Independent Living – Target Setting
	D0EL/002	2. Plan two tasks in order to meet the personal target.	D2SW 07 Personal Profiling for Independent Living - Planning Tasks
		3. Carry out the planned tasks effectively.	D2SX 07 Personal Profiling for Independent Living – Carrying Out Tasks
		4. Review the experience of carrying out the planned tasks in order to identify progress made towards the personal target.	D2SY 07 Personal Profiling for Independent Living – Reviewing
D0EP 08 Social Awareness and Development: Participating in a Community Activity	D0EP/001	1. Identify a social development target which can be achieved through participation in a community activity.	D2TA 07 Participating in a Community Activity – Target Setting
	D0EP/002	2. Plan a contribution to the community activity.	D2T8 07 Participating in a Community Activity – Planning a Contribution
		3. Co-operate with others while contributing to the community activity.	D2T9 07 Participating in a Community Activity – Working with Others
		4. Review the experience of contributing to the community activity in order to identify progress made towards own social development target.	D2TB 07 Participating in a Community Activity – Reviewing

**Course: Personal and Social Education C067 08 (continued)**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D0ER 08 Social Awareness and Development: Participating in Leisure Time Activities	D0ER/001	1. Identify preferred leisure activities suitable for undertaking in groups from a range of leisure activities.	D2T0 07 Participating in Leisure Time Activities – Identifying Activities
	D0ER/002	2. Undertake a familiar leisure activity as a member of a group.	D2T1 07 Participating in Leisure Time Activities – Undertaking a Familiar Activity
		3. Undertake a new leisure activity as a member of a group.	D2T2 07 Participating in Leisure Time Activities – Undertaking a New Activity
		4. Review the experience of taking part in the two leisure activities in order to identify effectiveness of own participation as a group member leading to an identification of future social development needs.	D2T3 07 Participating in Leisure Time Activities – Reviewing
D0ET 08 Social Awareness and Development: Using Support Services in the Local Community	D0ET/001	1. Identify support services of personal relevance in the local community.	D2T4 07 Using Support Services in the Local Community – Identifying Services
		2. Describe personal circumstances where help from the selected support services may be required.	D2T5 07 Using Support Services in the Local Community – Accessing Services
		3. Seek help effectively from the selected support services in a real or simulated situation.	D2T6 07 Using Support Services in the Local Community – Seeking Help
		4. Review the experience of contacting selected support services in terms of own possible future needs and use.	D2T7 07 Using Support Services in the Local Community – Reviewing

**Course: Personal and Social Education C067 08 (continued)**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D0EV 08 Vocational Awareness and Development: Contributing to an Enterprise Activity	D0EV/001	1. Identify personal contribution to an enterprise activity.	D3KS 07 Contributing to an Enterprise Activity – Identifying Personal Contribution
	D0EV/002	2. Contribute to planning and organising the enterprise activity.	D3KT 07 Contributing to an Enterprise Activity – Planning
		3. Co-operate with others throughout the enterprise activity.	D3KV 07 Contributing to an Enterprise Activity – Working with Others
		4. Review the extent to which the personal contribution has been effective.	D3KW 07 Contributing to an Enterprise Activity – Reviewing Contribution
D0EW 08 Vocational Awareness and Development: Sampling Work	D0EW/001	1. Identify a vocational development target which could be achieved through work sampling.	
	D0EW/002	2. Plan two tasks in a work sampling situation in order to meet the vocational development target.	
		3. Carry out the planned tasks effectively under close supervision.	
		4. Review the experience of carrying out the tasks in order to identify progress made towards the vocational development target.	

**Course: Personal and Social Education C067 08 (continued)**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D0EX 08 Vocational Awareness and Development: Using Work-related Skills	D0EX/001	1. Identify a vocational development target which can be achieved through applying work-related skills to given tasks.	
		2. Apply identified work-related skills effectively to two given tasks while supervised.	
		3. Comply with health and safety instructions in carrying out given tasks.	
		4. Review the experience of using work-related skills in terms of own vocational development.	

