

Qualification Guide



NOCN Level 2 Award in Computer Aided Drawing for Garden Design

National Accreditation No: 500/3618/X

Version 2 November 2009



The **Diversity** of Learning

National Open College Network

The National Open College Network (NOCN) is the leading credit and unit based Awarding Body in the UK. NOCN provides a national framework of credit-based units and qualifications which are underpinned by a range of national and local services, including curriculum support and staff development.

NOCN, through its Open College Networks (OCNs), works with over 3,000 centres across the UK to develop flexible and responsive credit based awards and qualifications that widen access to lifelong learning and address exclusion, participation and achievement. The structure of our qualifications provides opportunities for learners to achieve unit credits and use these to gain access to full qualifications and further learning.

Quality assurance, supported at the point of delivery, underpins all NOCN credit achievement and qualifications. OCNs approve centres that can demonstrate the ability to meet national requirements for course delivery and quality assurance to support credit awards and qualifications. OCNs have wide-ranging experience in centre and programme approval and support centres to ensure all awards are valid and valued.

Contents

1. About the qualification.....	4
2. Who the qualification is for.....	7
3. Achieving the qualification.....	9
4. The qualification units	10
5. How the qualification is assessed	12
6. Offering the qualification	14
7. How the qualification is quality assured	15

1. About the qualification

The qualification has been designed to enable learners to develop skills in using computer aided design (CAD) packages to support the garden design process. The qualification could be used by either existing garden designers or in conjunction with other garden design qualifications for those new to the industry.

The qualification has been designed in conjunction with the garden design specialists at Capel Manor College and is supported by Lantra, the SSC for the environmental and land-based sector.

The qualification supports the aspiration to develop creative talent within society in order to improve economic success. The specific aims of the NOCN Level 2 Award in Computer Aided Drawing for Garden Design are to:

- develop basic practical skills in the use of Computer Aided Drawing techniques to produce garden and planting plans;
- develop an understanding of the use of Computer Aided Drawing to support the garden design process;
- provide an opportunity for existing Garden Designers to develop skills in Computer Aided Drawing.

Guided Learning Hours

The recommended guided learning hours for one unit credit is 10. The total recommended guided learning hours is 60 hours. This is notional learning time based on the credit values assigned to the units, and the number of unit credits required to achieve the qualification. Some learners will be able to achieve these units in a shorter time, other learners, particularly those with literacy requirements may take much longer.

Key Skills

Each unit within the qualification 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.

**NOCN Level 2 Award in Computer Aided Drawing
for Garden Design**



The table below summarises where opportunities for the achievement of Key Skills and the Wider Key Skills exist within units of the qualification:

Unit Title	Information Technology level 2	Application of number Level 2	Communication
Creating 2D Objects and Layout plans	ICT 2.2.2 ICT 2.2.2 ICT 2.3.1 ICT 2.3.2	N 2.1.1 N 2.1.2 N 2.1.3 N 2.3.1	
Creating 3D Objects, Garden and Planting Plans	ICT 2.2.1 ICT 2.2.2 ICT 2.3.1 ICT 2.3.2	N 2.1.1 N 2.1.2 N 2.1.3 N 2.3.1	

Unit Title	Improve own learning and performance	Working with others	Problem Solving Level 2
Creating 2D Objects and Layout plans			PS 2.2.2 PS 2.2.3 PS 2.3.1
Creating 3D Objects, Garden and Planting Plans			PS 2.2.2 PS 2.2.3 PS 2.3.1

How the Qualification Relates to Wider Education and Training Issues

NOCN qualifications are designed to encourage and facilitate widening participation. The qualification helps to develop a social, cultural and environmental awareness of the place of garden design within society and therefore contributes to the understanding of these issues.

Relationship with National Occupational Standards/Other Relevant Standards

There are currently no National Occupational Standards (NOS) relating to computer aided design for garden design.

Language Requirements

If you have a requirement for this qualification in Welsh, please contact Agored Cymru <http://ocnwales.org.uk/> who will review demand and provide as appropriate. At present this qualification is not offered through the medium of Irish. This will be reviewed if there is evidence of demand.

