

# Entry 2 Award and Certificate in Employability and Personal Development (7546)

## Candidate logbook



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January 2011  
Version 5.0 (September 2013)



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# Entry 2 Award and Certificate in Employability and Personal Development (7546)



Version 5.0 (September 2013)  
0 (July 2013)

## Candidate logbook

Qualification title	Number
Entry 2 Award in Employability and Personal Development	7546-01
Entry 2 Certificate in Employability and Personal Development	7546-01

Version and date	Change detail	Section
2.0 June 2013	Unit 223 added	About the units
3.0 July 2013	Unit 233 remove and barred combination added	About the units
4.0 August 2013	Removed references to discontinued qualifications	
5.0 September 2013	Corrected Unit 223 LO1 AC1.1	Unit 223

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# **1 About your candidate logbook**

## **1.1 Contact details**

<b>Candidate name</b>	
<b>Candidate enrolment number</b>	
<b>Centre name</b>	
<b>Centre number</b>	
<b>Programme start date</b>	
<b>Date of registration with City &amp; Guilds</b>	

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and email addresses here.

<b>Your Assessor(s)</b>	
<b>Your Internal Verifier</b>	
<b>Quality Assurance Contact</b>	

# **1 About your candidate logbook**

## **1.2 Introduction to the logbook**

This logbook will help you complete the units in City & Guilds' Employability and Personal Development qualifications. It contains forms you can use to record your evidence of what you have done.

There are 312 units in total available in this suite of qualifications, spanning four levels (Entry 2, Entry 3, Level 1 and Level 2). You should discuss and agree with your assessor/tutor which of these units you are going to work towards. The units in this logbook are for Entry 2 only.

### **About City & Guilds**

City & Guilds is your awarding organisation for these units. City & Guilds is the UK's leading awarding organisation for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website  
**[www.cityandguilds.com](http://www.cityandguilds.com)**.

## **2 About the units**

### 2.1 Overview

City & Guilds' Employability and Personal Development qualifications help you to demonstrate that you have the personal skills, qualities and attitudes needed by employers. They will help you to look for, obtain and maintain employment. By developing your skills and confidence, these qualifications may also help you progress to further learning.

They are made up of a wide variety of units which fall into two broad categories:

- Employability and Personal and Social Development (PSD) units
- Vocational ‘taster’ units

You will need to decide with your assessor/tutor which units you should do. Depending on which units you complete (and the number of credits they are worth), you may be entitled to either an Award or Certificate qualification.

Each unit contains a list of things you need to do to show that you have the required skills or knowledge; these are known as **assessment criteria**. You will need to meet **all** of the assessment criteria to complete the unit.

## **2 About the units**

### **2.2 The assessment process**

The majority of the units in the Employability and Personal Development qualifications are assessed by what is known as a **portfolio**. A portfolio is a collection of evidence which demonstrates that you have achieved all the assessment criteria in a unit. Some of the vocational taster units are assessed differently and your assessor/tutor will explain this to you.

The following people at your centre will explain the assessment process and help you achieve your unit(s).

#### **The assessor/tutor**

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s).

You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

#### **The internal verifier**

The internal verifier maintains the quality of assessment within the centre.

#### **The external verifier**

The external verifier works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

### **3 Using your logbook**

#### **Recording forms**

This logbook contains the forms you and your assessor/tutor will need to plan, review and organise your evidence. Your tutor/assessor will be able to help you decide which forms you need to complete (depending on which unit(s) you are doing) and help you fill them in.

**Please photocopy these forms as required.**

**Entry 2****Award and Certificate in Employability and Personal Development**

## Candidate progress record

Candidate's name ..... Start date .....

Registration number ..... Registration date .....

