

Qualification Guide



NOCN Level 1 Award in Art and Design

NOCN Level 1 Certificate in Art and Design

NOCN Level 1 Diploma in Art and Design

Endorsed Routes available for Certificate and
Diploma:

2D Visual Studies

3D Visual Studies

Craft

Fashion/Garment Making

Interior Design/Decorator

Soft Furnishings/Upholstery

Textiles

Award National accreditation no. 100/4808/X

Certificate National accreditation no. 100/4809/1

Diploma National accreditation no. 100/4810/8

Version 4 July 2009



The **Diversity** of Learning

NOCN Level 1 Award in Art and Design

NOCN Level 1 Certificate in Art and Design

NOCN Level 1 Diploma in Art and Design



National Open College Network

The National Open College Network (NOCN) is a major awarding body providing a national framework of credit units and national qualifications. NOCN offers a complementary range of national and local services including curriculum development to support local, regional and national demand.

NOCN works with providers, employers, sector bodies and others to develop flexible and responsive credit based awards and qualifications that widen access to lifelong learning and address exclusion, participation and achievement.

The NOCN Credit and Qualification Framework provides opportunities for learners to achieve unit credits and use these to provide a route to full qualifications and further learning. Quality assurance, supported at the point of delivery, underpins all NOCN credit achievement and qualifications.

The qualifications are designed to fit within NOCN's flexible framework. The qualifications develop the skills and knowledge that will enable people to develop their creative potential as individuals and within communities.

NOCN, through its Open College Networks (OCNs), has over 3,000 Centres across the UK. NOCN approves Centres that can demonstrate the ability to meet national requirements for course delivery and quality assurance to support credit awards and qualifications.

NOCN has wide-ranging experience in centre and programme approval and supports centres locally to ensure all awards are valid and valued.

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1. About the qualifications

The qualifications have been designed to be flexible and enable access to a broad range of learning across the Art and Design sector.

The qualifications will widen participation by offering diverse and flexible learning opportunities through which people can develop basic skills, knowledge and understanding to broaden progression opportunities.

They are first step qualifications supporting government strategy to raise achievement and increase the capacity of individuals in society and in the workplace. The qualifications provide the initial steps for individuals to utilise their interest in the arts to provide a route to Level 2 qualifications and may assist in the achievement of basic and/or key skills through the medium of the arts.

The qualifications support the Department of Culture, Media and Sport's (DCMS) aspirations for developing creative talent within society in order to improve economic success. Research has identified that practical engagement in the area of the arts contributes to raising self-esteem, self-awareness, confidence and attainment for young people and it is intended that these qualifications are available to young people as well as adults. The work of the DCMS, the Arts Council and the DfES in setting up Creative Skills Partnership programme supports work in linking arts education to key government strategies. The specific aims of the qualifications are to:

- Begin to develop confidence in an individual's creative abilities.
- Develop basic technical skills and knowledge through the use of a variety of elementary techniques, processes and media with support and guidance.
- Begin the process of exploring ideas and issues.
- Offer opportunities for valuing different ideas and contributions from others.
- Develop a basic understanding and awareness of the contribution of the arts to culture and society.
- Make connections between own work and that of others.
- Develop basic and key skills.

The qualifications have been designed to allow for both the development of generic skills and then to supplement these with specific learning for the endorsed routes.

Guided Learning Hours

The recommended guided learning hours for one unit credit is 10. The total recommended guided learning hours for the Award are 90, for the Certificate are 180 and for the Diploma are 270. This is notional learning time based on the credit values assigned to the units, and the number of unit credits required to achieve the qualifications. Some learners will be able to achieve these units in a shorter time, other learners, particularly those with literacy requirements, may take longer.

Key Skills

Each unit within the qualifications has been mapped to identify where opportunities exist for learners to achieve key skills. In designing activities for unit assessment you will be able to use the mapping to identify which key skills could be addressed through evidence generated by learners. The degree of opportunity in any one unit will depend on centre-specific factors including learning context, teaching and learning strategies and resources.

