



**CITY & GUILDS**

**QUALIFICATIONS FOR**

**YOUNG PEOPLE AGED 14-16**



# **City & Guilds qualifications for young people aged 14-16 years**

## **Contents**

### **General qualifications**

**Customer Service**

**Employability and Personal Development**

**Functional Skills**

**Health & Safety in the Workplace**

### **Vocational qualifications**

**Automotive**

**Business, Administration and Finance**

**Construction and the Built**

**Environment**

**Creative**

**Creative and Media**

**Engineering**

**Environmental and Land-based**

**Studies**

**Hair and Beauty**

**Health and Safety in the Workplace**

**Hospitality**

**IT**

**Manufacturing and Product Design**

**Retail Business**

**Society, Health and Development**

**Sport and Active Leisure**

**Travel and Tourism**

**City & Guilds offers a range of qualifications appropriate for young people aged 14-16 that are in full-time education.**

This brochure does not include NVQs, which generally require learners to be in work (other than by exception).

Qualifications which are approved on the 2014 DfE list for Key Stage 4 Performance Tables are clearly marked: **DfE approved for KS4 Performance Tables 2014**

Please refer to the City & Guilds Website for QAN detail, which can be used to check LARA for funding.

All qualifications at Entry Level 1, 2 and 3 and Level 1 are available as part of Foundation Learning.

**For more information:**

Centres can contact City & Guilds on the email address provided below. Our portfolio and development help desk will be happy to answer any queries you may have.

PD Customer Support [PDCustomerSupport@cityandguilds.com](mailto:PDCustomerSupport@cityandguilds.com)

Alternatively you can visit [www.cityandguilds.com](http://www.cityandguilds.com).

## **City & Guilds qualifications for Customer Service**

Level 1	Award/Certificate in Customer Service	4411-01 4411-11	The Awards/Certificates for Introduction to Customer Service qualifications provide learners with the basic elements of how to deliver an excellent customer experience. Learners will develop a range of skills from answering the telephone to applying legislation.
	Introductory Certificate in Hospitality Customer Service	7011-01	Short courses to help learners gain relationship-building and customer care skills, enabling learners to improve the effectiveness of organisations.
	Introductory Certificate in Hospitality Conflict Handling	7014-13	Short course to help learners to take on more responsibility and develop conflict handling skills, enabling them to undertake a more effective customer service role.
	Introductory Certificate in Customer Service	7014-14	Short course to help learners build on their customer service skills.
	Award in Customer Service	8992-11	This qualification is suitable for a learner who wants to improve their customer service skills. The level is suitable for anyone thinking of a career in customer service.
Level 2	Award in Customer Service	8992-12	This qualification provides wider skills and knowledge for anyone who wants to improve their customer service skills.
	Award Customer Service Delivery	4425-02	Suitable for anyone looking to boost their customer service within organisations such as hair and beauty salons, retail, public sector or national health service.
	Award in Customer Service Improvement	4425-12	These three Awards will enable learners to polish up

			your customer service knowledge and skills - no matter where they work. Available at three levels, they will enable you to progress from team member to team leader or manager.
	Award in Principles of Customer Service in Hospitality, Leisure, Travel and Tourism	4421	This qualification has been designed to meet the requirements of the Hospitality, Leisure, Travel and Tourism sector.

### **City & Guilds qualifications for Employability and Personal Development**

Entry Level 2/3 and Level 1	Award/Certificate in Employability and Personal Development	7546	These qualifications have been developed for the widest range of learners possible. They recognise the personal skills, qualities and attitudes required by employers across vocational sectors. These qualifications are also suitable for those learners who intend to progress to further learning.
Level 2	Award/Certificate in Employability and Personal Development	7546	Developed for the widest range of learner's possible, incorporating skills and knowledge they include vocational taster units and themed pathways for specific purposes such as enterprise and community involvement.

### **City & Guilds qualifications for Functional Skills**

Entry Level 2/3 and Level 1	Functional Skills	3748- 01/02/03	These qualifications have been developed for the widest range of learners possible. They recognise the underpinning skills all learners need to succeed in both their professional and personal lives.
Level 2	Functional Skills	3748- 01/02/03	Additional skills to underpin learners need to succeed in both their personal and professional lives.