## Course: Physical Education C068 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D575 08 Physical Education: Integrated Performance	D575/001	1. Participate in chosen activities.	D3KX 07 Physical Education: Integrated Performance – Participation
		2. Progress towards identified learning targets, throughout the activities.	D3KY 07 Physical Education: Integrated Performance – Progress towards Targets
		3. Demonstrate personal organisation.	D3L0 07 Physical Education: Integrated Performance – Personal Organisation
D371 08 Physical Education: Performance	D371/001	1. Demonstrate effective performance in practical activities.	
D577 08 Physical Education: Appreciation of Performance	D577/001	1. Describe personal performance.	
		2. Use knowledge and understanding to analyse personal performance.	
		3. Suggest improvements to personal performance.	

**Course: RMPS C072 08**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D580 08 Questioning Belief	D580/001	1. Demonstrate a basic understanding of belief.	D93Y 07 Questioning Belief : Basic Understanding
		2. Demonstrate a basic understanding of how religious beliefs influence action.	D94A 07 Questioning Belief: Influencing Action
		3. Express an opinion on a belief from a world religious community.	D93X 07 Questioning Belief: Expressing a Reasoned Opinion
D581 08 Questioning Morality	D581/001	1. Demonstrate a basic understanding of morality.	D3L1 07 Questioning Morality – Understanding Morality
		2. Demonstrate understanding of how moral behaviour affects other people.	D3L2 07 Questioning Morality – Moral Behaviour
		3. Evaluate a moral issue.	D3L3 07 Questioning Morality – Moral Situations
D582 08 Questioning the World	D582/001	1. Demonstrate a basic understanding of the term ‘community’.	D3L4 07 Questioning the World – Understanding Community
		2. Demonstrate a basic understanding of what it means to belong to a world religious community.	D3L5 07 Questioning the World – Belonging to a Religious Community
		3. Evaluate one rule from within a selected world religious community.	D3L6 07 Questioning the World – Rules of a Religious Community

**Course: Science C081 08**

<b>Access 2 Unit</b>	<b>NAB</b>	<b>Outcomes</b>	<b>Derived Access 1 Unit and Outcomes</b>
D04A 08 Biology	D04A/001	1. Carry out practical experiments.	
		2. Handle information from a provided source.	
D03Y 08 Chemistry	D03Y/001	1. Carry out practical experiments.	
		2. Handle information from a provided source.	
D04P 08 Physics	D04P/001	1. Carry out practical experiments.	D92M 07 Physics: Carrying out Practical Experiments
		2. Handle information from a provided source.	D92N 07 Physics: Handling Information
D04B 08 Science	D04B/001	1. Carry out practical experiments.	D3NH 07 Science: Carrying Out Experiments
		2. Handle information from a provided source.	D3NJ 07 Science: Handling Information

## Course: Social Subjects C079 08

Access 2 Unit	NAB	Outcomes	Derived Access 1 Unit and Outcomes
D526 08 Deciding	D526/001	1. Demonstrate knowledge and understanding of a selected issue or aspect of a topic.	D3NK 07 Social Subjects: Deciding – Demonstrating Knowledge
		2. Reach a decision about the selected issue or aspect of a topic using information which has been gathered.	D3NL 07 Social Subjects: Deciding – Reaching a Decision
D527 08 Contrasting	D527/001	1. Demonstrate knowledge and understanding of a selected issue or aspect of a topic.	D75M 07 Social Subjects: Contrasting – Demonstrating Knowledge
		2. Use information to make a particular contrast.	D75L 07 Social Subjects: Contrasting – Making a Contrast
D528 08 Organising and Presenting Information	D528/001	1. Organise information to address an issue or aspect of a topic.	D3NM 07 Social Subjects: Organising and Presenting Information – Organising
		2. Present information in relation to an issue or aspect of a topic.	D3NN 07 Social Subjects: Organising and Presenting Information – Presenting