How the Qualifications Relate to Wider Education and Training Issues

The qualifications help to develop a social, cultural and environmental awareness of the place of art craft and design within a societal setting and therefore contribute to the understanding of these issues. Health and Safety in an arts and crafts setting are integral to the units individually and to the qualifications as a whole.

Language Requirements

If you have a requirement for these qualifications in Welsh, please contact NOCN who will review demand and provide as appropriate. At present these qualifications are not offered through the medium of Irish. This will be reviewed if there is evidence of demand.

2. Who are the qualifications for?

The qualifications have been designed to be accessible to a wide target group and are particularly suitable for those for whom traditional routes may not have been effective. In particular the qualifications offer opportunities for those who wish to explore and develop their creative potential and technical ability in the area of art and design.

The structure of the qualifications and the inherent assessment strategies are applicable to both young people and adult learners.

Restrictions on Learner Entry

There are no restrictions on multiple entries of candidates either within or across the qualifications.

Recommended Prior Learning

The qualifications are designed to be open access without the need for prior knowledge or attainment in the specific area.

Learners will need to be able to:

Level	Intellectual Skills and Attributes	Processes	Accountability
1	<ul style="list-style-type: none"> • Employ a narrow range of applied knowledge and basic comprehension • Demonstrate a narrow range of skills • Apply known solutions to familiar problems • Present and record information from readily available sources. 	<ul style="list-style-type: none"> • Show basic competence in a limited range of predictable and structured contexts • Utilise a clear choice of routine responses • Co-operate with others 	<ul style="list-style-type: none"> • Exercise a very limited degree of discretion and judgement about possible actions • Carry out responsibility for quality and quantity of output • Operate under direct supervision and quality control

Progression Opportunities

The qualifications will enable progression to further learning opportunities and study both within the NOCN Level 1 qualifications and for progression to Level 2 qualifications. In addition the qualifications will enable progression to a range of further learning opportunities. These first step qualifications provide different sized options as a platform to progression to Level 2.

The NOCN Level 1 Award in Art and Design, NOCN Level 1 Certificate in Art and Design and the NOCN Level 1 Diploma in Art and Design relate academically to NVQ Level 1, GNVQ Foundation and GCSE grades D to G, so learners will be able to progress to:

- VRQ/NVQs offered at Level 2 in arts/crafts areas
- GCSE Art/Design/Creative Studies
- Other Learning Programmes

The qualifications will enable the development of generic transferable skills, which will enable learners to progress into a range of possible employment opportunities within specific areas of the arts and/or crafts.

Learners with Particular Requirements

Assessment within these qualifications is designed to be accessible and inclusive. The criterion referenced approach to unit/qualification assessment allows flexibility through an assessment methodology, which is deemed appropriate and rigorous for individuals or groups of learners.

If you have learners with particular requirements you should use the guidance in the NOCN Handbook in applying for reasonable adjustments.

3. Achieving the qualification

NOCN Level 1 Award in Art and Design

To achieve the Award, the learner must successfully complete a total of 9 unit credits which is made up of:

- 6 mandatory unit credits
- 3 optional unit credits

NOCN Level 1 Certificate in Art and Design

To achieve the Certificate, a learner must successfully complete a total of 18 unit credits which is made up of:

- 6 mandatory unit credits
- 12 optional unit credits

Alternatively, to achieve the qualification with an **endorsement**, a learner must successfully complete a total of 18 unit credits which is made up of:

- 6 mandatory unit credits
- 9 generic optional unit credits
- 3 optional unit credits specific to the learner's chosen endorsement

Endorsed Routes:

- 2D Visual Studies
- 3D Visual Studies
- Craft
- Fashion/Garment Making
- Interior Design/Decorator
- Soft Furnishings/Upholstery
- Textiles

NOCN Level 1 Diploma in Art and Design

To achieve the Diploma, a learner must successfully complete a total of 27 unit credits which is made up of:

- 6 mandatory unit credits
- 21 optional unit credits

Alternatively, to achieve the qualification with an **endorsement**, a learner must successfully complete a total of 27 unit credits which is made up of:

- 6 mandatory unit credits
- 12 generic optional unit credits
- 9 optional unit credits specific to the learner's chosen endorsement

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Endorsed Routes: 2D Visual Studies
 3D Visual Studies
 Craft
 Fashion/Garment Making
 Interior Design/Decorator
 Soft Furnishings/Upholstery
 Textiles

The qualifications require achievement of the specified units with no further requirement for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment.