### **City & Guilds qualifications for Health and Safety in the Workplace**

Level 2	Award/Certificate in Health and Safety in the Workplace <b><u>Applying for DfE approval for KS4 Performance Tables 2014</u></b>	4065-12 4065-02	This qualification was developed to provide candidates with a general qualification in Health and Safety for the Workplace. The development was prompted by a demand for a generic health and safety qualification at Level 2, rather than qualifications designed for use in specific sectors, as this would have the widest appeal to employers.
---------	--	--------------------	--

### City & Guilds qualifications for Automotive

Entry Level 3 and Level 1	Award/Certificate/Diploma in Vehicle Systems Maintenance	3902-01	This qualification will provide learners with some of the practical skills and knowledge required to understand the operation of a range of motor vehicle systems, such as engines, lubrications, fuel, electrical, braking, steering or suspension systems. The units are flexible and are designed in a way to support all types of vehicles, from light and heavy vehicles to motorcycles and scooters or quad and land-based tractors.
	Certificate/Diploma in Vehicle Body & Paint	3902-02	This qualification will provide learners with some of the practical skills and knowledge required for vehicle body and paint maintenance activities, such as basic vehicle mechanical electrical trim and repair simple paint blemishes and restore original finish to vehicles
	Entry Level 3 Diploma in General Vehicle Maintenance	3902-03	These introductory automotive qualifications are for anyone interested in a career repairing or refinishing cars.
	Award/Certificate/Diploma in Vehicle Systems Maintenance	3902-11	This qualification will provide learners with additional skills and knowledge required to understand the operation of a range of motor vehicle systems, such as engine, lubrication, fuel, electrical, braking, steering or suspension systems. The units are flexible and are designed in a way to support all types of vehicles, from light and heavy vehicles to motorcycles and scooters or quad and land-based tractors.

	Certificate in Vehicle Maintenance	4290-17	This qualification will provide learners with some of the practical skills and knowledge required to understand the operation of a range of motor vehicle systems, such as engine, lubrication, fuel, electrical, braking, steering or suspension systems, and how to carry out routine vehicle maintenance, removing and replacing vehicle units and components.
Level 2	Certificate in Light Vehicle Maintenance and Repair Principles	4290-52	This qualification will provide learners with some of the practical skills and knowledge required to understand the operation of a range of motor vehicle systems, such as engine, lubrication, fuel, electrical, braking, steering or suspension systems, and how to carry out routine vehicle maintenance, removing and replacing vehicle units and components.
	Certificate in Vehicle Fitting Principles	4290-52	This qualification will provide learners with some of the practical skills and knowledge required to understand the operation of a range of motor vehicle systems, carrying out routine vehicle maintenance as well as repairing and replacing high performance light vehicle, commercial and motorcycle tyres.

### **City & Guilds qualifications in Business, Administration and Finance**

Level 1	Award/Certificate in Business Skills	7593	Enables learners in a business support role to master a wide range of skills - from budgeting and presentations to customer service and health and safety.
	Award/Certificate in Business and Administration	4418-01	Learners will be taught the essentials of keeping an office running - handling the phones and mail, creating business documents and welcoming visitors. It is suitable for



			anyone interested in starting a career in office administration.
	Award in Computerised Accounts	8989-01	This qualification provides learners with a basic understanding of how to use a computerised accounting system that they would be expected to use in business.
	Award in Business Finance	8990-01	This qualification will help learners evaluate their ability to apply, calculate and use numerical skills within a business context. Areas covered include applying numerical skills to business transactions, preparing and interpreting business information, applying numeracy skills to financial activities such as sales tax, and trade discount.
	Award in Bookkeeping and Accounts	8991-01	This qualification provides learners with a basic understanding of bookkeeping and accounts, which will require the learner to develop numeracy and mathematical skills for a business environment.
	Award in Office Procedures	8993-01	This qualification develops generic skills to support the office environment and standards procedure.
	Award in Business Studies	8994-01	This qualification will help learners prepare and develop the skills need to understand and work in business.
Level 2	Certificate in Principles of Business and Administration	4475-02	Topics covered are the essentials of business administration, from event support to project management.
	Certificate in Business and Administration	4428-02	Learners will understand the essentials of business administration, from event support to project management.
	Award/Certificate/Diploma	7593	Helps those already in a business

