

Qualification Guide



**NOCN Entry Level Award for
Progression (Entry 3)
NOCN Entry Level Certificate for
Progression (Entry 3)**

**NOCN Level 1 Award for
Progression
NOCN Level 1 Certificate for
Progression
NOCN Level 1 Diploma for
Progression**

**NOCN Level 2 Award for
Progression
NOCN Level 2 Certificate for
Progression
NOCN Level 2 Diploma for
Progression**

**NOCN Level 3 Award for
Progression
NOCN Level 3 Certificate for
Progression**

Version 10.4 February 2009



NOCN Entry 3 Level Award / Certificate for Progression
NOCN Level 1 Award / Certificate / Diploma for Progression
NOCN Level 2 Award / Certificate / Diploma for Progression
NOCN Level 3 Award / Certificate for Progression



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 NOCN Progression Qualifications are designed to fit within NOCN's flexible framework. The qualifications develop the skills and knowledge that will enable people to progress to further/higher education or employment.¹

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.

¹Please note: These are not vocationally related qualifications, so will not qualify learners for specific professions.

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1. About the Qualifications

The NOCN Progression Qualifications offer opportunities to learners:

- to develop their skills and knowledge.
- to progress to further/higher education or employment².
- to be recognised for their achievements in developing their skills for learning and for life.

The flexibility of the progression qualifications allows for learner achievements to be recognised through specifically designed courses that meet the needs of individual target groups. Centres will be able to use the units contained within the Progression Qualifications to create qualifications that provide learners with the underpinning skills and knowledge that will enable them to choose the most appropriate progression routes for their particular needs.

QCA's initial review of vocational qualifications acknowledged gaps in vocational taster qualifications and qualifications providing a broad preparation for employment. The NOCN Progression Qualifications have been developed in response to this.

The Progression Qualifications comprise:

- a range of core units that provide opportunities for learners to develop skills in the following; literacy and numeracy, learning to learn and personal development.
- a range of optional units in sector specific areas that provide opportunities for learners to test out their aptitude and motivation before selecting a chosen career or employment route.

The NOCN Progression Qualifications are included in the National Qualifications Framework (NQF) and are therefore eligible for funding.

The qualifications are designed to enable the greatest flexibility for the learner whilst maintaining the qualifications at an achievable level. The learner will achieve the size and level of qualification most suitable for their needs and relevant to their stage of learning. In many cases these could be used as diagnostic qualifications by both learner and employer and will also support the guidance and progression offered by the delivering organisation.

There is a wide range of units available within the qualifications. Centres must follow the qualification specification, when delivering these units to learners.

Please note:

- **The NOCN Progression Qualifications do not form part of or represent any part of the Qualification and Credit Framework (QCF) that is currently being developed by the regulatory authorities.**
- **These qualifications are General Qualifications and do not qualify learners for a specific profession.**

² Please note: These are not vocationally related qualifications, so will not qualify learners for specific professions.

NOCN Progression Qualification Codes and Costs

Qualification Title	National Accreditation Number	NOCN Qualification Number
NOCN Entry 3 Level Progression Award	100/4961/7	HB1EAQ0001
NOCN Entry 3 Level Progression Certificate	100/4962/9	HB1ECQ0002
NOCN Level 1 Progression Award	100/4963/0	HB1FAQ0003
NOCN Level 1 Progression Certificate	100/4964/2	HB1FCQ0004
NOCN Level 1 Progression Diploma	100/4965/4	HB1FDQ0005
NOCN Level 2 Progression Award	100/4966/6	HB1IAQ0006
NOCN Level 2 Progression Certificate	100/4967/8	HB1ICQ0007
NOCN Level 2 Progression Diploma	100/4968/X	HB1IDQ0008
NOCN Level 3 Progression Award	100/4943/5	HB1AAQ0009
NOCN Level 3 Progression Certificate	100/4944/7	HB1ACQ0010

Guided Learning Hours

The recommended notional learning time for one unit credit is 10. The total recommended guided learning hours for the qualifications are as follows:

Qualification Title	No of Guided Learning Hours
NOCN Entry 3 Level Progression Award	30
NOCN Entry 3 Level Progression Certificate	90
NOCN Level 1 Progression Award	90
NOCN Level 1 Progression Certificate	150
NOCN Level 1 Progression Diploma	240
NOCN Level 2 Progression Award	120
NOCN Level 2 Progression Certificate	180
NOCN Level 2 Progression Diploma	330
NOCN Level 3 Progression Award	150
NOCN Level 3 Progression Certificate	210

This is notional learning time based on the credit values assigned to the units, and the number of units 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.

Basic and Key Skills

Each Entry Level unit within the qualification has been mapped to the Adult Literacy Core Curriculum/Adult Numeracy Core Curriculum. All units have been signposted to Key Skills to identify where opportunities exist for learners to accumulate evidence for their portfolios.

In designing activities for unit assessment, centres should use the mapping to identify which basic/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 encourages centres to use the functional skills and knowledge acquired by learners undertaking units as a means of supporting and encouraging them to take the National Literacy

and Numeracy Tests at Levels 1-2 as appropriate. These can be taken alongside Progression Qualifications. For details of the NOCN National Certificates in Literacy and Numeracy please contact your OCN. The Move On website at www.move-on.org.uk also has details of how to support learners in achieving success with the tests.

How the Qualification Relates to Wider Education and Training Issues

The units of the qualifications range across a number of sectors and different subject areas, they allow for the development of understanding of these issues on an individual unit basis. For example, the 'Citizenship' unit addresses legislative issues, 'Group and Teamwork Communication' has moral, ethical and social factors as integral aspects of the unit and the 'Understanding Welfare at Work' unit allows for application to a range of settings.

Relationship with National Occupational Standards

Units from the Level 1, Level 2 and Level 3 Progression Qualifications have been mapped to the appropriate National Occupational Standards (NOS). The mapping is identified on the unit against each of the learning outcomes.

Please note:

Achievement of any units, at all levels, in sector 1, (Health, Public Services and Care) do not provide evidence against the Care Standards Act requirements.

Language Requirements

If you have a requirement for this qualification in Welsh, please contact NOCN 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 are these qualifications for?

These qualifications are aimed at a range of learners including:

- Adult returners.
- *16-19 learners who would benefit from an alternative curriculum and approach to learning.
- Learners who want to test out vocational areas.
- Learners who have been failed by their formal educational experience.
- The harder to reach adult who has been and remains economically inactive.

***The minimum age for access to the qualifications is 16.**

The qualifications are particularly suitable for learners who need to:

- Develop their literacy and/or numeracy skills;
- Explore/investigate career opportunities;
- Experience a range of vocationally related areas to identify personal preferences / abilities;
- Test out preferred vocationally related area before pursuing sector specific qualifications;
- Understand how to develop effective relationship building or interpersonal skills;
- Learn how to work effectively as part of a team;
- Identify their preferred learning styles and/or develop learning skills that equip them to become more effective learners;
- Develop life skills such as independent living or specific personal health management skills;

Before undertaking, or taking alongside, more vocationally related learning.

Benefits to Providers

The Progression Qualifications:

- Increase participation at all levels and widen participation amongst groups currently under-represented.
- Provide opportunities for tentative returning learners to experience different curriculum areas with a view to making informed choices about their own learning needs or directions.
- Build confidence in the reluctant learner to go on to further learning opportunities in an informed way.
- Provide the tools to motivate learners and enable them to gain confidence by providing a supportive learning framework in which they can achieve real progress and acquire new skills or develop existing skills.
- Equip learners with some of the skills needed to move on to the next stage of their learning career.
- Provide progression onto sector specific qualifications in the NQF.

Restrictions on Learner Entry

There are no restrictions on learner entry to these qualifications.

Recommended Prior Learning

For each level of qualification learners will need to be able to demonstrate the following:

Level	Intellectual Skills and Attributes	Processes	Accountability
Entry	<ul style="list-style-type: none"> Employ recall and demonstrate elementary comprehension in a narrow range of areas with dependency on ideas of others Exercise basic skills Receive and pass on information 	<ul style="list-style-type: none"> Operate mainly in closely defined and highly structured contexts Carry out processes that are repetitive and predictable Undertake performance of clearly defined tasks Assume a limited range of roles 	<ul style="list-style-type: none"> Carry out directed activity under close supervision Rely entirely on external monitoring of output and quality
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
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"> Choose 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

Level	Intellectual Skills and Attributes	Processes	Accountability
3	<ul style="list-style-type: none"> Apply knowledge and skills in a range of complex activities, demonstrating comprehension of relevant theories Access and evaluate information independently Analyse information and make reasoned judgements Employ a range of responses to well defined but often unfamiliar or unpredictable problems 	<ul style="list-style-type: none"> Operate in a variety of familiar and unfamiliar contexts using a range of technical or learning skills Select from a considerable choice of procedures Give presentations to an audience 	<ul style="list-style-type: none"> Engage in self directed activity with guidance /evaluation Accept responsibility for quality and quantity of output Accept limited responsibility for the quantity and quality of output from others

Progression Opportunities

NOCN Progression Qualifications enable progression to employment, ³ further learning opportunities within employment, or further study including higher level NOCN Progression Qualifications, City and Guilds Progression Awards or to higher-level sector specific qualifications.

Learners with Particular Requirements

Assessment within the NOCN Progression 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 Please note: These are not vocationally related qualifications, so will not qualify learners for specific professions.

3. Achieving the qualification

Qualification structure and content

To achieve the qualification the learner must successfully complete a combination of core and optional units as detailed in the table below:

Qualification Title	Total No. of unit credits to be achieved
NOCN Entry Level Award for Progression	3
NOCN Entry Level Certificate for Progression	9
NOCN Level 1 Award for Progression	9
NOCN Level 1 Certificate for Progression	15
NOCN Level 1 Diploma for Progression	24
NOCN Level 2 Award for Progression	12
NOCN Level 2 Certificate for Progression	18
NOCN Level 2 Diploma for Progression	33
NOCN Level 3 Award for Progression	15
NOCN Level 3 Certificate for Progression	21

To achieve the **Entry 3 Level Award for Progression**, the learner must achieve 3 unit credits. At least 1 unit credit must be taken from the core units.

To achieve the **Entry 3 Level Certificate for Progression**, the learner must achieve 9 unit credits. At least 3 unit credits must be taken from the core units.

To achieve the **Level 1 Award for Progression**, the learner must achieve 9 unit credits. At least 3 unit credits must be taken from the core units.

To achieve the **Level 1 Certificate for Progression**, the learner must achieve 15 unit credits. At least 3 unit credits must be taken from the core units.

To achieve the **Level 1 Diploma for Progression**, the learner must achieve 24 unit credits. At least 6 unit credits must be taken from the core units.

To achieve the **Level 2 Award for Progression**, the learner must achieve 12 unit credits. At least 3 unit credits must be taken from the core units.

To achieve the **Level 2 Certificate for Progression**, the learner must achieve 18 unit credits. At least 3 unit credits must be taken from the core units.

To achieve the **Level 2 Diploma for Progression**, the learner must achieve 33 unit credits. At least 6 unit credits must be taken from the core units.

To achieve the **Level 3 Award for Progression**, the learner must achieve 15 unit credits. At least 3 unit credits must be taken from the core units.

To achieve the **Level 3 Certificate for Progression**, the learner must achieve 21 unit credits. At least 6 unit credits must be taken from the core units.

Each qualification can be made up of core units or a combination of core and optional units.

NB: Centres are required to ensure that units are combined in a coherent and appropriate manner for specific target groups of learners. This will be monitored by the OCN through the Centre Approval process, the course registration process and via external verification arrangements. Further details can be found in the NOCN Handbook.

Core Units

Core units are located within the sector 14.1 curriculum area of foundations for learning and life. They are intended to develop the knowledge, skills and understanding required in preparation for learning and/or life. They provide essential learning opportunities to support the specific needs and progression routes for a range of target groups of learners.

To achieve the NOCN Progression Qualifications, at least one core unit must be successfully completed. See previous page, for a summary of how many core unit credits a learner must achieve. These units will form the key elements of all the NOCN Progression Qualifications.

Optional Units

Optional units come from a range of sector areas, for example, Health and Social Care and Horticulture and Forestry, and may be used as vocational tasters.

ITQ units in the NOCN Qualifications for Progression

NOCN has worked with e-skills UK to agree the use of the national ITQ units within the NOCN Qualifications for Progression at Levels 1, 2 and 3. These units were written by e-skills UK and are a direct translation of the National Occupational Standards for IT Users into units of accreditation. They can therefore contribute to the learner's achievement of the ITQ. The ITQ units are Optional at all levels.

Assessment Requirements

To contribute towards achievement of the ITQ, assessment tasks must have an end product which has a real purpose beyond the production of ITQ evidence. In addition, the end product must have an intended audience other than the learner. Valid evidence can come from those seeking employment, or learning and studying for non IT subjects.

The assessor does not need to have any additional qualifications beyond those normally required by the OCN to assess achievement in this subject area.

ITQ units in Sector 6.2 are developed by e-skills and therefore included in a separate table at the end of the unit listing.

Exemplar combinations of units are:

NOCN Entry 3 Level Award for Progression:

Assertiveness and Decision-Making (3)
3 unit credits. 30 glh.

NOCN Entry 3 Level Certificate for Progression:

Core: Introduction to Developing Parenting Skills (3)
Optional: Developing Skills in Caring for Young Children (3), Understanding Child Development (3).
9 unit credits, 90 glh.