The methodology for assessment is therefore:

- Internally set – against the requirements detailed above for units (Centre)
- Internally assessed (Centre)
- Internally verified (Centre)
- Externally verified (NOCN)

For all endorsed routes, it is essential that the correct combination of generic optional and generic endorsed are achieved. Please refer to the unit list for relevant groupings.

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4. The qualification units

Please click on the hyperlinks below to access the units from the NOCN website.

QCA Accredited Number	NOCN Unit Code	Unit Title	Level	10 Hour Credit Value	Mandatory or Optional	Endorsed Route	OPUS ID
T/102/1471	JC11QQ001	Design Style*	One	3	Mandatory	N/A	BMH627
H/102/9002	JC11QQ002	Design Project	One	3	Mandatory	N/A	BRY458
M/102/1470	JA81QQ001	Creative Craft Skills*	One	3	Optional	Generic	BZP395
K/102/9003	JA51QQ001	Arts in the Community	One	3	Optional	Generic	BSD335
M/102/9004	JA71QQ001	Discovering Arts and Culture	One	3	Optional	Generic	BRY575
T/102/9005	JB21QQ001	Basic Visual Language	One	3	Optional	Generic	BRY577
A/102/9006	JA21QQ001	Colour Theory and Design	One	3	Optional	Generic	BRY579
F/102/9007	JA21QQ002	Design History	One	3	Optional	Generic	BRY581
J/102/9008	HC71QQ005	Study Skills	One	3	Optional	Generic	BRY583
L/102/9009	CQ51QQ001	Using Computers in the Arts	One	3	Optional	Generic	BRY584
F/102/9010	JA81QQ002	The Art of Craft	One	3	Optional	Generic	BRY585

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QCA Accredited Number	NOCN Unit Code	Unit Title	Level	10 Hour Credit Value	Mandatory or Optional	Endorsed Route (Specific)	OPUS ID
J/102/9011	JB21QQ002	Drawing	One	3	Optional	2D Visual Studies	BRY594
L/102/9012	JC31QQ001	Graphic Design	One	3	Optional	2D Visual Studies	BRY596
R/102/9013	JB51QQ001	Life Drawing	One	3	Optional	2D Visual Studies	BRY598
Y/102/9014	JB21QQ003	Painting	One	3	Optional	2D Visual Studies	BRY600
D/102/9015	JB21QQ004	Painting in Water-Based Media	One	3	Optional	2D Visual Studies	BRY601
H/102/9016	KJ11QQ001	Photography	One	3	Optional	2D Visual Studies	BRY603
K/102/9017	JR11QQ004	Ceramics	One	3	Optional	3D Visual Studies	BRY604
M/102/9018	JH61QQ002	Jewellery Making	One	3	Optional	3D Visual Studies	BRY605
T/102/9019	JB31QQ003	Sculpture	One	3	Optional	3D Visual Studies	BRY606
K/102/9020	JP81QQ002	Basket Making	One	3	Optional	Craft	BRY609
M/102/9021	JP21QQ001	Beadwork	One	3	Optional	Craft	BRY625
T/102/9022	JP81QQ003	Cane Seating	One	3	Optional	Craft	BRY626
A/102/9023	JL71QQ001	Cords, Tassels and Braids	One	3	Optional	Craft	BRY628
F/102/9024	JA81QQ003	Craft and Workshop Tools	One	3	Optional	Craft	BRY631
J/102/9025	JA81QQ004	Craft Workshop Practice	One	3	Optional	Craft	BRY632
L/102/9026	JR21QQ003	Stained Glass	One	3	Optional	Craft	BRY635
R/102/9027	WK31QQ001	Timber Finishing and Polishing	One	3	Optional	Craft	BRY636
Y/102/9028	WK21QQ001	Woodturning	One	3	Optional	Craft	BRY646
D/102/9029	WK21QQ002	Woodwork	One	3	Optional	Craft	BRY649
R/102/9030	WK21QQ003	Woodworking Skills	One	3	Optional	Craft	BRY653