	in Business Skills		support role to master a wide range of skills - from budgeting and presentations to customer service and health and safety.
	Certificate in Medical Administration	4419-01	Enables learners to start or develop a career as a medical administrator or secretary, offering everything they need to know to help keep a busy GP surgery or hospital department running smoothly.
	Certificate in Legal Administration	7473-02	This qualification was developed to support learners in understanding business administration in a legal environment to support specialist skills in this sector.
	Award/Certificate/Diploma for Legal Secretaries	7465-03	Offers learners the opportunity to learn and be able to take on supporting roles in the legal sector. There are a number of options to choose from which makes the course relevant to learners who are interested in different areas of the legal environment.
	Award in Legal Information Processing	7465-01	This qualification helps support those needing to access and maintain legal data.
	Award in Proof Reading in the Legal Environment	7465-02	Provides the skills in precisely and accurately proof reading relevant to law and legal services.
	Award in Business Finance	8990-02	This qualification will help learners evaluate their ability to apply, calculate and use numerical skills within a business context. Areas covered include preparing budgets, understanding budget deviations/variances, liquidity, preparing costing information for business, recording stock movements, principles of credit control and business performance indicators.
	Award in Office Procedures	8993-02	This qualification develops generic skills to support the office environment and standard

			procedures.
	Award in Business Studies	8994-02	This qualification will help learners prepare and develop the skills needed to work in a business.
	Award in Computerised Accounts	8989-02	This qualification provides learners with a basic understanding of computerised accounting systems that they would expect to use in a business.
	Award in Business Finance	8990-02	This qualification will help learners evaluate their ability to apply, calculate and use numerical skills within a business context. Areas covered include applying numerical skills to business transactions, preparing and interpreting business information, applying numeracy skills to financial activities such as sales tax and trade discount
	Award in Bookkeeping and Accounts	8991-02	This qualification provides learners with a basic understanding of bookkeeping and accounts, which will require the learner to develop numeracy and mathematical skills for a business environment.
	Certificate in Accounting	7437-02	A competence based product that could be assessed in a work simulated environment, which includes dealing with financial information and double-entry bookkeeping that will improve the mathematical and numeric skills of learners.

### **City & Guilds qualifications for Construction and Built Environment**

Level 1	Level 1 Principal Learning in Construction and the Built Environment <b><u>QAN 600/6476/6</u></b>	2764-01	This qualification is centred around three themes, design the built environment, create the built environment, value and use the built environment. It includes designing solutions, processes
---------	--	---------	--

			involved in creative buildings and the impact on buildings with communities and individuals.
	Introductory Certificate in Basic Construction Skills	6217-01	This qualification is intended for those wishing to enter the construction industry and provides the basic skills in carpentry or joinery, painting and decorating, plastering, bricklaying or multi-crafts.
	Certificate/Diploma in Basic Construction Skills	6218	The core construction trades are covered including trowel occupations, carpentry, joinery, and painting and decorating. These qualifications are part of Foundation Learning.
Level 2	Level 2 Principal Learning in Construction and the Built Environment <b><u>QAN 600/6480/8</u></b>	2764-02	This qualification is centred around three themes, design the built environment, create the built environment and value and use the built environment. It also looks at the processes involved in creating creative buildings and the impact on individuals and communities.

### **City & Guilds qualifications for Creative**

Level 1	Award/Certificate in Creative Techniques	7111	A creative techniques qualification is for learners who would like to work in a craft-related business. There are lots of options available to suit all levels of experience and expertise, including interiors, 2D, 3D, balloon artistry, sugarcraft, fashion and textiles.
Level 2	Award/Certificate in Creative Techniques	7112	Additional skills and knowledge for learners interested in creative techniques qualification is for learners who would like to work in a craft-related business. There are lots of options available to suit all levels of experience and expertise including interiors, 2D, 3D, balloon artistry, sugarcraft, fashion and textiles.

## City & Guilds qualifications for Creative and Media

Level 1	Award/Certificate in Photography	7512	These photography qualifications let learners explore areas ranging from proper equipment use, image capture, specialist photography and the printing, presentation and storage of photos. These hands-on photography qualifications are for anyone interested in learning new photo imaging skills.
	Award/Certificate in Sound Engineering and Music Technology	7603	Ideal for learners who are looking to eventually work within sound engineering.
Level 2	Award/Certificate/ Diploma in Creative Techniques	7111 7112 7113	Enables learners to become well-informed designers within their chosen craft subject and to create well-designed, professional quality craft items that you can sell. There is also the opportunity to learn about how to run a creative business.
	Award/Certificate in Photography and Photo Imaging	7512-92	Learners will be able to explore areas ranging from proper equipment use, image capture, specialist photography and the printing, presentation and storage of photos.
	Award/Certificates/Diplomas in Sound Engineering and Music Technology	7603-21	Learners will receive the practical skills and knowledge you need to work in the music industry. Qualifications have been designed with the help of music industry experts.