## Access 2 Core Skills Units

Access 2 Unit	Outcomes	NABs
D01B 08 Communication	<ol style="list-style-type: none"> <li>1. Respond to very simple written communication.</li> <li>2. Produce very simple written communication.</li> <li>3. Produce and respond to very simple oral communication.</li> </ol>	NAB D01B/001
D01D 08 Information Technology	<ol style="list-style-type: none"> <li>1. Perform basic operations using an IT system.</li> <li>2. Perform simple processes using an application package.</li> <li>3. Extract and present information from an electronic source.</li> </ol>	NAB D01D/001
D01C 08 Numeracy	<ol style="list-style-type: none"> <li>1. Read and use a basic scale.</li> <li>2. Identify basic graphical information.</li> <li>3. Communicate basic graphical information with teacher/lecturer support.</li> <li>4. Apply a range of basic numerical skills in familiar everyday contexts.</li> </ol>	NAB D01C/001
D01E 08 Problem Solving	<ol style="list-style-type: none"> <li>1. Analyse an identified familiar situation or issue.</li> <li>2. Plan, organise and carry out a familiar, simple task.</li> <li>3. Review and evaluate a simple recurring problem solving activity.</li> </ol>	NAB D01E/001
D01F 08 Working with Others	<ol style="list-style-type: none"> <li>1. Plan a simple, known task in co-operation with others.</li> <li>2. Carry out the simple, known task in co-operation with others, with teacher/lecturer support.</li> <li>3. Review the effectiveness of own contribution to the co-operative task.</li> </ol>	NAB D01F/001

## Access 2 Skillstart Units

The table below lists the Units which make up the Skillstart Access 2 Award. Some Units also belong to a Course at Access 2 and NABs are available, however for the mandatory Units and several Activity Approach Units Assessment Exemplars are available from the secure section of the SQA website. This is indicated in the table below. The framework for Skillstart Access 2 can be found on page 54 of this document.

Access 2 Unit	Outcomes	Assessment Exemplar
D06M 08 Skillstart: Communication in a Work-Related Environment	<ol style="list-style-type: none"> <li>1. Respond to everyday written communication in an identified work-related environment.</li> <li>2. Produce everyday written communication in an identified work-related environment.</li> <li>3. Engage in simple dialogue in an identified work-related environment.</li> </ol>	Yes
DV2R 08 Skillstart: Numeracy in a Work-Related Environment	<ol style="list-style-type: none"> <li>1. Apply the time schedules of the workplace.</li> <li>2. Apply basic numeracy skills to work-related tasks.</li> <li>3. Produce graphical information relating to the workplace.</li> </ol>	Yes
DV2T 08 Skillstart: Developing Skills for the Workplace	<ol style="list-style-type: none"> <li>1. Carry out a simple planned activity in a work situation.</li> <li>2. Work co-operatively with others on a simple group activity.</li> </ol>	Yes
D531 08 Using a Computer	<ol style="list-style-type: none"> <li>1. Identify hardware used in a computer system.</li> <li>2. Perform basic operations using a microcomputer system.</li> <li>3. Use a word processing package.</li> </ol>	NAB D531/001 (under Computing on the secure website)
EF7Y 08 The Building Industry: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	

Access 2 Unit	Outcomes	Assessment Exemplar
EF80 08 Warehouse Practice: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	
EF7F 08 The Manufacturing Industry: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability.</li> </ol>	
EF7G 08 Land Industries: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	
EF7W 08 Auto Engineering: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in an auto engineering vocational environment.</li> <li>3. Explain Health and Safety regulations and safe working practices.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability.</li> </ol>	
EF7X 08 Catering (Food Preparation): An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	Yes

Access 2 Unit	Outcomes	Assessment Exemplar
EF7S 08 Catering (Food Service): An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	Yes
D516 08 Office Skills and Keyboarding: An Introduction	<ol style="list-style-type: none"> <li>1. Describe the use, including basic care, of common office equipment.</li> <li>2. Demonstrate office skills under supervision.</li> <li>3. Use a keyboard to carry out activities under supervision.</li> </ol>	NAB D516/001 (under Business on the secure website)
EF7J 08 An Appreciation of Retail: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability.</li> </ol>	
DV2V 08 Car Valeting: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	Yes
DV2W 08 Housekeeping: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation</li> <li>2. Carry out allocated tasks in the work situation while supervised.</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	Yes