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QCA Accredited Number	NOCN Unit Code	Unit Title	Level	10 Hour Credit Value	Mandatory or Optional	Endorsed Route (Specific)	OPUS ID
Y/102/9031	JK61QQ001	Garment Making	One	3	Optional	Fashion/ Garment Making	BRY655
D/102/9032	JK11QQ005	Fashion Design	One	3	Optional	Fashion/ Garment Making	BRY656
H/102/9033	JK11QQ006	Pattern Cutting	One	3	Optional	Fashion/ Garment Making	BRY657
K/102/9034	JC81QQ001	Decorative Paint Techniques	One	3	Optional	Interior Design / Decorator	BRY659
M/102/9035	JC81QQ002	Planning for Interior Design	One	3	Optional	Interior Design / Decorator	BRY661
T/102/9036	JC81QQ003	Use of Colour in Interior Design	One	3	Optional	Interior Design / Decorator	BRY666
A/102/9037	JP51QQ002	Modern Upholstery	One	3	Optional	Soft Furnishings/ Upholstery	BRY669
F/102/9038	JL71QQ002	Soft Furnishings	One	3	Optional	Soft Furnishings/ Upholstery	BRY670
J/102/9039	JP51QQ003	Traditional Upholstery	One	3	Optional	Soft Furnishings/ Upholstery	BRY674
A/102/9040	JK61QQ002	Sewing Machine Techniques	One	3	Optional	Soft Furnishings/ Upholstery	BRY683
F/102/9041	JL11QQ001	Bobbin Lacemaking	One	3	Optional	Textiles	BRY686
J/102/9042	JL21QQ003	Creative Embroidery	One	3	Optional	Textiles	BRY690
L/102/9043	JK11QQ007	Fibres and Threads	One	3	Optional	Textiles	BRY692
R/102/9044	JL31QQ001	Patchwork	One	3	Optional	Textiles	BRY693

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QCA Accredited Number	NOCN Unit Code	Unit Title	Level	10 Hour Credit Value	Mandatory or Optional	Endorsed Route (Specific)	OPUS ID
Y/102/9045	JL31QQ002	Quilting	One	3	Optional	Textiles	BRY694
D/102/9046	JK11QQ008	Textiles	One	3	Optional	Textiles	BRY695
H/102/9047	JK41QQ001	Weaving	One	3	Optional	Textiles	BRY696

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*Design Style and Creative Craft Skills units are also in the NOCN Foundation Award in Creative Skills Development qualification. Accredited prior learning can be claimed if a learner has achieved one of the specific contextual craft units from this qualification as detailed below. Please note that there are no endorsed routes within the NOCN Level 1 Award in Art and Design qualification.

Unit Title	NOCN Unit Code	Unit Title	NOCN Unit Code
Creative Craft Skills (Floral Art)	JG21QQ002	Design Style (Floral Art)	JG21QQ003
Creative Craft Skills (Glass)	JR21QQ002	Design Style (Glass)	WF21QQ001
Creative Craft Skills (Metal Craft)	JH21QQ003	Design Style (Metal Craft)	JH21QQ004
Creative Craft Skills (Paper Crafts)	JG71QQ001	Design Style (Paper Crafts)	JG71QQ002
Creative Craft Skills (Pottery)	JR11QQ002	Design Style (Pottery)	JR11QQ003
Creative Craft (Printmaking)	JB81QQ001	Design Style (Printmaking)	JB81QQ002
Creative Craft Skills (Textiles)	JK11QQ003	Design Style (Textiles)	JK11QQ004
Creative Craft Skills (Modelling)	JB31QQ001	Design Style (Modelling)	JB31QQ002

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The assessment activities for the units are indicated in the assessment grid table on the individual units.