Exemplar Progression Qualifications using ICT units

Example 1

Level 1 Award for Progression

Core: Personal Budgeting and Money Management (3)
Using calculations: Fractions, Decimals, Percentages (3)

Optional: Spreadsheet Software (4)

Example 2

Core: Understanding Stress and Stress Management Techniques (3)
Developing Parenting Skills (3)

Optional Unit: Use IT to exchange Information (3)

Example 3

Core Unit: Building a personal career portfolio (3)

Optional units: Operate a Computer (4)
Word Processing Software (4)

Level 2 Certificate for Progression

Example 1

Core: Developing Personal Study Skills (6)

Optional: Select and Use IT (8)
Internet and Intranets (4)

Level 2 Diploma for Progression

Example 1

Core: Developing and Using Research Skills (3)
Understanding Diversity within Society (3)

Optional: Operate a computer (6)
Internet and Intranets (4)
Use IT to exchange Information (4)
Understanding Disability, Society and the Law (3)
Understanding Mental Health (3)
Understanding Physical Disabilities (3)
Presentation Software (6)

Level 3 Award for Progression

Example 1

Core: Building a Personal Career Portfolio (3)

Optional: Word Processing Software (8)
Work Experience (3)
Recognising Employment Opportunities (1)

4. The Qualification Units

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

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

Please refer to the [NOCN CQF Assessment Definitions](#) for an explanation of the kind of activity, assessment and evidence expected at each level.

NOCN Entry 3 Level Award / Certificate for Progression

Sector	Unit Title	Level	10 Hour Credit Value	Core or Optional	Accredited Unit Number	NOCN Unit Code	OPUS ID
14.1	Introduction to Assertiveness and Decision Making Skills	Entry 3	3	Core	D/102/9838	HB6/E3/QQ/001	BSC003
14.1	Introduction to Aspects of Citizenship	Entry 3	3	Core	H/102/9839	DE4/E3/QQ/001	BSC005
14.1	Developing Domestic Skills	Entry 3	3	Core	Y/102/9840	HD6/E3/QQ/001	BSC006
14.1	Understanding Family Relationships	Entry 3	3	Core	D/102/9841	PR4/E3/QQ/001	BSC008
14.1	Introduction to Group and Teamwork Communication Skills	Entry 3	3	Core	H/102/9842	AF4/E3/QQ/001	BSC009
14.1	Introduction to General Health and Hygiene Skills	Entry 3	3	Core	K/102/9843	HJ1/E3/QQ/001	BSC010
14.1	Developing Skills for a Healthy Lifestyle	Entry 3	3	Core	M/102/9844	HJ1/E3/QQ/002	BSC011
14.1	Introduction to Home and Personal Safety Awareness	Entry 3	3	Core	T/102/9845	HB5/E3/QQ/001	BSC012
14.1	Induction to College	Entry 3	3	Core	A/102/9846	HC4/E3/QQ/001	BSC013
14.1	Introduction to the Local Community	Entry 3	1	Core	F/102/9847	HD6/E3/QQ/002	BSC014

14.1	Introduction to Food, Drink and Cooking	Entry 3	3	Core	J/102/9848	NF4/E3/QQ/001	BSC015
14.1	Drug and Alcohol Misuse Awareness	Entry 3	3	Core	L/102/9849	HH3/E3/QQ/001	BSC017
14.1	Introduction to Issues of Substance Misuse	Entry 3	1	Core	F/102/9850	HH3/E3/QQ/002	BSC019
14.1	Introduction to Lip Reading Skills	Entry 3	3	Core	J/102/9851	KB6/E3/QQ/001	BSC020
14.1	Introduction to Developing Skills for Listening to Children	Entry 3	3	Core	L/102/9852	PT2/E3/QQ/001	BSC022
14.1	Introduction to Living in the Community	Entry 3	3	Core	R/102/9853	HD6/E3/QQ/003	BSC024
14.1	Introduction to Understanding and Achieving Personal Learning Goals	Entry 3	3	Core	Y/102/9854	HB1/E3/QQ/001	BSC025
14.1	Introduction to Developing a Personal Learning Programme	Entry 3	3	Core	D/102/9855	HC7/E3/QQ/001	BSC026
14.1	Introduction to Understanding Diversity in Society	Entry 3	3	Core	H/102/9856	FB1/E3/QQ/001	BSC027
14.1	Introduction to Understanding Sex and Relationships	Entry 3	3	Core	K/102/9857	PK8/E3/QQ/001	BSC029
14.1	Developing an Awareness of Social and Physical Aspects of Adult Relationships	Entry 3	1	Core	M/102/9858	HJ1/E3/QQ/003	BSC031
14.1	Introduction to Teamwork Skills	Entry 3	3	Core	T/102/9859	AF4/E3/QQ/002	BSC033
14.1	Introduction to Understanding Self and Others	Entry 3	3	Core	K/102/9860	HB1/E3/QQ/002	BSC036

14.1	Introduction to Understanding Young People, Law and Order	Entry 3	3	Core	M/102/9861	HH4/E3/QQ/002	BSC039
14.1	Introduction to Making Choices in Pursuit of Personal Goals	Entry 3	3	Core	T/102/9862	HB1/E3/QQ/003	BSC037
14.1	Introduction to General Skills for Independent Living	Entry 3	3	Core	A/102/9863	HH4/E3/QQ/001	BSC038
14.1	Introduction to Developing Parenting Skills	Entry 3	3	Core	F/102/9864	HF1/E3/QQ/001	BSC040
14.1	Personal Body Hygiene Awareness	Entry 3	1	Core	J/102/9865	HJ1/E3/QQ/004	BSC041
14.1	Introduction to Personal Budgeting and Money Management	Entry 3	3	Core	L/102/9866	HE1/E3/QQ/001	BSC042
14.1	Recognising own Skills for Personal Development	Entry 3	3	Core	R/102/9867	HB1/E3/QQ/004	BSC043
14.1	Developing Personal Hygiene Skills for Hands and Feet	Entry 3	1	Core	Y/102/9868	HJ1/E3/QQ/005	BSC044
14.1	Developing Personal Hygiene Skills for Oral Health	Entry 3	1	Core	Y/102/9871	HJ1/E3/QQ/006	BSC628
14.1	Personal Hygiene Awareness for Women	Entry 3	2	Core	D/102/9869	HJ3/E3/QQ/001	BSC045
14.1	Introduction to the Rights and Responsibilities of Citizenship	Entry 3	3	Core	R/102/9870	DE4/E3/QQ/002	BSC047
14.1	Developing Skills for Table Setting in your Home	Entry 3	1	Core	H/102/9873	HD6/E3/QQ/005	BSC050
14.1	Developing Skills for Shopping for your Home	Entry 3	3	Core	D/102/9872	HD6/E3/QQ/004	BSC048

1.5	Introduction to Developing Skills for Caring for your Child	Entry 3	3	Optional	K/102/9874	HF1/E3/QQ/002	BSC051
1.5	Introduction to Food and Nutrition for Children and Young People	Entry 3	3	Optional	M/102/9875	NH2/E3/QQ/001	BSC053
1.5	Introduction to Preparing, Presenting and Keeping Food for Children and Young People	Entry 3	3	Optional	T/102/9876	NH2/E3/QQ/002	BSC055
1.5	Understanding Human Growth and Development	Entry 3	3	Optional	A/102/9877	HF1/E3/QQ/003	BSC070
3.2	Introduction to Amenity Horticulture Skills	Entry 3	3	Optional	F/102/9878	SA2/E3/QQ/001	BSC071
3.2	Introduction to Cultivating Plant Cuttings	Entry 3	3	Optional	J/102/9879	SD7/E3/QQ/001	BSC072
3.2	Understanding the Skills Required for Floristry	Entry 3	1	Optional	A/102/9880	SE7/E3/QQ/001	BSC073
3.2	Introduction to Garden Horticulture	Entry 3	3	Optional	F/102/9881	SE2/E3/QQ/001	BSC074
3.2	Introduction to Garden Maintenance Skills	Entry 3	3	Optional	J/102/9882	SE2/E3/QQ/002	BSC075
3.2	Introduction to Propagation of Plants	Entry 3	3	Optional	L/102/9883	SD7/E3/QQ/002	BSC076
3.2	Introduction to Planting a Container	Entry 3	3	Optional	R/102/9884	SE2/E3/QQ/003	BSC077
3.2	Introduction to Practical Floristry Skills	Entry 3	3	Optional	Y/102/9885	SE7/E3/QQ/002	BSC078
3.2	Developing an Awareness of Soil Types and Garden Habitat	Entry 3	3	Optional	D/102/9886	SE2/E3/QQ/004	BSC079

3.2	Developing Skills for Sowing and Growing Plants	Entry 3	3	Optional	H/102/9887	SE2/E3/QQ/005	BSC080
3.2	Developing Skills for Using and Maintaining Garden Tools	Entry 3	3	Optional	K/102/9888	SE2/E3/QQ/006	BSC081
4.3	Checking and Maintaining Car Tyre Pressures and Tread	Entry 3	1	Optional	M/102/9889	XS1/E3/QQ/001	BSC082
4.3	Checking and Maintaining Fluid Levels on a Car	Entry 3	1	Optional	H/102/9890	XS1/E3/QQ/002	BSC083
4.3	Identification of Basic External and Internal Car Parts	Entry 3	1	Optional	K/102/9891	XS1/E3/QQ/003	BSC084
4.3	Valeting a Car Interior	Entry 3	1	Optional	M/102/9892	XS1/E3/QQ/004	BSC085
4.3	Washing a Car Exterior	Entry 3	1	Optional	T/102/9893	XS1/E3/QQ/005	BSC086
4.3	Waxing and Polishing a Car Exterior	Entry 3	3	Optional	A/102/9894	XS1/E3/QQ/006	BSC087
6.2	Introduction to Using Graphics Software	Entry 3	1	Optional	F/102/9895	CQ5/E3/QQ/001	BSC088
6.2	Introduction to Personal Digital Photograph Processing	Entry 3	1	Optional	J/102/9896	KJ1/E3/QQ/001	BSC089
6.2	Introduction to Selecting Information Using the Internet	Entry 3	1	Optional	L/102/9897	CR1/E3/QQ/001	BSC090
6.2	Introduction to Using E-mail and Text Messaging	Entry 3	1	Optional	R/102/9898	CR3/E3/QQ/001	BSC091
6.2	Introduction to Using Desk Top Publishing Applications	Entry 3	1	Optional	Y/102/9899	CQ2/E3/QQ/001	BSC092
6.2	Introduction to Using Spreadsheet Software	Entry 3	1	Optional	F/102/9900	CP3/E3/QQ/001	BSC093

6.2	Introduction to Using the Internet	Entry 3	1	Optional	J/102/9901	CR1/E3/QQ/002	BSC094
6.2	Introduction to Using the Internet for Shopping	Entry 3	1	Optional	L/102/9902	CR1/E3/QQ/003	BSC095
6.2	Introduction to using Word Processing Software	Entry 3	1	Optional	R/102/9903	CQ1/E3/QQ/001	BSC096
6.2	Introduction to Using ICT Systems	Entry 3	3	Optional	Y/102/9904	CP1/E3/QQ/001	BSC097
8.1	Introduction to Participating in Leisure Activities	Entry 3	3	Optional	D/102/9905	HJ5/E3/QQ/001	BSC098
8.1	Introduction to Planning and Participating in Walks	Entry 3	3	Optional	H/102/9906	MH1/E3/QQ/001	BSC099
9.1	Introduction to Physical Performance Skills	Entry 3	3	Optional	J/103/6993	LC1/E3/QQ/001	BZE277
14.1 (FL)	Understanding the Use of Computers for Family Learning	Entry 3	2	Optional	K/102/9907	HF1/E3/QQ/004	BSC100
14.1 (FL)	Introduction to Making and Using Story Sacks for Family Learning	Entry 3	2	Optional	M/102/9908	HF1/E3/QQ/005	BSC101
14.1 (FL)	Understanding how and why to Support Children in Family Learning	Entry 3	3	Optional	T/102/9909	HF1/E3/QQ/006	BSC102
14.2	Introduction to Career Preparation	Entry 3	1	Optional	K/102/9910	HC1/E3/QQ/001	BSC103
14.2	Introduction to Developing Personal Study Skills	Entry 3	3	Optional	M/102/9911	HC7/E3/QQ/002	BSC104
14.2	Health and Safety Awareness	Entry 3	1	Optional	T/102/9912	PL5/E3/QQ/001	BSC105

14.2	Introduction to a Training Course	Entry 3	3	Optional	A/102/9913	HC4/E3/QQ/002	BSC106
14.2	Introduction to Customer Service Skills	Entry 3	3	Optional	L/102/9916	BA3/E3/QQ/001	BSC107
14.2	Introduction to Preparing for a Recruitment Interview	Entry 3	2	Optional	F/102/9914	HC6/E3/QQ/001	BSC108
14.2	Introduction to Recognising Employment Opportunities	Entry 3	1	Optional	J/102/9915	HC4/E3/QQ/003	BSC109
14.2	Introduction to Undertaking an Enterprise Project	Entry 3	6	Optional	R/102/9917	AE4/E3/QQ/001	BSC111
14.2	Developing Skills for Gaining Employment	Entry 3	3	Optional	Y/102/9918	HC6/E3/QQ/002	BSC112
14.2	Understanding your Employment Contract and Payslip	Entry 3	1	Optional	D/102/9919	AJ2/E3/QQ/001	BSC113
14.2	Understanding a Work Experience Placement	Entry 3	3	Optional	R/102/9920	HC4/E3/QQ/004	BSC114
15.2	Developing Reception and Filing Skills	Entry 3	3	Optional	Y/102/9921	AY7/E3/QQ/001	BSC115
15.2	Using the Telephone, Fax and Photocopier	Entry 3	3	Optional	D/102/9922	AY8/E3/QQ/001	BSC116

NOCN Level 1 Award / Certificate / Diploma for Progression

Please note: ITQ units in Sector 6.2 are developed by e-skills and therefore included in a separate table at the end of the unit listing.