<b>Access 2 Unit</b>	<b>Outcomes</b>	<b>Assessment Exemplar</b>
DV2X 08 Hairdressing – Salon Assistant: An Activity Approach	<ol style="list-style-type: none"> <li>1. Describe the main features of the work situation.</li> <li>2. Carry out allocated tasks in the work situation while supervised</li> <li>3. Explain Health and Safety regulations and safe working practices appropriate to the occupation.</li> <li>4. Analyse the contribution made by the experience to his/her awareness of personal suitability for the vocational area.</li> </ol>	Yes
D0EL 08 Personal Awareness and Development – Personal Profiling for Independent Living	<ol style="list-style-type: none"> <li>1. Identify a personal target for developing independent living skills in a familiar setting.</li> <li>2. Plan two tasks in order to meet the personal target.</li> <li>3. Carry out the planned tasks effectively.</li> <li>4. Review the experience of carrying out the planned tasks in order to identify progress made towards the personal target.</li> </ol>	NABs D0EL001/002 (listed under PSE on the secure website)
DV2Y 08 Customer Care	<ol style="list-style-type: none"> <li>1. Demonstrate appropriate behaviours in dealing with a customer.</li> <li>2. Identify the needs of an individual customer.</li> <li>3. Identify the steps in dealing with a customer complaint.</li> </ol>	Yes
DV30 08 Electronics: An Introduction	<ol style="list-style-type: none"> <li>1. Describe the impact of electronics on the individual and on society.</li> <li>2. Apply a systems approach to a simple, microelectronic application.</li> <li>3. Produce a practical solution to a simple, real-life problem.</li> </ol>	
D536 08 Craftwork Enterprise	<ol style="list-style-type: none"> <li>1. Participate in the initial planning of the enterprise activity.</li> <li>2. Perform individual practical tasks as part of a team engaged in the manufacture of a product.</li> <li>3. Carry out work in accordance with current safety procedures and practice.</li> <li>4. Perform individual tasks as part of a team engaged in selling or providing a product.</li> </ol>	NAB D536/001 (listed under Enterprise Through Craft on the secure web site)
D273 08 Developing Craft Skills in Textiles	<ol style="list-style-type: none"> <li>1. Prepare to make two simple textile items using basic craft skills.</li> <li>2. Make the two simple textile items according to instructions while under frequent and directive supervision.</li> <li>3. Use safe working practices while preparing and making the two simple textile items.</li> </ol>	

Access 2 Unit	Outcomes	Assessment Exemplar
EF7K 08 Finding and Keeping a Job	<ol style="list-style-type: none"> <li>1. Identify the major sources of information and support in job finding.</li> <li>2. Approach employers about jobs.</li> <li>3. Undergo a job interview.</li> <li>4. Identify basic job keeping skills.</li> </ol>	
EF7P 08 Skillstart Enterprise Activity	<ol style="list-style-type: none"> <li>1. Explain the objectives of the chosen enterprise activity.</li> <li>2. Carry out allocated tasks during the enterprise activity with support.</li> <li>3. Take account of the contribution of others to the whole activity.</li> <li>4. Identify the contribution of the enterprise activity to his/her personal and social development.</li> </ol>	Yes
EF7V 08 Introduction to Working with Tools	<ol style="list-style-type: none"> <li>1. Identify the tools associated with particular types of employment</li> <li>2. Use a range of tools safely.</li> <li>3. Outline the value of tools in the work environment</li> </ol>	

## Other Access 2 Units

This table shows Access 2 Units which are not attached to any current Courses or Group Awards. Many of these Units have been available for some time and it should be noted that in some cases the Unit Specifications, available from the SQA website, still use the old 7 digit SCOTVEC reference number not the current '4+2' format.

Centres using these Units should be aware that the new '4+2' format reference number must be used to enter candidates.

Access 2 Unit	Outcomes	Assessment Exemplars
EE64 08 Communication for Life and Work	<ol style="list-style-type: none"> <li>1. Convey simple information.</li> <li>2. Receive information communicated in a community setting.</li> <li>3. Receive information communicated formally in a learning or training environment.</li> </ol>	
D587 08 Gàidhlig: Communication Skills	<ol style="list-style-type: none"> <li>1. Convey simple information.</li> <li>2. Receive simple information communicated in a community setting.</li> <li>3. Receive simple information communicated formally in a learning or training setting.</li> </ol>	
EF7R 08 Introduction to Working with People	<ol style="list-style-type: none"> <li>1. State information about attitudes to work and leisure.</li> <li>2. Collaborate with others in the work environment.</li> <li>3. React appropriately to fellow employees and line managers.</li> </ol>	
D80M 08 Investigating Life and Work in Another Country	<ol style="list-style-type: none"> <li>1. Contribute to planning an investigation into life and work in a country other than Scotland, England, Northern Ireland or Wales, while under frequent and directive supervision.</li> <li>2. Contribute to carrying out the investigation while under frequent and directive supervision.</li> <li>3. Identify effectiveness of own personal contribution to the investigation, given simple criteria.</li> </ol>	
E7KW 08 Language Structure 1	<ol style="list-style-type: none"> <li>1. Know that words can have different functions.</li> <li>2. Complete simple sentences appropriately.</li> <li>3. Arrange and/or combine given words and phrases into sentences which have a simple structure.</li> <li>4. Use his/her vocabulary to form sentences which have a simple structure.</li> </ol>	