An explanation of the kind of activity, assessment and evidence expected at the appropriate level is given below.

Oral Question and Answer

Specific, open or closed questions for immediate response. Can range from quite formal questions, for example, an oral test, to a quick, fun way of finding out where learners are up to, for example, a quiz. Allows response and questioning from learners and immediate feedback from tutor.

The learning may be assessed through:

- Responses by both tutor and individual learners.

Evidence could include:

- Tutor record/notes
- Learner notes or log
- Audio/video record

	Activity	Assessment	Evidence
Level One	Process should be informal and should include both open and closed questions covering a narrow range of knowledge. Learners should be encouraged by the use of supplementary questions.	Assessment by tutor.	Evidence could be; tutor record/ notes or audio/video record.

Report

A record of an activity and/or a summary of research which presents information in a structured way. Does not include opinion, but may include analysis or evaluation. May be presented in written or oral form.

The learning may be assessed by:

- Tutor for written report
- Tutor and/or peers for oral presentation of report.

Evidence could include:

- Written report with tutor feedback
- Notes for oral presentation with tutor and/or peer feedback.

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	Activity	Assessment	Evidence
Level One	Report could be presented orally or in written format. Oral presentation should be informal. Information used in the report should be readily available and activities should be in familiar contexts. Learners should be clear on the expected structure and criteria for the report and given support on planning and presentation.	Assessment by tutor.	Evidence could be; written report with tutor feedback or learner notes of oral presentation with tutor feedback.

Project

A specific task involving private study and research for individuals or groups. Normally involves selection of a topic, planning, finding information and presenting results orally or in writing.

The learning may be assessed by:

- Tutor, learner or peers, during and at the end of process through discussion and observation.

Evidence could include:

- Notes, plans, record of project process.
- Tutor record.
- Peer records.
- Learner log.
- Audio/video/photographic record.

	Activity	Assessment	Evidence
Level One	Task should be selected with support from tutor to allow the demonstration of knowledge and skills in a range of predictable, structured and familiar contexts.	Assessment through tutor observation and questioning during and at the end of the process.	Evidence could be; tutor record, learner notes, plans, reports, learner log or audio/video/photographic record.

Production of artefact

Production of a relevant artefact selected by the tutor or by learners, which enables learners to demonstrate skills and to apply knowledge.

The learning may be assessed by:

- Tutor/peer observation
- One to one tutorial
- Discussion
- Self-Assessment.

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Evidence could include:

- Tutor record of observation
- Learner notes
- Tutor lesson plan
- Tutorial notes
- Audio/video/photographic record
- Learner log
- Completed artefact.

	Activity	Assessment	Evidence
Level One	Artefact should be selected with support from tutor to allow the demonstration of skills and apply knowledge in a range of predictable, structured and familiar contexts.	Assessment through tutor/peer observation, one to one tutorial, discussion, self-assessment and questioning during and at end of process.	Evidence could be; tutor record, learner notes, plans, reports, learner log, audio/video/photographic record and completed artefact.

Written Description

Consideration of a particular subject, situation or example selected by the tutor or by learners, which enables learners to apply knowledge to specific situations and to present them in written format.

The learning may be assessed by:

- Tutor
- One to one tutorial
- Discussion.

Evidence could include:

- Tutor record of observation
- Learner notes
- Tutorial notes
- Completed report
- Charts
- Plans.

	Activity	Assessment	Evidence
Level One	Subjects should be limited in range, be familiar and require a narrow range of knowledge. Written work should be structured and involve a limited degree of judgement.	Assessment through tutor assessment and discussion	Evidence could be; tutor record of observation, summary of discussion and feedback or completed work.