Sector	Unit Title	Level	10 Hour Credit Value	Core or Optional	Accredited Unit Number	NOCN Unit Code	OPUS ID
14.1	Building a Personal Career Portfolio	One	3	Core	H/102/9923	HC6/1/qq/002	BSB756
14.1	Caring for Your Baby	One	2	Core	K/102/9924	HF1/1/qq/001	BSB757
14.1	Caring for Your Child	One	3	Core	M/102/9925	HF1/1/qq/002	BSB758
14.1	Demonstrating Speaking and Listening Skills	One	3	Core	T/102/9926	HD3/1/qq/012	BSB759
14.1	Develop Independent Skills for Living in the Community	One	3	Core	A/102/9927	HD6/1/qq/001	BSB760
14.1	Developing Group and Teamwork Communication Skills	One	3	Core	F/102/9928	AF4/1/qq/002	BSB761
14.1	Developing Household Skills	One	3	Core	J/102/9929	HD6/1/qq/002	BSB768
14.1	Developing Lip Reading Skills	One	6	Core	A/102/9930	KB6/1/qq/001	BSB769
14.1	Developing own Interpersonal Skills	One	3	Core	F/102/9931	HB7/1/qq/002	BSB771
14.1	Developing Parenting Skills	One	3	Core	J/102/9932	HF1/1/qq/003	BSB772
14.1	Developing Personal Confidence and Self Awareness	One	3	Core	L/102/9933	HB6/1/qq/003	BSB774
14.1	Developing Personal Development Skills	One	3	Core	R/102/9934	HB1/1/qq/008	BSB775
14.1	Developing Personal Learning Programme	One	3	Core	Y/102/9935	HC7/1/qq/065	BSB777
14.1	Developing Personal Learning Skills	One	6	Core	D/102/9936	HC7/1/qq/066	BSB779

14.1	Developing Punctuation and Grammar Skills	One	3	Core	H/102/9937	HD3/1/qq/013	BSB781
14.1	Developing Skills for Independent Life	One	3	Core	K/102/9938	HD6/1/qq/003	BSB783
14.1	Developing Skills for Listening to Children	One	3	Core	M/102/9939	PT2/1/qq/001	BSB785
14.1	Family Relationships	One	3	Core	H/102/9940	PR4/1/qq/001	BSB786
14.1	Health and Hygiene in the Home	One	3	Core	K/102/9941	HJ1/1/qq/001	BSB789
14.1	Healthy Living	One	3	Core	M/102/9942	HJ1/1/qq/002	BSB791
14.1	Improving Assertiveness and Decision Making	One	3	Core	T/102/9943	HB6/1/qq/004	BSB796
14.1	Improving Own Learning and Performance	One	3	Core	A/102/9944	HC7/1/qq/067	BSB797
14.1	Improving Spelling Skills	One	3	Core	F/102/9945	HD3/1/qq/014	BSB798
14.1	Independent Shopping for Household Items	One	3	Core	J/102/9946	HD6/1/qq/004	BSB800
14.1	Introduction to Alcohol Awareness for the Individual	One	3	Core	L/102/9947	HH3/1/qq/001	BSB802
14.1	Introduction to Drug Awareness for the Individual	One	3	Core	R/102/9948	HH3/1/qq/002	BSB804
14.1	Making Choices in Pursuit of Personal Goals	One	3	Core	Y/102/9949	HB1/1/qq/009	BSB805
14.1	Managing Your Own Learning	One	3	Core	Y/102/9952	HC7/1/qq/068	BSB807
14.1	Personal Budgeting and Money Management	One	3	Core	L/102/9950	HE1/1/qq/011	BSB809
14.1	Recognising Issues of Substance Misuse	One	1	Core	R/102/9951	HH3/1/qq/003	BSB811
14.1	Sex and Relationship Education	One	3	Core	D/102/9953	PK8/1/qq/001	BSB813

14.1	Understanding Active Citizenship in the Local Community	One	1	Core	H/102/9954	DE4/1/QQ/002	BSB815
14.1	Understanding and Using Numbers	One	3	Core	K/102/9955	HD4/1/QQ/010	BSB817
14.1	Understanding and using Shapes	One	3	Core	M/102/9956	HD4/1/QQ/011	BSB818
14.1	Understanding Aspects of Citizenship	One	3	Core	T/102/9957	DE4/1/QQ/003	BSB819
14.1	Understanding Changing Roles and Relationships in Adolescence	One	3	Core	A/102/9958	HF1/1/QQ/004	BSB820
14.1	Understanding Data Handling	One	3	Core	F/102/9959	HD4/1/QQ/012	BSB821
14.1	Understanding Diversity within Society	One	3	Core	T/102/9960	FB1/1/QQ/002	BSB822
14.1	Understanding Eating Disorders	One	1	Core	A/102/9961	HH5/1/QQ/001	BSB823
14.1	Understanding Equal Opportunities	One	3	Core	F/102/9962	AJ2/1/QQ/001	BSB824
14.1	Understanding Own Response to Body Image	One	2	Core	J/102/9963	HB6/1/QQ/005	BSB825
14.1	Understanding Personal Relationships	One	3	Core	L/102/9964	HB1/1/QQ/010	BSB826
14.1	Understanding Prejudice and Discrimination	One	3	Core	R/102/9965	AJ2/1/QQ/002	BSB827
14.1	Understanding Rights and Responsibilities of Citizenship	One	3	Core	Y/102/9966	DE4/1/QQ/004	BSB828
14.1	Understanding Social and Physical Aspects of Adult Relationships	One	1	Core	D/102/9967	HJ1/1/QQ/003	BSB829
14.1	Understanding Stress and Stress Management Techniques	One	3	Core	H/102/9968	HB3/1/QQ/001	BSB830
14.1	Understanding Young People, Law and Order	One	3	Core	K/102/9969	HH4/1/QQ/001	BSB831

14.1	Understanding your Pregnancy and Preparation for your Baby	One	3	Core	D/102/9970	HF2/1/qq/001	BSB832
14.1	Using Calculations: Fractions, Decimals, Percentages	One	3	Core	K/102/9972	HD4/1/qq/013	BSB833
14.1	Using Calculations: Whole Numbers	One	3	Core	H/102/9971	HD4/1/qq/014	BSB834
14.1	Using Common Measures	One	3	Core	M/102/9973	HD4/1/qq/015	BSB835
14.1	Using Cooking Skills in a Domestic Kitchen	One	3	Core	T/102/9974	NF4/1/qq/001	BSB837
14.1	Using Reading for Meaning	One	3	Core	A/102/9975	HD3/1/qq/015	BSB838
14.1	Using Spelling Rules and Strategies	One	3	Core	F/102/9976	HD3/1/qq/016	BSB839
14.1	Using Teamwork Skills	One	3	Core	J/102/9977	AF4/1/qq/003	BSB840
14.1	Using Writing for Meaning	One	3	Core	L/102/9978	HD3/1/qq/017	BSB841
14.1	Working with Your Child to Develop Literacy Skills	One	3	Core	R/102/9979	HF1/1/qq/005	BSB842
14.1	Working with Your Child to Develop Numeracy Skills	One	3	Core	J/102/9980	HF1/1/qq/006	BSB843
1.3	Understanding Nutrition, Performance and Healthy Eating	One	3	Optional	L/102/9981	NH2/1/qq/001	BSB844
1.3	Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	One	3	Optional	R/102/9982	PT1/1/qq/001	BSB845
1.3	Understanding the Role of Young People as Peer Mentors	One	3	Optional	Y/102/9983	PT1/1/qq/002	BSB846
1.5	Developing Skills in Caring for Young Children	One	3	Optional	D/102/9984	PT1/1/qq/003	BSB847

1.5	Introduction to Developing Language and Communication Skills in Children	One	3	Optional	H/102/9985	GA3/1/QQ/001	BSB848
1.5	Understanding Child Development	One	3	Optional	K/102/9986	GA3/1/QQ/002	BSB849
1.5	Understanding Children's Social and Emotional Development	One	3	Optional	M/102/9987	GA3/1/QQ/003	BSB850
1.5	Understanding Growth, Social and Emotional Development of Children	One	3	Optional	T/102/9988	GA3/1/QQ/004	BSB851
1.5	Understanding Play for Early Learning	One	3	Optional	A/102/9989	PT4/1/QQ/001	BSB852
1.5	Understanding the Importance of Play	One	3	Optional	M/102/9990	PT4/1/QQ/002	BSB853
1.5	Understanding the Intellectual and Language Development of Children Aged Birth to Eight Years	One	3	Optional	T/102/9991	GA3/1/QQ/005	BSB855
1.5	Understanding the Physical and Psychological Needs of Children	One	3	Optional	A/102/9992	PT2/1/QQ/002	BSB856
1.5	Using Craft Activities with Children and Young People	One	3	Optional	F/102/9993	PT4/1/QQ/003	BSB858
3.1	Understanding Soils and Crop Plants	One	3	Optional	J/102/9994	SE3/1/QQ/003	BSB859
3.2	Developing Practical Floristry Skills	One	3	Optional	L/102/9995	SE7/1/QQ/002	BSB860
3.2	Developing Skills in Garden Horticulture	One	3	Optional	R/102/9996	SE2/1/QQ/002	BSB751
3.2	Understanding how to Cultivate Compost and Soils	One	3	Optional	Y/102/9997	SE3/1/QQ/001	BSB752

3.2	Understanding how to Cultivate Herbs	One	3	Optional	D/102/9998	SE2/1/qq/003	BSB753
3.2	Understanding Organic Horticulture	One	3	Optional	H/102/9999	SE3/1/qq/002	BSB754
3.2	Understanding Pest, Disease and Weed Control	One	3	Optional	J/103/0000	SE4/1/qq/002	BSB755
3.2	Understanding Plant Pruning	One	1	Optional	L/103/0001	SE2/1/qq/004	BSB764
3.2	Understanding Sowing and Growing Techniques	One	3	Optional	R/103/0002	SE2/1/qq/005	BSB765
3.2	Understanding Techniques used in Floristry	One	3	Optional	Y/103/0003	SE7/1/qq/001	BSB766
3.4	Understanding Biology and Environmental Study	One	3	Optional	D/103/0004	RH3/1/qq/001	BSB767
3.4	Understanding Ecology and Conservation	One	3	Optional	H/103/0005	RH1/1/qq/001	BSB770
4.3	Checking and Maintaining a Car's Tyre Pressure and Tread	One	1	Optional	K/103/0006	XS1/1/qq/001	BSB773
4.3	Identification of Basic External and Internal Car Parts	One	3	Optional	M/103/0007	XS1/1/qq/002	BSB776
5.2	Constructing a Cavity Wall Using Bricklaying Skills	One	3	Optional	T/103/0008	TG2/1/qq/001	BSB778
5.2	Constructing a Half Brick Wall Using Bricklaying Skills	One	3	Optional	A/103/0009	TG2/1/qq/002	BSB780
5.2	Constructing a One Brick Wide Wall Using Bricklaying Skills	One	3	Optional	M/103/0010	TG2/1/qq/003	BSB782
5.2	Developing Wallpapering Skills	One	3	Optional	T/103/0011	TG8/1/qq/001	BSB784
5.2	Introduction to Plastering Techniques	One	3	Optional	A/103/0012	TG8/1/qq/002	BSB787

5.2	Preparing Ceilings and Walls for Decoration	One	1	Optional	F/103/0013	TG8/1/qq/003	BSB790
5.2	Use and Maintain Woodworking Tools	One	3	Optional	J/103/0014	WK1/1/qq/002	BSB792
5.2	Use of Tools and Equipment for Bricklaying	One	3	Optional	L/103/0015	TG2/1/qq/004	BSB793
5.2	Using Carpentry Hand Skills	One	3	Optional	R/103/0016	WK2/1/qq/004	BSB794
5.2	Using Decorative Paint Effects for Interior Walls	One	3	Optional	Y/103/0017	TG8/1/qq/004	BSB795
5.2	Using Floor and Wall Tiling Techniques	One	3	Optional	D/103/0018	TG4/1/qq/001	BSB799
5.2	Using Painting Skills for Interior Ceilings and Walls	One	3	Optional	H/103/0019	TG8/1/qq/005	BSB801
5.2	Using Plastering Skills - Floating Coat to an Attached Pier	One	3	Optional	Y/103/0020	TG8/1/qq/006	BSB803
5.2	Using Plastering Skills – Plastering to a Window Reveal	One	3	Optional	D/103/0021	TG8/1/qq/007	BSB806
8.1	Participating in Leisure Activities	One	3	Optional	R/103/0033	NL1/1/qq/001	BSB881
8.1	Taking Part in Sport	One	3	Optional	Y/103/0034	MA1/1/qq/002	BSB882
9.1	Developing Creative Writing Skills	One	3	Optional	L/103/6994	LF5/1/qq/005	BZE302
9.1	Developing Djing Skills	One	3	Optional	R/103/6995	LK4/1/qq/001	BZE309
9.1	Developing Music Skills for Solo Performance	One	6	Optional	Y/103/6996	LF5/1/qq/006	BZE310
9.1	Developing Musical Ensemble Skills	One	6	Optional	D/103/6997	LH1/1/qq/009	BZE334
9.1	Developing Oral Storytelling Skills for Performance	One	3	Optional	H/103/6998	LC1/1/qq/002	BZE340
9.1	Developing Performance Improvisation Techniques	One	3	Optional	K/103/6999	LC4/1/qq/001	BZE355