## City & Guilds qualifications for Engineering

Level 1	Certificate in Engineering <b><u>DfE approved for KS4</u></b> <b><u>Performance Tables 2014</u></b>	2850	The Certificate and Diploma in Engineering will develop the knowledge and skills needed for a successful engineering career. Subjects covered include principles of engineering and welding and engineering technology. Optional subjects include working with sheet metals and wiring and testing electrical circuits.
Level 2	Level 2 Principal Learning in Engineering <b><u>QAN 600/6483/3</u></b>	2760-02	This qualification introduces learners to the world of engineering. It provides a gateway to the different sectors of engineering and the underlying systems and structures. Learners will acquire an understanding of the contribution engineering makes to modern life and the career opportunities available in the industry.
	Certificate in Engineering <b><u>DfE approved for KS4</u></b> <b><u>Performance Tables 2014</u></b>	2850	The Certificate and Diploma in Engineering will develop the knowledge and skills needed for a successful engineering career. Subjects covered include principles of engineering and welding and engineering technology. Optional subjects include working with sheet metals and wiring and testing electrical circuits.

## **City & Guilds qualifications in Environmental and Land-based Studies**

Level 1	Award/Certificate/Diploma in Land-based Studies	0361-01	Learners develop the basic skills and knowledge needed to train in land-based occupations, such as a farm worker, animal carer, gardener, florist and more. This qualification is for anyone who wants a career in agriculture, horticulture or working with animals.
	Award/Certificate/Diploma in Practical Horticulture Skills	7573-01	Helps learners gain the basic gardening skills needed for their first job in the horticultural industry - perhaps working as a gardener or maintaining a park.
Level 2	Certificate/Extended Certificate/Diploma in Agriculture	0073-02	Helps learners develop the knowledge and skills they need to work in agriculture - from driving tractors to understanding soil science and microbiology.
	Certificate/Extended Certificate/Diploma in Animal Care	0074-02	Helps learners develop the skills and knowledge to work with animals in a zoo, pet shop or kennels with a Certificate or Diploma in Animal Care or Animal Management.
	Certificate/Extended Certificate/Diploma in Land-based Technology	0075-02	Demonstrate that learner have the knowledge and skills required to start their career in agricultural engineering - or to take learning to higher levels.
	Certificate/Extended Certificate/Diploma in Horticulture	0078-02	Helps learners develop the skills and knowledge to work with plants as a gardener, garden designer, groundskeeper or landscaper.
	Certificate/Extended Certificate/Diploma in Sports and Amenity Turf Maintenance	0078-32	Learners gain the knowledge and skills they need to work with plants - from maintaining turf as a groundskeeper, to caring for plants as a gardener and designing gardens and parks as a landscape artist.
	Certificate/Extended	0079-02	Learners gain the skills and

	Certificate/Diploma in Horse Care		knowledge to work with horses as a groom, riding instructor, riding centre or stable manager.
--	-----------------------------------	--	---

### **City & Guilds qualifications for Hair and Beauty**

Entry 3 and Level 1	Level 1 Principal Learning in Hair and Beauty Studies <b><u>QAN 600/6479/1</u></b>	2762-01	This qualification introduces learners to the opportunities in this dynamic and expanding sector. It combines general education and sector specific theory, knowledge and practical activities relating to employment within the hair and beauty sector.
	Award/Certificate in an Introduction to Hair and Beauty Sector	3001-90/01/02	Introductory level qualifications cover a host of units within the hair and beauty industry including personal presentation, shampooing, basic makeup etc. Ideal for those interested in a career within the hair and beauty industry. Also suitable for Foundation Learning.
	NVQ Certificate in Beauty Therapy	3007-01	The Level 1 Certificate in Beauty Therapy is for anyone interested in a beauty therapy career. There are options to suit individual needs and aspirations.
	NVQ Certificate in Hairdressing and Barbering	3008-01	This qualification is for anyone who's serious about a hairdressing or barbering career. There are options to suit individual needs and aspirations.
	Award/Certificate in Creative Hair and Beauty Studies	3004-01/90	The Creative Hair and Beauty Studies qualifications are ideal for learners looking for a career as a hairdresser or make-up artist.
Level 2	Level 2 Principal Learning in Hair and Beauty Studies <b><u>QAN 600/6482/1</u></b>	2762-02	This qualification introduces learners to the opportunities in this dynamic and expanding sector. It combines general education and sector specific theory, knowledge and practical activities relating to employment within the hair and beauty sector.