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Practical Demonstration

A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge.

The learning may be assessed by:

- Tutor
- Peer observation
- One to one tutorial
- Discussion
- Self-assessment.

Evidence could include:

- Tutor record of observation
- Learner notes
- Tutor lesson plan
- Tutorial notes
- Audio/video/photographic record
- Learner log.

	Activity	Assessment	Evidence
Level One	Practical demonstrations should be limited in range, be familiar and require a narrow range of skills and knowledge.	Assessment through tutor/peer observation, one to one tutorial, discussion and self-assessment.	Evidence could include tutor record of observation, learner notes, tutor lesson plan, tutorial notes, audio/video/photographic record and learner log.

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Group Discussion

Discussion of a topic or situation selected by the tutor or by learners, to enable learners to share knowledge and thoughts and to assess their learning.

The learning may be assessed by:

- Tutor
- Peer observation
- One to one tutorial
- Discussion
- Self-assessment.

Evidence could include:

- Tutor record of observation
- Learner notes
- Tutor lesson plan
- Tutorial notes
- Audio/video/photographic record
- Learner log.

	Activity	Assessment	Evidence
Level One	Discussions should be limited in range, cover topics that are familiar to the learner. These should require a narrow range of skills. The discussion should be structured and involve a limited degree of learner choice.	Assessment through tutor/peer observation, one to one tutorial discussion and self-assessment.	Evidence could include; tutor record of observation, learner notes, tutor lesson plan, tutorial notes, audio/video record and learner log.

Performance/Exhibition

A performance or exhibition or music or drama with an audience, or a rehearsal or learner demonstration for individuals or groups.

The learning may be assessed by:

- Tutor, learner or peers, at the end of performance/exhibition through discussion and observation.

Evidence could include:

- Notes
- Plans
- Audio/video/photographic record of performance/exhibition
- Tutor records
- Peer records
- Learner log.

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	Activity	Assessment	Evidence
Level One	The performance/exhibition should be limited in range, familiar and require a narrow range of knowledge.	Assessment through peer assessment, self-assessment and/or tutor observation.	Evidence could include; tutor record, notes, plans, audio/video/photographic record of performance/exhibition, peer records, learner log and summary of feedback.

Reflective log or diary

A description, normally in writing but may be oral, by the learner reflecting on how and what they have learned. Often completed at regular intervals during the learning process thus allowing discussion on individual progress and how further learning could be supported.

The learning may be assessed by:

- Learner, often supported through tutorial discussions with tutor.

Evidence could include:

- Log/diary (however this may be confidential and therefore not available for moderation)
- Tutorial notes
- Tutor record.

	Activity	Assessment	Evidence
Level One	The reflection process should be written and may be in the form of brief, structured notes. Learner should be asked to record what they have learner at regular intervals and advised on what information to include. Learners should make limited judgements on what has been learned in terms of, for example, usefulness or interest.	Assessment by learner supported by tutor through tutorials.	Evidence could include; log/diary, tutorial notes and tutor record.

Practice File

A structured collection of documents from real situations such as work or voluntary activity which evidence the application of knowledge and/or skills. The documents should be mapped to specific learning outcome/s in a unit of assessment. May need a short explanation of how the particular document evidences achievement of a specific learning outcome.

The learning may be assessed through:

- Discussion with the tutor.

Evidence could include:

- Form mapping to learning outcomes, plus explanation if necessary and the documents, for example, minutes, reports, brochures, plans, witness statements, letters or e-mails.

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	Activity	Assessment	Evidence
Level One	Practice evidence should demonstrate the application of a narrow range of skills and/or knowledge. Learners should be given detailed guidance on what documents would be appropriate, how the evidence should be presented, and on mapping to learning outcomes.	Assessment through discussion with the tutor.	Evidence could include; documents, learner notes and tutor comments.

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5. How will the qualifications be assessed?

The qualifications are awarded to learners who successfully achieve the required units as per the qualification specifications, indicated in Section 3, Achieving the qualifications.