9.1	Developing Performance Realisation Skills - Administrator	One	9	Optional	L/103/7000	LC4/1/QQ/002	BZE358
9.1	Developing Performance Realisation Skills - Designer	One	9	Optional	R/103/7001	LE2/1/QQ/001	BZE359
9.1	Developing Performance Realisation Skills - Director	One	9	Optional	Y/103/7002	LE1/1/QQ/001	BZE360
9.1	Developing Performance Realisation Skills – Marketing/Publicity	One	9	Optional	D/103/7003	LE2/1/QQ/002	BZE361
9.1	Developing Performance Realisation Skills - Performer	One	9	Optional	H/103/7004	LC1/1/QQ/003	BZE365
9.1	Developing Performance Realisation Skills – Stage Manager	One	9	Optional	K/103/7005	LE1/1/QQ/002	BZE367
9.1	Developing Performance Realisation Skills - Technician	One	9	Optional	M/103/7006	LE1/1/QQ/003	BZE368
9.1	Developing Performance Realisation Skills – Theatre in Education	One	9	Optional	T/103/7007	LC5/1/QQ/001	BZE369
9.1	Developing Production Rehearsal Process Skills - Administrator	One	9	Optional	A/103/7008	LC4/1/QQ/003	BZE372
9.1	Developing Production Rehearsal Process Skills - Designer	One	9	Optional	F/103/7009	LE2/1/QQ/003	BZE373
9.1	Developing Production Rehearsal Process Skills - Director	One	9	Optional	T/103/7010	LE1/1/QQ/004	BZE375

9.1	Developing Production Rehearsal Process Skills – Marketing/Publicity	One	9	Optional	A/103/7011	LE2/1/QQ/004	BZE381
9.1	Developing Production Rehearsal Process Skills - Performer	One	9	Optional	F/103/7012	LC1/1/QQ/004	BZE386
9.1	Developing Production Rehearsal Process Skills – Stage Manager	One	9	Optional	J/103/7013	LE1/1/QQ/005	BZE399
9.1	Developing Production Rehearsal Process Skills - Technician	One	9	Optional	L/103/7014	LE1/1/QQ/006	BZE405
9.1	Developing Production Rehearsal Process Skills – Theatre in Education	One	9	Optional	R/103/7015	LC5/1/QQ/002	BZE410
9.1	Developing Song Writing Skills	One	6	Optional	Y/103/7016	LF5/1/QQ/007	BZE415
9.1	Developing Sound and Audio Production Skills	One	3	Optional	D/103/7017	LK1/1/QQ/002	BZE419
9.1	Developing Technical Skills for Performance in the Arts	One	3	Optional	H/103/7018	LC4/1/QQ/004	BZE497
9.1	Introduction to Composing Music	One	6	Optional	D/103/7020	LF5/1/QQ/008	BZE501
9.1	Introduction to Musical Theatre	One	3	Optional	K/103/7019	LC4/1/QQ/005	BZE504
9.1	Performance Planning Skills - Administrator	One	9	Optional	H/103/7021	LC4/1/QQ/006	BZE514
9.1	Performance Planning Skills - Designer	One	9	Optional	K/103/7022	LE2/1/QQ/005	BZE517
9.1	Performance Planning Skills - Director	One	9	Optional	M/103/7023	LE1/1/QQ/007	BZE523
9.1	Performance Planning Skills – Marketing/Publicity	One	9	Optional	T/103/7024	LE2/1/QQ/006	BZE526

9.1	Performance Planning Skills - Performer	One	9	Optional	A/103/7025	LC1/1/QQ/005	BZE542
9.1	Performance Planning Skills – Stage Manager	One	9	Optional	F/103/7026	LE1/1/QQ/008	BZE546
9.1	Performance Planning Skills - Technician	One	9	Optional	J/103/7027	LE1/1/QQ/009	BZE549
9.1	Performance Planning Skills – Theatre in Education	One	9	Optional	L/103/7028	LC5/1/QQ/003	BZE550
9.1	Performing Irish Traditional Dance Music	One	9	Optional	R/103/7029	LG2/1/QQ/001	BZE551
9.1	Performing Physical Theatre	One	3	Optional	J/103/7030	LC1/1/QQ/006	BZE553
9.1	The Theory of Music	One	6	Optional	L/103/7031	LF4/1/QQ/001	BZE554
9.1	Understanding and Applying Technical Theatre Skills	One	3	Optional	R/103/7032	LE1/1/QQ/010	BZE555
9.1	Understanding and Directing a Musical or Theatrical Performance	One	3	Optional	Y/103/7033	LE1/1/QQ/011	BZE556
9.1	Understanding the Social and Historical Development of Irish Traditional Dance Music	One	6	Optional	D/103/7034	LF3/1/QQ/001	BZE557
9.1	Understanding the Use of Digital Sampling Techniques for Composing and Producing Music	One	3	Optional	K/103/7036	LK1/1/QQ/003	BZE558
9.1	Using Acoustic Recording Techniques	One	6	Optional	H/103/7035	LK1/1/QQ/004	BZE559
9.1	Using Aural Skills in Music	One	3	Optional	M/103/7037	LF5/1/QQ/009	BZE560
9.1	Using the Internet as a Medium for Music	One	3	Optional	T/103/7038	LK1/1/QQ/005	BZE561
9.2	Developing Hand Knitting Skills	One	3	Optional	D/103/6286	JK6/1/QQ/003	BZC677

9.2	Garment Construction Skills – Making a Simple Kameez/Dress	One	3	Optional	H/103/6287	JK6/1/qq/004	BZC682
9.2	Garment Construction Skills – Making a Simple Skirt	One	3	Optional	K/103/6288	JK6/1/qq/005	BZC685
9.2	Garment Construction Skills – Making a Simple Top	One	3	Optional	M/103/6289	JK6/1/qq/006	BZC686
9.2	Garment Construction Skills – Making Simple Shalwar/Trousers	One	3	Optional	H/103/6290	JK6/1/qq/007	BZC687
9.2	Garment Construction Skills – Making Simple Shorts	One	3	Optional	K/103/6291	JK6/1/qq/008	BZC692
9.2	Garment Construction Skills – Sewing Garments	One	3	Optional	M/103/6292	JK6/1/qq/009	BZC693
9.2	Garment Pressing and Fusing Technology	One	6	Optional	T/103/6293	JK6/1/qq/010	BZC694
9.2	Industrial Fabric Printing	One	6	Optional	A/103/6294	JB8/1/qq/003	BZC695
9.2	Industrial Machine Knitting	One	6	Optional	F/103/6295	JK7/1/qq/001	BZC698
9.2	Industrial Screenprinting	One	6	Optional	J/103/6296	WH1/1/qq/001	BZC700
9.2	Industrial Sewing Machinery Use and Equipment	One	6	Optional	L/103/6297	WH4/1/qq/001	BZC701
9.2	Industrial Sewing Operations	One	6	Optional	R/103/6298	WH4/1/qq/002	BZC702
9.2	Industrial Textiles: Dyeing	One	3	Optional	Y/103/6299	WH1/1/qq/002	BZC703
9.2	Inspection of Finished Goods	One	6	Optional	F/103/6300	WB3/1/qq/001	BZC704
9.2	Knitting Garments	One	3	Optional	J/103/6301	JK7/1/qq/002	BZC705
9.2	Manufacturing Sewn Products	One	6	Optional	L/103/6302	WH4/1/qq/003	BZC706
9.2	Measuring and Cutting Skills for Garment Making	One	3	Optional	R/103/6303	JK1/1/qq/009	BZC707
9.2	Packing Assembled Garments	One	6	Optional	Y/103/6304	WB4/1/qq/001	BZC709

9.2	Preparation for Garment Assembly	One	6	Optional	D/103/6305	WH4/1/QQ/004	BZC710
9.2	Storage and Distribution of Assembled Garments	One	6	Optional	H/103/6306	WB4/1/QQ/002	BZC714
9.2	Supervising the Production of Garments	One	6	Optional	K/103/6307	AF8/1/QQ/001	BZC715
9.2	Using Commercial Patterns to Make a Garment	One	3	Optional	M/103/6308	WH1/1/QQ/003	BZC716
9.2	Using Pattern Drafting for Garment Making	One	3	Optional	T/103/6309	JK1/1/QQ/010	BZC717
9.2	Using Stitched Surface Decoration Techniques	One	3	Optional	K/103/6310	JK1/1/QQ/011	BZC718
9.2	Using Tools and Equipment for Garment Making	One	3	Optional	M/103/6311	JK6/1/QQ/011	BZC720
14.1 (FL)	Exploring Computers to Support Family Learning	One	2	Optional	D/103/0035	HF1/1/QQ/007	BSB883
14.1 (FL)	Making and Using Story Sacks for Family Learning	One	3	Optional	H/103/0036	HF1/1/QQ/008	BSB884
14.1 (FL)	Supporting Your Children in Family Learning	One	3	Optional	K/103/0037	HF1/1/QQ/009	BSB885
14.1 (FL)	Supporting Your Children's Literacy and Numeracy Development through Family Learning	One	3	Optional	M/103/0038	HF1/1/QQ/010	BSB887
14.2	Communication in the Workplace	One	3	Optional	T/103/0039	AF3/1/QQ/002	BSB888
14.2	Developing Customer Service Skills	One	3	Optional	K/103/0040	BA3/1/QQ/001	BSB889
14.2	Health and Safety Awareness in a Working Environment	One	1	Optional	M/103/0041	PL5/1/QQ/001	BSB890
14.2	Personal Career Planning	One	3	Optional	T/103/0042	HC1/1/QQ/005	BSB891

14.2	Personal Career Preparation	One	1	Optional	F/103/0044	HC1/1/QQ/006	BSB892
14.2	Preparation for Work	One	3	Optional	A/103/0043	HC4/1/QQ/012	BSB893
14.2	Preparing for a Recruitment Interview	One	3	Optional	J/103/0045	HC6/1/QQ/003	BSB894
14.2	Problem Solving in the Workplace	One	3	Optional	L/103/0046	AF7/1/QQ/002	BSB895
14.2	Recognising Employment Opportunities	One	1	Optional	R/103/0047	HC4/1/QQ/013	BSB896
14.2	Understanding Employment Rights, Contracts and Pay	One	3	Optional	Y/103/0048	AJ2/1/QQ/003	BSB897
14.2	Understanding Welfare at Work	One	3	Optional	D/103/0049	HE6/1/QQ/001	BSB898
14.2	Understanding Your Payslip	One	3	Optional	R/103/0050	AJ2/1/QQ/004	BSB899
14.2	Undertaking an Enterprise Project	One	3	Optional	Y/103/0051	AE4/1/QQ/001	BSB900
14.2	Work Experience	One	3	Optional	D/103/0052	HC4/1/QQ/011	BSB863
15.2	Developing Filing Skills	One	3	Optional	H/103/0053	AY4/1/QQ/001	BSB864
15.2	Using Faxes and Photocopiers	One	3	Optional	K/103/0054	AY8/1/QQ/001	BSB865
15.3	Understanding Budgetary Control within a Business Environment	One	3	Optional	M/103/0055	AK3/1/QQ/001	BSB866
15.3	Understanding Business Communication	One	3	Optional	T/103/0056	AF3/1/QQ/001	BSB867
15.3	Understanding Business Information for Managers	One	3	Optional	A/103/0057	AG1/1/QQ/003	BSB868
15.3	Understanding Business Meeting Techniques	One	3	Optional	F/103/0058	AF6/1/QQ/001	BSB869
15.3	Understanding Business Performance Management	One	3	Optional	J/103/0059	AG1/1/QQ/004	BSB870
15.3	Understanding Business Process Surveillance	One	2	Optional	A/103/0060	AG1/1/QQ/005	BSB871

15.3	Understanding Business Resources Management	One	3	Optional	F/103/0661	AK2/1/QQ/002	BSB872
15.3	Understanding Time Management in the Workplace	One	2	Optional	J/103/0062	AF2/1/QQ/001	BSB873

Level 1 ITQ Units (e-skills UK)

Sector	Unit Title	Level	Credit Value	Core or Optional	Accredited Unit Number	NOCN Unit Code	OPUS ID
6.2	Artwork and Imaging Software	One	4	Optional	H/501/2984	CQ5/1/QQ/009	BZW054
6.2	Database Software	One	4	Optional	F/501/2992	CP2/1/QQ/006	BZW056
6.2	Email	One	2	Optional	J/501/2993	CR3/1/QQ/008	BZW061
6.2	Evaluate the Impact of IT	One	2	Optional	L/501/2994	CN1/1/QQ/006	BZW062
6.2	Internet and Intranets	One	2	Optional	D/501/2997	CK8/1/QQ/006	BZW078
6.2	IT Maintenance for Users	One	2	Optional	Y/501/2996	CM2/1/QQ/003	BZW080
6.2	Operate a Computer	One	4	Optional	H/501/2998	CP1/1/QQ/006	BZW063
6.2	Presentation Software	One	4	Optional	K/501/2999	CQ5/1/QQ/010	BZW085
6.2	Select and Use ICT	One	6	Optional	R/501/2995	CN1/1/QQ/007	BZW064
6.2	Specialist or Bespoke Software	One	4	Optional	L/501/3000	CP4/1/QQ/003	BZW087
6.2	Spreadsheet Software	One	4	Optional	R/501/3001	CP3/1/QQ/006	BZW065
6.2	Use IT to Exchange Information	One	3	Optional	Y/501/3002	CR3/1/QQ/009	BZW066
6.2	Website Software	One	4	Optional	D/501/3003	CK8/1/QQ/007	BZW088
6.2	Word Processing Software	One	4	Optional	H/501/3004	CQ1/1/QQ/007	BZW072

NOCN Level 2 Award / Certificate / Diploma for Progression

Please note: ITQ units in Sector 6.2 are developed by e-skills and therefore included in a separate table at the end of the unit listing.