<b>Units achieved</b>	<b>Tick when achieved</b>	<b>Unit number</b>	<b>Credit Value</b>	<b>Date achieved</b>
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Title of unit .....	<input type="checkbox"/>			
Award achieved at level _____	<input type="checkbox"/>			
Certificate achieved at level_____	<input type="checkbox"/>			

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-201 Planning for progression**

**Level:** **Entry 2**  
**Credit value:** **3**  
**UAN:** **T/501/6876**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **301** Entry 3 Planning for progression
- **339** Entry 3 Self-assessment
- **401** Level 1 Planning for progression

## **Unit aim**

The aim of this unit is to help the learner be able to recognise his/her programme and the facilities and support available, and to be able to recognise and build on his/her personal strengths.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise own study or training programme	1.1 agree what you aim to achieve by the end of the study or training programme		
	1.2 list what you need to do in order to follow the programme		
	1.3 list the centre rules and regulations that affect you as a learner		
2. Recognise the facilities and support available in the place of study or training	2.1 list the facilities provided in the place of study or training		
	2.2 list the support available for learners		
3. Recognise some personal strengths (skills, qualities and attitudes) needed for learning and work	3.1 list positive qualities and attitudes needed for learning and work		
	3.2 agree your own personal strengths		
	3.3 give an example of something you feel good about and something you feel confident doing		
4. Agree an action plan for self improvement	4.1 agree areas for improvement with an appropriate person		
	4.2 agree an action plan or contract		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date.....

Internal Verifier (if sampled) ..... Signature..... Date.....

**Level:** **Entry 2**  
**Credit value:** **3**  
**UAN:** **A/501/6877**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **302** Entry 3 Effective skills, qualities and attitudes for learning and work
- **352** Entry 3 Conduct at work
- **402** Level 1 Effective skills, qualities and attitudes for learning and work
- **446** Level 1 Positive attitudes and behaviours at work

**Unit aim**

The aim of this unit is to help the learner to be able to demonstrate positive qualities, attitudes and behaviours for learning and work, to know that effective communication is important and to work effectively under supervision.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Demonstrate a range of positive qualities, attitudes and behaviours for learning and work	1.1 give examples of positive behaviour 1.2 demonstrate behaviours appropriate to learning and work 1.3 demonstrate motivation (eg contribute to discussions, complete work on time) 1.4 demonstrate commitment (eg punctual, regular attendance) 1.5 demonstrate ability to adapt to simple changes		
2. Know that effective communication is important for learning and work	2.1 give examples of appropriate and inappropriate communication 2.2 use positive body language 2.3 greet colleagues or customers in an appropriate manner 2.4 respond to simple questions from colleagues and/or customers 2.5 accept positive and negative feedback		
3. Work effectively under frequent and directive	3.1 receive and respond to instructions 3.2 check own understanding of instructions		

supervision	3.3 state the task that needs to be done and the deadline		
	3.4 confirm the help, materials, equipment and/or tools needed to carry out the task		
	3.5 work safely following health and safety guidelines		
	3.6 complete the task as directed to the required standard		
	3.7 share information and/or skills with others		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-203 Career planning and making applications**

**Level:** **Entry 2**  
**Credit value:** **3**  
**UAN:** **K/501/6907**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **303** Entry 3 Career planning and making applications
- **340** Entry 3 Career progression
- **347** Entry 3 Searching for a job
- **348** Entry 3 Applying for a job
- **373** Entry 3 Presenting personal information effectively
- **374** Entry 3 Learning about the range of opportunities in work
- **403** Level 1 Career planning and making applications
- **436** Level 1 Preparation for work
- **441** Level 1 Career progression
- **459** Level 1 Searching for a job
- **460** Level 1 Applying for a job
- **474** Level 1 Recognising employment opportunities
- **495** Level 1 Presenting personal information effectively.

## **Unit aim**

The aim of this unit is to help the learner to be able to recognise and apply for a suitable job, training programme or course.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Agree a suitable career option	1.1 list sources of careers advice and guidance		
	1.2 list possible career options		
	1.3 agree a suitable career option		
2. Know where to look for a job, training programme or course	2.1 list sources of information for job vacancies, training programmes or courses		
3. Recognise a suitable job or training opportunity	3.1 list own personal skills and achievements that will help in getting a job or training opportunity		
	3.2 list a range of jobs or training opportunities		
	3.3 agree a suitable job or training opportunity		