Access 2 Unit	Outcomes	Assessment Exemplars
EE6G 08 Lifestart: 3D Art and Design	<ol style="list-style-type: none"> <li>1. Select and care for materials which can be used to perform an activity relating to 3D art and design.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	
EE6F 08 Lifestart Drama	<ol style="list-style-type: none"> <li>1. Participate with others in creative drama activities.</li> <li>2. Portray ideas and emotions.</li> <li>3. Use space and resources.</li> <li>4. Describe the experience of participating in drama activities in terms of meeting personal targets.</li> </ol>	
EE6E 08 Lifestart: Games and Sports	<ol style="list-style-type: none"> <li>1. Select and care for equipment which can be used to perform an activity relating to games and sports.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	
EE6D 08 Lifestart: Music	<ol style="list-style-type: none"> <li>1. Select materials/media which can be used to perform an activity relating to skills in music.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	
D75N 08 Life in Another Country: Optional Language	<ol style="list-style-type: none"> <li>1. Compare aspects of life in a country other than Britain with the same aspects of life in your community</li> <li>2. In respect of the main language used in the country being studied, demonstrate understanding of a limited range of vocabulary associated with each of the aspects of life being studied.</li> </ol>	
EB4E 08 Making Local Journeys	<ol style="list-style-type: none"> <li>1. Plan local journeys.</li> <li>2. Undertake local journeys.</li> <li>3. Use interpersonal skills in planning and undertaking local journeys.</li> </ol>	

<b>Access 2 Unit</b>	<b>Outcomes</b>	<b>Assessment Exemplars</b>
EF9H 08 Music Making: Group 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music within an ensemble.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF95 08 Music Making: Solo (Acoustic Guitar) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF97 08 Music Making: Solo (Bass Guitar) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and conditions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF93 08 Music Making: Solo (Brass) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
D2Y9 08 Music Making: Solo (Bugle) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a style appropriate to the instrument.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF99 08 Music Making: Solo (Drumkit) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF96 08 Music Making: Solo (Electric Guitar) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF9D 08 Music Making: Solo (Ethnic Instrument) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF98 08 Music Making: Solo (Keyboard) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF94 08 Music Making: Solo (Orchestral Strings) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	

<b>Access 2 Unit</b>	<b>Outcomes</b>	<b>Assessment Exemplars</b>
EF9A 08 Music Making: Solo (Percussion) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EG1V 08 Music Making: Solo (Scottish Bagpipe) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
D3NV 08 Music Making: Solo (Scottish Pipe Band Snare Drumming) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF9C 08 Music Making: Solo (Voice) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EF9B 08 Music Making: Solo (Woodwind) 1	<ol style="list-style-type: none"> <li>1. Perform a programme of music in a variety of styles.</li> <li>2. Interpret elementary musical terms and directions.</li> <li>3. Operate an effective work/practice routine.</li> </ol>	
EE6L 08 Numeracy for Life and Work	<ol style="list-style-type: none"> <li>1. Identify aspects of time in everyday living.</li> <li>2. Use money to meet everyday expenses.</li> <li>3. Carry out weighing and measuring of everyday items.</li> </ol>	
E9XB 08 Participating in Leisure Time Activities	<ol style="list-style-type: none"> <li>1. Identify a limited range of leisure activities.</li> <li>2. Participate in a limited range of leisure activities.</li> <li>3. Use interpersonal skills when participating in leisure activities.</li> </ol>	
EF7N 08 Personal Organisation	<ol style="list-style-type: none"> <li>1. Identify main requirements for personal organisation skills in everyday life.</li> <li>2. Identify own strengths and weaknesses in personal organisation.</li> <li>3. Undertake a strategy for improving personal organisation.</li> </ol>	
EE6M 08 Personal Profiling for Life and Work	<ol style="list-style-type: none"> <li>1. Identify, with tutorial support, personal learning targets for a learning programme relating to independent living.</li> <li>2. Contribute to the planning stage prior to undertaking a learning programme.</li> <li>3. Contribute to the review of progress while undertaking a learning programme.</li> <li>4. Describe the experience of undertaking a learning programme in terms of meeting personal learning targets.</li> </ol>	