Sector	Unit Title	Level	10 Hour Credit Value	Core or Optional	Accredited Unit Number	NOCN Unit Code	OPUS ID
14.1.	Building a Personal Career Portfolio	Two	3	Core	J/103/0112	HC6/2/qq/003	BSB486
14.1.	Demonstrating Speaking and Listening	Two	3	Core	J/103/0109	HD3/2/qq/012	BSB487
14.1.	Developing a Personal Exercise Programme	Two	6	Core	A/103/0110	HJ5/2/qq/002	BSB489
14.1.	Developing and Using Research Skills	Two	3	Core	F/103/0111	HC7/2/qq/006	BSB490
14.1.	Developing Decision Making Skills	Two	1	Core	L/103/0113	AF7/2/qq/002	BSB491
14.1.	Developing Group and Teamwork Communication Skills	Two	3	Core	R/103/0114	AF4/2/qq/007	BSB493
14.1.	Developing Leadership Skills	Two	3	Core	D/103/0116	AF5/2/qq/002	BSB495
14.1.	Developing Negotiation Skills	Two	3	Core	Y/103/0115	AF4/2/qq/008	BSB500
14.1.	Developing own Interpersonal Skills	Two	3	Core	H/103/0117	HB7/2/qq/003	BSB503
14.1.	Developing Parenting Skills	Two	3	Core	K/103/0118	HF1/2/qq/005	BSB505
14.1.	Developing Personal Confidence and Self Awareness	Two	3	Core	M/103/0119	HB6/2/qq/002	BSB507
14.1.	Developing Personal Development Skills	Two	3	Core	H/103/0120	HB1/2/qq/006	BSB509
14.1.	Developing Personal Learning Skills	Two	6	Core	K/103/0121	HC7/2/qq/007	BSB510
14.1.	Developing Personal Study Skills	Two	6	Core	A/103/0124	HC7/2/qq/008	BSB512

14.1.	Developing Problem Solving Skills	Two	3	Core	M/103/0122	AF7/2/QQ/003	BSB515
14.1.	Developing Reading Strategies	Two	3	Core	T/103/0123	HD3/2/QQ/013	BSB587
14.1.	Developing Skills for Listening to Children	Two	3	Core	F/103/0125	PT2/2/QQ/005	BSB516
14.1.	Understanding Family Relationships	Two	3	Core	J/103/0126	PR4/2/QQ/009	BSC491
14.1.	Healthy Living	Two	3	Core	H/101/3687	HJ1/2/QQ/001	BRW442
14.1.	Improving Assertiveness and Decision Making Skills	Two	3	Core	L/103/0127	HB6/2/QQ/003	BSB517
14.1.	Improving Own Learning and Performance	Two	3	Core	Y/103/0129	HC7/2/QQ/009	BSB518
14.1.	Improving Punctuation and Grammar Skills	Two	3	Core	L/103/0130	HD3/2/QQ/014	BSB589
14.1.	Improving Spelling Skills	Two	3	Core	Y/103/0132	HD3/2/QQ/015	BSB592
14.1.	Improving Team Building Skills	Two	3	Core	R/103/0131	AF5/2/QQ/003	BSB519
14.1.	Introduction to Alcohol Awareness for the Individual	Two	3	Core	D/103/0133	HH3/2/QQ/001	BSB520
14.1.	Introduction to Drug Awareness	Two	3	Core	H/103/0134	HH3/2/QQ/002	BSB521
14.1.	Making Choices in Pursuit of Personal Goals	Two	3	Core	M/103/0136	HB1/2/QQ/007	BSB522
14.1.	Managing Your Own Learning	Two	3	Core	K/103/0135	HC7/2/QQ/010	BSB523
14.1.	Numeracy in Context – Planning a Mathematical Project	Two	3	Core	T/103/0137	HD4/2/QQ/008	BSB594
14.1.	Personal Budgeting and Money Management	Two	3	Core	A/103/0138	HE1/2/QQ/001	BSB525
14.1.	Recognising Issues of Substance Misuse	Two	1	Core	T/103/0140	HH3/2/QQ/003	BSB528

14.1.	Sex and Relationships Education	Two	3	Core	D/101/3686	PK8/2/QQ/002	BRW438
14.1.	Understanding Active Citizenship in the Local Community	Two	1	Core	F/103/0142	DE4/2/QQ/002	BSB529
14.1.	Understanding Aspects of Citizenship	Two	3	Core	L/103/0144	DE4/2/QQ/003	BSB531
14.1.	Understanding Changing Roles and Relationships in Adolescence	Two	3	Core	J/103/0143	HF1/2/QQ/006	BSB534
14.1.	Understanding Common Measures and Shape	Two	3	Core	R/103/0145	HD4/2/QQ/009	BSB599
14.1.	Understanding Data Handling and Probability	Two	3	Core	Y/103/0146	HD4/2/QQ/010	BSB602
14.1.	Understanding Diversity within Society	Two	3	Core	D/103/0147	FB1/2/QQ/002	BSB537
14.1.	Understanding Eating Disorders	Two	1	Core	H/103/0148	HH5/2/QQ/001	BSB539
14.1.	Understanding Equal Opportunities	Two	3	Core	K/103/0149	AJ2/2/QQ/007	BSB542
14.1.	Understanding Human Behaviour in Relationships	Two	3	Core	D/103/0150	HB7/2/QQ/004	BSB544
14.1.	Understanding Own Response to Body Image	Two	2	Core	H/103/0151	HB6/2/QQ/004	BSB555
14.1.	Understanding Prejudice and Discrimination	Two	3	Core	K/103/0152	AJ2/2/QQ/008	BSB557
14.1.	Understanding Rights and Responsibilities of Citizenship	Two	3	Core	M/103/0153	DE4/2/QQ/004	BSB559
14.1.	Understanding Shape Using Pythagoras and Trigonometry	Two	3	Core	T/103/0154	HD4/2/QQ/011	BSB604
14.1.	Understanding Social and Physical Aspects of Adult Relationships	Two	1	Core	A/103/0155	HJ1/2/QQ/002	BSB562

14.1.	Understanding Stress and Stress Management Techniques	Two	3	Core	F/103/0156	HB3/2/QQ/001	BSB564
14.1.	Understanding Team Motivation	Two	3	Core	J/103/0157	AF5/2/QQ/004	BSB568
14.1.	Understanding Young People, Law and Order	Two	3	Core	L/103/0158	HH4/2/QQ/001	BSB572
14.1.	Using Algebra and Graphs	Two	3	Core	R/103/0159	HD4/2/QQ/012	BSB609
14.1.	Using Calculations	Two	3	Core	J/103/0160	HD4/2/QQ/013	BSB612
14.1.	Using Spelling Rules and Strategies	Two	3	Core	A/103/0141	HD3/2/QQ/016	BSB596
14.1.	Using Teamwork Skills	Two	3	Core	L/103/0161	AF4/2/QQ/009	BSB577
14.1.	Using Writing for Meaning	Two	3	Core	R/103/0162	HD3/2/QQ/017	BSB615
1.3.	Developing Care Planning Skills for the Care Worker	Two	3	Optional	Y/103/0163	PT1/2/QQ/017	BSB497
1.3.	Developing Skills to Provide Personal Care in Care Settings	Two	3	Optional	D/103/0164	PT1/2/QQ/018	BSB498
1.3.	Planning and Cooking for a Healthy Lifestyle	Two	3	Optional	H/103/0165	NH2/2/QQ/003	BSB501
1.3.	Understanding Ageing and the Older Person	Two	3	Optional	K/103/0166	EE4/2/QQ/001	BSB502
1.3.	Understanding Continence Care	Two	3	Optional	M/103/0167	PT1/2/QQ/019	BSB504
1.3.	Understanding Counselling Theories	Two	3	Optional	T/103/0168	PS1/2/QQ/006	BSB506
1.3.	Understanding Disability, Society and the Law	Two	3	Optional	A/103/0169	KB6/2/QQ/004	BSB508
1.3.	Understanding Health Promotion in Care Settings	Two	3	Optional	M/103/0170	PA9/2/QQ/002	BSB511
1.3.	Understanding Hearing Impairment	Two	3	Optional	T/103/0171	KB6/2/QQ/005	BSB513
1.3.	Understanding Mental Health	Two	3	Optional	A/103/0172	PH4/2/QQ/001	BSB514

1.3.	Understanding Nutrition and Weight Management	Two	6	Optional	F/103/0173	NH2/2/QQ/004	BSB524
1.3.	Understanding Nutrition, Performance and Healthy Eating	Two	3	Optional	R/103/0176	NH2/2/QQ/005	BSB526
1.3.	Understanding Physical Disabilities	Two	3	Optional	J/103/0174	PT1/2/QQ/020	BSB527
1.3.	Understanding Record Keeping for the Care Worker	Two	3	Optional	L/103/0175	PA6/2/QQ/005	BSB535
1.3.	Understanding the Role of the Care Worker in Caring for the Person with Dementia	Two	3	Optional	Y/103/0177	PT1/2/QQ/021	BSB536
1.3.	Understanding the Role of the Care Worker in Time of Death	Two	3	Optional	D/103/0178	PT1/2/QQ/022	BSB541
1.3.	Understanding Visual Impairment	Two	3	Optional	H/103/0179	KB6/2/QQ/006	BSB546
1.5.	Understanding how to Care for Babies Under Twelve Months	Two	3	Optional	Y/103/0180	PT2/2/QQ/006	BSB548
1.5.	Understanding Child Protection Theory	Two	3	Optional	D/103/0181	PR4/2/QQ/008	BSB550
1.5.	Understanding Children's Social and Emotional Development	Two	3	Optional	H/103/0182	GA3/2/QQ/006	BSB553
1.5.	Understanding how Children Learn	Two	3	Optional	K/103/0183	GA3/2/QQ/007	BSB563
1.5.	Understanding how to Meet the Physical Needs of Children	Two	3	Optional	M/103/0184	PT2/2/QQ/007	BSB567
1.5.	Understanding Play for Early Learning	Two	6	Optional	T/103/0185	PT2/2/QQ/008	BSB571
1.5.	Understanding the Cognitive Development of Children	Two	3	Optional	A/103/0186	PT2/2/QQ/009	BSB576

1.5.	Understanding the Importance of Play	Two	3	Optional	J/103/0188	PT4/2/ QQ/002	BSB580
1.5.	Understanding the Intellectual and Language Development of Children Aged Birth to Eight Years	Two	3	Optional	F/103/0187	PT2/2/ QQ/010	BSB582
1.5.	Understanding the Language and Communication Development of Children	Two	6	Optional	L/103/0189	GA3/2/ QQ/008	BSB584
1.5.	Understanding the Physical Development of Children and Young People	Two	3	Optional	F/103/0190	PT2/2/ QQ/011	BSB588
1.5.	Understanding the Value of Food and Nutrition for Children and Young People	Two	3	Optional	J/103/0191	NH2/2/ QQ/006	BSB591
2.1.	Life Processes and Living Things	Two	3	Optional	A/502/3103	RA1/2/ QQ/003	CAF388
2.1.	Materials and their Properties	Two	3	Optional	F/502/3104	RA1/2/ QQ/004	CAF389
2.1.	Physical Processes	Two	3	Optional	J/502/3105	RA1/2/ QQ/005	CAF390
2.1.	The Investigative Process, Principles and Practical Skills	Two	3	Optional	L/502/3106	RA1/2/ QQ/006	CAF391
3.1.	Understanding how to Conserve Grass as Hay and Silage	Two	3	Optional	L/103/0192	SA1/2/ QQ/001	BSB488
3.1.	Understanding Grazing Systems	Two	3	Optional	R/103/0193	SA1/2/ QQ/002	BSB492
3.1.	Understanding the Establishment and Renovation of Grassland	Two	3	Optional	Y/103/0194	SD3/2/ QQ/005	BSB494
3.2.	Creating Alpine Rock Gardens	Two	3	Optional	D/103/0195	SE2/2/ QQ/010	BSB496
3.2.	Demonstrating Landscaping and Ornamental Planting	Two	3	Optional	H/103/0196	SE9/2/ QQ/001	BSB499

