



PART OF **nocn** GROUP

# QUALIFICATION SPECIFICATION

## NOCN\_Cskills Awards Level 3 Diploma in Shopfitting Bench Joinery

Qualification No: **500/4049/2**

### Operational Start Date

1<sup>st</sup> August 2008

### Version

1.2 – September 2022

### To know more about NOCN:

- Visit the NOCN website: [www.nocn.org.uk](http://www.nocn.org.uk)
- Call the Customer Service Team: 0300 999 1177

## Introduction

**NOCN** is a market-leading awarding organisation that has been providing qualifications for a wide range of centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our centres and learners.

As an accredited Leader in Diversity, we are proud of our reputation as a provider of fully accessible trusted and flexible qualifications.

## About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE Colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website:

<https://www.nocn.org.uk/>

## Qualification at a Glance

Title	Size
NOCN_Cskills Awards Level 3 Diploma in Shopfitting Bench Joinery	Credit: 143 GLH: 1015 TQT: 1430
Purpose	Target Audience
The purpose of this qualification is to enables you, the learner, to demonstrate and recognise your skills, knowledge and understanding so you can progress onto further training at level 3 or on successfully completion of the level 2 progress into a job role in the workplace.	This Level 3 qualification is primarily for 16 -18 & 19+ learners who want to continue their education and develop their skills for progression to employment or to further learning.
Content Overview	Entry Requirements
This Level 3 Diploma qualification provides the learner, to demonstrate and recognise their skills, knowledge and understanding so you can work as a Shopfitter within the construction industry. You will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for your occupational area.	There are no formal entry requirements for learners undertaking this qualification. The qualification can be undertaken without any previous training or qualifications in this subject area. You do not need any prior qualifications to undertake this level 3 qualification however we do offer a level 2 in Shopfitting Bench Joinery which will give you the knowledge and skills required to work in the construction industry. If you have already undertaken a level 2 qualification in Shopfitting or a similar qualification or have relevant experience, you may already have the skills and knowledge required to undertake this qualification.
Assessment	Additional Resources
There are a variety of assessment methods used in this qualification. Please see each unit for information on how it must be assessed.  <u>Grading statement:</u> The qualification is graded as Pass/Fail.	Supporting resources are available for this qualification on NOCN's vLearn platform.

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# 1. Overview of Qualification

This qualification is vocationally based and as such, offers the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge and will provide learners with a comprehensive plastering skillset to enable them to progress to employment in the construction sector.

## 1.1 Entry Requirements

There are no formal entry requirements for learners undertaking this qualification. The qualification can be undertaken without any previous training or qualifications in this subject area. It would be advantageous if learners had completed a level 2 qualification in a similar subject area.

Learners must be able to demonstrate the requirements of the qualification and have access to required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres should undertake initial assessment activities with learners to ensure this is an appropriate qualification for them, and they can achieve the level they will be studying before enrolling them onto a programme of learning.

The qualification is available to learners aged 16 years or over.

## 1.2 Progression Routes

Achievement of this qualification confirms the learner has gained the knowledge required to:

- Progress directly into employment
- Progress into further learning at a higher level.

## 2. Qualification Details

### 2.1 Qualification Structures

The NOCN\_Cskills Awards Level 3 Diploma in Shopfitting Bench Joinery is a 143-credit qualification with a Total Qualification Time (TQT) of 1430, including 1015 Guided Learning Hours (GLH). The learner must achieve all 143 credits from the Mandatory Components section below.

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Set up and use fixed and transportable machinery	M	3	M/501/7637	3	21	Practical Demonstration/Assignment /Assessment  Qualification End Knowledge Test
Produce complex shaped shopfitting product details	M	3	A/501/7639	16	112	Practical Demonstration/Assignment /Assessment  Qualification End Knowledge Test
Manufacture complex shaped shopfitting products	M	3	T/501/7641	49	343	Practical Demonstration/Assignment /Assessment  Qualification End Knowledge Test
Knowledge of information, quantities and communicating with others	M	3	H/501/7439	11	77	E-assessment
Knowledge of building methods and construction technology	M	3	H/501/7442	9	63	E-assessment
Know how to set up and use fixed and transportable machinery	M	3	K/501/7636	2	14	Practical Demonstration/Assignment /Assessment  Qualification End Knowledge Test
Know how to produce complex shaped shopfitting product details	M	3	T/501/7638	12	84	Practical Demonstration/Assignment /Assessment  Qualification End Knowledge Test
Know how to manufacture complex shaped shopfitting						Practical Demonstration/Assignment

products	M	3	M/501/7640	16	112	/Assessment Qualification End Knowledge Test
Know how to carry out safe working practices in construction	M	1	Y/501/7454	4	40	Portfolio of Evidence
Information, quantities and communicating with others	M	3	Y/501/7440	10	70	E-assessment
Construct a Bow Front Shop Window (Practical Synoptic Assignment)	M	3	H/501/7635	49	343	Practical Demonstration/Assignment /Assessment Qualification End Knowledge Test
Carry out safe working practices in construction	M	1	D/501/7455	3	27	E-assessment
Building methods and construction technology	M	3	M/501/7444	5	35	E-assessment