4. Apply for a job, training placement or course	4.1 obtain an application form and/or job details (with help)		
	4.2 complete the application (with help)		
5. Prepare for an interview	5.1 list what needs to be considered in preparation for the interview		
	5.2 observe or take part in a real or simulated interview		
	5.3 give examples of positive and negative interview techniques or performance		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-204 Rights and responsibilities in the workplace**

**Level:** **Entry 2**  
**Credit value:** **3**  
**UAN:** **M/501/6908**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **231** Entry 2 Individual rights and responsibilities
- **304** Entry 3 Rights and responsibilities in the workplace
- **331** Entry 3 Individual rights and responsibilities
- **342** Entry 3 Investigating rights and responsibilities at work
- **371** Entry 3 Understanding conflict at work
- **375** Entry 3 Learning about workplace values and practices
- **404** Level 1 Rights and responsibilities in the workplace
- **431** Level 1 Individual rights and responsibilities
- **451** Level 1 Investigating rights and responsibilities at work
- **493** Level 1 Understanding conflict at work

## **Unit aim**

The aim of this unit is to help the learner to know that employees have rights and responsibilities and that health and safety rules are important.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Know that employees have rights	1.1 state two employee rights 1.2 give an example of a law that helps to protect an employee at work.		
2. Know that employees have responsibilities	2.1 state two employee responsibilities 2.2 state why it is important to keep some information confidential 2.3 state why it is important to inform an employer of absence from work.		
3. Know that health and safety rules are important	3.1 recognise and respond to hazards in your place of learning or work 3.2 list requirements for personal health and safety in your place of learning or work 3.3 list the guidelines for alcohol and medication (prescribed and non-prescribed) in your place of learning or work		

	3.4 follow requirements for personal health and safety		
	3.5 follow emergency procedures		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date.....

# **Unit 7546-205 Introduction to ICT**

**Level:** **Entry 2**  
**Credit value:** **3**  
**UAN:** **M/501/6911**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **305** Entry 3 Introduction to ICT

## **Unit aim**

The aim of the unit is to introduce the learner to computer literacy.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Use hardware	1.1 recognise the main parts of an ICT system		
	1.2 use hardware.		
2. Use a software application	2.1 name two software applications and their uses		
	2.2 use a software application for an agreed purpose		
	2.3 input information		
	2.4 present information for the agreed purpose.		
3. Follow recommended safe operating practices	3.1 list safety points to be remembered when using an ICT system		
	3.2 follow safe practices.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# Unit 7546-206 Managing personal finance

**Level:** Entry 2  
**Credit value:** 3  
**UAN:** T/501/6912

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **306** Entry 3 Managing personal finance
- **406** Level 1 Managing personal finance
- **433** Level 1 Managing own money.

## Unit aim

The aim of this unit is to help the learner manage his/her personal finances.

Learning outcomes The learner will:	Assessment criteria To do this you must:	Portfolio reference	Assessment date
1. Be aware of sources of income and expenditure	1.1 list sources of income		
	1.2 give examples of a range of expenditure		
	1.3 list the ways in which payment can be made		
2. Be aware of the need to balance income and expenditure	2.1 use a method of recording expenditure		
	2.2 state a problem which may occur if expenditure is greater than income		
3. Know how to reduce expenditure	3.1 give two ways of reducing expenditure.		
4. Know some of the products provided by banks and building societies	4.1 state two products provided by banks and building societies.		
5. Be aware of an advantage and a disadvantage of borrowing money	5.1 give an advantage of borrowing		
	5.2 give a disadvantage of borrowing		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-213 Personal skills**

**Level:** **Entry 2**  
**Credit value:** **3**  
**UAN:** **R/501/6920**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **313 Entry 3 Personal skills**