3.2.	Developing Plant Propagation Skills	Two	3	Optional	K/103/0197	SD7/2/QQ/002	BSB530
3.2.	Developing Practical Floristry Skills	Two	3	Optional	M/103/0198	SE7/2/QQ/002	BSB532
3.2.	Developing Skills in Garden Horticulture	Two	3	Optional	T/103/0199	SE2/2/QQ/011	BSB533
3.2.	Understanding the Process of Growing Fruit	Two	3	Optional	D/103/0200	SE2/2/QQ/012	BSB538
3.2.	Understanding how to Cultivate Herbs	Two	3	Optional	H/103/0201	SE2/2/QQ/013	BSB540
3.2.	Understanding how to Grow Fruit and Vegetables	Two	3	Optional	K/103/0202	SE2/2/QQ/014	BSB543
3.2.	Understanding how to Protect Crops	Two	3	Optional	M/103/0203	SD4/2/QQ/002	BSB545
3.2.	Understanding how to Select Plants	Two	3	Optional	T/103/0204	SE2/2/QQ/015	BSB547
3.2.	Understanding Organic Horticulture	Two	3	Optional	A/103/0205	SE3/2/QQ/002	BSB549
3.2.	Understanding Techniques used in Floristry	Two	3	Optional	F/103/0206	SE7/2/QQ/003	BSB551
3.2.	Understanding the Construction of Water Gardens	Two	2	Optional	J/103/0207	SE9/2/QQ/002	BSB552
3.4.	Understanding Ecology and Conservation	Two	6	Optional	L/103/0208	RH1/2/QQ/001	BSB565
5.2.	Developing Brickwork Bonding Skills	Two	3	Optional	R/103/0209	TG2/2/QQ/004	BSB569
5.2.	Developing Plastering Techniques	Two	3	Optional	K/103/0216	TG8/2/QQ/004	BSB600
5.2.	Developing Wallpapering Skills	Two	3	Optional	J/103/0210	TG8/2/QQ/003	BSB574
5.2.	Developing Woodwork Jointing Skills	Two	3	Optional	L/103/0211	TG7/2/QQ/004	BSB578
5.2.	Identifying Types of Timber Used for Construction	Two	3	Optional	R/103/0212	TG7/2/QQ/005	BSB586

5.2.	Understanding Domestic Plumbing Systems	Two	3	Optional	Y/103/0213	TH3/2/QQ/004	BSB593
5.2.	Understanding Valves, Taps and Cisterns in Domestic Plumbing	Two	3	Optional	D/103/0214	TH3/2/QQ/005	BSB595
5.2.	Use and Maintain Woodworking Tools	Two	3	Optional	H/103/0215	WK1/2/QQ/002	BSB597
7.4.	Baking Bread, Pastry, Cakes and Biscuits	Two	3	Optional	Y/103/0230	NE2/2/QQ/008	BSB635
7.4.	Cooking with Meat, Fish and Vegetables	Two	3	Optional	D/103/0231	NF2/2/QQ/001	BSB638
7.4.	Developing Cooking Skills	Two	3	Optional	H/103/0232	NF4/2/QQ/001	BSB640
7.4.	Developing Good Practice Skills for use in a Kitchen	Two	3	Optional	K/103/0233	NH3/2/QQ/002	BSB643
7.4.	Identifying and Using Grains, Pulses and Dairy Produce in Cooking	Two	3	Optional	M/103/0234	NF2/2/QQ/002	BSB646
7.4.	Understanding how to use Hotel Reservation Systems	Two	3	Optional	T/103/0235	ND3/2/QQ/001	BSB648
7.4.	Understanding Reception, Billing and Cashier Procedures for Front Office Staff	Two	3	Optional	A/103/0236	ND3/2/QQ/002	BSB651
7.4.	Understanding the Importance of Housekeeping in Hospitality	Two	3	Optional	F/103/0237	ND4/2/QQ/001	BSB654
8.1.	Taking Part in Sport for Personal Improvement	Two	3	Optional	J/103/0238	MA1/2/QQ/003	BSB608
8.1.	Understanding Careers in Leisure and Tourism	Two	3	Optional	L/103/0239	NL1/2/QQ/001	BSB611
8.1.	Understanding Personal Physical Fitness	Two	3	Optional	F/103/0240	HJ5/2/QQ/003	BSB616

8.1.	Understanding the Environmental Impact of Leisure and Tourism in the UK	Two	3	Optional	J/103/0241	QA1/2/QQ/002	BSB619
8.1.	Understanding the Leisure Industry	Two	3	Optional	L/103/0242	NL1/2/QQ/002	BSB622
8.2.	Understanding Airline and Airport Operations	Two	3	Optional	R/103/0243	ZR1/2/QQ/001	BSB630
8.2.	Understanding the Tourism Industry	Two	3	Optional	Y/103/0244	NK1/2/QQ/004	BSB637
8.2.	Understanding the Use of Technology in Travel and Tourism	Two	3	Optional	D/103/0245	NK1/2/QQ/005	BSB639
8.2.	Understanding the Work of a Resort Representative	Two	3	Optional	M/103/0248	NK2/2/QQ/017	BSB642
9.1	Developing Creative Writing Skills	Two	3	Optional	Y/103/7114	LF5/2/QQ/010	BZE562
9.1	Developing Djing Skills	Two	3	Optional	D/103/7115	LK4/2/QQ/001	BZE563
9.1	Developing Music Skills for Solo Performance	Two	6	Optional	H/103/7116	LF5/2/QQ/013	BZE564
9.1	Developing Musical Ensemble Skills	Two	6	Optional	K/103/7117	LH1/2/QQ/020	BZE565
9.1	Developing Oral Storytelling Skills for Performance	Two	3	Optional	M/103/7118	LC1/2/QQ/012	BZE576
9.1	Developing Performance Improvisation Techniques	Two	3	Optional	K/103/7120	LC4/2/QQ/003	BZE578
9.1	Developing Performance Planning Skills - Administrator	Two	9	Optional	T/103/7122	LC4/2/QQ/004	BZE580
9.1	Developing Performance Planning Skills - Designer	Two	9	Optional	F/103/7124	LE2/2/QQ/002	BZE581
9.1	Developing Performance Planning Skills - Director	Two	9	Optional	L/103/7126	LE1/2/QQ/008	BZE582

9.1	Developing Performance Planning Skills – Marketing/Publicity	Two	9	Optional	Y/103/7128	LE2/2/QQ/003	BZE591
9.1	Developing Performance Planning Skills - Performer	Two	9	Optional	D/103/7129	LC1/2/QQ/013	BZE634
9.1	Developing Performance Planning Skills – Stage Manager	Two	9	Optional	D/103/7132	LE1/2/QQ/009	BZE635
9.1	Developing Performance Planning Skills - Technician	Two	9	Optional	K/103/7134	LE1/2/QQ/010	BZE639
9.1	Developing Performance Planning Skills – Theatre in Education	Two	9	Optional	A/103/7137	LC5/2/QQ/002	BZE662
9.1	Developing Performance Realisation Skills - Administrator	Two	9	Optional	F/103/7138	LC4/2/QQ/005	BZE663
9.1	Developing Performance Realisation Skills - Designer	Two	9	Optional	J/103/7139	LE2/2/QQ/004	BZE664
9.1	Developing Performance Realisation Skills - Director	Two	9	Optional	J/103/7142	LE1/2/QQ/011	BZE665
9.1	Developing Performance Realisation Skills - Marketing/Publicity	Two	9	Optional	R/103/7144	LE2/2/QQ/005	BZE666
9.1	Developing Performance Realisation Skills - Performer	Two	9	Optional	Y/103/7145	LC1/2/QQ/014	BZE667
9.1	Developing Performance Realisation Skills – Stage Manager	Two	9	Optional	K/103/7148	LE1/2/QQ/012	BZE668
9.1	Developing Performance Realisation Skills - Technician	Two	9	Optional	M/103/7149	LE1/2/QQ/013	BZE671

9.1	Developing Performance Realisation Skills – Theatre in Education	Two	9	Optional	K/103/7151	LC5/2/qq/003	BZE672
9.1	Developing Production Rehearsal Process Skills - Administrator	Two	9	Optional	T/103/7153	LC4/2/qq/006	BZE673
9.1	Developing Production Rehearsal Process Skills - Designer	Two	9	Optional	L/103/7157	LE2/2/qq/006	BZE674
9.1	Developing Production Rehearsal Process Skills - Director	Two	9	Optional	R/103/7158	LE1/2/qq/014	BZE677
9.1	Developing Production Rehearsal Process Skills – Marketing/Publicity	Two	9	Optional	F/103/7169	LE2/2/qq/007	BZE685
9.1	Developing Production Rehearsal Process Skills - Performer	Two	9	Optional	T/103/7170	LC1/2/qq/015	BZE693
9.1	Developing Production Rehearsal Process Skills – Stage Manager	Two	9	Optional	A/103/7171	LE1/2/qq/015	BZE694
9.1	Developing Production Rehearsal Process Skills - Technician	Two	9	Optional	F/103/7172	LE1/2/qq/016	BZE695
9.1	Developing Production Rehearsal Process Skills – Theatre in Education	Two	9	Optional	R/103/7175	LC5/2/qq/004	BZE696
9.1	Developing Rehearsal Skills	Two	3	Optional	Y/103/7176	LC4/2/qq/007	BZE697
9.1	Developing Song Writing Skills	Two	6	Optional	D/103/7177	LF5/2/qq/014	BZE698

9.1	Developing Sound and Audio Production Skills	Two	3	Optional	H/103/7178	LK1/2/qq/001	BZE699
9.1	Developing Technical Skills for Performance in the Arts	Two	3	Optional	D/103/7180	LC4/2/qq/008	BZE703
9.1	Identifying Characteristics of Music	Two	6	Optional	K/103/7179	LF4/2/qq/004	BZE711
9.1	Introduction to Composing Music	Two	9	Optional	H/103/7181	LF5/2/qq/015	BZE730
9.1	Performing Irish Traditional Dance Music	Two	9	Optional	K/103/7182	LG2/2/qq/001	BZE731
9.1	Performing Physical Theatre	Two	3	Optional	T/103/7184	LC1/2/qq/016	BZE732
9.1	The Theory of Music	Two	6	Optional	M/103/7183	LF4/2/qq/005	BZE736
9.1	Understanding and Applying Technical Theatre Skills	Two	3	Optional	F/103/7186	LE2/2/qq/008	BZE742
9.1	Understanding and Directing a Musical or Theatrical Performance	Two	3	Optional	J/103/7187	LE1/2/qq/017	BZE886
9.1	Understanding and Using Sequencing Technology in Composition	Two	3	Optional	J/103/7190	LK1/2/qq/002	BZE747
9.1	Performing Irish Traditional Dance Music	Two	9	Optional	K/103/7182	LG2/2/qq/001	BZE731
9.1	Performing Physical Theatre	Two	3	Optional	T/103/7184	LC1/2/qq/016	BZE732
9.1	Understanding and Using the Internet for Music Promotion	Two	3	Optional	L/103/7191	LK1/2/qq/003	BZE749
9.1	Understanding Contemporary Popular Music Styles	Two	6	Optional	D/103/7194	LG8/2/qq/006	BZE750
9.1	Understanding Musical Instruments and their Sounds	Two	6	Optional	A/103/7204	LF4/2/qq/009	BZE887

9.1	Understanding the Psychology of Music	Two	6	Optional	K/103/7196	LF4/2/QQ/006	BZE751
9.1	Understanding the Social and Historical Development of Irish Traditional Dance Music	Two	6	Optional	M/103/7197	LF3/2/QQ/003	BZE752
9.1	Understanding the Social Psychology of Music	Two	6	Optional	T/103/7198	LF4/2/QQ/007	BZE753
9.1	Understanding the Social Psychology of Music and the Individual	Two	6	Optional	A/103/7199	LF4/2/QQ/008	BZE754
9.1	Understanding the Use of Digital Sampling Techniques for Composing and Producing Music	Two	6	Optional	K/103/7201	LK1/2/QQ/004	BZE755
9.1	Understanding the Use of Music for Commerce	Two	6	Optional	H/103/7200	LK3/2/QQ/001	BZE756
9.1	Using Acoustic Recording Techniques	Two	6	Optional	T/103/7203	LK1/2/QQ/005	BZE757
9.1	Using Aural Skills in Music	Two	3	Optional	M/103/7202	LF5/2/QQ/016	BZE758
9.2	Developing Garment Construction Skills – Children’s Wear	Two	3	Optional	H/103/6354	JK6/2/QQ/001	BZC724
9.2	Developing Garment Construction Skills – Chinese Style Dress or Jacket	Two	3	Optional	T/103/6357	JK6/2/QQ/002	BZC729
9.2	Developing Garment Construction Skills – Choli Blouse	Two	3	Optional	A/103/6358	JK6/2/QQ/003	BZC731
9.2	Developing Garment Construction Skills – Contemporary Dress/Jacket/Shirt/Trousers or Skirt	Two	3	Optional	F/103/6362	JK6/2/QQ/004	BZC732