Access 2 Unit	Outcomes	Assessment Exemplars
EF7M 08 Skillstart Investigation: The World of Work	<ol style="list-style-type: none"> <li>1. Contribute with support to the planning of a programme of activities designed to improve awareness of the world of work.</li> <li>2. Undertake tasks in the investigation with supervision.</li> <li>3. Demonstrate a basic understanding of the working situation.</li> <li>4. Demonstrate a basic understanding of the range of occupational roles and work contexts and the importance of matching skills and preferences.</li> </ol>	
EA22 08 Taking Part in a Residential Experience	<ol style="list-style-type: none"> <li>1. Recognise what is involved in planning and organising a residential experience.</li> <li>2. Contribute to undertaking elements of allocated tasks during a residential experience.</li> </ol>	
E9BF 08 Using Numbers in Everyday Situations	<ol style="list-style-type: none"> <li>1. Use money and budget</li> <li>2. Tell the time and calculate time intervals</li> <li>3. Use common units of length, weight and volume.</li> </ol>	
EE6H 08 Workstart: Catering Skills	<ol style="list-style-type: none"> <li>1. Select and care for materials suitable for an activity relating to catering skills.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing</li> </ol>	
EE6C 08 Workstart: Construction Skills Using Metal	<ol style="list-style-type: none"> <li>1. Select and care for materials suitable for an activity relating to metalworking skills.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	
EE6B 08 Workstart: Construction Skills Using Wood	<ol style="list-style-type: none"> <li>1. Select and care for materials suitable for an activity relating to woodworking skills.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	

Access 2 Unit	Outcomes	Assessment Exemplars
EE6A 08 Workstart: Gardening Skills	<ol style="list-style-type: none"> <li>1. Select and care for materials suitable for an activity relating to gardening skills.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	
EE69 08 Workstart: Mechanical Skills	<ol style="list-style-type: none"> <li>1. Select and care for materials and equipment suitable for an activity relating to mechanical skills.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	
EE68 08 Workstart: Office Skills	<ol style="list-style-type: none"> <li>1. Select and care for materials suitable for an activity relating to office skills.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	
EE6J 08 Workstart: Sampling Work	<ol style="list-style-type: none"> <li>1. Contribute to the preparation for the work activity in a supportive work environment.</li> <li>2. Undertake the work activity in a supportive work environment under close supervision.</li> <li>3. Carry out the work activity in accordance with Health and Safety instructions.</li> <li>4. Describe the experience of completing the work activity in terms of meeting personal targets.</li> </ol>	
EE67 08 Workstart: Service Skills – Caring	<ol style="list-style-type: none"> <li>1. Select and care for materials suitable for an activity relating to domestic skills practised in a caring environment.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	

Access 2 Unit	Outcomes	Assessment Exemplars
EE66 08 Workstart: Service Skills – Retail	<ol style="list-style-type: none"> <li>1. Select and care for materials suitable for an activity relating to retail skills.</li> <li>2. Perform an allocated activity in a learning situation while supervised.</li> <li>3. Describe Health and Safety instructions.</li> <li>4. Describe the experience of completing an activity in a learning situation in terms of meeting personal targets.</li> </ol>	

## Group Awards at Access 2

**Scottish Group Awards (SGAs)** at Access 2 — there are single, double and triple SGAs to enable lateral progression.

**Skillstart Group Awards** at Access 2 — these are pre-vocational group awards for those who require additional support for learning or for those who are returning to basic education and pre-vocational training.