## **Unit aim**

The aim of this unit is to help the learner understand the importance of personal presentation and be able to prepare healthy meals and contact medical and emergency services.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Be aware of the importance of personal presentation	1.1 state the reason why a clean and tidy appearance is important		
	1.2 suggest suitable clothes for given situations		
	1.3 dress appropriately for a given occasion		
2. Be aware of the importance of personal hygiene	2.1 list the key areas of personal hygiene		
	2.2 identify a negative social effect of poor personal hygiene		
3. Plan and prepare a healthy meal	3.1 decide what type of meal to make		
	3.2 state whether this meal would form part of a healthy diet, with reasons		
	3.3 estimate the cost of the meal		
	3.4 collect together everything needed to prepare the meal		
	3.5 prepare the meal		
	3.6 work safely		
	3.7 clear up after preparing the meal		
4. Contact medical and emergency services	4.1 locate the telephone number for a doctor and a dentist		
	4.2 name the emergency services		
	4.3 list the information required for a call to the emergency services		
	4.4 make a simulated telephone call to the emergency services		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date.....

Internal Verifier (if sampled) ..... Signature..... Date.....

# **Unit 7546-223 Managing Own Money**

**Level:** **Entry 2**  
**Credit:** **3**  
**UAN:** **Y/502/0452**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **333** Entry 3 Managing own money
- **433** Level 1 Managing own money

## **Unit aim**

The aim of this unit is to help the learner understand the importance of managing their own money.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise their income and expenditure	1.1 identify their weekly income		
	1.2 identify items they need to spend money on		
	1.3 prepare a simple personal weekly budget		
2. Know how to carry out simple transactions	2.1 demonstrate paying for an item		
	2.2 make simple calculations when paying for an item		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-226 Community action**

**Level:** **Entry 2**  
**Credit:** **2**  
**UAN:** **Y/502/0449**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **310** Entry 3 Community project
- **326** Entry 3 Community action
- **410** Level 1 Community project
- **426** Level 1 Community action

## **Unit aim**

The aim of this unit is to encourage learners to participate in local community activities and understand the benefits of these activities for themselves and the community.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise local community groups	1.1 identify a community group in your local area and what it does		
2. Demonstrate how they participate in community activities	2.1 participate in a community activity that is relevant to you		
	2.2 identify how this activity benefits others.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-227 Developing self**

**Level:** **Entry 2**  
**Credit:** **2**  
**UAN:** **M/502/0442**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **327** Entry 3 Developing self
- **427** Level 1 Developing self

## **Unit aim**

To introduce the learner to ways in which they can reflect on their own personal development and how their personal skills, abilities and behaviours can be improved..

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise their strengths and areas they need to develop	1.1 identify a personal strength or ability 1.2 identify an area for self development		
2. Recognise how to develop themselves	2.1 identify a personal skill or behaviour they need to develop 2.2 agree with an appropriate person a suitable target to work towards 2.3 identify who will support them in developing the identified skill or behaviour 2.4 work through activities to develop the agreed skill or behaviour		
3. Review their development	3.1 carry out a simple review of the progress they have made 3.2 identify what went well and what did not go so well.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-228 Dealing with problems in daily life**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **D/502/0436**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **328** Entry 3 Dealing with problems in daily life
- **343** Entry 3 Solving work-related problems
- **428** Level 1 Dealing with problems in daily life
- **452** Level 1 Solving work-related problems

## **Unit aim**

The aim of this unit is to introduce learners to the concept of problem solving and help them to develop skills to enable them to tackle problems in their daily lives.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Demonstrate an awareness of how to recognise straightforward problems	1.1 identify a straightforward problem		
	1.2 identify a way of tackling the problem, with appropriate support		
2. Tackle straightforward problems	2.1 tackle the problem using a given procedure		
	2.2 ask for advice or support if needed		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-229 Environmental awareness**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **L/502/0657**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **322** Entry 3 Introduction to sustainable development and global citizenship
- **329** Entry 3 Environmental awareness
- **429** Level 1 Entry 3 Environmental awareness

## **Unit aim**

The aim of this unit is to encourage learners to take responsibility for their environment by identifying environmental issues and how they can go about helping the environment.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Demonstrate an awareness of how the actions of humans affect the environment	1.1 identify a human behaviour which harms the environment		
	1.2 identify a human behaviour which helps the environment		
2. Demonstrate an awareness of environmental issues which affects their life	2.1 identify an environmental issue which is relevant to your life		
	2.2 say how this issue affects your life		
3. Demonstrate a way in which they can help the environment	3.1 agree with an appropriate person an activity that you can participate in to help the environment		
	3.2 participate in a given activity to help the environment.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-230 Healthy living**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **L/502/0450**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **330** Entry 3 Healthy living
- **430** Level 1 Healthy living