2. Who the qualification is for

The NOCN Level 2 Award in Computer Aided Drawing for Garden Design has been designed to be accessible to young people and adult learners wishing to explore and develop their technical ability in computer aided drawing.

The qualification can be used by existing garden designers to develop specific technical skills in computer aided drawing. However it could also support learners new to the design process and could be undertaken in conjunction with other NOCN Garden Design qualifications.

The minimum age for access to the qualification is 16.

The qualification is particularly suitable for:

- **Use with other NOCN Garden Design qualifications**
- **Professional development for qualified Garden Designers**

Restrictions on Learner Entry

There are no restrictions on learner entry.

Recommended Prior Learning

The NOCN Level 2 Award in Computer Aided Drawing for Garden Design is designed for learners who have already completed a Level 2 Garden Design qualification.

Learners will need to be able to:

Level	Intellectual Skills and Attributes	Processes	Accountability
2	<ul style="list-style-type: none"> • Apply knowledge with underpinning comprehension in a number of areas • Make comparisons • Interpret available information • Demonstrate a range of skills 	<ul style="list-style-type: none"> • Chose from a range of procedures performed in a number of contexts, some of which may be non-routine • Co-ordinate with others 	<ul style="list-style-type: none"> • Undertake directed activity with a degree of autonomy • Achieve outcomes within time constraints • Accept increased responsibility for quantity and quality of output subject to external quality checking

Progression Opportunities

NOCN Level 2 Award in Computer Aided Drawing for Garden Design enables progression to further learning opportunities within employment, or further study in the Garden Design sector.

NOCN qualification title relates academically to level 2 so learners will be able to progress to:

- NOCN Level 3 Certificate in Garden and Planting Design
- NOCN Level 3 Diploma in Garden and Planting Design
- VRQs in Garden Design

Learners with Particular Requirements

Assessment within the NOCN Level 2 Award in Computer Aided Drawing for Garden Design is designed to be accessible and inclusive. The unit based approach allows flexibility through enabling learners to achieve the qualification in stages. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular requirements you should refer to the NOCN website within the Learning Providers section under Recognised Centre Area.

This section gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without comprising the achievement of the assessment criteria.

The NOCN Centre Recognition process requires policy statements on Equal Opportunities and Diversity and Disability Discrimination. These policy statements are then checked and confirmed through the Quality Review and Risk Assessment processes.

3. Achieving the qualification

To achieve the qualification the learner must successfully complete:

6 Mandatory unit credits

Achievement Methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units. Assessment for each unit is designed by the Centre in accordance with the NOCN Assessment Definitions document. There is no further assessment to achieve the qualification.

In summary:

- Tasks set by Centre
- Tasks approved by Centre
- Tasks marked by Centre
- Internally verified
- Externally verified

For example: the Qualifications for Progression use this achievement methodology.

4. The qualification units

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

NOCN Unit Code	QCA Accredited Number	Unit Title	Mandatory or Optional	10 Hour Credit Value	Level	OPUS ID
SE9/2/qq/010	T/501/3458	Garden Design: Creating 2D Objects and Layout Plans	Mandatory	3	2	BZW251
SE9/2/qq/011	A/501/3459	Garden Design: Creating 3D Objects, Garden and Planting Plans	Mandatory	3	2	BZW252

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.

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.

Evidence could include:

- Tutor record of observation
- Learner notes
- Tutorial notes
- Learner log

Completed artefact

	Activity	Assessment	Evidence
Level 2	Artefact should be selected with tutor guidance to allow the demonstration of skills and the application of knowledge in a range of areas and contexts. A degree of learner autonomy should be encouraged within the scope of the demonstration. The artefact should be completed within an agreed timescale.	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, and completed artefact.

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 2	Practical demonstrations should allow the application of skills and knowledge in several areas and contexts. A degree of learner autonomy should be encouraged within the scope of the demonstration.	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.