9.2	Developing Garment Construction Skills – Kameez	Two	3	Optional	D/103/6370	JK/6/2/qq/005	BZC733
9.2	Developing Garment Construction Skills – Lahnga Skirt	Two	3	Optional	Y/103/6366	JK/6/2/qq/006	BZC735
9.2	Developing Garment Construction Skills – Childrens Wear	Two	3	Optional	J/103/6377	JK/6/2/qq/007	BZC736
9.2	Using Garment Construction Skills - Chinese Style Dress or Jacket	Two	3	Optional	R/103/6379	JK6/2/qq/008	BZC737
9.2	Using Garment Construction Skills – Choli Blouse	Two	3	Optional	R/103/6382	JK6/2/qq/009	BZC738
9.2	Using Garment Construction Skills – Contemporary Dress/Jacket/Shirt/Trousers or Skirt	Two	3	Option	K/103/6386	JK6/2/qq/010	BZC739
9.2	Using Garment Construction Skills - Kameez	Two	3	Optional	M/103/6387	JK6/2/qq/011	BZC740
9.2	Using Garment Construction Skills - Lahnga Skirt	Two	3	Optional	T/103/6388	JK6/2/qq/012	BZC741
14.1.	Exploring Computers to Support Family Learning	Two	2	Optional	H/103/0246	HF1/2/qq/007	BSB645
14.1.	Making and Using Story Sacks for Family Learning	Two	3	Optional	K/103/0247	HF1/2/qq/008	BSB649
14.1.	Supporting Your Children in Family Learning	Two	3	Optional	T/103/0249	HF1/2/qq/009	BSB652
14.1.	Supporting Your Children’s Literacy and Numeracy Development through Family Learning	Two	2	Optional	K/103/0250	HF1/2/qq/010	BSB655
14.2.	Adapting to Change at Work	Two	3	Optional	M/103/0251	HC4/2/qq/003	BSB621
14.2.	Communication in the Workplace	Two	3	Optional	F/103/0254	AF3/2/qq/082	BSB629

14.2.	Developing Customer Service Skills	Two	3	Optional	J/103/0255	BA3/2/QQ/004	BSB633
14.2.	Personal Career Planning	Two	3	Optional	T/103/0252	HC1/2/QQ/004	BSB625
14.2.	Personal Career Preparation	Two	1	Optional	A/103/0253	HC1/2/QQ/005	BSB627
14.2.	Preparation for Work	Two	3	Optional	R/103/0257	HC4/2/QQ/004	BSB641
14.2.	Preparing for a Recruitment Interview	Two	2	Optional	D/103/0259	HC6/2/QQ/004	BSB644
14.2.	Problem Solving in the Workplace	Two	3	Optional	Y/103/0258	AF7/2/QQ/004	BSB647
14.2.	Recognising Employment Opportunities	Two	1	Optional	R/103/0260	HC4/2/QQ/005	BSB650
14.2.	Understanding Employment Rights and Responsibilities	Two	6	Optional	L/103/0256	HE6/2/QQ/001	BSB636
14.2.	Understanding Employment Rights, Contracts and Pay	Two	3	Optional	Y/103/0261	AJ2/2/QQ/009	BSB653
14.2.	Understanding Welfare at Work	Two	3	Optional	K/103/0264	HE6/2/QQ/002	BSB656
14.2.	Undertaking an Enterprise Project	Two	3	Optional	D/103/0262	AE4/2/QQ/007	BSB658
14.2.	Work Experience	Two	3	Optional	H/103/0263	HC4/2/QQ/006	BSB661
15.2.	Developing Communication Skills for Business	Two	3	Optional	M/103/0265	AF3/2/QQ/083	BSB659
15.3.	Understanding Business Organisation Structures	Two	2	Optional	T/103/0266	AA3/2/QQ/008	BSB701
15.3.	Understanding Business Organisations	Two	3	Optional	A/103/0267	AA3/2/QQ/006	BSB657
15.3.	Understanding the External Environment for Business	Two	3	Optional	F/103/0268	AA3/2/QQ/007	BSB660
15.4.	Understanding the Marketing Environment	Two	3	Optional	J/103/0269	BA1/2/QQ/005	BSB662

Level 2 ITQ Units (e-skills UK)

Sector	Unit Title	Level	Credit Value	Core or Optional	Accredited Unit Number	NOCN Unit Code	OPUS ID
6.2	Artwork and Imaging Software	Two	6	Optional	K/501/3005	CQ5/2/QQ/010	BZW103
6.2	Database Software	Two	6	Optional	H/501/3018	CP2/2/QQ/005	BZW090
6.2	Email	Two	4	Optional	M/501/3006	CR3/2/QQ/008	BZW094
6.2	Evaluate the Impact of IT	Two	4	Optional	T/501/3007	CN1/2/QQ/003	BZW097
6.2	Internet and Intranets	Two	4	Optional	A/501/3008	CK8/2/QQ/005	BZW101
6.2	IT Maintenance for Users	Two	4	Optional	F/501/3009	CM2/2/QQ/002	BZW099
6.2	Operate a Computer	Two	6	Optional	T/501/3010	CP1/2/QQ/008	BZW102
6.2	Presentation Software	Two	6	Optional	A/501/3011	CQ5/2/QQ/009	BZW096
6.2	Select and Use ICT	Two	8	Optional	F/501/3012	CN1/2/QQ/004	BZW106
6.2	Specialist or Bespoke Software	Two	6	Optional	J/501/3013	CP4/2/QQ/002	BZW095
6.2	Spreadsheet Software	Two	6	Optional	L/501/3014	CP3/2/QQ/005	BZW108
6.2	Use IT to Exchange Information	Two	4	Optional	R/501/3015	CR3/2/QQ/009	BZW107
6.2	Website Software	Two	6	Optional	Y/501/3016	CK8/2/QQ/004	BZW093
6.2	Word Processing Software	Two	6	Optional	D/501/3017	CQ1/2/QQ/005	BZW105

NOCN Level 3 Award / Certificate for Progression

Please note: ITQ units in Sector 6.2 are developed by e-skills and therefore included in a separate table at the end of the unit listing.

Sector	Unit Title	Level	10 Hour Credit Value	Core or Optional	Accredited Unit Number	NOCN Unit Code	OPUS ID
14.1	Building a Personal Career Portfolio	Three	3	Core	L/102/9608	HC6/3/QQ/003	BSA293
14.1	Developing and Using Research Skills	Three	6	Core	R/102/9609	HC7/3/QQ/026	BSA294
14.1	Developing Leadership Skills	Three	3	Core	J/102/9610	AF5/3/QQ/006	BSA623
14.1	Developing Own Interpersonal Skills	Three	3	Core	L/102/9611	HB7/3/QQ/011	BSA626
14.1	Developing Personal Study Skills	Three	6	Core	R/102/9612	HC7/3/QQ/027	BSA296
14.1	Developing Presentation Skills	Three	3	Core	Y/102/9613	AF3/3/QQ/006	BSA628
14.1	Developing Problem Solving Skills	Three	3	Core	D/102/9614	AF7/3/QQ/003	BSA630
14.1	Improving Own Learning and Performance	Three	3	Core	H/102/9615	HC7/3/QQ/028	BSA297
14.1	Managing Your Own Learning	Three	3	Core	K/102/9616	HC7/3/QQ/029	BSA632
14.1	Theory of Team Building Skills	Three	3	Core	M/102/9617	AF5/3/QQ/007	BSA635
14.1	Understanding Active Citizenship in the Local Community	Three	1	Core	T/102/9618	DE4/3/QQ/002	BSA637
14.1	Understanding Social and Physical Aspects of Adult Relationships	Three	1	Core	A/102/9619	HJ1/3/QQ/001	BSA639
14.1	Understanding Stress and Stress Management Techniques	Three	6	Core	M/102/9620	HB3/3/QQ/001	BSA640
14.1	Using Teamwork Skills	Three	3	Core	T/102/9621	AF4/3/QQ/021	BSA642
1.3	Understanding Counselling Theories	Three	3	Optional	A/102/9622	PS1/3/QQ/001	BSA644

1.3	Understanding Nutrition and Healthy Eating	Three	3	Optional	F/102/9623	NH2/3/qq/001	BSA647
1.5	Understanding Child Protection Theory	Three	3	Optional	J/102/9624	PR4/3/qq/013	BSA648
1.5	Understanding How to Encourage Interaction and Play for Children Birth to Three Years	Three	6	Optional	L/102/9625	PT4/3/qq/001	BSA650
1.5	Understanding Play and Child Development	Three	3	Optional	R/102/9626	PT4/3/qq/002	BSA651
1.5	Understanding Play for Children Birth to Three Years	Three	3	Optional	Y/102/9627	PT4/3/qq/003	BSA652
1.5	Understanding Play for Early Learning in a Childcare Setting	Three	6	Optional	D/102/9628	PT2/3/qq/004	BSA653
1.5	Understanding Spoken Language and Communication Difficulties in Children	Three	6	Optional	H/102/9629	PT2/3/qq/005	BSA654
1.5	Understanding the Intellectual and Language Development of Children Birth to Eight Years	Three	3	Optional	D/102/9631	PT2/3/qq/006	BSA655
1.5	Understanding the Principles of Childcare Practice	Three	6	Optional	Y/102/9630	PT2/3/qq/007	BSA657
1.5	Understanding the Promotion of Physical Development of Children and Young People	Three	3	Optional	H/102/9632	PT2/3/qq/008	BSA659
8.1	Understanding Sports Coaching Skills	Three	6	Optional	K/102/9633	MA4/3/qq/003	BSA660
9.1	Appreciation of the History of Music	Three	6	Optional	H/102/9677	LF3/3/qq/005	BSA662
9.1	Developing an Understanding of Music Harmony	Three	9	Optional	L/102/9656	LF5/3/qq/018	BSA667
9.1	Developing Concert Organisation Skills	Three	9	Optional	A/102/9636	LK3/3/qq/001	BSA669

9.1	Developing Creative Writing Skills	Three	3	Optional	L/102/9639	KC3/3/QQ/002	BSA670
9.1	Developing DJing Skills	Three	3	Optional	F/102/9640	LK4/3/QQ/001	BSA671
9.1	Developing Multi-track Recording Techniques	Three	6	Optional	J/102/9641	LK1/3/QQ/001	BSA672
9.1	Developing Music Skills for Solo Performance	Three	6	Optional	L/102/9642	LF1/3/QQ/023	BSA673
9.1	Developing Musical Ensemble Skills	Three	6	Optional	R/102/9657	LH1/3/QQ/036	BSA674
9.1	Developing Oral Storytelling Skills for Performance	Three	3	Optional	Y/102/9658	KB3/3/QQ/002	BSA714
9.1	Developing Performance Improvisation Techniques	Three	3	Optional	D/102/9659	LC4/3/QQ/002	BSA718
9.1	Developing Performance Planning Skills (Administrator)	Three	9	Optional	R/102/9660	NN7/3/QQ/005	BSA721
9.1	Developing Performance Planning Skills (Designer)	Three	9	Optional	Y/102/9661	LE2/3/QQ/007	BSA726
9.1	Developing Performance Planning Skills (Director)	Three	9	Optional	D/102/9662	LC7/3/QQ/007	BSA740
9.1	Developing Performance Planning Skills (Marketing/Publicity)	Three	9	Optional	H/102/9663	BA7/3/QQ/005	BSA741
9.1	Developing Performance Planning Skills (Performer)	Three	9	Optional	K/102/9664	LC1/3/QQ/018	BSA743
9.1	Developing Performance Planning Skills (Stage Manager)	Three	9	Optional	M/102/9665	LE1/3/QQ/012	BSA745
9.1	Developing Performance Planning Skills (Technician)	Three	9	Optional	T/102/9666	LE3/3/QQ/001	BSA754

9.1	Developing Performance Planning Skills (Theatre in Education)	Three	9	Optional	A/102/9667	LC5/3/qq/004	BSA764
9.1	Developing Performance Realisation Skills (Administrator)	Three	9	Optional	F/102/9668	NN7/3/qq/006	BSA769
9.1	Developing Performance Realisation Skills (Designer)	Three	9	Optional	J/102/9669	LE2/3/qq/008	BSA771
9.1	Developing Performance Realisation Skills (Director)	Three	9	Optional	A/102/9670	LC7/3/qq/008	BSA773
9.1	Developing Performance Realisation Skills (Marketing/Publicity)	Three	9	Optional	F/102/9671	BA7/3/qq/006	BSA776
9.1	Developing Performance Realisation Skills (Performer)	Three	9	Optional	J/102/9672	LC1/3/qq/019	BSA777
9.1	Developing Performance Realisation Skills (Stage Manager)	Three	9	Optional	L/102/9673	LE1/3/qq/013	BSA780
9.1	Developing Performance Realisation Skills (Technician)	Three	9	Optional	R/102/9674	LE3/3/qq/002	BSA782
9.1	Developing Performance Realisation Skills (Theatre in Education)	Three	9	Optional	Y/102/9675	LC5/3/qq/005	BSA783
9.1	Developing Production Rehearsal Process Skills (Administrator)	Three	9	Optional	M/102/9679	NN7/3/qq/007	BSA787
9.1	Developing Production Rehearsal Process Skills (Designer)	Three	9	Optional	H/102/9680	LE2/3/qq/009	BSA793
9.1	Developing Production Rehearsal Process Skills (Director)	Three	9	Optional	K/102/9681	LC7/3/qq/009	BSA790