## **Unit aim**

The aim of this unit is to introduce learners to ways in which they can contribute to a healthy lifestyle and encourage them to demonstrate activities which will improve their own lifestyle.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise the steps needed to lead a healthy lifestyle	1.1 identify what you can do to contribute to a healthy lifestyle		
	1.2 identify an activity which will make an improvement to your lifestyle.		
2. Demonstrate how they contribute to own healthy lifestyle	2.1 Participate in an activity to contribute to a healthy lifestyle.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-231 Individual rights and responsibilities**

**Level:** **Entry 2**  
**Credit value:** **1**  
**UAN:** **F/502/0445**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **204** Entry 2 Rights and responsibilities in the workplace
- **304** Entry 3 Rights and responsibilities in the workplace
- **331** Entry 3 Individual rights and responsibilities
- **356** Entry 3 Introduction to aspects of citizenship
- **382** Entry 3 Aspects of citizenship
- **404** Level 1 Rights and responsibilities in the workplace
- **431** Level 1 Individual rights and responsibilities
- **606** Level 1 Active Citizenship in the Local Community
- **607** Level 1 Aspects of citizenship

## **Unit aim**

The aim of this unit is to raise the learner's awareness of their rights and responsibilities as an individual.

<b>Learning outcome The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise that they have rights and responsibilities as an individual	1.1 identify an individual right which is relevant to you		
	1.2 identify a responsibility that you have for yourself		
	1.3 say who could help if you have problems with your rights or responsibilities.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-232 Making the most of leisure time**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **M/502/0649**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **332** Entry 3 Making the most of leisure time
- **432** Level 1 Making the most of leisure time.

## **Unit aim**

The aim of this unit is to introduce learners to a range of leisure activities and encourage them to express their preferences for what they do in their leisure time.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Demonstrate an awareness of how they make use of their own leisure time	1.1 identify an activity you take part in 1.2 identify the benefits to yourself of taking part in this activity.		
2. Take part in leisure activities	2.1 take part in an activity which you find relaxing 2.2 take part in an activity which you find challenging.		
3. Demonstrate an awareness of their likes and dislikes about different activities	3.1 identify what you liked about the activities 3.2 identify what you did not like about the activities.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-234 Managing social relationships**

**Level:** **Entry 2**  
**Credit value:** **1**  
**UAN:** **A/502/0444**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **334** Entry 3 Managing social relationships
- **434** Level 1 Entry 3 Managing social relationships.

## **Unit aim**

The aim of this unit is to encourage learners to use appropriate behaviours when interacting with others in social situations.

<b>Learning outcome The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise how to interact with others in everyday and familiar situations.	1.1 take part in an exchange with a familiar person about an everyday topic		
	1.2 use appropriate behaviours during the exchange		
	1.3 ask and respond to questions appropriately		
	1.4 express opinions simply and show respect for those of the other person		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-235 Parenting awareness**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **A/502/0654**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **335** Entry 3 Parenting awareness
- **364** Entry 3 Introduction to developing parenting skills
- **435** Level 1 Parenting awareness.

## **Unit aim**

The aim of this unit is to introduce learners to some of the issues facing new parents and encourage them to identify sources of help and support for new parents.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Demonstrate an awareness of the demands of having a baby	1.1 identify a way in which having a new baby can be demanding for new parents		
2. Demonstrate an awareness of help and support available for parents	2.1 identify a source of help for new parents		
	2.2 identify a facility in your local area which supports parents with young children		
3. Demonstrate an awareness of a parent's responsibility for keeping a baby safe and healthy	3.1 identify a way that a parent can protect a baby against an unsafe situation in the home		
	3.2 give an example of when a parent should seek medical advice about their baby's health		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-236 Preparation for work**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **R/502/0451**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **336** Entry 3 Preparation for work
- **436** Level 1 Entry 3 Preparation for work.

