

STUDY PLAN - SKILLS4PUBS

- You will study using on-line resources provided to you for free.
- When you are ready you will sit an on-line multiple-choice exam
- Exams take 10-20 minutes each and exam conditions must be strictly adhered to

Below is the order you will sit your exams in the classroom. We recommend studying unit One of each qualification first to give you a feel for your understanding and allow you to think about how much time you may need to complete. For example, we find Citizenship one of the harder exams and people who study this more, are more likely to pass. Whereas most people have a broad understanding of equality & diversity already and may need less time.

QUALIFICATIONS TO STUDY

Equality & Diversity	Know how to treat all kinds of people
British Values	Understand mutual respect and tolerance
Safeguarding	Understand how to protect children and vulnerable adults
Personal Safety	Effects of alcohol and drugs on you and others
Environmental Sustainability	Important to understand how to reduce waste at work and use less energy
Preventing Plastic Pollution	Top of the list for most employers
Managing Money	Understand income, expenditure and reducing expenditure

Support available to you:

- You are allocated a qualified Tutor to support you throughout the course
- Any additional support required will be provided, in line with awarding body guidelines
- You can access support during office hours via email and phone

Support	Emergencies & Safeguarding
e-mail: skills@bestpp.co.uk Phone 0800 888 6064	Grant Basson e-mail: grant@bestpp.co.uk phone: 07807 058 006

Our mission: To improve employment opportunities through the delivery of high quality, high impact skills training, coupled with a strategy to move every learner to a better destination

Qualifications


- Qualifications are formally accredited by Ascentis Awarding Body
- You will receive your result immediately upon completing the exam
- We will send you e-certificates within 3-7 days
- You will also receive certificates by post

This Guide

Your study plan acts as a guide. We have stated the maximum number of hours you should study, however these guided hours are designed for stop / start learning in the classroom over a longer period of time. You will be much more productive studying at home in blocks of hours and are likely to complete in considerably less time. You will get a feel for this after your first unit / exam.

You should study the qualifications in the order they are laid down in the below schedule.

Get started – Your Guide

Log in to your personal learning portal	www.bestpp7.co.uk/login
Your username is the e-mail you provided us, and you should have set a password on day one of the classroom. Any problems, reset password or contact support	
	
<input type="text" value="Username / email"/> <input type="password" value="Password"/> <input type="checkbox"/> Remember username <input type="button" value="Log in"/>	Forgotten your username or password? Cookies must be enabled in your browser ?

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BEST PRACTICE PEOPLE

You will now see a list of all your courses, including the most recently accessed

Recently accessed courses



Skills4Careers
Level 1 Award in Equality and Diversity

Skills4Careers
Level 1 Award in Personal Health and We...

Skills4Careers
Level 1 Award in Preventing Plastic Pollu...

Course overview

▼ All (except removed from view) ▼

Course name ▼

Card ▼

Skills4Careers
Level 1 Award in Citizenship

Skills4Careers
Level 1 Award in Environmental Sustainability

Skills4Careers
Level 1 Award in Equality and Diversity

Skills4Careers

Skills4Careers

Skills4Careers

Select the course you wish to study; it will offer a selection of units which should be studied in order.

Note: when you study your work is not saved, so take plenty of notes

Once you have finished, take the quiz to see what you score

Level 1 Award in Equality and Diversity

[Dashboard](#) / [My courses](#) / [L1 E&D](#)

- Unit 1
- Unit 2
- Unit 3
- Unit 4
- Announcements

Award in Equality & Diversity

[Equality & Diversity Quiz](#)

You are now studying your CV Boosting Qualifications. Work through each unit until complete.

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BEST PRACTICE PEOPLE

Advice:

- Try to find a quiet place to study
- Take regular breaks
- Take lots of notes
- Use Google to find out more information on particular words or elements
- Take the practice exams in the links below

The Basics

- We allow two – three days of study per qualification
- We allow up to seven hours of study per day
- Please record your progress on this sheet and return it to us at the end of your course

Your Selected Qualifications & Record of study

Qualification	AIM Ref	Level	Study Time
Ascentis Level 1 Award in Equality & Diversity	60126711	Level 1	10 - 20 hours
<ul style="list-style-type: none"> ▪ Understand what is meant by equality ▪ Understand what is meant by diversity ▪ Understand how the law impacts on equality and diversity ▪ Be able to promote best practice within the organisation 			Tick when complete <input type="checkbox"/>

Qualification	AIM Ref	Level	Study Time
Ascentis Level 1 Award in British Values	60333984	Entry Level 3	10 -20 hours
<ul style="list-style-type: none"> ▪ To know the meaning of democracy ▪ To know the meaning of the rule of law ▪ To know the meaning of individual liberty ▪ To know the meaning of mutual respect and tolerance 			Tick when complete <input type="checkbox"/>

Qualification	AIM Ref	Level	Study Time
Award in Understanding Safeguarding for Work, Education and Life	60358518	Level 1	10 – 20 hours
<ul style="list-style-type: none"> ▪ Know the meaning of safeguarding in work, education, and life contexts ▪ Know different types of abuse and their recognition features ▪ Understand the possible safeguarding issues caused by modern technology ▪ Understand the meaning of ‘discrimination’ and ‘victimisation’ ▪ Understand the importance of disclosing safeguarding concerns to professionals 			Tick when complete <input type="checkbox"/>

Qualification	AIM Ref	Level	Study Time
Ascentis Level 1 Award in Personal Safety	60349384	Level 1	10 - 30 hours
<ul style="list-style-type: none"> ▪ To understand principles of own personal safety ▪ To understand the impact of crimes on society ▪ To understand the impact of drug and alcohol on society ▪ To know the actions to take in an emergency 			Tick when complete <input type="checkbox"/>

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Qualification	AIM Ref	Level	Study Time
Ascentis Level 1 Award in Environmental Sustainability	50104196	Level 1	10 – 20 hours
<ul style="list-style-type: none"> Understand the basic concepts of sustainability Understand the importance of natural resources Understand the global environmental impacts of agriculture and industry and how they might be reduced Understand the benefit of sustainable communities 			Tick when complete

Qualification	AIM Ref	Level	Study Time
Ascentis Level 1 Award in Preventing Plastic Pollution	60344052	Level 1	10 – 20 hours
<ul style="list-style-type: none"> Understand the types and uses of plastics. Understand the methods used to manage plastic wastes. Understand the problems associated with plastic pollution in the marine environment. Understand how plastic pollution can be reduced. 			Tick when complete

Qualification	AIM Ref	Level	Study Time
Ascentis Level 1 Award in Managing Personal Finance	5007233X	Level 1	10 – 20 hours
<ul style="list-style-type: none"> Understand the sources of income and expenditure Understand the need to balance income and expenditure Know how to reduce expenditure Understand more of the products provided by banks and building societies 			Tick when complete

I confirm I have completed my course in line with the learning plan.

Name	Sign	Date