	Diploma in Hair Services	3002-20	A perfect progression route from a Level 1 qualification in Hairdressing and will appeal to new learners. Learners gain the skills required to carry out a host of hairdressing and barbering tasks including styling, barbering and dressing hair.
	Certificate in Hairdressing Reception Duties	3002-41	This qualification will help to build on communication skills, organisational skills and ideal for anyone who would like to work in the reception of a busy hair or beauty salon.
	Certificate in Hair Services	3002-23	Introduces hairdressing principles such as health and safety, working in the hair industry and basic styling as well as specialist knowledge.
	Certificate in Scalp Massage	3002-42	This qualification covers shampooing and conditioning, scalp massage, communication and team work skills.
	Diploma in Beauty Therapy Services	3003-20	A perfect progression route from a Level 1 qualification in Beauty Therapy that will appeal to new learners. Skills gained include carrying out a host of beauty therapy and nail technology tasks.
	Diploma in Beauty Consultancy Services	3003-21	This qualification will cover the basic skills and knowledge areas required to be a successful beauty therapist, make-up artist or nail technician in a salon or spa.
	Diploma in Nail Technology Services	3003-22	This qualification will help the learner to develop employability skills required to work within the nail industry and gain knowledge and skills in technical areas that are needed for employment.
	Certificate in Beauty Therapy Services	3003-40	A flexible learning programme relevant to individuals needs. It introduces overall beauty therapy principles such as health and safety and working in the beauty

			related industries through units.
	Certificate in Beauty Consultancy Services	3003-41	The Beauty Therapy qualifications are for anyone interested in starting or a beauty therapy career. Included in the qualification are units such as communication, team work health and safety and some technical skills such as make up and skin care
	Certificate in Nail Technology Services	3003-42	The nail technology qualifications are for anyone interested in starting a nail technology career. Included in the qualification are units such as communication, team work health and safety and some technical skills such as manicure and nail art.
	Awards/Certificate in Creative Hair and Beauty Studies	3004-02/90	The Creative Hair and Beauty Studies qualifications are ideal for learners looking for a career as a hairdresser or beauty therapist.

### **City & Guilds qualifications for Hospitality**

Level 1	Certificate in Professional Food and Beverage Service	7103-11	Learners will gain essential skills in areas like food safety, handling payments and bookings and serving food and drinks to deliver a great dining experience. Depending on the learners' level, they will also learn about areas such as bar service or menu design.
	Award in introduction to Hospitality Industries	7107	This qualification can help learners get their first job in the hospitality sector or move on to further study. They will learn about many aspects of the industry and gain valuable practical and teamwork skills.
Level 2	Diploma in Professional Food and Beverage	7103-02	Learners will gain essential knowledge and skill in areas like food safety, handling payments and bookings and serving food



			and drinks.
	Award in Barista Services	7102-53	Learners will gain the knowledge and skills needed to prepare and serve hot and cold drinks in any environment. This qualification is for people who want to work as a barista within any environment, such as restaurants, café and hotels.

### **City & Guilds qualifications for IT**

Entry 3 and Level 1	Award/Certificate for IT Users (Start IT - iTQ)	4249-01	Learners will gain an introduction to the digital world through the development of basic skills including introduction to the use of the internet and email.
	Entry Level Award in Online basics (Start IT - iTQ)	4249-91/01	Supporting the UK Online Programme by enabling learners to get to grips with the digital age. This award can act as underpinning knowledge which will help learners move on to a larger qualification developing skills in specific areas.
	Award/Certificate/Diploma for IT Users (ITQ) <b><u>Diploma is DfE approved for KS4 Performance Tables 2014</u></b>	7574-01/02	Helps to improve learners IT skills across the board, from using email at home to designing a website. An ITQ is for anyone who uses IT.
	Award in E-Safety (ITQ)	7574-01	Learners will learn about the safety that incorporates handling personal data and cyber-bullying.
	Award in ICT Systems Support - PC Maintenance	7276-11	An introduction to the building and maintenance of PC hardware, including the disposal of consumables such as printer cartridges.
	Certificate in ICT Professional Competence	7574-01	A competence product that can be delivered in the classroom using a simulated work environment to generate a naturally occurring portfolio of evidence.