Unit Assessment

Achievement of units is through internally set, internally assessed and externally verified assessment activity. Centres devise assessment tasks to meet the specification for assessment detailed for each unit. The activity must meet the standards detailed in the assessment grid provided on each unit. If an assessment method is prescribed, it must be used to assess the unit.

Centre devised assessments will be scrutinised by the quality reviewer against the unit specification and NOCN Assessment Definitions grid to ensure reliability and validity of assessment. Centres will be required to provide samples for local and national standardisation activity.

Marking Tasks

Each task must be assessed against the identified assessment criteria in the unit and judged to be either achieved or not achieved. Where a series of tasks is set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all tasks in order to achieve the unit credit. Units are either achieved or not achieved.

Assessment Summary

To achieve the qualifications the learner must achieve all the assessment components for the units. No compensation across units is allowed.

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6. Offering the qualifications

Centres wishing to offer the qualifications or units of the qualifications should in the first instance contact their regional OCN office for information and support. A list of all OCN offices and contacts can be found on the NOCN website www.nocn.org.uk.

Your OCN will advise you on the best and most efficient methods for offering these qualifications to learners. All procedures for the use of these qualifications or units of these qualifications, including approval, registration of learners, verification, externally set assessment and certification will be completed through your regional OCN who will have an identified officer to support your centre. If you have any queries or difficulties at any time you should contact your regional OCN office.

Approval to Offer NOCN Qualifications or Units of NOCN Qualifications

If you are a new Centre and wish to offer these qualifications to learners there are three easy steps to follow:

- | | |
|---------|---|
| Step 1. | Contact your regional OCN office for information and support. |
| Step 2. | Complete the NOCN Centre Approval Process. |
| Step 3. | Follow the guidance in the NOCN Handbook to notify the OCN when you are ready to deliver the qualification. |

Support for Centres

1. Your regional OCN will provide ongoing support and advice on the use of NOCN credit and qualifications including the requirements for assessment.
2. Approval should always take place through the normal OCN processes and will be explicitly recorded.
3. All Centres approved to offer NOCN credit and qualifications will be allocated a unique NOCN Centre Number.
4. Each Centre should identify a Centre Officer who will be responsible for NOCN credit and qualifications within the Centre.
5. The Centre Officer must ensure all procedures detailed in the NOCN Handbook operate effectively in the Centre.
6. The Centre Officer is the person responsible for confirming and ensuring that the Centre meets all the NOCN requirements for Centre Approval.
7. The Centre Officer is responsible for ensuring all relevant NOCN documentation is distributed as required within the Centre and that the security requirements for External Assessment are adhered to.

Full details of all NOCN requirements are provided in the NOCN Handbook.

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7. How are the qualifications quality assured?

General Information

All providers wishing to deliver the qualifications or units of the qualifications will need to demonstrate the ability to manage and deliver the units and/or the qualifications, including adherence to quality assurance and assessment regulations.

Your regional OCN will provide guidance and give support in enabling you to deliver the qualifications.

The NOCN standard quality assurance arrangements and requirements include:

- Internal assessment of all assessment tasks and activities.
- Internal verification.
- External verification.
- Standardisation.

Details and guidance are provided in the NOCN Handbook.

Recommendation for the Award of Credit

See NOCN Handbook.

Standardisation

NOCN will undertake a process of standardisation annually. Units from the qualifications will be selected for standardisation and OCN's will collect assessment materials from Centres each year. OCN's will notify Centres on an annual basis of the required sample and materials for standardisation purposes. **Each Centre offering the specified units is required as part of the Centre Approval Process to contribute assessment materials for standardisation.** Feedback on standardisation will be available to Centres annually through their OCN National Standardisation will establish:

- Statements on the standards for each unit
- Recommendations, advice and guidance for use of the qualifications and assessment of units.

NOCN Level 1 Art and Design Qualifications



Accreditation start date: 01/12/2004
Accreditation end date: 31/12/2010
Certification end date: 31/12/2011

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