## **Unit aim**

The aim of this unit is to encourage learners to look at their own skills and qualities in relation to those needed at work and to use this understanding to identify key personal information needed for an application.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise the skills and qualities needed for working life	1.1 identify some personal skills and qualities which employees need		
	1.2 identify their own personal skills and qualities		
2. Recognise personal career opportunities	2.1 identify a suitable job role which interests them		
	2.2 provide key personal information needed to apply for such a job role		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-237 Working as part of a group**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **H/502/0437**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **311** Entry 3 Contributing to a team
- **337** Entry 3 Working as part of a group
- **411** Level 1 Contributing to a team
- **437** Level 1 Working as part of a group.

## **Unit aim**

The aim of this unit is to help the learner develop skills to become an active contributor when working with others on group activities and to be able to review their own progress and skills development.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Demonstrate an awareness of how to work with others in appropriate ways	1.1 participate in setting ground rules for working with others		
	1.2 relate basic information about the work to be carried out		
	1.3 identify your role in the group		
2. Demonstrate working as part of a group	2.1 carry out given tasks when working with others		
	2.2 ask for or offer help when required		
	2.3 identify what went well and what went less well		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-238 Working towards goals**

**Level:** **Entry 2**  
**Credit value:** **2**  
**UAN:** **Y/502/0435**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **381** Entry 3 Working towards Goals
- **438** Level 1 Working towards Goals.

## **Unit aim**

The aim of this unit is To help the learner to understand how to identify and work towards goals appropriately.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Demonstrate an awareness of the skills and qualities needed for success in work and life	1.1 recognise their skills, qualities and interests 1.2 identify their strengths 1.3 say what they could improve.		
2. Demonstrate an awareness of how to identify goals	2.1 identify some short-term goals they would like to work towards 2.2 agree a goal with an appropriate person.		
3. Follow steps to achieve a personal goal	3.1 say who will support them to work towards the agreed goal 3.2 carry out given activities to work toward the agreed goal 3.3 identify what has been achieved.		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

2. Candidate's name ..... Signature ..... Date .....
3. Assessor's name ..... Signature ..... Date .....
4. Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Unit 7546-801 Recognise, use and care for tools used in horticulture**

**Level:** Entry 2  
**Credit value:** 2  
**UAN:** A/502/0525

## **Unit aim**

The aim of this unit is to enable learners to demonstrate their ability to recognise, use and care for tools in horticulture.

<b>Learning outcome The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise, use and care for tools	1.1 recognise and name common tools used		
	1.2 check that tools are safe to use		
	1.3 state why tools need to be checked for safety		
	1.4 perform tasks using hand tools safely		
	1.5 use, clean and store PPE, tools and equipment safely		
	1.6 give a reason for storing tools correctly		
	1.7 maintain the safety of yourself and others during the operation.		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-802 Recognise, use and care for basic construction hand tools**

**Level:** Entry 2  
**Credit value:** 2  
**UAN:** M/502/0716

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **482** Level 1 Use tools and equipment for a practical activity
- **805** Entry 3 Recognise and use hand tools and materials used in construction
- **827** Entry 3 Introduction to brickwork.

## **Unit aim**

The aim of this unit is to enable learners to demonstrate their ability to use and care for basic construction hand tools.

<b>Learning outcome The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Use and care for basic construction hand tools	1.1 recognise hand tools and check for safety to use		
	1.2 give a reason for checking tools for safety to use		
	1.3 carry out activities to use hand tools safely		
	1.4 clean and store tools		
	1.5 give a reason for cleaning tools after use		
	1.6 use, clean and store PPE safely		
	1.7 state why rust preventative might be applied to tools		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-803 Recognise, use and care for woodworking hand tools**

**Level:** **Entry 2**  
**Credit value:** **1**  
**UAN:** **J/502/0673**

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **482** Level 1 Use tools and equipment for a practical activity
- **802** Entry 2 Recognise, use and care for basic construction hand tools
- **828** Entry 3 Introduction to carpentry and joinery.