9.1	Developing Production Rehearsal Process Skills (Marketing/Publicity)	Three	9	Optional	M/102/9682	BA7/3/QQ/007	BSA806
9.1	Developing Production Rehearsal Process Skills (Performer)	Three	9	Optional	T/102/9683	LC1/3/QQ/020	BSA808
9.1	Developing Production Rehearsal Process Skills (Stage Manager)	Three	9	Optional	A/102/9684	LE1/3/QQ/014	BSA809
9.1	Developing Production Rehearsal Process Skills (Technician)	Three	9	Optional	F/102/9685	LE3/3/QQ/003	BSA810
9.1	Developing Production Rehearsal Process Skills (Theatre in Education)	Three	9	Optional	J/102/9686	LC5/3/QQ/006	BSA811
9.1	Developing Rehearsal Skills	Three	3	Optional	R/102/9643	LH1/3/QQ/037	BSA818
9.1	Developing Song Writing Skills	Three	6	Optional	R/102/9691	LF5/3/QQ/019	BSA820
9.1	Developing Sound and Audio Production Skills	Three	3	Optional	Y/102/9644	LK1/3/QQ/003	BSA823
9.1	Developing Studio Mixing Techniques	Three	6	Optional	D/102/9645	LK1/3/QQ/004	BSA825
9.1	Developing Studio Post Production Techniques	Three	3	Optional	H/102/9646	LK1/3/QQ/005	BSA827
9.1	Developing Technical Skills for Performance in the Arts	Three	3	Optional	K/102/9647	LC1/3/QQ/021	BSA837
9.1	Developing Techniques of Live Sound Engineering	Three	6	Optional	Y/102/9689	LK1/3/QQ/006	BSA838
9.1	Introduction to Composing Music	Three	9	Optional	T/102/9635	LF5/3/QQ/020	BSA841
9.1	Introduction to Conducting Music	Three	3	Optional	F/102/9637	LH2/3/QQ/001	BSA844
9.1	Performing Irish Traditional Dance Music	Three	9	Optional	D/102/9676	LG2/3/QQ/001	BSA847
9.1	Performing Physical Theatre	Three	3	Optional	L/102/9687	LC1/3/QQ/022	BSA849

9.1	Setting up a PA System	Three	6	Optional	L/102/9690	LK1/3/QQ/007	BSA850
9.1	Sound Checking a Band	Three	6	Optional	D/102/9693	LK1/3/QQ/008	BSA851
9.1	The Theory of Music	Three	6	Optional	H/102/9694	LF1/3/QQ/025	BSA852
9.1	Understanding and Applying Technical Theatre Skills	Three	3	Optional	K/102/9695	LE1/3/QQ/015	BSA860
9.1	Understanding and Composing Atonal, Aleatoric and Avant-Garde Music	Three	9	Optional	M/102/9696	LF1/3/QQ/026	BSA861
9.1	Understanding and Directing a Musical or Theatrical Performance	Three	3	Optional	M/102/9648	LC7/3/QQ/010	BSA863
9.1	Understanding and Using Different Languages in Singing (English)	Three	6	Optional	T/102/9649	LH3/3/QQ/016	BSA864
9.1	Understanding and Using Different Languages in Singing (French)	Three	6	Optional	K/102/9650	LH3/3/QQ/017	BSA865
9.1	Understanding and Using Different Languages in Singing (German)	Three	6	Optional	M/102/9651	LH3/3/QQ/018	BSA866
9.1	Understanding and Using Different Languages in Singing (Italian)	Three	6	Optional	T/102/9652	LH3/3/QQ/019	BSA867
9.1	Understanding and Using Different Languages in Singing (Latin)	Three	6	Optional	A/102/9653	LH3/3/QQ/020	BSA868
9.1	Understanding and Using Sequencing Technology in Composition	Three	3	Optional	H/102/9713	LK2/3/QQ/002	BSA870
9.1	Understanding and Using the Internet for Music Promotion	Three	6	Optional	A/102/9698	LK3/3/QQ/002	BSA871
9.1	Understanding Business Planning in the Music Industry	Three	6	Optional	T/102/9697	LK3/3/QQ/003	BSA872

9.1	Understanding CD Production, Promotion and Distribution in the Music Business	Three	6	Optional	M/102/9634	LK3/3/QQ/004	BSA873
9.1	Understanding Community Music and Disability	Three	3	Optional	F/102/9699	KB6/3/QQ/005	BSA874
9.1	Understanding Contemporary Popular Music Styles	Three	6	Optional	K/102/9700	LG8/3/QQ/020	BSA875
9.1	Understanding Copyrighting of Intellectual Property in the Music Business	Three	6	Optional	J/102/9638	LK3/3/QQ/005	BSA876
9.1	Understanding How to Develop a Musical Arts Community Project	Three	6	Optional	M/102/9701	NN1/3/QQ/001	BSA877
9.1	Understanding how to lead a Community Musical Workshop	Three	6	Optional	F/102/9654	NN1/3/QQ/002	BSA878
9.1	Understanding how to Manage a Musical Tour or Exchange	Three	6	Optional	J/102/9655	NN1/3/QQ/003	BSA880
9.1	Understanding how to Prepare for a Musical Tour or Exchange	Three	9	Optional	K/102/9678	NN1/3/QQ/004	BSA881
9.1	Understanding How to Secure Funding for a Musical Arts Community Project	Three	3	Optional	T/102/9702	NN1/3/QQ/005	BSA884
9.1	Understanding Musical Arts in the Community	Three	6	Optional	A/102/9703	NN1/3/QQ/006	BSA886
9.1	Understanding Musical Instruments and their Sounds	Three	6	Optional	Y/102/9692	LJ1/3/QQ/001	BSA888
9.1	Understanding Promotional Liaison in the Music Business	Three	3	Optional	R/102/9688	LK3/3/QQ/006	BSA890

9.1	Understanding the History and Development of Community Musical Arts	Three	6	Optional	F/102/9704	JA5/3/QQ/016	BSA891
9.1	Understanding the Physics of Music	Three	6	Optional	J/102/9705	RC2/3/QQ/001	BSA892
9.1	Understanding the Psychology of Music	Three	6	Optional	L/102/9706	PK1/3/QQ/001	BSA893
9.1	Understanding the Social and Historical Development of Irish Traditional Dance Music	Three	6	Optional	R/102/9707	LG2/3/QQ/002	BSA894
9.1	Understanding the Social Psychology of Music	Three	6	Optional	Y/102/9708	PK8/3/QQ/003	BSA895
9.1	Understanding the Social Psychology of Music and the Individual	Three	6	Optional	D/102/9709	PK8/3/QQ/002	BSA766
9.1	Understanding the use of Digital Sampling Techniques for Composing and Producing Music	Three	6	Optional	D/102/9712	LK2/3/QQ/001	BSA781
9.1	Understanding the Use of Technology within the Music Studio	Three	9	Optional	R/102/9710	LK1/3/QQ/002	BSA784
9.1	Using Aural Skills in Music	Three	6	Optional	Y/102/9711	LF1/3/QQ/024	BSA786
9.3	Developing Radio Interview Techniques	Three	3	Optional	K/102/9714	KD5/3/QQ/004	BSA792
9.3	Developing Radio Production Skills	Three	3	Optional	M/102/9715	KJ2/3/QQ/002	BSA794
9.3	Developing Video and Film Production Skills	Three	3	Optional	T/102/9716	KJ2/3/QQ/003	BSA795
9.3	Understanding how to Make a Radio Discussion Programme	Three	2	Optional	A/102/9717	KD5/3/QQ/005	BSA796
9.3	Understanding how to Make a Radio Documentary Programme	Three	2	Optional	F/102/9718	KD5/3/QQ/006	BSA798

9.3	Understanding how to Make a Radio Magazine Programme	Three	2	Optional	J/102/9719	KD5/3/QQ/007	BSA799
9.3	Understanding how to Make a Radio News Programme	Three	2	Optional	A/102/9720	KD5/3/QQ/008	BSA800
9.3	Understanding Radio Broadcast Technologies	Three	9	Optional	F/102/9721	KJ2/3/QQ/004	BSA801
9.3	Understanding Radio Journalism	Three	6	Optional	J/102/9722	KD5/3/QQ/009	BSA802
9.3	Understanding Radio Production Editing Techniques	Three	2	Optional	L/102/9723	KJ2/3/QQ/005	BSA804
9.3	Understanding the use of Sound for the Moving Image	Three	6	Optional	R/102/9724	KJ2/3/QQ/006	BSA805
9.4	Understanding how to Publish a Pamphlet	Three	3	Optional	Y/102/9725	KH1/3/QQ/004	BSA807
14.2	Adapting to Change at Work	Three	3	Optional	D/102/9726	HC4/3/QQ/002	BSA815
14.2	Communication in the Workplace	Three	3	Optional	H/102/9727	AF3/3/QQ/007	BSA822
14.2	Personal Career Planning	Three	3	Optional	K/102/9728	HC1/3/QQ/004	BSA829
14.2	Personal Career Preparation	Three	1	Optional	M/102/9729	HC1/3/QQ/005	BSA833
14.2	Problem Solving in the Workplace	Three	3	Optional	H/102/9730	AF7/3/QQ/004	BSA834
14.2	Recognising Employment Opportunities	Three	1	Optional	K/102/9731	HC4/3/QQ/003	BSA839
14.2	Understanding Employment Rights, Contracts and Pay	Three	3	Optional	M/102/9732	AJ2/3/QQ/003	BSA842
14.2	Undertaking an Enterprise Project	Three	6	Optional	T/102/9733	AE4/3/QQ/012	BSA845
14.2	Work Experience	Three	3	Optional	A/102/9734	HC4/3/QQ/004	BSA848

Level 3 ITQ Units (e-skills UK)

Sector	Unit Title	Level	Credit Value	Core or Optional	Accredited Unit Number	NOCN Unit Code	OPUS ID
6.2	Artwork and Imaging Software	Three	10	Optional	K/501/3019	CQ5/3/QQ/004	BZW068
6.2	Database Software	Three	10	Optional	D/501/3020	CP2/3/QQ/002	BZW074
6.2	Email	Three	6	Optional	H/501/3021	CR3/3/QQ/003	BZW076

6.2	Internet and Intranets	Three	6	Optional	K/501/3022	CR5/3/QQ/002	BZW077
6.2	IT Maintenance for Users	Three	6	Optional	M/501/3023	CM2/3/QQ/002	BZW079
6.2	Operate a Computer	Three	8	Optional	T/501/3024	CP1/3/QQ/002	BZW081
6.2	Presentation Software	Three	8	Optional	A/501/3025	CQ5/3/QQ/005	BZW082
6.2	Select and Use ICT	Three	10	Optional	F/501/3026	CN1/3/QQ/002	BZW083
6.2	Specialist or Bespoke Software	Three	8	Optional	J/501/3027	CP4/3/QQ/002	BZW084
6.2	Spreadsheet Software	Three	8	Optional	L/501/3028	CP3/3/QQ/003	BZW086
6.2	Use IT to Exchange Information	Three	6	Optional	R/501/3029	CR3/3/QQ/004	BZW089
6.2	Website Software	Three	10	Optional	J/501/3030	CK8/3/QQ/002	BZW091
6.2	Word Processing Software	Three	8	Optional	L/501/3031	CQ1/3/QQ/003	BZW092

5. How the Qualification will be assessed

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 is therefore:

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

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 of assessment tasks for regional 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.

Recording Achievement

To record a learner's performance in each unit you may use the forms provided in the NOCN Handbook. The form/s should record the learner's performance against the unit assessment criteria evidenced by the task.

Assessment Summary

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

6. Offering the qualification

Centres wishing to offer the NOCN Progression Qualifications or units of the qualifications should in the first instance contact their 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 the qualifications, including approval, registration of learners, verification, 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 and wish to offer these qualifications to learners there are three steps to follow:

- | | |
|---------|---|
| Step 1. | Contact your OCN 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

Your OCN will provide ongoing support and advice on the use of NOCN credit and qualifications including the requirements for assessment.

Approval should always take place through the normal OCN processes and will be explicitly recorded.

All Centres approved to offer NOCN qualifications will be allocated a unique NOCN Centre Number.

Each Centre should identify a Centre Officer who will be responsible for NOCN qualifications within the Centre.

The Centre Officer must ensure all procedures detailed in the NOCN Handbook operate effectively in the Centre.

The Centre Officer is the person responsible for confirming and ensuring that the Centre meets all the NOCN requirements for Centre Approval.

The Centre Officer is responsible for ensuring all relevant NOCN documentation is distributed as required within the Centre.

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

7. How is the qualification quality assured?

General Information

All providers wishing to deliver these 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 OCN will provide guidance and give support in enabling you to deliver 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 in the NOCN Handbook.

Standardisation

NOCN will undertake a process of standardisation annually. Units from these qualifications will be selected for standardisation and OCNs will collect assessment materials from Centres each year. OCNs will notify Centres on an annual basis of the required sample and materials for national 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 qualification and assessment of units.

Entry Level Progression Qualifications

Accreditation start date: 1st April 2005
Accreditation end date: 31st August 2009
Certification end date: 31st August 2010

Level 1 Progression Qualifications

Accreditation start date: 1st April 2005
Accreditation end date: 31st August 2009
Certification end date: 31st August 2010

Level 2 Progression Qualifications

Accreditation start date: 1st April 2005
Accreditation end date: 31st August 2009
Certification end date: 31st August 2011

Level 3 Progression Qualifications

Accreditation start date: 1st March 2005
Accreditation end date: 31st August 2009
Certification end date: 31st August 2012

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