### Scottish Group Awards — Summary of requirements

#### Scottish Group Award: Single Award (G7V6 08)

1 National Course or 3 unit credits at Access 2

**plus**

6 credits at Access 2 in any combination of Units from:

National Courses

National Units

**Total 9 Credits**

#### Scottish Group Award: Double Award (G7V7 08)

2 National Courses or 6 unit credits at Access 2

**plus**

8 credits at Access 2 in any combination of Units from:

National Courses

National Units

**Total 14 Credits**

#### Scottish Group Award: Single Award (G7V8 08)

3 National Courses or 9 unit credits at Access 2

**plus**

9 credits at Access 2 in any combination of Units from:

National Courses

National Units

**Total 18 Credits**

#### Core Skills required

The above **must** include or cover:

3 Core Skills at minimum of Access 2

## Skillstart Specification (G852 08)

<b>Mandatory Section</b>		
<b>Unit no</b>	<b>Unit title</b>	<b>Credits</b>
D06M 08	Skillstart: Communication in a Work-Related Environment	1
DV2R 08	Skillstart: Numeracy in a Work-Related Environment	1
DV2T 08	Skillstart: Developing Skills for the Workplace	1
D531 08	Using a Computer	1
<b>Total credits required for mandatory section</b>		<b>4</b>

**Plus**

<b>Optional Section</b>		
Two credits from the activity-approach Units or one credit from the activity-approach Units and one credit from the generic work-related Units		
<b>Unit no</b>	<b>Unit title</b>	<b>Credits</b>
<b>Activity approach Units:</b>		
EF7Y 08	The Building Industry: An Activity Approach	1
EF80 08	Warehouse Practice: An Activity Approach	1
EF7F 08	The Manufacturing Industry: An Activity Approach	1
EF7G 08	Land Industries: An Activity Approach	1
EF7W 08	Auto Engineering: An Activity Approach	1
EF7X 08	Catering (Food Preparation): An Activity Approach	1
EF7S 08	Catering (Food Service): An Activity Approach	1
D516 08	Office Skills and Keyboarding: An Introduction	1
EF7J 08	An Appreciation of Retail: An Activity Approach	1
DV2V 08	Car Valeting: An Activity Approach	1
DV2W 08	Housekeeping: An Activity Approach	1
DV2X 08	Hairdressing – Salon Assistant: An Activity Approach	1
<b>Generic work-related Units:</b>		
D0EL 08	Personal Awareness and Development – Personal Profiling for Independent Living	1
DV2Y 08	Customer Care	1
DV30 08	Electronics: An Introduction	1
D536 08	Craftwork Enterprise	1
D273 08	Developing Craft Skills in Textiles	1
EF7K 08	Finding and Keeping a Job	1
EF7P 08	Skillstart Enterprise Activity	1
EF7V 08	Introduction to Working with Tools	1
<b>Total credits required from optional section</b>		<b>2</b>

Please refer to the SQA publication *The Skillstart Group Awards — Skillstart (Access 2 and 3) — Interim guide for Centres*, May 2005 (BA2740) for further information.

## Useful Documents and Contacts

All SQA publications are available from the SQA Customer Contact Centre on 0845 279 1000 or e-mail: [customer@sqa.org.uk](mailto:customer@sqa.org.uk). Some are available from SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk)

**National Unit Specifications** — available on the SQA Catalogue of National Qualifications CD-ROM, 2006/2007 (BA1351, May 2006)

**Access 2 NABs** — available on the SQA secure website (using a password given to SQA Co-ordinators in centres)

**Operational Help Centre available on SQA website.** This online guide replaces the annual Operational Guides which were sent to centres and is available through the SQA website or SQA.Net Navigator.

<http://pubweb1.sqa.org.uk>

**Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs**  
(BA2399, September 2004)

**Guide to Internal Moderation for SQA Centres**  
(AA1453, December 2001)

**Guide to Assessment and Quality Assurance for Secondary Schools/Colleges/Training Providers**  
(AA0840/2 or AA0841/2 or AA0842/2, December 2001)

**Curriculum Descriptors** — available from Learning and Teaching Scotland, telephone 08700 100 297 or the LTS website: [www.ltscotland.org.uk/nq](http://www.ltscotland.org.uk/nq)

**National Qualifications Curriculum Support Materials** available from LTS website: [www.ltscotland.org.uk/nq](http://www.ltscotland.org.uk/nq)

For enquiries about Access 1 and 2 provision contact the SQA Customer Contact Centre on 0845 279 100 or e-mail: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)