## **Unit aim**

The aim of this unit is to enable learners to demonstrate their ability to recognise, use and care for basic woodworking hand tools.

<b>Learning outcome The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise, use and care for woodworking hand tools	1.1 recognise hand tools		
	1.2 recognise marking devices		
	1.3 give a reason for securing wood to be sawn		
	1.4 give a reason for marking out wood correctly		
	1.5 carry out activities to use hand tools and marking devices		
	1.6 use, clean and store PPE, tools and equipment safely		
	1.7 state why the work area should be left clean and tidy		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-804 Recognise inside parts of a motor car or van**

**Level:** **Entry 2**  
**Credit value:** **1**  
**UAN:** **R/502/0661**

## **Unit aim**

The aim of this unit is to enable learners to demonstrate their ability to recognise the internal parts of a motor car or van.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise the inside parts of a motor car or van	1.1 recognise the main internal parts of a vehicle		
2. Know the function of internal parts of a vehicle	2.1 state the purpose/function of internal parts of a vehicle		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-818 Recognise outside parts of a motor car or van**

**Level:** Entry 2

**Credit value:** 1

**UAN:** L/502/0660

## **Unit aim**

The aim of this unit is to enable the learners to demonstrate their ability to recognise the outside parts of a motor car or van.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Recognise external parts of a motor car or van	1.1 recognise the main external parts of a vehicle		
2. Know the function of the external parts of a vehicle	2.1 state the function/purpose of outside parts of a vehicle		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-819 Wash the outside of a motor car or van**

**Level:** Entry 2

**Credit value:** 2

**UAN:** Y/502/0662

This unit is barred with the following units. If taken together only the one with the highest credit value will count:

- **822** Entry 3 Wax and polish a motor car or van

## **Unit aim**

The aim of this unit is to help the learner demonstrate their ability to wash the outside of a motor car or van.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Wash the outside of a motor car or van	1.1 recognise equipment and check for safety to use		
	1.2 prepare equipment and materials to clean the outside of a vehicle		
	1.3 carry out activities to wash, rinse and dry the vehicle		
	1.4 give a reason for removing excess dirt and mud with water		
	1.5 state why washing should be done in a logical manner		
	1.6 dispose of waste		
	1.7 state why rinsing is required		
	1.8 use, clean and store PPE and unused materials and equipment safely		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-820 Clean the inside of a motor car or van**

**Level:** Entry 2  
**Credit value:** 2  
**UAN:** D/502/0663

## **Unit aim**

The aim of this unit is to enable the learners to demonstrate their ability to clean the inside of a motor vehicle.

<b>Learning outcomes</b> <b>The learner will:</b>	<b>Assessment criteria</b> <b>To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Clean the inside of a motor vehicle	1.1 recognise equipment and check for safety for use		
	1.2 prepare equipment and materials to clean the inside of a vehicle		
	1.3 give a reason for using a circuit breaker		
	1.4 carry out activities to clean the inside of a vehicle		
	1.5 dispose of waste		
	1.6 give a reason for disposing of waste correctly		
	1.7 use, clean and store PPE and unused materials and equipment safely.		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-821 Repair a puncture**

**Level:** Entry 2  
**Credit value:** 2  
**UAN:** H/502/0664

## **Unit aim**

The aim of this unit is to enable the learners to demonstrate their ability to repair a puncture in an inner tube on a bicycle, wheel barrow or wheel chair.

<b>Learning outcomes</b> <b>The learner will:</b>	<b>Assessment criteria</b> <b>To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Repair a puncture in an inner tube	1.1 recognise tyre to be repaired		
	1.2 recognise tools and equipment and check for safety to use		
	1.3 prepare tyre, tools and equipment to repair a puncture		
	1.4 state why puncture sites should be dried and prepared before repair		
	1.5 carry out activities to repair a puncture		
	1.6 give a reason for inflating the tyre correctly		
	1.7 use, clean and store PPE and other equipment safely		
	1.8 dispose of waste		

Your tutor/assessor will provide you with the relevant documentation.