## 2.2 Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve this qualification. TQT is split into two areas:

Area	Example of activities
<p>Guided Learning Hours (GLH):</p> <ul style="list-style-type: none"> <li>learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training</li> <li>includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training</li> </ul>	<ul style="list-style-type: none"> <li>Classroom-based learning supervised by a teacher</li> <li>Work-based learning supervised by a teacher</li> <li>Live webinar or telephone tutorial with a teacher in real time</li> <li>E-learning supervised by a teacher in real time</li> <li>All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training</li> <li>Exam time</li> </ul>

<p>Other Learning Hours (OLH):</p> <ul style="list-style-type: none"> <li>• an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including:             <ul style="list-style-type: none"> <li>○ preparatory work</li> <li>○ self-study</li> </ul> </li> <li>• any other form of education or training, including assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Independent and unsupervised research / learning</li> <li>• Unsupervised compilation of a portfolio of work experience</li> <li>• Unsupervised e-learning</li> <li>• Unsupervised e-assessment</li> <li>• Unsupervised coursework</li> <li>• Watching a pre-recorded podcast or webinar</li> <li>• Unsupervised work-based learning</li> </ul>
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## 2.3 Assessment and Evidence

### External Assessment (externally set and internally assessed)

Learners will be required to complete the assessments created by NOCN for some units. Once the learner has completed the tasks, they are to be assessed internally by appropriate centre staff.

The assessment documents are available from NOCN, and they include all information needed by the learner to complete the tasks. The assessment decisions are to be recorded on the assessment documents.

### Qualification Assessment & Grading

Assessment: The assessment requirements set for this qualification is a multiple-choice Qualification end knowledge test and a synoptic practical assignment. This qualification is graded Pass or Fail. Skills Test: The Synoptic Practical Assignment will cover all of the skills learning outcomes and assessment criteria for all of the units. They are designed to be taken within a simulated construction environment, away from the stresses and distractions experienced on a real site. They are to be taken within a set period of time at the end of the whole qualification. The assignments are to be monitored and marked by the trainers. Knowledge Test: The knowledge assessment is designed to be taken on a computer using the NOCN online testing platform. However, paper testing is also available. The test is externally set and marked multiple choice test where learners can choose one of four possible answers. The test covers the learning outcomes for each unit and measures that they have been met.

## 2.4 Fair & Equitable Assessment

Assessments are designed to be accessible and inclusive, and the assessment methodology is appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

## 2.5 Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments and Special Considerations Policy and Procedure** found on the NOCN website at [www.nocn.org.uk](http://www.nocn.org.uk)

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

The NOCN Centre Approval process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination, which will be reviewed by NOCN.

Please refer to the **NOCN Quality Assurance Manual** for further details.

## 2.6 Recognition of Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and / or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university, and outside formal learning situations such as through life, employment, apprenticeships, and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support centres. This is available on the NOCN website at [www.nocn.org.uk](http://www.nocn.org.uk)

## 2.7 Assessment and Evidence for the Components

Assessment materials are only available to centres approved to deliver this qualification.

All current assessment materials are available from NOCN's vLearn platform. Existing centres have access to vLearn, new centres must contact the NOCN On-boarding Team. Centres must use current live assessment material, always download the most up-to-date version before a learner starts their assessment.

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

<https://www.nocn.org.uk/support/nocn-support/quality-assurance/>

## 3. Centre Information

### 3.1 Required Resources for Delivering the Qualification

As part of the requirement to deliver this qualification there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualification have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors can demonstrate the following competencies.

#### 3.1.1 Tutor Requirements

Be subject matter experts, hold or be registered as working towards, a recognised education and training qualification, have experience of delivering training within this subject area. The minimum expectation is that the level of competence of the Tutor should be at the same level as the training that is to be delivered and a minimum of 3 years' experience working in a relevant area.

#### 3.1.2 Assessor Requirements

Be technically competent, have experience of conducting assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The minimum expectation is that the level of competence of the Assessor should be at the same level as the qualification being assessed.

#### 3.1.3 Internal Quality Assurer Requirements

Each centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair, and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability, and consistency.

NOCN expects that an Internal Quality Assurer can demonstrate the following competencies, they should:

Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. The minimum expectation is that the level of competence should be at the same level as the qualification being quality assured.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

Centre staff may undertake more than one role, e.g., tutor, assessor, or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

#### 3.1.4 Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment, and quality assurance.

#### 3.1.5 External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of recognised Centre approval status.

The External Quality Assurer will make regular visits to all centres. During these visits they will:

Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.

Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

Refer to the **NOCN Quality Assurance Manual** for further information on the External Quality Assurance process.

### 3.2 Offering the Qualification

#### Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering this qualification, please contact: [business-enquiries@nocn.org.uk](mailto:business-enquiries@nocn.org.uk)

Use Horizon to add the qualification to your Centre.

#### New Centres

If you are interested in offering this qualification but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN centre and offering the qualification please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.

## 4. Component Information

The NOCN\_Cskills Awards Level 3 Diploma in Shopfitting Bench Joinery consists of 13 mandatory units and one Qualification Knowledge End Test.

To achieve this qualification a learner must provide evidence of learning and achievement against all the assessment requirements within the component.

A copy of the mandatory components can be downloaded via the NOCN website.

[NOCN\\_Cskills Awards Level 3 Diploma in Shopfitting Bench Joinery](#)

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