	Award/Certificate/Diploma for IT Users (ITQ) <b><u>Certificate and Diploma are DfE approved for KS4 Performance Tables 2014</u></b>	7574-02	Helps to improve IT skills across the board, from using email at home to designing a website. An ITQ is for anyone who uses IT.
Level 2	Diploma for Software Developers <b><u>DfE approved for KS4 Performance Tables 2014</u></b>	7266-22	Introductory qualifications using a variety of software programming tools. They include concepts of designing and testing software components.
	Award/Diploma in ICT Systems and Principles	7540-12	Developing skills in a variety of ICT Professional areas that includes software development, network support, web design and systems support.

### **City & Guilds qualifications for Manufacturing and Product Design**

Level 2	Award in Computer Aided Design and Manufacturing	7579-02	Helps learners to improve IT skills across the board, from using email at home to designing a website. An ITQ is for anyone who uses IT. They might be new to IT and just want to get to grips with it at home, or they might be looking to start or develop IT skills as part of their career.
---------	--	---------	---

### **City & Guilds qualifications for Retail Business**

Level 1	Award/Certificate in Retail Knowledge	1013-91	These qualifications cover the essential topics that can help people get their first job in retail. Learning areas include customer service to selling to teamwork as well as health, safety and security issues.
	Award/Certificate in Retail Skills	7384-91	Learners will gain essential skills whether they are looking for their first job as a shop assistant or want to show they have got the skills for a more specialist role, for example in visual merchandising.

Level 2	Award/Certificate in Retail Knowledge	1013-92	Learn the background knowledge needed to succeed in retail. Learning areas include customer service, selling, teamwork health and safety and security issues.
	Award/Certificate in Retail Skills	7384-92	Additional skills to help learners gain essential skills whether they are looking for their first job as a shop assistant or want to show they have got the skills for a more specialist role, for example in visual merchandising.

### **City & Guilds qualifications for Society, Health and Development**

Level 1	Award in Preparing to Work in Adult Social Care	4333-10	These qualifications allow learners to acquire knowledge of in a number of essential areas of working in adult social care. These qualifications are aimed at anyone interested in or starting out in a career in adult social care.
	Award in Introduction to Health, Social Care and Children's and Young People's Settings	4333-11	Learners will get an insight into the key responsibilities and activities involved in working in the care sector. These introductory qualifications cover areas such as caring for specific health needs, communication, job opportunities in the sector and promoting healthy habits in care.
Level 2	Certificate in Preparing to Work in Adult Social Care	4229-02	These qualifications allow learners to acquire the knowledge in a number of essential areas of working in adult social care.

## City & Guilds qualifications for Sport and Active Leisure

Level 1	Award/Certificate in Sport	4863-91	For learners planning on a career in the sports industry, these sport qualifications can help them gain the skills they need - from understanding how the body works, to leading a healthy lifestyle, to encouraging people to get active and organising sports events.
	Award in the Principles of Coaching Sport	4961-30	This qualification covers essential coaching knowledge that can be used across any sport. Learners will gain an understanding of how to plan, conduct and evaluate coaching activities. Suitable for anyone looking to start or advance in a coaching career.
	NVQ Award in Sport and Active Leisure	4863-01	Learners new to the industry will gain a good grounding to prepare for work in places such as leisure centre or sport centres and sports coaching.
Level 2	Award in Employment Awareness in Active Leisure and Learning	4835-02	This qualification is designed to give a solid introduction to working in the sport and active leisure industry. Learners will gain greater awareness of the industry and what they can do to succeed in employment, as well as an understanding of roles, responsibilities and how employment law affects them and others.
	Award/Certificate in Sport	4863-23/92	For learners planning on a career in the sports industry, these sport qualifications can help learners gain the skills they need - from understanding how the body works, to leading a healthy lifestyle, to encouraging people to get active and organising sports events.
	Award/Certificate in Increasing Participation in Sport and Active Leisure in Community Settings	4863-26/94	Depending on the level learners choose they will learn about funding and sponsorship, how to identify talent and how to work with disabilities in sport. Plus if

			learners have an interest in coaching, they can take optional units to improve their skills in this area.
--	--	--	---

### **City & Guilds qualifications for Travel and Tourism**

Level 1	Certificate/Diploma in Travel and Tourism	4876-10/11	These qualifications cover many aspects to help learners succeed in their career within the industry. They cover subject areas like air fares, ticketing and tour guiding.
Level 2	Certificate/Diploma in Travel and Tourism	4876-24/26	These two qualifications cover many aspects to help learners succeed in their career within the industry. They cover subject areas like air fares, ticketing and tour guiding.