# **Unit 7546-870 Introduction to retail skills**

**Level:** **Entry 2**  
**Credit value:** **3**  
**UAN:** **M/503/4678**

## **Unit aim**

The aim of this unit is to help the learner understand the importance of good customer care and basic retail awareness.

<b>Learning outcomes The learner will:</b>	<b>Assessment criteria To do this you must:</b>	<b>Portfolio reference</b>	<b>Assessment date</b>
1. Know the purpose and range of retail businesses	1.1 identify the features of a retail business		
	1.2 identify a range of different retail businesses		
	1.3 state the main resources that a retail business requires		
2. Know how to make a sale	2.1 serve a customer		
	2.2 participate in a sales transaction		
3. Know how to work safely	3.1 identify fire procedures in the workplace		
	3.2 identify procedures for manual lifting and handling of goods		
	3.3 demonstrate safe working practices		

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate's name ..... Signature ..... Date .....

Assessor's name ..... Signature ..... Date .....

Internal Verifier (if sampled) ..... Signature ..... Date .....

# **Appendix 1      Summary of City & Guilds assessment policies**

## **Health and Safety**

All centres have to make sure that they provide a safe and healthy environment for learning including induction and assessment. City & Guilds external verifiers check this when they visit centres.

## **Equal Opportunities**

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website **www.cityandguilds.com**, City & Guilds Customer Relations Team or your centre.

## **Access to assessment**

City & Guilds qualifications are open to all candidates, whatever their gender, race, creed, age or special needs. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements because you have special needs, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the N/SVQ allows for this. This must be agreed before you start your N/SVQ.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website **www.cityandguilds.com**, from the City & Guilds Customer Relations Team or your centre.

## **Complaints and appeals**

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website **www.cityandguilds.com** or is available from the City & Guilds Customer Relations Team or your centre.

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**Believe you can**



[www.cityandguilds.com](http://www.cityandguilds.com)

## Useful contacts

Type	Contact	Query
UK learners	T: +44 (0)20 7294 2800 E: learnersupport@cityandguilds.com	<ul style="list-style-type: none"> <li>General qualification information</li> </ul>
International learners	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com	<ul style="list-style-type: none"> <li>General qualification information</li> </ul>
Centres	T: +44 (0)20 7294 2787 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com	<ul style="list-style-type: none"> <li>Exam entries</li> <li>Registrations/enrolment</li> <li>Certificates</li> <li>Invoices</li> <li>Missing or late exam materials</li> <li>Nominal roll reports</li> <li>Results</li> </ul>
Single subject qualifications	T: +44 (0)20 7294 8080 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com	<ul style="list-style-type: none"> <li>Exam entries</li> <li>Results</li> <li>Certification</li> <li>Missing or late exam materials</li> <li>Incorrect exam papers</li> <li>Forms request (BB, results entry)</li> <li>Exam date and time change</li> </ul>
International awards	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com	<ul style="list-style-type: none"> <li>Results</li> <li>Entries</li> <li>Enrolments</li> <li>Invoices</li> <li>Missing or late exam materials</li> <li>Nominal roll reports</li> </ul>
Walled Garden	T: +44 (0)20 7294 2840 F: +44 (0)20 7294 2405 E: walledgarden@cityandguilds.com	<ul style="list-style-type: none"> <li>Re-issue of password or username</li> <li>Technical problems</li> <li>Entries</li> <li>Results</li> <li>GOLA</li> <li>Navigation</li> <li>User/menu option problems</li> </ul>
Employer	T: +44 (0)121 503 8993 E: business_unit@cityandguilds.com	<ul style="list-style-type: none"> <li>Employer solutions</li> <li>Mapping</li> <li>Accreditation</li> <li>Development Skills</li> <li>Consultancy</li> </ul>
Publications	T: +44 (0)20 7294 2850 F: +44 (0)20 7294 3387	<ul style="list-style-type: none"> <li>Logbooks</li> <li>Centre documents</li> <li>Forms</li> <li>Free literature</li> </ul>

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: [feedbackandcomplaints@cityandguilds.com](mailto:feedbackandcomplaints@cityandguilds.com)

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