5. How the qualification is assessed

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

- Assessments are internally set at the Centre by assessors, against the requirements detailed in the assessment criteria of the unit
- The learners are assessed internally at the Centre, using the assessments set
- The resulting portfolios of assessed evidence are internally verified by an internal verifier at the Centre
- The portfolios of assessed evidence are externally verified by an external verifier appointed by the OCN.

5.1 Unit Assessment

Achievement of units is through internally set, internally marked, internally verified and externally verified tasks, as detailed above. Centres devise assessment activities to meet the specified assessment criteria detailed in each unit, guided by the Assessment Information Grid which accompanies each unit and the NOCN Assessment Definitions grid. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Centre devised assessments will be scrutinised by the external verifier to ensure reliability and validity of assessment.

5.2 Assessment Information Grid

Each unit has a supplementary page with an Assessment Information Grid. The Assessment Information Grid gives recognised methods of assessment for NOCN units. If a method is marked '**P**' (Prescribed), that method **must** be used in the assessment of the unit. Methods marked '**O**' (Optional) are recommended methods and you will select the activity or activities most appropriate for your learners and context. Some units will have a combination of Prescribed and Optional methods. Assessors must always refer to this Grid before devising assessment tasks. NOCN also provides Assessment Definitions for a wide range of assessment activities. This grid includes a general description of the activity and, for each level (Entry to Level 3), details on how that method can be applied and what evidence is appropriate.

5.3 Marking Tasks

Each task must be marked 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. All of the assessment criteria in a unit must be met before the unit is deemed achieved. The unit achievement is not banded or graded; units are either achieved or not achieved.

5.4 Recording Achievement

You must record each learner's performance in each unit on an appropriate form or forms. The form/s should record the learner's performance against the unit assessment criteria evidenced by the task.

5.5 Standardisation

Centres will be required to provide samples of assessment tasks for regional and national standardisation activity.

6. Offering the qualification

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

Your OCN will advise you on the best and most efficient methods for offering this qualification to learners. All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification, externally set assessment and certification will be completed through your 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 OCN office.

Approval to Offer NOCN Qualifications or Units of NOCN Qualifications

If you are a new Centre then please contact your nearest OCN office for details of the Centre Recognition Application process and the process for delivering qualifications.

Support for Centres

1. Your 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 Contact who will be responsible for NOCN credit and qualifications within the Centre.
5. The Centre Contact must ensure all procedures relating to the delivery of the qualification operate effectively in the Centre.
6. The Centre Contact is the person responsible for confirming and ensuring that the Centre meets all the NOCN requirements for Centre Recognition.
7. The Centre Contact 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, where applicable.

Full details of all NOCN requirements are provided on the NOCN website at www.nocn.org.uk.

7. How the qualification is quality assured

7.1 General Information

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

Your OCN will provide guidance and give support in enabling you to use the qualification.

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 on the NOCN website.

7.2 Standardisation

National standardisation is a process that promotes consistency in the understanding and application of standards, it:

- establishes statements on the standard of evidence required to meet the assessment criteria for the units in NOCN qualifications
- makes recommendations on assessment practice
- produces advice and guidance for the assessment of units
- identifies good practice in assessment.

It is a requirement of the Centre Recognition Process that each Centre offering the units from the qualification must contribute assessment materials and learners' evidence for National Standardisation if requested.

OCNs will notify Centres of the required sample for National Standardisation purposes. Assessment materials, learners' evidence and tutor feedback will be collected by Quality Reviewers on behalf of their regional OCN.

Outcomes from National Standardisation will be available to Centres through their regional OCN.

NOCN Level 2 Award in Computer Aided Drawing for Garden Design



Accreditation start date: 01/02/2008
Accreditation end date: 31/12/2010
Certification end date: 31/12/2012

National Open College Network (NOCN)
The Quadrant
Parkway Business Park
99 Parkway Avenue
Sheffield
S9 4WG

Tel. 0114 2270500
Fax. 0114 2270501

Email: nocn@nocn.org.uk
Web: www.nocn.org.uk

© NOCN 2009